

## MINUTES

### *Quality & Standards Committee No 48*

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Date: *14/11/2017*  
*(Tuesday)*

Time: *18:00–20:00*

Venue: *Rural Business*  
*Centre*

Committee: *Quality and Standards*

Notes: *Refreshments will be available from 5.30pm*

Present: *Allan Foster (Chairman), Richard Hughes and Sian Oliver*

Attending: *Alison Robinson (Vice Principal)*

Guests: *Jane Booker*

Apologies: *Ann Turner (Principal), Ian Douglass and Julie Hughes (Vice Chairman)*

## Public Minutes

Item number:  
(and category)

**33.17** *Attendance of College Staff*  
*Decision*

Section 8.2 of the current Constitution and Terms of Reference for the Quality & Standards Committee states:  
“Consultants or members of staff may attend meetings by invitation in an advisory capacity.”

**Resolved:**

**That College Management staff attend the meeting.**

**34.17** *Apologies for Absence*  
*Record*

Apologies for absence had been received from Ann Turner and Julie Hughes. Ian Douglass was not in attendance.

**35.17** *Appointment of Chair and Vice Chair for the Academic year 2017 / 2018*  
*Decision*

Quality and Standards Committee asked for nominations for Chair and Vice Chair of the Committee for the academic year 2017 / 2018.  
Following due process the Chair and Vice Chair from year 2016 /17 were re-elected.

**Resolved:**

- 1. That Allan Foster be appointed Chair of Quality & Standards Committee for the academic year 2017 / 2018**
- 2. That Julie Hughes be appointed Vice Chair of Quality & Standards Committee for the academic year 2017 / 2018**

**36.17** *Minutes of Previous Meeting*  
*Decision*

The public minutes of meeting number 47 held on Tuesday 4 July 2017, available on the Governor Extranet, were signed and agreed as a true and accurate record of the meeting.

**37.17** *Declarations of Interest*  
*Record*

There were no declarations of interest made in respect of items on the public agenda

**38.17**      ***SAR Validation 2016 / 17***

*Information*

The Chair of Quality & Standards Committee for 2016 / 17, Allan Foster, had attended the SAR validation meetings as part of the Governor Engagement Programme and expressed assurance on the robustness and quality of the process. The Vice Chair, Julie Hughes, who had extensive experience in this area had also attended a SAR presentation and had commented favourably to the Vice Principal following her visit.

Those grades that were borderline were being considered at the Quality Strategy Group meeting following further submissions from the relevant managers.

The SAR would be finalised and submitted to the Governor training event arranged for 28 November 2017.

**Resolved:**

**That the SAR Validation information be received.**

**39.17**      ***Strategic Plan Progress Report***

*Decision*

Quality & Standards Committee gave consideration to the Strategic Plan Progress Report 2016 / 2017.

The key performance indicators, for this early period of the academic year related to attendance and initial student feedback responses.

Quality & Standards Committee noted a pleasing start to the year.

**Resolved:**

**That the Strategic Plan Progress Report be received.**

**40.17**      ***In Year Performance Data Further Education***

*Decision*

Quality & Standards Committee gave consideration to the in Year FE Performance 2017 / 2018 which covered recruitment, attendance, punctuality, new curriculum courses, areas of low recruitment and associated analysis and actions.

Members asked about recruitment and were pleased to learn that with the addition of the partnership enrolments, numbers would be similar to the previous year with capacity to add to this from January enrolments. The subcontracted provision allowed the College to broaden its offer and deliver to communities it was not otherwise able to reach.

The 42 day probationary period had passed with 106 students withdrawing from their course (121 in 2016 / 17). These students were offered information and alternative study programmes where appropriate. Any further withdrawals would now affect success rates. Members noted strong recruitment at Croxteth, the Merseyside Centre.

There followed a discussion on the course offer with members commenting on new developments, reintroductions and rationalisation of modules within core subjects. Staffing and course decisions were made having taken into account demand, industry need and finances. Members noted some areas tended to attract recruitment of challenging students.

There were concerns over level of recruitment in Agriculture & Countryside and some areas of Greenspace & Creative Design.

The number of home educated students in the 14 - 16 age bracket had again increased. Governors had previously expressed interest in further information in the 14 - 16 area. The Clerk would arrange an information session and informed members of the Progression Event which was included in the Governor Engagement programme.

Quality & Standards Committee engaged in discussion over the report noting detailed focus and implementation of actions on issues as they arose.

Attendance and punctuality, precursors to success but also to employability skills, were high.

**Resolved:**

**That the Further Education In Year Performance report be received.**

**41.17**  
*Decision*

***In Year Performance Data Higher Education***

Quality & Standards Committee gave consideration to the Higher Education In Year Performance Report 2017 / 2018 which provided details of the Association of Colleges scholarship project, recruitment, attendance, retention, new HE course proposals, and associated actions.

**Recruitment** was up on last year by 10 students but remained a key concern due to the significant drop in the previous year. This reflected the national picture.

**Retention and Attendance** at this stage were high. Management analysis did drill down to pin point any issues, some attendance issues were identified in animal studies.

There had been a cluster of withdrawals in Greenspace , the main concern

being part time on-line learners. Actions for this year include developing an online forum firstly with teaching staff to progress this and to find ways to support the learners through online learning communities.

There was considerable work being undertaken around recruitment to learn reasons for non take-up of places, review external marketing, engage with the recruitment action plan, develop unique selling points, review the 'keeping warm' campaign, arrange subject marketing meetings, introduction of three new HE programmes and development of the Enquiries process.

**Resolved:**

**That the In Year Higher Education Report be received.**

**42.17**

*Decision*

***Apprenticeship and Skills Learning Achievement 2017 / 2018***

Corporation gave consideration to the Apprenticeship and Skills in-year Performance Report which provided an overview and update on key developments together with reports on the various actions.

**Recruitment** There had been growth in the previous two years and this was set to continue for the current academic year. Actions to improve systems for timely processing of applications was currently a priority.

The first apprentices for railway engineering had commenced training on the block release scheme. Members welcomed this initiative noting the partnership working, utilisation of residential accommodation and additional income. Data from the annual room survey audit would be considered in ensuring resources were in place as further apprentices came forward.

Members noted the legislation and changes in apprenticeships coming through as frameworks were being switched to standards where apprentices would be subject to formal end point assessments.

Quality & Standards Committee received information around some staff changes, and received responses to questions on staff observations, general support and CPD.

Members noted the key areas for improvement, actions around staff development, closing achievement gaps, levy opportunities, focus on underperforming schemes and continue the upward trend in overall and timely achievement.

**Withdrawals** were significantly lower than the previous year.

Quality & Standards Committee was pleased to receive a positive report in this complex area that was a key Government objective and undergoing much change.

**Resolved:**

**That the Apprenticeship and Skills In Year report be received.**

**43.17**

*Decision*

***Teaching Learning and Assessment Report***

Quality and Standards Committee gave consideration to the Teaching Learning and Assessment Report which provided an overview of academic data and received responses to their questions.

**Observations** - Graded teaching, learning and assessment observations had begun under a revised process where observers would take more of a coaching role to facilitate further staff reflection and development. Members received clarity on the process and were assured of the efficiency and quality of the process from the point of view of both observed and observer. The teaching staff Governor shared experiences from the work place.

**CPD** - The apprenticeship team had received CPD to prepare for the new end point assessments.

**Learner Feedback** was positive at this early stage in the academic year.

**Quality Assurance** - Apprenticeships & Skills performance boards were successful. Intervention work resulted in awarding body blocks being lifted and quality assurance hand books had been issued to staff. Quality & Standards Committee received assurance that this intervention work would continue to pick up issues at an early stage so avoiding implementation of blocks.

**On-line Delivery** - A key area for improvement. An on-line tutor group was being developed.

Quality & Standards Committee noted the key strengths, areas for improvement, actions taken to date and their impact and the further actions planned and expected impact.

**Resolved:**

**That the Teaching Learning and Assessment Report be received.**

#### **44.17** *Equality and Diversity Annual Report 2016 / 2017*

##### *Decision*

Quality & Standards Committee gave consideration to the Equality and Diversity Annual Report. The final report would be published on the College website in January 2018.

The report reflected on the work that had been undertaken to advance and promote equality, diversity and inclusion at Myerscough College over the academic year 2016 / 2017.

In accordance with the Equality Act 2010 and the Public Sector Equality Duty which came into force in April 2011 the College gives due regard to:

- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not
- Eliminate unlawful discrimination, harassment and victimisation, and other conduct prohibited.

Members discussed EDI noting under representation of women and ethnicity on the Board.

Governor, Jane Booker attended Quality & Standards Committee as a guest prior to her take up of the role of Safeguarding and EDI Governor. Quality & Standards Committee expressed a wish for her to join the committee. Corporation, at their next meeting in December 2017, would give regard to Committee membership and new appointments.

Members were invited to forward any further comments to the Vice Principal prior to 1st January when the completed document would be placed on the College website.

##### **Resolved:**

**That the Equality & Diversity Annual Report 2016 / 2017 be agreed.**

#### **45.17** *Curriculum Risk Register*

##### *Decision*

Quality & Standards Committee gave consideration to the Curriculum Risk Register noting the key "inherent risks" and actions taken to reduce them. Against the resulting "residual risks", assurance statements were provided.

It was agreed that the current industrial action in Liverpool which was causing disruption to public transport provided by bus companies be added

to the risk register. It was reported this was having impact on attendance, an important indicator of achievement and success.

**Resolved:**

- 1. That the bus workers strike action be added to the Risk Register**
- 2. That the Curriculum Risk Register Report be received.**

**46.17**  
*Decision*

***Quality & Standards Committee Constitution and Terms of Reference***

During this cycle of meetings all Committees were asked to review their Constitution and Terms of Reference to ensure that they remain fit for purpose and the Committee was fulfilling its responsibilities.

Quality & Standards reviewed the document and found it to be fit for purpose apart from a minor amendment removing the requirement for the Chair of Corporation to serve on this Committee.

**Resolved:**

**That the Quality & Standards Committee Constitution and Terms of Reference be approved as submitted.**