

Kirklees College Corporation

QUALITY, PERFORMANCE AND STANDARDS COMMITTEEMinutes of the meeting held on Monday 26 November 2018 at 3.30pm at the Huddersfield Centre

Present:	Ms C George Prof S Donnelly Ms S Weston Dr A Williams Ms M Gilluley	Independent member Independent member Independent member Independent member Principal and Chief Executive
Attendance:	5/9 = 56%	[KPI 80%, Quorum 3]
Apologies:	Ms E Hainsworth Mr G Hetherington Ms L Precious Mr N Taylor	Independent member Independent member Staff member Staff member
In attendance:	Mr D Winward Ms C Gonzalez-Eslava Ms P Firth Ms P Hughes	Clerk to the Corporation Vice Principal Acting Assistant Principal Assistant Principal – Quality & Apprenticeship Provision

17. Apologies for absence

Apologies were received as listed above.

18. Declarations of interest

There were no declarations of interest.

19. Minutes of the previous meeting

The minutes of the meeting of 15 October 2018 were approved as a correct record.

20. Matters arising from the minutes of the previous meeting**Update on agreed actions**

The Committee received an update on previously agreed actions. There were no outstanding items.

The Chair welcomed Ms Firth to her first meeting of the Committee in her new position as Assistant Principal.

21. Student Voice report

Ms Hughes presented the Student Voice report. This included an update on key student voice activities and the outcome and analysis of the Term 1 Student Experience Survey. She highlighted:

- the recruitment and training of 234 student representatives and 23 SuperReps thus far across all curriculum areas;
- that student parliaments had taken place on 20 and 22 November 2018 and elections for the SU Executive and Student Governors were underway;
- the survey completion rate of 72%, with 2732 students responding;
- overall satisfaction rate was high at 94%, although slightly lower than the previous year;

- key strengths were in students feeling safe, being treated fairly and teaching being of a good standard;
- the relatively lower levels of satisfaction were in regard to: where to go on the first day, planning of course timetables, refectory provision, standard of cleaning / maintenance and access to the careers service;
- further analysis was to be done and actions developed, to include focus groups, management intervention and improved communications. Relevant issues would be reported to the Equality, Diversity and Inclusion group.

In discussion, members:

- noted that the student voice quality mark would be used to measure progress and improvements would be made in communicating the impact of student voice initiatives;
- welcomed the overall positive responses and high levels of student satisfaction and questioned what benchmarking was done. Ms Hughes responded that FE Choices was used to compare responses with other colleges;
- questioned the impact of English & maths timetabling on the level of satisfaction with course timetabling. It was reported that satisfaction had improved by 7%, but further work was to be done to understand the issues;
- suggested that the report should include an explanation of the RAG-rating definitions;
- looked forward to seeing the outcome of further analysis by site etc. and the impact of the actions to be taken.

RESOLVED: to receive the report.

22. College Self-Assessment Report (SAR)

The Vice Principal presented the draft College SAR for 2017/18, which had been prepared following a thorough and robust process of challenge within the College, including a validation panel which had taken place earlier in the day, at which governors Ms George and Dr Williams had been present. The proposed key judgements were:

- Overall effectiveness: 3 (Requires Improvement)
- Leadership & Management: 3
- Quality of Teaching Learning and Assessment: 2 (Good)
- Personal Development, Behaviour and Welfare: 2
- Outcomes for Students: 3
- Adult Learning Programmes: 3
- Apprenticeships: 2
- Provision for students with high needs: 2

Despite the overall 'Requires Improvement' grading, the SAR read very strongly, but it was felt that the slight drop in learner outcomes for 2017/18, had to be reflected in the assessment. Whilst the College was confident that teaching, learning and assessment remained good, there was evidence of some serious gaps in the implementation of management processes in some curriculum areas.

Attached to the SAR was the draft Quality Improvement Plan 2018/19, which documented the proposed actions in each of 6 main areas of target outcomes, in order to address the identified areas for improvement, 3 of which were actions carried forward from the 2018 Ofsted report.

In discussion, members:

- suggested that some further contextualisation should be included to explain the reasons for the decision to grade as 3;

- expressed some disappointment that the provision for students with high needs had dropped and that this had led to re-grading from grade 1 to grade 2. This was explained as being due to a reduction in the outcomes for these students. The Principal noted that the over-riding driver was to respond to the reduction in outcomes in order to encourage a focus on improvement;
- acknowledged the additional demands and challenges that the College had faced during the past year and accepted that it was almost inevitable that there would be some impact of the financial recovery and restructuring programme. However, the restructure was regarded as an investment in the College's future;
- noted that the standard of apprenticeships outcomes remained remarkably high overall, but inconsistencies in some areas had been reflected in the grading for that area of provision;
- suggested that in future years, the SAR Validation panel could be taken as the first item at an extended meeting of the Committee.

RESOLVED:

- i. to receive the report;*
- ii. to recommend approval of the SAR as presented, by the Corporation.*

23. Report on Causes for Concern and Improvement Notices

Ms Hughes presented a report on the curriculum areas that were subject to a Cause for Concern (CfC) of Improvement Notice (IN). She highlighted the reasons for the imposition of these notices and the curriculum areas that had become subject to a CfC or IN, or had been removed from the process, following the success of improvement actions.

The Vice Principal noted the risk of the recent management changes as the new structure and personnel settled in to their new roles, and that this risk was being actively managed.

In discussion, members:

- noted that the CfC and IN process was a positive method of encouraging improvement as part of the College's overall quality improvement strategy, and that it provided additional resources and support where required;
- suggested that some curriculum areas might wish to self-refer to be brought under this process. It was reported that this could be considered but regular monthly monitoring processes were already in place to ensure that issues were identified at the earliest stage.

RESOLVED: to receive the report.

24. Teaching, Learning and Assessment (TLA)

Ms Firth presented a report which summarised the key processes on teaching, learning and assessment and actions taken or planned to improve practice. She highlighted the progress of the programme of Internal Quality Reviews (IQR) thus far in the year and those being proposed. Training and support to date included: the training of lesson observers, the annual teaching, learning and assessment conference, a range of staff development activities, sharing good practice, the Quality Teaching First (QTF) initiative and the Performance Evaluation and Enhancement Review (PEER) process.

Members welcomed the update and acknowledged the significant amount of work and initiatives in place to improve TLA. They looked forward to receiving further reports of progress as a result of the actions in place.

RESOLVED: to receive the report.

25. Higher Education Update

Mrs Firth presented a series of papers on HE matters. The first was a detailed report, which sought to provide assurance to the Committee about the continuous improvement of the student academic experience and outcomes, and the reliability of degree standards. This included information and updates on the Teaching Excellence Framework, Quality Assurance Review visit, Student Engagement and Student Voice, Higher Education Annual Review, Access Agreement and an overview of the College's Quality framework.

She reported the outcome of the Annual Provider Review which took place in October 2018 as providing the highest outcome available.

The second report was an update on the National Student Survey (NSS) 2017/18 results and interventions, providing further details on the position reported at the previous meeting. This included 3-year data compared with the national position and also comparisons with other colleges in the region.

Whilst expressing disappointment with the outcome of the NSS, members recognised that the College had robust processes in place for monitoring and assessing the level quality of its HE provision and for making improvements. It was noted that the numbers of responses were too small to be reported externally.

The Principal considered that the decline in the numbers on some HE programmes and the relocation of some elements of HE provision had, in some cases, had a negative impact on staff and student perception, and that this had been reflected in students' responses to some of the survey questions. She noted that despite some negative responses, outcomes for HE students were largely very positive.

The Committee was content to approve the Annual Assurance Statement 2018, required by the Office for Students (OfS) by 3 December 2018, for signature by the Principal, to be formally ratified by the Corporation at its December meeting.

Ms Firth also provided a paper entitled "The Case for Growth" which set out, for the Committee's information, the short, medium and longer term plans for developing a Higher Level Skills Strategy, which was expected to be finalised by June 2019. The Committee discussed the need for this to include higher level apprenticeships, HNCs and HNDs, in response to the clear demands of employers. It was suggested that a report should be provided at the December meeting of the Corporation.

The Chair noted the recommendation of the West Yorkshire Area Review to encourage collaboration between Kirklees, Calderdale and Wakefield colleges on HE. The Principal reported that a statement of understanding was currently being developed by the 3 colleges.

RESOLVED:

- i. to receive the report;*
- ii. to approve OfS Annual Quality Assessment Return for signature by the Principal.*

26. Learner Outcomes 2017/18

Mrs Hughes presented a detailed report on Learner Outcomes for 2017/18, which provided the latest data which had been finalised since the earlier version of the report presented to the Corporation on 5 October and the Committee on 15 October.

Headline achievement was reported as:

Overall: 81.19% (83.73% in 2016/17)

16-18: 79.06% (84.2%)

Adults: 83.24% (83.18%)

The report listed the outcomes broken down by curriculum area and age and the high-level actions to be taken to include: reviewing and improving assessment across all curriculum areas, the issue of Cause for Concern and Improvement Notices and the development of recovery plans.

A member suggested a consistent approach should be taken with the use of the RAG ratings, in order to present more accurate indication of trends.

RESOLVED: to receive the report.

Dr Williams left the meeting at this point, 6.00pm

27. Learner Support Impact 2017/18

Ms Hughes presented this report which provided a very positive picture on Additional Learning Support provided by the College and the impact that this had had on achievement, retention, attendance and punctuality. She highlighted that:

- for 2017/18, there were 896 students with an Education Health & Care Plan (EHCP) and 668 High Needs starts;
- outcomes for High Needs students were very good, significantly above both whole college and national rate for retention and achievement and slightly above in pass rates;
- students with EHCPs also continued to outperform their peers by a significant margin both in college and nationally;
- 'destinations' for supported students were extremely positive and above whole college totals for all cohorts.

Members welcomed the excellent support provided by the College and the very positive outcomes. They noted the significant increase in the numbers of supported students. Ms Hughes intended to check the figures again and would report any amendments.

RESOLVED: to receive the report.

28. Financial Recovery – Implications for Quality

The Principal reported on this standing agenda item. The management team remained focused on protecting students from any impact of the College's financial recovery and restructuring programme. Nevertheless, as identified in the SAR, there had been some impact on outcomes for learners, although the effect had not disproportionately affected any group of learners. A number of measures were in place to successfully embed the new structures.

RESOLVED: to receive the report.

29. Equality, Diversity and Inclusion Strategic Group

The Committee received the minutes of the meeting of this group, held on 23 October 2018.

The Principal reminded governors of the new well-being initiatives for staff, a report on which would be provided at the January meeting of the Corporation.

30. Governor Involvement

It was reported that several dates for IQR learning walks had been circulated to governors inviting their participation, and that several members had been involved in the SAR validation process over recent weeks.

31. Date of next meeting

Monday, 11 March 2018 at 3.00pm. *The meeting closed at 6.22pm*