

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

**Minutes of the meeting held on Thursday 2 March 2017 at 2.00pm**  
**Committee Room, Reaseheath Hall**

Present: Meredydd David (Principal)  
 Dr Ian Graham (independent)  
 Ron Icke (staff)  
 Anne McKay (staff)  
 David Pearson (independent)  
 Richard Ratcliffe (independent)  
 Alastair Taylor (independent)  
 Emily Thrane (Chair)  
 Zoe Cadwallader, Student Association (for Kerri-Anne Williams)

In attendance: Matt Gower, Assistant Principal Quality and Learner Services  
 Rachel Ellis-Jones, Assistant Principal and Dean of HE  
 Jo Maher, Assistant Principal  
 Dave Kynaston, Vice Principal  
 Paul Spearritt, Quality Manager  
 Jackie Schillinger, Clerk.

Item	Content	Action
1.	<p><b>Welcome and apologies for absence</b></p> <p>The Chair welcomed all to the meeting. Apologies for absence were received and accepted from Charlie Woodcock and Kerri-Anne Williams.</p>	
2.	<p><b>Declarations of interest</b></p> <p>The following interests were noted:</p> <ul style="list-style-type: none"> <li>• Meredydd David, director of DART Limited</li> <li>• Richard Ratcliffe, director of DART limited</li> <li>• Emily Thrane, director of DART limited and member of the University Council, University of Chester</li> </ul> <p>No specific agenda items were identified as giving rise to a conflict of interest.</p>	
3.	<p><b>Minutes and matters arising</b></p> <p>The minutes of the meeting held on 10 November 2016 were approved as a correct record and signed by the Chair.</p>	

<p><b>4.</b></p>	<p><b>College 2015/16 qualification achievement rates (QAR) data dashboard update</b></p> <p>The Assistant Principal, Quality and Learner Services presented an update to the college’s 2015/16 performance data including the external release of Qualification Achievement Data (QAR) via the Skills Funding Agency (SFA). He explained that the report was risk-rated amber and he took the committee through the data and areas of risk to the college. These areas included more work to do on looking at 19+ learners and destination data, which is a particular challenge for land-based colleges under the new system. The committee discussed the detail of the data and the planned actions to best improve the data within the next two or three years.</p> <p>The committee agreed as an outcome of the discussion to report to the Board that it:</p> <ul style="list-style-type: none"> <li>• Acknowledges that the data is nationally produced and will be changing as it develops, but that there is a threat within the data, which is showing that we are not doing as well as we could do;</li> <li>• English and maths remains a challenge;</li> <li>• The Self-Assessment Report will be updated with reference to the data;</li> <li>• The Committee wishes to keep a close eye on College performance against the data dashboard and has requested that the College reports each term on QAR data developments and college actions to address the challenges that it presents.</li> </ul>	<p><b>Data Dashboard update at next meeting.</b></p>
<p><b>5.</b></p>	<p><b>College FE and apprenticeships performance monitoring</b></p> <p>The Vice Principal presented his update report on student enrolment, retention and applications. He took members through the detail in the report and summarised areas where there has been work going on to improve the data. The committee noted that overall the report shows a good steady state, with pleasing data on applications, success rates and retention for this time of year. The committee also noted the achievement of this ‘steady state’ is not easy with a great deal of work going on to retain students. The committee queries the retention data shown for engineering and the Vice Principal agreed to check this and to follow this up with the committee members after the meeting.</p> <p>The committee noted that there had been more withdrawals than usual this year due to poor student behaviour leading to more disciplinary action than usual. The Vice Principal confirmed that the college would monitor this into next year to see if a trend, but that it is too soon to say if this is something that will continue or may just be down to one year, which can happen occasionally. The committee expressed its support for maintaining high behaviour standards even if it meant losing more students than usual this year.</p>	<p><b>VP to check engineering retention data</b></p>
<p><b>6.</b></p>	<p><b>College SAR quality improvement plan progress</b></p> <p>The committee welcomed the clear, RAG-rated report provided by the Assistant Principal, Quality and Learner Services, setting out the progress on the 2016/17 quality</p>	

	improvement plan. Following discussion, the committee took assurance that the plan is being closely monitored and the key challenge areas on English and maths, closely managed.	
<b>7.</b>	<p><b>English and maths</b></p> <p>The committee focused on English and maths improvement actions, reported by the Assistant Principal, Curriculum. The reporting set out new initiatives and developments designed to support improvement in achievement rates in 2016/17, including changing staff deployment in lessons, reducing group sizes, using intervention tutors, carrying out a formal mock exam and building shared curriculum resources on Sharedrive to support contextualisation and hearts and minds of staff. Discussion focused on the structure of the English and maths staff team, the incentives and motivating actions that are being used and the impact of bringing lessons back into the curriculum. The student representative confirmed that in her experience, the students are now more motivated to go to their English and maths classes now they are within the curriculum. However, it was acknowledged that there is still much more to do on embedding English and maths into the vocational areas by upskilling both the specialist staff and the vocational staff to achieve more vocational relevance.</p>	<b>English and maths report at next meeting.</b>
<b>8.</b>	<p><b>Teaching and learning update report</b></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 2016/17 and “in house” continual professional development around the subject of teaching, learning and assessment. It highlighted the college key priorities for 2016/17 on teaching and learning and progress against these. The committee received the report with thanks and noted the reporting on the initial feedback on the impact of the new quality improvement strategy, which indicated a positive impact. Discussion focused on observations, types of measures and ensuring that measures focus on the right place. The committee requested a further report on impact at its next meeting, when there would be more evidence to consider.</p>	<b>Monitor impact of new quality strategy at next meeting.</b>
<b>9.</b>	<p><b>Safeguarding update report</b></p> <p>The Vice Principal presented the termly safeguarding update report. The designated governor for safeguarding and the committee welcomed the report, with recognition of the continued high standard of reporting that provides a comprehensive picture and substantial assurance on this key area of board responsibility. The following points were highlighted in discussion:</p> <ul style="list-style-type: none"> <li>• There has been a referral by the college under the Channel process in relation to animal rights;</li> <li>• The investment in resource to support students with mental health issues in the welfare team has had a positive impact with a reduction in the seriousness of issues presented;</li> <li>• It is good to see the feedback of students included in this report;</li> <li>• Thanks to the designated governor for safeguarding for his help with safeguarding-related policies and particularly the time that he has put in to</li> </ul>	

	<p>supporting college managers on considering the policy on physical intervention and use of reasonable force;</p> <ul style="list-style-type: none"> <li>• The impact of health and safety in the curriculum is reported through the quality review process and therefore to this committee, but health and safety across college is considered within the remit of the finance and general purposes committee;</li> <li>• The importance of governors ensuring that they are up to date with their training on safeguarding;</li> <li>• There has been a vacancy for the chaplain post, which has been supported during this time through support from outside the college, but this post is now due to be filled with a new member of staff.</li> </ul>	
<b>10.</b>	<p>The meeting received the following reports for information:</p> <ul style="list-style-type: none"> <li>• Pulse 1 student survey data</li> <li>• elearning update</li> <li>• complaints monitoring FE and apprenticeships</li> <li>• FE Academic Board Minutes</li> </ul>	
<b>11.</b>	<p><b>Matters to report to the board or other committee</b></p> <ul style="list-style-type: none"> <li>• New DfE dashboard data is nationally produced and will be changing as it develops, but that there is a threat within the data, which is showing that we are not doing as well as we could do;</li> <li>• English and maths remains a challenge;</li> <li>• The Self-Assessment Report will be updated with reference to the data;</li> <li>• The Committee wishes to keep a close eye on College performance against the data dashboard and has requested that the College reports each term on QAR data developments and college actions to address the challenges that it presents.</li> </ul>	
<b>12.</b>	<p><b>Any other business</b></p> <p>It was confirmed that an elearning update at the next meeting would involve a presentation with examples of the work that has been developed.</p>	<b>eLearning presentation at next meeting.</b>
<b>13.</b>	<p><b>Date of next meeting</b></p> <p>The date of the next meeting was confirmed as Thursday 8 June 2017 at 2pm.</p>	

*The meeting closed at 3.45pm*

Signed:

Dated: