

Kirklees College Corporation

QUALITY, PERFORMANCE AND STANDARDS COMMITTEEMinutes of the meeting held on Monday 27 November 2017 at 3.30pm at the Huddersfield Centre

Present:	Mrs C George Mrs L Holdsworth Prof C Jarvis Ms S Weston Ms M Gilluley	Independent member Staff member Independent member Independent member Principal and Chief Executive
Attendance:	5/8 = 63%	[KPI 80%, Quorum 3]
Apologies:	Mr G Hetherington Ms J Nowacki Dr A Williams	Independent member Independent member Independent member
In attendance:	Mr D Winward Dr A Clarke Ms P Firth Mrs C Gonzalez-Eslava Mr S Downham-Clarke Mr A Hutchinson Ms H Rose Mr C Tupling	Clerk to the Corporation Head of HE Head of Teacher Development Vice Principal Assistant Principal – STEM and Employer Engagement Assistant Principal – Study Programmes and Adults Director of Business Development Assistant Principal – Quality, Student Experience and HE

18. Apologies for absence

Apologies were received from members as listed above. The Committee noted the resignation of Mrs Bracewell.

19. Declarations of interest

There were no declarations of interest.

20. Minutes of the previous meeting

The minutes of the meeting of 16 October 2017 were approved as a correct record.

21. Matters arising from the minutes of the previous meeting

(a) There were no matters arising not covered elsewhere on the agenda.

(b) Update on agreed actions

The Committee received an update on previously agreed actions. Mr Tupling had yet to send the dates of the HE Strategic Group meetings to Prof Jarvis.

22. Higher Education Update Report

Dr Clarke, Head of HE, was in attendance for this item and presented a two-part report.

The first was an update on the National Student Survey 2016 results and interventions, as requested at the previous meeting. This included the actions taken for each curriculum area through Student Consultative Committees and Quality Enhancement Visits. Members welcomed the helpful and detailed paper. They sought and received assurance that the agency staffing issue had been resolved and that IT had been improved in the HE study room in terms of software and wifi.

Students were to be reminded in their consultative groups of the actions taken in response to issues they had raised.

The Committee also received and discussed a detailed paper on HE, which sought to provide assurance to the Committee about continuous improvement of the student academic experience and outcomes, and the reliability of degree standards. This included information and updates on the the Higher Education Annual Review, Teaching Excellence Framework, the Annual Provider Review, Quality Review visit, Access Agreement and Internal Quality Review.

Members noted that 68% of the College's HE leavers went on to non-graduate level destinations. This was attributed to the fact that the majority of these were students at level 4 and 5.

The Committee were content to approve the HEFCE Assurance Statement on behalf of the governing body.

RESOLVED:

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

23. Enrolment 2017

The Vice Principal presented a report which summarised the latest enrolment and funding position against the 2017/18 targets and showed the Red, Amber, Green (RAG) rating of each. She highlighted that:

- following a growth case for 16-18s, the revised target funding was £16.54m. In terms of enrolments, numbers were 3231, against the 3422 target. Since the previous report, there had been 84 withdrawals, despite a range of initiatives in place to retain them. Management reported an increase in incidents of challenging behaviour;
- for 19+, current numbers were 3062 against a full-year target of 6005 (£6.88m). Further provision was being considered to commence in January 2018;
- Apprenticeships stood at 1820 against the target of 2809 (£5.71m). The College was confident about the outcome of some recent bids;

Updated estimated current funding figures were not yet available.

In an additional paper, the Vice Principal described the College's strategies to retain students at risk of withdrawal. These had resulted in a 19% reduction in withdrawals compared to the same period in the previous year.

In discussion, members:

- questioned whether the College received sufficient advance information from schools about students with challenging behaviour. Mr Tupling described a pilot of an initiative which was intended to improve communication in order to help manage the transition of such students;
- were advised that of the College's use of scorecard information. The report provided screen prints of the scorecard which was used by staff. A higher-level version for governors was still under development;
- welcomed the initiatives to minimise withdrawals, but noted that whilst there had been 321 referral for 'Vocational Focus', only 47 had participated. It was reported the remainder had been closely scrutinised for suitability or alternatives through the systematic process called "Swap, Don't Drop";
- requested the inclusion of the percentage figure of the cohort, in addition to raw numbers in future reports.

RESOLVED: to receive the report.

24. Sub-Contracting Report and Risk Grid

The Vice Principal presented an update to the sub-contracting report presented at the previous meeting. The operational action plan was included with the papers for information. There had been no significant changes to risk levels since the previous report. Management had increased the frequency of review meetings and additional resources had been assigned to monitor provision.

The Committee were content to receive the report, but noted the need for the Board to consider the strategic approach to sub-contracting and to ensure the added value of sub-contracting, given the risks associated.

RESOLVED: to receive the report.

25. Employer Engagement

The Director of Business Development presented this report. She highlighted:

- changes within the Business Development Team;
- the College's links with Apprenticeship Levy-paying companies;
- the success of a tender for Apprenticeship delivery for Leeds City Council, of which the value and details were awaited;
- good progress on work-placements with 380 placements agreed with a further 150 in the pipeline. The profile was for 300 each month in order to reach the target of over 3000. Ms Rose expressed her confidence in view of the progress being made;
- the College's activity as part of the Global Entrepreneurship week.

Members welcomed the good progress reported and congratulated those involved.

RESOLVED: to receive the report.

26. Student Voice

Mrs Hughes presented a report on Student Voice activity which focussed on the induction period. The team had recruited 28 student 'SuperReps' in addition to a large number of class representatives; SU Parliament elections were underway and students were being encouraged to participate in Internal Quality Reviews.

The Term 1 student survey had seen a 62% response rate (10% lower than 2016) with overall satisfaction rated as 95%, students feeling safe 96%, and good levels of satisfaction in Teaching & Learning and the focus on English & Maths.

All those indicators below the KPI had seen improvement, including satisfaction rates at Dewsbury and satisfaction rates of LGBT students. The report provided details of these responses and action being taken. Further analysis was being done and would be reported to the Equality Diversity and Inclusion group and SLT.

The Chair commended the College's student voice activity and noted the good involvement of students.

RESOLVED: to receive the report.

27. English and Maths

Mr Hutchinson presented a report on the methods of measuring achievement of GCSE English & maths within the College. Both Overall achievement and High-Grade achievement had improved in 2016/17.

The new DfE measures of progress for students undertaking 16-19 provision were explained. These showed a good picture for the College as being better than the national average (NA) for English and Maths (overall) and for English (High-grades). High-grade achievement for Maths was below NA.

The College also had internal measures of progress, of which there were 2 versions, and these were presented in table and graphical format.

The Committee welcomed the broadly positive picture demonstrated by this information and presentation of the data in this manner.

A member suggested the use of case studies as a way of encouraging other students.

RESOLVED: to receive the report.

28. Cause For Concern (CfC) and Improvement Notices (IN)

Mrs Hughes presented this report and described the process for interventions where key performance indicators reported underperformance.

At the end of the 2016/17 academic year, there were 12 curriculum areas subject to CfCs and INs. Of these, 5 had since met the impact measures and had moved out of the process. Seven areas continuing to be monitored: Adult Skills, Childhood Studies, Creative & Digital Industries, Adult English and all Maths, Hospitality apprenticeships, Business and Science. Two areas had been added to the process: Construction apprenticeships and Engineering Education and Training.

Of these 9 areas, 4 were rated high risk and 5 medium risk. The report included a list of key actions on these and detailed actions in relation English & maths.

The Chair suggested that sub-contracted provision could be included in future reports rather than there being separate reports.

RESOLVED: to receive the report.

29. Teaching, Learning and Assessment

Ms Firth presented a report which summarised the key actions on teaching learning and assessment and documented the impact of each.

Actions included targeted training and development, use of students in learning walks, continual improvements to observation processes, sharing of best practice and joint events with other colleges.

Members welcomed the report and noted the apparently smooth process of lesson observations which seemed to be working very well. It was requested that staff be reminded that Governors should be invited to participate in learning walks.

RESOLVED: to receive the report.

ACTION: Ms Firth to remind staff to invite governors, via the Clerk, to participate in learning walks.

30. College Self-Assessment Report

Mr Tupling presented a summary report of the College's self-assessment report for 2016/17, which had been prepared following a thorough and robust process of challenge within the College.

The proposed key judgements were:

- Overall effectiveness: 2 (Good)
- Leadership & Management: 2
- Quality of Teaching Learning and Assessment: 2
- Personal Development, Behaviour and Welfare: 2
- Outcomes for Students: 2
- Adult Learning Programmes: 3 (Requires Improvement)
- Apprenticeships: 2
- Provision for students with high needs: 1 (Outstanding)

The Committee scrutinised the report and a discussion ensued on whether the College's current financial situation had had an impact on the quality of the student experience. Management's views was that students had been protected from any effect of financial pressures facing the College. Good progress had been made, with outcomes and student experience having been improved, despite those pressures. This was seen as a positive indicator of good leadership and management.

RESOLVED: to receive the report.

31. Minutes of the Equality, Diversity and Inclusion Strategic Group

The minutes of the meeting held on 10 November 2017 were not yet available.

32. Governor Involvement

Governors Mrs George and Mr Keeton and the Clerk had agreed to participate in the SAR Validation panel which was to be held on 1 December.

As discussed earlier, the dates for IQR learning walks would be communicated to governors.

33. Date of next meeting

Monday, 12 March 2018 at 3.30 pm.

The meeting closed at 5.40pm