

**REASEHEATH COLLEGE BOARD**  
**QUALITY AND STANDARDS COMMITTEE**

**Minutes of the meeting held on Thursday 3 March 2016 at 2.00pm**  
**Committee Room, Reaseheath Hall**

Present: Josh Bufton  
 Meredydd David  
 Dr Ian Graham  
 Anne McKay  
 David Pearson  
 Richard Ratcliffe  
 Alastair Taylor  
 Emily Thrane (Chair)

In attendance: Kaitlinn Schaap, FE student  
 Matt Gower, Assistant Principal Quality and Learner Services  
 Rachel Ellis-Jones, Assistant Principal and Dean of HE  
 Mark Harris, Assistant Dean of HE  
 Dave Kynaston, Vice Principal,  
 Jackie Schillinger, Clerk.

Item	Content	Action
1.	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>The Chair welcomed members to the meeting, including Mark Harris and Kaitlinn Schaap, attending their first meeting of the committee. Apologies due to study programme commitments were received and accepted from Jodie Jones. Thanks were given to Kaitlinn Schaap for kindly attending in Jodie’s place.</p>	
2.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No conflicts of interest declared.</p>	
3.	<p><b>MINUTES AND MATTERS ARISING</b></p> <p>3.1 Part 1 of the minutes of the meeting held on 10 November 2015 approved as a correct record.</p> <p>3.2 Matters arising:</p> <p>8.1: The Assistant Dean of HE updated members on the actions being taken to support HE students with module re-sits this year. He reported that the faculty is reviewing its attendance policy at the May academic board and that the reviewed approach will be brought forward to the committee thereafter. Comments from the committee in</p>	<p>MH - HE attendance policy to committee</p>

	<p>discussion included the need to consider how this policy links with the college HEI partners and to ensure that it considers the needs of individual students rather than imposing a blanket approach.</p> <p>8.2: Confirmation that the board had agreed to the principle of setting up a HE committee to the board and further work this year on membership and terms of reference is taking place, with a view to launching the new committee in the new academic year.</p>	
<b>4.</b>	<b>ENGLISH AND MATHS IMPROVEMENT STRATEGY</b>	
4.1	<p>The Assistant Principal and Dean of HE, as the senior manager responsible for the area, provided an update on English and mathematics progress. She provided the committee with the context for the college and the sector as a whole, the key actions being taken and the positive signs of improvement, especially in mathematics. She expressed her confidence that whilst only minor improvements are likely to be seen in results this year, the college is moving in the right direction for better results in subsequent years. Key points arising in the committee's discussion were:</p> <ul style="list-style-type: none"> <li>• Actions taken to embed specialist teaching within the curriculum and so keep learners within their curriculum and friendship groups;</li> <li>• Actions to improve attendance;</li> <li>• Reasons for the relative strengths in mathematics and support to achieve the same in English;</li> <li>• Increase in capacity in the English team with the recruitment of a programme leader;</li> <li>• Student governor feedback, which supported the move to curriculum rather than centralised delivery by the specialist team, with curriculum champions within each area;</li> <li>• GCSE delivery proposals,</li> <li>• Representatives from the specialist staff and the curriculum staff to attend a future meeting to give a feel for how it is going on the ground.</li> </ul>	REJ
4.2	<p>The committee received the update report and noted the improvement action strategy. The committee requested that the item be reported to the next meeting, where a further developed report on the improvement strategy will be presented.</p>	REJ June meeting
<b>5.</b>	<b>TEACHING LEARNING AND ASSESSMENT</b>	
5.1	<p>The Assistant Principal, Quality and Learner Services presented the Autumn Term Quality Review Weeks Report and provided an update on reviews carried out so far this term. He reported that the data is looking positive so far in working towards the very challenging targets set for teaching, learning and assessment this year in order to move to outstanding. The following areas were discussed:</p> <ul style="list-style-type: none"> <li>• Strengths and areas for improvement;</li> <li>• The strong use of e-learning coming through in the reviews and the JISC national report on good practice that features the college e-learning model as good innovative practice;</li> <li>• The move to specific HE quality reviews, with acknowledgment of the need to ensure peer and external HE expertise input to these reviews;</li> <li>• The good practice peer work undertaken this year, with reciprocal visits to Hadlow and Hartbury;</li> </ul>	

<p>5.2</p>	<ul style="list-style-type: none"> <li>• Assurance on the standardisation process, with no significant difference in internal and external reviewer results and the validation of the robust process by Ofsted at the recent inspection;</li> <li>• The Equine review and actions in place;</li> <li>• The current internal review of the quality process to ensure that it maximises quality improvement as well as assurance, which will be brought to a future meeting of the committee.</li> </ul> <p>The staff governor, in her role as Teaching and Learning Coach, presented the Teaching and Learning Development Report, based on the autumn term interventions. She also provided an update on the current position. Key areas covered in the discussion were:</p> <ul style="list-style-type: none"> <li>• RAG rating of teaching staff following review weeks is proving helpful to identify when intervention is needed. It also provides for a ‘Gold’ standard for recognition and reward, which is being developed within the performance related pay system;</li> <li>• The challenge of staff turnover generally for the sector and the actions in place for the significant number of new staff from industry that the college trains in teaching;</li> <li>• Initiatives to share good practice bringing together Advanced Practitioners;</li> <li>• Ways that the college can ensure that the risks relating to individual quality reports coming through are considered by senior management and linked to the college wide risk register where necessary to ensure that the college risk register remains a live document;</li> <li>• Use of Moodle and blended learning with staff and the initiatives developed by the in-house teacher training team.</li> </ul>	
<p>5.3</p>	<p>The committee received the reports and requested that a presentation on the new ideas for the quality improvement process be made to the board at an appropriate time, perhaps in May or July.</p>	
<p>6.</p>	<p><b>PERFORMANCE DATA MONITORING</b></p>	
<p>6.1</p>	<p>The Vice Principal presented the performance data update report for 2015/16 for further education and apprenticeships. The committee confirmed that English and mathematics was a top priority across all areas, with Level 1, disadvantaged learners and attendance/retention all key areas for focus. Actions planned or in place to achieve improvement in these areas were discussed. The Vice Principal also shared an information paper on actions to improve recruitment for 2016/17, which has been identified as a current risk. The committee acknowledged the early identification of the risk and supported the high priority focus on actions to manage this risk. The committee requested that an update report be provided to the next meeting.</p>	<p>DPK update report to next meeting</p>
<p>6.2</p>	<p>The Assistant Dean of HE provided the performance data update report for 2015/16 for higher education. He confirmed the very positive picture overall, with the focus on improving attendance the key discussion point.</p>	
<p>7.</p>	<p><b>QUALITY IMPROVEMENT PLAN MONITORING</b></p>	
<p>7.1</p>	<p>The FE Quality Improvement Plan 2015/16 was received for information.</p>	<p>JS Arrows on reports need to be consistent.</p>

7.2	<p>The HE Annual Academic Overview Action Plan 2015/16 was received for information. The Assistant Dean of HE explained the context of this new reporting, which was welcomed by the committee. The committee particularly welcomed the cross-referencing to the QAA requirements in the report. The committee requested that the action plan currently being developed internally to address the impact of the changes to Disability Support Allowance be presented to the committee in due course. It was agreed that a query on the report (1.1.3 and 1.1.4) be confirmed outside the meeting.</p>	<p>MH-HE support and DSA changes to committee</p> <p>MH to clarify IG query.</p>
<p><b>8.</b></p> <p>8.1</p> <p>8.2</p>	<p><b>OPPORTUNITY FOR FEEDBACK FROM STUDENT GOVERNORS</b></p> <p>The student governors updated the committee and led discussion on a number of areas including:</p> <ul style="list-style-type: none"> <li>• Student sports participation update and increased weekend sporting opportunities for students;</li> <li>• Developments on campus, including the refurbishment of the under 18 common room, with the committee’s thanks passed to Kaitlenn Schaap and the Student Association for their work on this;</li> <li>• Issues with internet connectivity, even though speed once connected has improved;</li> <li>• Transport service and overall improvement, though still some issues with service levels;</li> <li>• Student RAG news, including RAG week events planned and totals raised so far for the nominated charity as well as wider charity fund-raising.</li> </ul> <p>The committee thanked the student governors for the update and requested that management take away the issues of internet connectivity and transport service for consideration and action.</p>	
9.	<p><b>SAFEGUARDING UPDATE REPORT</b></p> <p>The Vice Principal presented the Safeguarding Update Report for information. The committee received the report with thanks and suggested that it could include some further detail on the Prevent strategy in the next report. Discussion focused on cared for children and the link to data monitoring to ensure equality of opportunity is achieved. The committee also discussed the prevention strategies in place aimed at drug-related issues. The committee noted that the report showed very little issue with drugs incidents on campus. It recognised that the use of drugs including legal highs is a national concern and welcomed the evidence in the report that the comprehensive and robust strategies adopted by the College were very effective. The designated safeguarding governor noted that the Cheshire East Adult Safeguarding Team had not yet endorsed the college policy, despite college efforts to engage them. It was agreed that a further push on this should be made.</p>	<p>DPK Prevent detail in next report.</p>
10.	<p><b>CARE STANDARDS EXECUTIVE SUMMARY 2016</b></p> <p>The Assistant Principal, Quality and Learner Services presented an overview of residential care provision in place for under 18 students, a summary of the self-assessment document, an update of progress against the residential care action plan and current performance as of January 2016. The committee received the report and</p>	

	<p>noted that an inspection is likely to take place soon. It was confirmed that all governors have undergone Prevent training either face to face or online in 2015. The committee considered that an update during 2016 would be appropriate. The committee recommended that governors complete the college Moodle training module on Prevent, if they have not already done so.</p>	
<b>11.</b>	<p><b>QUALITY MONITORING REPORTS FOR INFORMATION</b></p> <p>The following reports were received for information:</p> <ul style="list-style-type: none"> <li>• FE Induction Learner Survey Report 2015-16 (Green)</li> <li>• Apprenticeship Survey Report 2015 (Green)</li> <li>• HE Induction Survey Report 2015-16 (Amber)</li> <li>• HE National Student Survey Areas for Improvement Report 2015-16 (Amber)</li> <li>• Complaints monitoring FE and WBL</li> <li>• Complaints monitoring HE</li> <li>• FE Academic Board Minutes 03.02.16</li> <li>• HE Academic Board Minutes 10.02.16</li> </ul>	
<b>12.</b>	<p><b>MATTERS TO REPORT TO THE BOARD</b></p> <p>It was agreed that the Committee Chair's report will highlight the focus and actions on English and mathematics, attendance and recruitment. It will also request that governors complete the college Moodle Prevent training module if they have not already done so.</p>	
<b>13.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no other business to report.</p>	
<b>14.</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting date was confirmed as Thursday 9 June 2016 at 2pm.</p>	

*The meeting closed at 4.10pm.*

Signed:

Dated: