

# MINUTES

## *Quality and Standards Committee No 49*

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Date: *27/02/2018 (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), Ann Turner (Principal), Jane Booker, Julie  
Hughes (Vice Chairman), Richard Hughes and Sian Oliver*

Attending: *Alison Robinson (Vice Principal)*

Clerks: *Ron Matthews (Clerk) and Susan Whiteside (Deputy Clerk)*

## Public Minutes

| Item number:<br>(and category)  | Item description:  |
|---------------------------------|--|
| <b>01.18</b><br><i>Decision</i> | <b><i>Attendance of College Staff</i></b><br><br>Section 8.2 of the current Constitution and Terms of Reference for the Quality and Standards Committee states:<br><br><i>"Consultants or members of staff may attend meetings by invitation in an advisory capacity".</i><br><br><b><i>Resolved:</i></b><br><br><b><i>That College Management staff attend the meeting.</i></b>   |
| <b>02.18</b><br><i>Record</i>   | <b><i>Apologies for Absence</i></b><br><br>Apologies for absence were received from Julie Hughes, Richard Hughes and Sian Oliver.<br><br>Members discussed options around remote attendance at meetings. The Clerk would look into this further.   |
| <b>03.18</b><br><i>Decision</i> | <b><i>Minutes of Previous Meeting</i></b><br><br>The public and confidential minutes of meeting number 48 held on Tuesday 14 November 2017, which were published on the Extranet, were signed and agreed as a true and correct record of the meeting.  |
| <b>04.18</b><br><i>Record</i>   | <b><i>Declarations of Interests</i></b><br><br>There were no declarations of interest made in respect of items on the public agenda.   |
| <b>05.18</b><br><i>Decision</i> | <b><i>Strategic Plan Progress Report</i></b><br><br>Quality and Standards Committee gave consideration to the Strategic Plan Progress Report for 2017 / 2018.<br><br><b>We will continue to build and enhance our brand and reputation for excellence within the land-based and sports sectors.</b><br>The key performance indicators linked to research targets. These were being met and showed an upward trend from the previous year.<br><br><b>We will provide an outstanding teaching &amp; learning experience</b><br>Lesson observations were being undertaken with good results in terms of numbers of Good and Outstanding lessons observed. The number completed was lower than the previous year due to a new framework, which was explained in detail to members.<br><br><b>We will create opportunities for all to succeed</b><br>The key performance indicators were around retention and attendance data and targets were being met and exceeded for HE and FE. The apprenticeship success |

figures recorded under 'Employer Responsive' fell short of target in some categories. Members received assurance that this was a timing issue and not a downward trend. Targets for timely achievement were aspirational and significantly higher than national average. Best case scenario indicated that targets would be missed in some areas of apprenticeship provision meaning the overall target would be narrowly missed. In response to member challenge, it was clarified the lead for the area had agreed the targets and saw them as a management tool in the drive to bring up timely success rates and that they were achievable in the near future.

Further detail around the key performance indicators would be picked up later in the meeting as items were given consideration.

**Resolved:**

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

**06.18**  
*Decision*

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

Quality & Standards Committee gave consideration to the In Year FE Performance Report 2017 / 2018.

The report provided information on, attendance, retention and performance, and outlined strengths, actions taken and their impact along with further actions planned and their expected impact. There was also information on staff support and promotion of equality, diversity and inclusion in the FE curriculum delivery.

The Vice Principal spoke to the report and Quality & Standards Committee asked questions on aspects detailed below.

Members were pleased to note that attendance was at high levels, 97% across all Centres, and the improvement at Croxteth continued at 95%. Attendance at maths and English classes was only slightly lower and was closely monitored.

Retention averaged at 98% across all Centres and punctuality was 99%.

key areas for improvement were highlighted:

Improvement in high grade achievement in Equine, Arboriculture and Agriculture.  
Ongoing monitoring of attendance and performance of functional skills and GCSEs especially maths.

Closing of gaps between 19plus achievement in Greenspace, Sport and Equine Preston.

Review of work experience through the funded 'Challenge Project' to pilot the new T levels.

Review the access (exam) arrangements for students with learning difficulties and disabilities.

Members noted a shift from EDEXCEL (BTEC) qualifications to City and Guilds qualifications, which were preferred by employers. Movement to City & Guilds had improved staff morale and workloads in a number of areas. In response to questions further details on these was presented with members being informed on end point assessments for both practical and theory making it a different learning experience from the Btecs with their opportunities for repeated work submissions.

Engagement with land-based and regional management continued and staff training

was being rolled out as College prepared for the new technical qualifications. Myerscough had taken the opportunity to take part in the funded 'Challenge Project,' which piloted extended work placements in preparation for the T level qualifications. The project was challenging in terms of bureaucracy but had enabled Myerscough to have input into policy prior to roll out.

The Governor Training Day would include a policy overview that would provide more information on T levels. A readiness survey was due to be released to Colleges. Quality and Standards Committee expressed satisfaction with the report.

**Resolved:**

**That the FE In Year Report be received.**

**07.18**  
*Decision*

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

Quality and Standards Committee gave consideration to the in-year performance report for Higher Education and the TEF Report Submission and metrics.

**Higher Education In Year Report**

Retention was high at 99% with attendance at 90%. Lower areas were Animal Studies and Motorsports

Data monitoring systems had been developed to allow monitoring of enrolments for year 2 compared with those that started year 1. Non continuation was 10.7%, which was above the College target of 12% and above the HEFCE benchmark of 14%. Areas to improve were Motorsports and Sportsturf.

**Higher Education programmes** - All programmes had been re-approved following the Higher Education Review. Members noted the dedication of the team in preparation for the review. In response to questions, members were updated on new course proposals, the approval process, assessment of need and viability and timelines.

**Research and Scholarship** - Publications were on track to meet target. Dr Andy Hiron's book, 'Applied Tree Biology', had been published in collaboration with his co-researcher from Keele University. The HEFCE funded AoC HE Scholarship project was in its final phase with College initiatives expected to be included in the final framework.

The successful Annual Research Conference held in November 2017 attracted over 300 attendees.

Collaborative projects were being investigated.

An Agriculture Research day for the industry was being held in the FFIT Centre, as a showcase event.

**Recruitment** - There was strong recruitment for Vet Nursing and improved numbers for Agriculture & Countryside, Equine and Sport. Animal Studies remained strong, though there was a decrease on the previous year. Greenspace was an area of concern.

Members noted the actions to promote courses both internally and externally.

Opportunities for a progression agreement with Lancaster & Morecambe College was being held.

**Teaching Excellence Framework (TEF)**

If the evidence in the College's submission is accepted it could raise the standard

from Silver to Gold, which is the highest level. The submission did articulate that the metrics for highly skilled employment, specifically in relation to Veterinary Nursing, do not accurately reflect the actual outcomes. College will receive notification of the outcome in May or June 2018.

**Student Experience**

The National Student Survey (NSS) was due to be launched. Students were engaged in the quality enhancement process to take forward actions from the previous year's NSS outcomes

**Resolved:**

**That the HE In year Performance report be received.**

**08.18**  
*Decision*

***In Year Performance Data Apprenticeships and Skills***

Quality and Standards Committee gave consideration to the Apprenticeship and Skills Performance Report 2017 / 2018, which provided a summary of strengths, areas for improvement and actions taken and their impact.

**Restructure** - Richenda Yates had been appointed Head of Apprenticeship & Skills alongside her role as Short Courses Manager. The Employer Services Team had been restructured to strengthen these changes so providing a 'one stop shop' for employer enquiries for apprenticeships, industry and leisure short courses. This enables development of new provision to maximise the Adult Education Budget.

Apprenticeship Performance Boards had been developed and proving a success.

Work on CPD and employment packages had yielded a decrease in staff turnover and were expected to aid recruitment.

**Recruitment** - 2016 /17 had showed a near 25% increase in numbers against national decline. The Myerscough training and delivery model continued to project growth with applicants at 31 January 2017 being 317 to 285 at the same point last year. The Construction Plant area continued to present problems with staff recruitment.

**Performance** - Overall 143 of 275 best case completers have end dates between February and 31 July 2018. To date that equated to 61.4% success with best case 82.6%

Timely 145 of the 295 best case completers had end dates between February and 31 July 2018. To date that equated to 28% with a best case of 72.9%.

Horticulture was the largest area of provision and still growing. Enhanced monitoring and a full review was in progress as the rapid growth was affecting quality.

Rail Engineering was in its first year of delivery with excellent progress.

Analysis of withdrawals was provided. The top reason for students leaving was, 'left industry/employment'.

**Levy** - 60 learners, 40% of current in-year enrolments, higher than predicted, were enrolled through the levy system. Several large employers had signed up to Myerscough as their exclusive provider.

