

REASEHEATH COLLEGE BOARD
QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Thursday 8 March 2018 at 2.00pm
Committee Room, Reaseheath Hall

Present: Meredydd David (Principal)
 Dr Ian Graham (independent)
 Anne McKay (staff)
 David Pearson, (Chair) (independent)
 Richard Ratcliffe (independent)
 Luci Newell (student)

In attendance: Peter Green, Governor designate
 Matt Gower, Assistant Principal Quality and Learner Services
 Sarah Houghton, Assistant Principal, Curriculum
 Paul Spearritt, Assistant Principal, Curriculum
 Wendy Watson, Quality Manager
 Jackie Schillinger, Clerk.

Item	Content	Action
1.	<p>Welcome and apologies for absence</p> <p>The Chair welcomed members and attendees to the meeting. There were a number of new faces and all those at the meeting introduced themselves. The Chair noted that Peter Green was attending the meeting in advance of his appointment as a governor at the end of this academic year, when he will also be appointed as a member of the committee. The Chair confirmed that Peter was welcome to contribute to discussion. Apologies for absence were received and accepted from Alastair Taylor, Charlie Woodcock and Robert Icke. The Vice Principal had also given his apologies as he was away from College. The meeting was quorate.</p>	
2.	<p>Declarations of interest</p> <p>The following interests were noted:</p> <ul style="list-style-type: none"> • Meredydd David, director of DART Limited and member of the University Council, University of Chester • Richard Ratcliffe, director of DART limited • Dr Ian Graham, member of the University Council, University of Chester <p>No specific agenda items were identified as giving rise to a conflict of interest</p>	
3.	<p>Minutes and matters arising</p> <p>Minutes of the meeting held on 9 November 2017 were received, confirmed as a correct record and signed by the Chair. In relation to item 7.2 where a query was raised about</p>	

	<p>where complaints about sexual harassment would be covered within the policy framework, the Clerk confirmed that this would fall within the learner harassment policy.</p> <p>It was agreed that other matters arising were covered elsewhere on the agenda.</p>	
4.	Presentation on curriculum offer changes	
4.1	<p>Sarah Houghton, Assistant Principal, Curriculum provided an update on the new curriculum framework and assessment methodology. She explained that a small number of curriculum areas have piloted the new end point assessment (exam) based curriculum and highlighted how this differs from the existing assessment framework. She explained that the move to end point assessment is expected to have a short term impact on attainment and success rates, which is recognised by the Office of Qualifications and Examinations Regulation (Ofqual). She also provided an update on the pilot currently being undertaken this year on extended work-placements, also a key feature of the new framework. Discussion followed on learning from these pilots so far and the benefit of trialling in advance in preparation for a well-managed roll out. Detailed discussion and questioning focused on some aspects of end-point assessment, the extended work placements, the development of the T levels and the need to consider student impact in the implementation of these changes, including:</p> <ul style="list-style-type: none"> -The College recognises the need to manage the risks to student achievement in end point assessment by ensuring effective formative tracking and student support, including in relation to the strategy on resits which has been planned to allow students the best opportunity to be prepared; -The possible impact on student retention once extended work placements are rolled out and ways of managing this risk; -The positive feedback overall expressed by those students with the opportunity to undertake extended placements this year; -The need for awareness of the impact of extended work placements on different groups of students, with the student governor giving feedback on the challenges of extended work placements for 19+ further education students who often have other work or family commitments; -The significant value to students of these placements for future employment and the increased employability focus in the new approach; -The potential positive impact on student recruitment of extended work placements for promotion and marketing by the College as a key benefit of studying at Reaseheath; -The need to ensure the right infrastructure and resourcing is in place to ensure a successful roll out of these changes, with assurance provided in the meeting that the Executive Team and managers are in the process of detailed planning and are taking a gradual and well considered process of transition to the new framework. 	
4.2	<p>The Chair thanked the Assistant Principal for her presentation and summarised the outcome of discussion for reporting to the Board. He noted that those working on the issues are well connected and involved in the right forums to be able to access the latest</p>	<p>Qualification framework update</p>

	<p>developments in a timely way, that the risk of moving to the new framework and the development of T levels is recognised and monitored in the College's strategic risk register, and that the College has a sound strategy for implementation. The committee welcomed the proposal for the Assistant Principal to bring a Qualification framework update report to the next meeting in June 2018 for committee oversight and assurance in relation to this area of potential risk.</p>	<p>report to next meeting</p>
<p>5.</p> <p>5.1</p>	<p>College FE performance data report</p> <p>The Assistant Principal Quality and Learner Services presented a summary of 2016-17 performance against benchmark measures. His report included the College's first analysis of the recently released Qualification Achievement Rates (QAR) and FE Performance Measures including confirmed Department for Education QAR rates for 2016-17, Academic, Applied General and Tech Level Qualifications, English and maths and Destination data. In summary, he reported that:</p> <ul style="list-style-type: none"> • The College's internal MIS data reports have proved to be very accurate in 16/17 with data closely matching that released by the DfE. • College reported Apprenticeships Overall as 75.7% which is expected to be comfortably above National Averages • 16-18 and 19+ both demonstrate positive improvement • Minimum standards have dropped slightly for Apps from 11% to 16% but still well below threshold • Minimum standards for 19+ has also improved from 36% to 33% this is still however close to threshold of 40% • QAR Dashboard confirms improvement in GCSE English and maths. • 16-17 FE Performance Measures have been published now with the College demonstrating positive progress in most areas – this remains a significant focus for further improvement in 17/18 and beyond. • The college is ranked 1st in Cheshire for Tech Level Qualifications and performs very well against other equivalent Land Based Colleges. • The College is in the top 25% of specialist providers for English and maths progress. • Academic and Applied Qualifications, whilst improving are still performing below average in value added (performance against student starting point). • We are still awaiting the 2016/17 QAR national average data to be released which will give further indication to the College's achievement rate performance. • DfE destinations data % is significantly lower than College data collection (90+%) due to the high number of other and unknown under DfE rules (i.e. including self-employed in this category). <p>The Chair thanked the Assistant Principal for his presentation and discussion followed. The real strengths in performance were welcomed in the bulk of college provision in technical levels 2 and 3. The committee considered the possible reasons for weaker performance scores in the small numbers of academic and applied general delivery and improvement actions that were in place and planned. In terms of destination data, the committee noted that the College's own destination data is very strong and that in future external survey data commissioned by the College will be used to provide an additional level of robustness to College internal data in order to provide assurance that destination data is a real strength. The committee requested sight of this data once the survey exercise has been completed. The committee welcomed the improvements</p>	<p>College destination data survey report provided to committee</p>

5.2	<p>achieved in English and maths, with solid and strong performance evidenced in the FE performance measures comparisons. Committee members also discussed awareness of student impact in relation to the improvement strategy for English and maths including the balance between providing opportunity for all to progress (including particular groups of further education students such as 19+ students) and effective delivery for the benefit of students. The committee recommended a further session for the whole Board on college performance against national benchmark measures and an Ofsted preparation report at its next away day on 24 May 2018.</p> <p>The Assistant Principal Quality and Learner Services presented the 2017-18 in year performance data, including retention data, attendance and applications. He reported that apprenticeship provision has seen significant growth due to a change in business model and greater involvement with levy paying employers. Success rates are tracking at 80% for year-end compared to 76% last year and a current national average of 69%. He confirmed that overall Further Education student achievement will be similar to last year, with a significant reduction in withdrawals in the first six weeks compared to last year and with retention currently tracking with a slight improvement on the same time last year. The report highlighted that external applications for 2018/19 are only slightly down on last year but there are some areas of concern with the continued downturn in demographics and increasing local competition, with particular areas considered in the meeting. The committee also reviewed equality and diversity data to ensure there were no achievement gaps emerging and were satisfied that there were no current areas of concern. The presentation of this data in the report was considered and some suggestions made to improve clarity for next time. The committee received the in-year performance report with thanks and looked forward to an update at its next meeting.</p>	Performance against benchmark measures and Ofsted prep report at May 2018 away day.
6.	<p>College SAR quality improvement plan (QIP) progress</p> <p>The Assistant Principal Quality and Learner Services presented an update on the overall College Quality Improvement Plan (QIP) and the Reaseheath Training QIP. Paul Spearritt Assistant Principal, Curriculum, provided an update on the English and maths QIP and the Engineering QIP. Members noted that the College overall QIP is provided routinely to each meeting and that the additional areas were those that the committee agreed that it would like to see some further detail on at its last meeting. Members received the reporting and discussion focused on improvement strategies to address some of the lower performing areas of college provision. It was acknowledged that some hard to recruit areas such as Engineering face an increased challenge in recruiting and retaining staff and that this can impact on the student experience. Measures put in place to manage this risk were discussed, including the significant resourcing of bespoke recruitment and retention strategies in high risk areas of delivery. Members took assurance from the discussion in the meeting and considered that the wording of the curriculum area reports could be improved to provide a higher assurance level on actions in place and planned to tackle particular problem areas. The Chair of the committee suggested that the Reaseheath Training QIP provided much of this helpful detail and so provided a more comprehensive assurance. It was agreed to provide the QIP update reports to the next meeting in June 2018.</p>	QIP reports to next meeting.
7.	<p>English and maths in the curriculum</p> <p>Paul Spearritt, Assistant Principal Curriculum provided a report on curriculum area progress in embedding English and maths in their areas. Detailed discussion in the meeting provided assurance on actions in place to tackle weaker areas and it was agreed that the report will be updated to provide greater clarity for the June 2018</p>	

	<p>meeting to provide assurance that actions are in place and impact can be measured. In relation to the planned review of exam arrangements, the staff governor noted that the impact on students, especially those with special educational needs, is a part of the review process alongside overall efficiency and logistics, as familiar settings and familiar staff can reduce anxiety and support positive student performance.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Safeguarding update report</p> <p>The Assistant Principal Quality and Learner Services presented the Safeguarding Update report. The report provided an update on safeguarding activity across the College, including a review of incidents recorded in the duty log, safeguarding concerns, referrals to outside agencies (including channel), wellbeing reporting and staff safeguarding CPD and support updates. In discussion, the key areas of current focus were highlighted. The key issues for focus in relation to under 18 students are disorderly behaviour/alcohol and a slight increase in bullying issues. In relation to over 18 students, the key issues are sexual behaviour/consent, self-harm cases and excessive noise and alcohol. The report provided an action plan in relation to these key areas of focus with impact measures and a recommendation to the College-wide Safeguarding Committee. Further detail on the breakdown of incidents was provided in the report as well as an update on other areas of safeguarding and wellbeing activity.</p> <p>Members received the report with thanks and welcomed its new format, which members agreed provided greater clarity on key areas and impact of actions as well as the underlying detail. Discussion focused on self-harm issues with the student governor sharing the current Student Association project in conjunction with the Student Services Team to further develop and encourage a culture of safety to talk about self-harm and other emotional and mental health issues at college and to access support. The completion of training on self-harm first aid for 100% of the Student Services team by the end of this academic year was welcomed. Members acknowledged the seriousness of the issue of self-harm and that it will remain a key priority for safeguarding activity and future reporting.</p> <p>Members received details of some of the innovative work being done by the wellbeing team, establishing national links including an AoC national project on mental health which will provide access to a highly trained mental health professional to provide training for key staff. It was agreed that a report on this and other strategic work be brought to the next meeting and the committee fully supported the suggestion that the safeguarding and wellbeing team be nominated for a Beacon Award. Members also welcomed the suggestion that the Student Association present their current projects at the Board away day on 24 May 2018.</p>	
<p>9.</p>	<p>Quality monitoring reports</p> <p>The following quality monitoring reports were received for information and assurance, with an update on the student survey report with initial results from the Pulse 2 survey confirming the positive results:</p> <ul style="list-style-type: none"> • Term 1 Teaching and Learning Executive Summary Report • Pulse 1 student survey report • Complaints monitoring FE and apprenticeships • FE Academic Board Minutes • 	

10.	<p>Risk monitoring report to Audit Committee</p> <p>The Clerk presented the committee's allocated risks on the risk register for review, consideration of any emerging sector changes or risks and for consideration of level of risk following the committee's various topics for discussion in the meeting. The committee linked the discussion at item 4 to the risk of failure to maintain a good and outstanding student experience and outcomes. They considered that the residual risk score on student experience and outcomes should be raised to reflect the heightened risk created by the changes in the FE qualification framework. The committee considered the other risk levels to be about right. However, they expressed a wish to see the other college strategic risks in future as a number of these overlap across committees, such as income and staffing risks. It was agreed that the Clerk would provide the full risk register next time and also provide a heat map of the current risks</p>	
11.	<p>Matters to report to the Board</p> <p>It was agreed that the Chair will provide a report to the Board to accompany the minutes, which reflects the overall good assurance level received on the areas within its remit and in particular highlight:</p> <ul style="list-style-type: none"> • The current work being done on the changes to the curriculum and assessment framework and the associated risk management; • The survey work on the destinations of leavers to strengthen College destination data; • The significant improvements in English and maths; • The planned development session for all governors on college performance against DfE measures; • Reporting at the next meeting to the committee of the QIPs in some curriculum areas for clarity and further assurance; • Assurance on the continued good work of the safeguarding and wellbeing teams at College and the increasing complexity of the challenge, with self-harm an area of focus. 	
12.	<p>Any other business There was no other business reported.</p>	
13.	<p>Date of next meeting The date of the next meeting was confirmed as Thursday 14 June 2018 at 2pm</p>	

The meeting closed at 4.30pm

Signed:

Dated: