

REASEHEATH COLLEGE BOARD
QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Thursday 10 November 2016 at 2.00pm
Committee Room, Reaseheath Hall

Present: Meredydd David (Principal)
Dr Ian Graham (independent)
Anne McKay (staff)
David Pearson (independent) *item 6 onwards*
Richard Ratcliffe (independent)
Emily Thrane (Chair)
Kerri-Anne Williams (student)

In attendance: Matt Gower, Assistant Principal Quality and Learner Services
Rachel Ellis-Jones, Assistant Principal and Dean of HE
Jo Maher, Assistant Principal,
Rob Icke (staff governor designate)
Paul Spearritt, Quality Manager
Jackie Schillinger, Clerk.

Item	Content	Action
1.	APPOINTMENT OF CHAIR	
1.1	The Clerk requested nominations for the role of Chair. Emily Thrane was nominated and seconded for the role. No other nominations were received and all were in favour.	
1.2	RESOLVED: Emily Thrane is appointed as Chair of the Committee for the 2016/17 academic year.	
2.	WELCOME AND APOLOGIES FOR ABSENCE The Chair welcomed members and attendees to the meeting and in particular welcomed the new members: student governor Kerri-Anne Williams and staff governor designate Rob Icke, as well as Paul Spearritt attending as Quality Manager at the college. Apologies for absence were received and accepted from members Alastair Taylor, Charlie Woodcock and attendee Dave Kynaston. David Pearson had sent word that he was delayed in traffic and would arrive slightly late.	
3.	DECLARATIONS OF INTEREST The following interests were noted: <ul style="list-style-type: none"> • Meredydd David, director of DART Limited • Richard Ratcliffe, director of DART limited • Emily Thrane, director of DART limited and member of the University Council, University of Chester 	

	No specific agenda items were identified as giving rise to a conflict of interest.	
4.	<p>APPOINTMENT OF VICE CHAIR/S</p> <p>The Chair proposed David Pearson to continue in his role as Vice Chair for the 2016/17 year. The proposal was seconded and all were in favour. It was acknowledged that Dr Ian Graham, whilst remaining a member of the committee had now taken on the role of Chair of the HE Committee.</p>	
5.	<p>MINUTES AND MATTERS ARISING</p> <p>5.1 Minutes of the meeting held on 9 June 2016 were received, confirmed as a correct record and signed by the Chair.</p> <p>5.2 The following matters were noted:</p> <ul style="list-style-type: none"> • Item 3: The Higher Education Support Team update had been presented to the recent HE Committee meeting as within the remit of that committee; • Item 5.2: The student surveys have been updated to enable the student experience of the service areas to feed into the service area Self-Assessment Reports (SARs) in future. 	
6.	<p><i>David Pearson joined the meeting.</i></p> <p>EDUCATION POLICY UPDATE</p> <p>6.1 Post 16 Skills Plan: The Assistant Principal, Curriculum, provided a presentation on the post 16 skills plan and potential implications for the college. A detailed discussion took place during and following the presentation and members requested that the topic be included in the governor strategy day on 27 January 2017. Key areas of discussion included:</p> <ul style="list-style-type: none"> • The bridging element to the transfer between the academic and vocational routes; • The timetable for implementation; • Possibilities for a softening in policy in some of the detail before implementation; • The structure of the technical routes and sub-routes; • Lobbying that is taking place on behalf of the college/land-based colleges; • Assurance that students arriving to the college in September will not be affected by the changes in relation to their current qualification; • The importance of information and guidance and working with schools; • LEP involvement and EU funding elements. <p>6.2 Understanding FE Qualifications Changes: The Quality Manager provided members with an update on changes to the FE qualifications and the implications for the college. In the discussion that followed, members were assured that the college is planning for the impact of these changes and taking steps to best manage the risks that the changes present. It was noted that a short term risk is the increased number of examinations and the associated exam concessions that the college has to accommodate, which creates room and staff capacity issues.</p>	

<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>COLLEGE SELF-ASSESSMENT REPORT (SAR)</p> <p>2015/16 FE Performance Presentation: The Assistant Principal, Quality and Learner Services presented the key performance outcomes for the college FE and apprenticeship performance in 2015/16, highlighting the college strengths and areas for improvement. The meeting discussed the areas for improvement and noted the actions in place to address these areas.</p> <p>Members received the College SAR 2015-16, for consideration and recommendation for approval to the governing body. The information received included:</p> <ul style="list-style-type: none"> • Executive Summary of college and curriculum self-assessment • Annual college SAR • Curriculum attendance rates • Curriculum destination data • Curriculum satisfaction rates • College lesson observation data • 2015/16 SAR Quality Improvement Plan update <p>College FE Targets 2016/17 and Quality Improvement Plan (QIP): Members discussed the proposed targets and QIP and requested that ‘attendance’ (90%) is added into the range of targets for completeness. A detailed discussion took place on the appropriate target for English and maths GCSE A-C performance. In outcome, the committee recommended that the target for year 1 should be more realistic at the national average (likely to be around 25%), with a more ambitious target for year 2, to reflect the time that it will take to make this progress.</p> <p>RESOLVED:</p> <p>i. The College Self-Assessment Report 2015/16 and Quality Improvement Plan 2016/17 is approved by the committee and recommended to the Board for approval;</p> <p>ii. The College performance targets for 2016/17 are approved by the committee (subject to the amendment of the English and maths GCSE A-C target to the national average and ‘attendance’ (90%) included) and the targets are recommended to the Board for approval.</p>	<p>Chair’s report</p>
<p>8.</p>	<p>ENGLISH AND MATHS</p> <p>English and Maths Strategy/Quality Improvement Plan: The Assistant Principal and Dean of Higher Education (with responsibility for English and maths) presented an update on the improvement strategy, including the QIP for 2016/17. The report outlined progress to date in relation to the strategy already agreed for 16/17 and the on-going barriers. It also introduced new initiatives and developments which the college anticipates will further support a significant improvement in achievement rates this year. One specific course of action is the development of a three-year cross-college English and maths strategy. Another is the use of intervention activity to enable a more differentiated approach to developing English and maths skills at an individual student level. In discussion, it was acknowledged that there is no ‘quick fix’ and the committee supported a realistic and sustainable improvement plan. The committee requested and received assurance that the college is providing sufficient resource for teaching capacity in this key area. In conclusion, members requested that the more detailed improvement</p>	<p>REJ Further update with more detail and action plan March 2017</p>

	strategy and action plan being developed be brought back to the next meeting. It noted that the area remains RAG rated Red and it will continue to monitor the improvement strategy very closely in 2016/17.	
9.	<p>TEACHING AND LEARNING REPORT</p> <p>The Lead Teaching and Learning Coach (also the staff governor) presented her report on work to support and improve performance. The report provided information on the standards, and follow up actions, from teachers receiving “requiring improvement” or “inadequate” grades from formal lesson observations. It also provided information on the progress of staff that are new to teaching during 2015/16 and “in house” continual professional development around the subject of teaching, learning and assessment. Members questioned on areas where there are some challenges and the impact that performance management is having. The committee welcomed the resource that the college has invested into this area, with new Teaching and Learning Coach roles. This has allowed the focus to extend to grade 2 teachers as well as grades 3 and 4, so that the college can move towards its aim of achieving outstanding. Following discussion, the committee agreed:</p> <ul style="list-style-type: none"> • To request a report on the new teaching and learning strategy being developed to achieve outstanding at its spring 2017 meeting; • To request that the teaching and learning report in future includes a column on the number of observations against the % of learning grades in each curriculum areas to give more context to the data. 	Anne McKay March 2017
10.	<p>ENROLMENTS FE AND APPRENTICES 2016-17</p> <p>The Principal presented enrolments report for FE and Apprenticeships. In discussion, the committee considered in particular the management planning and actions in place to manage the shift in mix of provision this year that will impact on income next year. The committee expected this risk to be managed closely by management, with oversight by the Finance and General Purposes.</p>	
11.	<p>SAFEGUARDING UPDATE REPORT</p> <p>11.1 The Vice Principal presented the safeguarding report. The designated governor for safeguarding and the committee welcomed the report, with recognition of the high standard of reporting that provides a comprehensive picture and substantial assurance on this key area of board responsibility in line with the reporting standards generally expected in and outside the sector.</p> <p>11.2 Updates to the following policies were discussed and comments received from the designated governor for safeguarding:</p> <ul style="list-style-type: none"> • Young Person Safeguarding Policy • Safeguarding Adults Policy • Learner Harassment and Bullying Policy <p>11.3 RESOLVED: Following discussion and subject to the comments being incorporated, the above policies were approved and recommended for formal Board approval.</p>	Chair’s report
12.	<p>REPORTS FOR INFORMATION</p> <p>The following reports were received for information:</p> <ul style="list-style-type: none"> • Complaints monitoring FE and apprenticeships • FE Academic Board Minutes 	

<p>13.</p> <p>13.1</p> <p>13.2</p>	<p>REVIEW COMMITTEE TERMS OF REFERENCE</p> <p>The clerk provided an updated draft of the committee terms of reference, which reflected the separate HE Quality and Standards Committee now in operation. Members considered and approved the updated terms of reference.</p> <p>RESOLVED: To approve the updated Terms of Reference and recommend them to the Board for approval.</p>	<p>Chair's report</p>
<p>14.</p>	<p>MATTERS TO REPORT TO THE BOARD OR OTHER COMMITTEE</p> <ul style="list-style-type: none"> • Approval of the updated Terms of Reference • Approval of the College Self-Assessment Report 2015/16 and Quality Improvement Plan 2016/17 • Approval of the College performance targets for 2016/17, subject to the amendment of the English and maths GCSE A-C target to the national average and 'attendance' (90%) included. • The challenging external policy environment, including risks presented by the post-16 skills plan, apprenticeships reform and the HE sector changes, to be considered in more detail by governors at the strategy day in January 2017 • Required oversight of income impact due to shift in mix of provision highlighted to the Finance and General Purposes Committee. • Approval of the following updated policies: <ul style="list-style-type: none"> • Young Person Safeguarding Policy • Safeguarding Adults Policy • Learner Harassment and Bullying Policy 	<p>Chair's report</p>
<p>15.</p>	<p>ANY OTHER BUSINESS</p> <p>There was no other business reported.</p>	
<p>16</p>	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting was confirmed as Thursday 2 March 2017 at 2pm.</p>	

The meeting closed at 4.20pm