**Erasmus International ESF Funded Projects** - The 'virtual learning environments and interactive sources' project was ending. Governors would be invited to the final dissemination event in early summer. A new project on digitalising information,

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|   | <p>advice and guidance (IGS) was underway.</p> <p><b>Success</b> - Details of Myerscough student successes and Awards Ceremonies was noted.</p> <p>Teaching learning and Assessments - 24% of observations had taken place. All grades were at the high levels 1 and 2 with an increase in teachers achieving Grade 1</p> <p><b>Key Areas For Improvement</b> - included introduction of 'sign up service standards' to aid timely enrolments, attention to Administrative support required through the various new processes brought about by the levy system and other changes in the sector</p> <p>National Apprentice Week was 5th to 11th March - Initiatives were noted which included the Vice Principal being an apprentice for a day and production of case study videos by Myerscough's E-Learning Apprentice.</p> <p><b>Resolved:</b></p> <p><b>That the Workplace Learning Performance Report be received.</b></p> |
| <p><b>09.18</b><br/><i>Decision</i></p> | <p><b><i>Quality Improvement Plan 2017-2018 Progress Report</i></b></p> <p>Quality and Standards Committee gave consideration to the progress on the Quality Improvement Plan 2017-2018.</p> <p>At this stage in the academic year all but one item remained open as actions were ongoing. The action concerning information, advice and guidance (IAG) on careers was completed.</p> <p>There was close monitoring of Equality Diversity and Inclusion and in response to questions members noted that there were no significant achievement gaps. It was pleasing that 19 plus learners were achieving in line with their peers. Members noted a focus on the performance of Greenspace students. They sought assurance on the monitoring of performance and actions around online programmes.</p> <p><b>Resolved:</b></p> <p><b>That the Quality Improvement Plan Update be received.</b></p>                               |
| <p><b>09.18</b><br/><i>Decision</i></p> | <p><b><i>Learner Voice</i></b></p> <p>Quality and Standards Committee gave consideration to the report on the various Learner Voice surveys and initiatives that served to collect learner views, their perception of the College and involve learners in decision making. Overall feedback was positive. Actions were fed back to students by various means including 'You Said We Did' posters.</p> <p>Learner Voice data was regularly reviewed at the Curriculum Quality Group and the Quality Monitoring Strategy Meeting and fed into academic and support self-assessment reports.</p> <p>Members noted a good response to induction surveys with learner satisfaction T 95% and above.</p>   |

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|   | <p>Members noted improvement targets and actions being taken.</p> <p><b>Resolved:</b></p> <p><b>That the Learner Voice Report be received..</b></p>  |
| <p><b>10.18</b><br/><i>Decision</i></p> | <p><b><i>Teaching, Learning and Assessment Report</i></b></p> <p>Quality and Standards Committee gave consideration to the Teaching, Learning and Assessment report, which provided an overview of academic data and analysis of teaching, learning and assessment in line with the College strategic aim to provide an outstanding teaching and learning experience.</p> <p>Members commented on the detailed report with the Vice Principal supporting discussions and answering questions.</p> <p><b>Lesson Observations</b> - 46% of staff had been observed. Members were pleased to note that to date 98% of lessons were graded as 1 or 2 with an upward trend in Grade 1 observations. The number observed at this stage was lower, though more in depth than the previous year due to the roll out of a new coaching / reflective based system. Members were pleased to hear that on the whole the system was welcomed by staff. Members noted the areas for improvement.</p> <p><b>LANDEX</b> had identified that the Apprenticeship Area Team Construction Plant / Rail Engineering required additional support as there had been a significant change in staffing and problems retaining and recruiting staff.</p> <p>Members noted teaching staff engagement with the strong CPD programme, which offered all areas that had not made Grade 1 additional support. The Teaching and Learning Fair would be held later in the month.</p> <p>The transition from Apprenticeship Frameworks to Standards was underway with attention given to the College framework to support such.</p> <p>Quality Assurance - Support to teams was increased in advance of external verification activities. There had been successful outcomes from all awarding body centre reviews and approval visits as well as positive outcomes from all the Apprenticeship &amp; Skills sampling visits.</p> <p>There was support for areas delivering new technical qualifications.</p> <p>There was improved planning and tracking of Apprenticeship &amp; Skills quality related activities.</p> <p><b>Resolved:</b></p> <p><b>That the Teaching, Learning and Assessment Report be received</b></p> |
| <p><b>11.18</b><br/><i>Decision</i></p> | <p><b><i>Landex - Peer Review Report</i></b></p> <p>The Landex Peer Review for Myerscough was carried out in December 2017. Myerscough Staff were to carry out peer reviews for Easton &amp; Otley College and Hartpury College.</p> <p>Quality &amp; Standards Committee noted actions required:</p>  |

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|   | <ul style="list-style-type: none"> <li>• Review the size and training of the observation team to ensure a consistency in the quality of professional dialogue (coaching) within the new process.</li> <li>• Mechanisms to measure the impact of the new observation process.</li> <li>• Ensuring all QIP actions have measurable milestones and outcomes to assess impact and progress</li> <li>• Developing a differentiated duties programme for Agriculture learners on the farm</li> <li>• Assessing the quality and effectiveness of the tracking and monitoring of learner progress on the new technical qualifications</li> <li>• Further TLA training and support in some areas on planning for learning and measuring progress in lessons, as well as the pedagogical approach to teaching to an exam assessed curriculum.</li> </ul> <p>Members noted the value of benchmarking and external reviews.</p> <p><b>Resolved:</b></p> <p><b>That the Landex Peer Review be received.</b></p> |
| <p><b>12.18</b><br/><i>Decision</i></p> | <p><b><i>EDI Annual Report Action Plan - Update</i></b></p> <p>Quality and Standards Committee gave consideration to the Equality and Diversity Improvement Plan update and noted significant progress.</p> <p>Members noted good progress on the mental health strategy and equality analysis. The safeguarding / Equality Diversity and Inclusion Governor, Jane Booker would attend the College's EDI Strategy Group.</p> <p><b>Resolved:</b></p> <p><b>That the EDI Annual Report Action Plan Update be received.</b></p>  |
| <p><b>13.18</b><br/><i>Decision</i></p> | <p><b><i>Statutory Risk Register</i></b></p> <p>Quality &amp; Standards gave consideration to the report containing the risks relevant to the Quality &amp; Standards Committee.</p> <p>Members noted recruitment strategies and continued difficulties in filling vacancies within Construction Plant.</p> <p>It was agreed that the delivery of T levels and introduction of end assessments for apprentices be incorporated in the register.</p> <p><b>Resolved:</b></p> <p><b>That the Strategic risk Register be received subject to the addition described above.</b></p>  |
| <p><b>14.18</b><br/><i>Decision</i></p> | <p><b><i>Ofsted Residential Inspection Report</i></b></p> <p>Quality &amp; Standards Committee gave consideration to the report on the Ofsted Residential Inspection carried out on the 5 - 7 December 2017 and subsequent Post Inspection Action Plan. A challenge on a point of accuracy had been made,</p>  |



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|  | <p>Management awaited receipt of the final report.</p> <p>The overall findings from the Inspection was a grade of 'Good'. Management described the inspection as 'challenging and extremely rigorous'.</p> <p>Areas where action was required to meet 'Good' and 'Outstanding' in all areas were highlighted in the report. In the main, these related to record keeping systems in particular risk assessments. Whereas it was acknowledged that systems and records were in place, improvements could be made.</p> <p>An Action Plan which went further than the recommendations was put in place immediately post inspection with the aim to gain 'Outstanding' when next inspected which would most probably be after three years.</p> <p>Areas of strength were highlighted and the safeguarding Governor voiced her views after meeting with staff in the area noting the actions and increased work load in reviewing and establishing new record keeping systems. Questions were asked about whether staffing was sufficient considering the increased burden of mental health issues in the student population of the FE sector nationally. It was noted that the recently appointed Support and Wellbeing Coordinator was a highly skilled member of staff.</p> <p><b>Resolved:</b></p> <p><b>That the Report on the Ofsted Residential Inspection be received.</b></p> |
| <p><b>15.18</b><br/><i>Decision</i></p>    | <p><b><i>Matrix Assessment Report</i></b></p> <p>Quality &amp; Standards Committee gave consideration to the Matrix Assessment report on the inspection carried out on 23 - 25 January 2018.</p> <p>Matrix assessed the College's ability to deliver Information, Advice and Guidance across all services for students. The report concluded that the College continued to meeting the standard with an increased number of areas of strength and few areas for further development.</p> <p><b>Resolved:</b></p> <p><b>That the re-accreditation of the Matrix Standard be noted.</b></p>   |
| <p><b>16.18</b><br/><i>Information</i></p> | <p><b><i>Farriery Surveys</i></b></p> <p>The Committee gave consideration to two surveys relating to Farriery provision at the College. The first relates to Farriery Apprentices and the second to employers. These were external surveys and the College had not been aware the they were taking place.</p> <p>In relation to Myerscough, the responses to both surveys were positive with 70% of ATFs indicating Myerscough as the College of choice.</p> <p>Myerscough College is now the National Centre for Farriery.</p> <p><b>Resolved:</b></p> <p><b>That the Farriery Surveys be received.</b></p>  |

Signed:

Date: