

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

**Minutes of the meeting held on Thursday 14 June 2018 at 2.00pm**  
**Committee Room, Reaseheath Hall**

Present           Meredydd David (principal)  
                      Robert Icke (staff)  
                      Anne McKay (staff)  
                      David Pearson (independent) (Chair)  
                      Richard Ratcliffe (independent)  
                      Alastair Taylor (independent)

Attending        Marcus Clinton (principal designate)  
                      Peter Green (governor designate)  
                      Matthew Gower (assistant principal)  
                      Sarah Houghton (assistant principal)  
                      Dave Kynaston (vice principal)  
                      Paul Spearritt (assistant Principal)  
                      Wendy Watson (quality manager)  
                      Jackie Schillinger (clerk)

Item	Content
1.	<p><b>Welcome and apologies for absence</b></p> <p>The Chair welcomed members and attendees to the meeting. Apologies were received and accepted from Dr Ian Graham, Luci Newell and Charlie Woodcock. The meeting was declared quorate.</p>
2.	<p><b>Declarations of interest</b></p> <p>The following interested were noted: Meredydd David, Council member University of Chester, Board member, DART Limited. Richard Ratcliffe, Board member, DART Limited.</p>
3.	<p><b>Minutes and matters arising</b></p> <p>The minutes of the meeting held on 8 March 2018 were received and approved as a correct record. Members noted that matters arising were picked up in the meeting agenda items.</p>
4.	<p><b>Curriculum Offer and Qualification framework update report</b></p>
4.1	<p>Assistant Principals Sarah Houghton and Paul Spearritt presented an update on the College's curriculum offer for 2018-19 and plans for 2019-20, including new courses, changes to programmes and the move to the new qualification framework, the NQF. Committee members considered the</p>

information provided in summary below. Questions and discussion focused on these areas, as summarised at the end of this agenda item.

### Equine

In 2018/19

All qualifications delivered at Reaseheath College will be NQF at level 2 and level 3

All qualifications delivered at the outreach centres will remain on NQF for risk and efficiency reasons.

Newly structured British Horse Society Exam stages will be delivered across all levels

Rider fitness sessions have been reintroduced

Level 1 and key stage 4 options will be available at the Outreach centres.

In 2019/20

All qualifications at all centres will be delivered on the NQF

Planned growth in apprenticeships at the outreach centres over the next academic year.

### Animal Care

In 2018/19

Level 2 remaining with QCF due to the flexibility for the style of learners

Level 3 all learners will now undertake NQF qualifications

Secondary qualifications are completed in a wide range of areas – e.g. animal first aid, dog grooming, safeguarding

Pet Sitting and Dog Walking qualification will be offered as full cost and a secondary qualification option

No longer offering the Level 2 Apprenticeship in Animal Care.

In 2019/20

All qualifications will be delivered on the NQF.

### Horticulture and Floristry

In 2018/19

No change for FE delivery

New Apprenticeship Standards in Sports Turf, Golf Green Keeping, Horticulture Landscape Operative HE Programme FdSc Garden and Landscape Design and Applied Plant Science.

In 2019/20

Move horticulture qualifications to the new BTEC NQF curriculum offer

Environmental Science (name tbc) qualification at Level 3 with options for cross curriculum provision

Standards Level 3 Crop Technician.

### Agriculture

In 2018/19

Level 2 and 3 FT qualifications move to the NQF

Introduce a vocational area specific Level 1 qualification in Agriculture (Land Based)

Apprenticeship Standards in Stockperson Level 2, Crop Technician.

In 2019/20

No further change planned

### Business

In 2018/19

Business level 2 NQF

Business/Business and Events level 3 QCF

Focus on high grades and recruitment of the right learners

Development of new qualifications for CPD and full cost delivery.

In 2019/20

Level 3 Enterprise and Entrepreneurship.

### Food

In 2019/19

No changes to current FE and HE Food provision in 18-19  
FdSc Food Manufacturing and Business Management not running.

In 2019/20

L2 Food Technology/Diploma in Food Industry Skills  
Apprenticeships  
Advanced Butcher Standard L3.

### Sport and Public Services

In 2018/19

L3 Diploma in Personal Training and Sports Massage  
HNC/D Public Services  
Sports Coaching/Ad Sports programmes not running.

In 2019/20

L3 Advanced Technical in Sport  
Possible changes needed in Public Services depending on DfE extension decision  
HE  
FdA Health and Fitness Studies.

### Countryside

In 2018/19

No change to current Countryside FE and HE provision in 18-19.

In 2019/20

Apprenticeships (in development)  
Forest Operative Level 2  
Underkeeper Level 2  
Environment Health Practitioner Level 6

### Engineering

L2 City and Guilds NQF in Land-based Engineering

L3 City and Guilds NQF Advanced Technical Extended Diploma in Land-based Engineering

In 2019/20

Part-time/evening Motor Vehicle L3/4

HE

Consideration of FdSC programme or higher apprenticeship developed with key industry employers.

### Construction

L1 Award in Bricklaying

L1/2 Dry Lining

Apprenticeship

L2 Carpentry and Joinery Standard.

In 2019/20

L3 Built Environment / Building Services Engineering

Apprenticeship

L3 Geospatial Survey Technician

L2 Property Maintenance Operative

L3 Advanced Carpentry and Joinery

HE

CIOB Site Management Diploma

HNC/D Construction Management.

4.2	<p>The Committee thanked the Assistant Principals for the comprehensive update. In addition, the Committee requested an update on English and maths and Foundation Department plans. It was confirmed that no changes are planned for English and maths in 2018/19 as the current system is working well and there are no plans for change in Foundation for 2018/19 though the Assistant Principal responsible for that area updated members on some longer term plans to develop independent living skills based programmes.</p>
4.3	<p>In questioning, members asked about the impact on students and outcomes in relation to the planned changes. Success stories were shared from a number of the areas, including the very positive student feedback from the changes to the Equine newly structured British Horse Society programme, and the pilot changes in Animal Care moving to the NQF this year which is indicating a significant improvement in student outcomes when compared to last year. The level of additional qualifications offered was seen as a real strength of the study programme at Reaseheath. It was noted by members that some areas are leading on this and that there is real scope to develop a consistent offer to the same level college wide. Management agreed this already strong area of college provision can be developed further across the college.</p>
4.4	<p>Questioning also focused on areas of risk to student experience and outcomes. The uncertainty around the move to T Levels and the national issue of risk around the step up from pre T level to level 3 was noted. Members were assured that managers had taken the initiative as far as possible in relation to the changes and are ahead of the curve in working through some of the micro issues of implementation of the new NQF. The amount of work already done in piloting the changes to the exam based qualifications stands the college in good stead in terms of student outcomes and they were satisfied that the risk is currently being well managed. The approach to and preparation for exam re-sits under the new framework was seen as key to student success and members sought and gained assurance that the College's planning has taken this into account to ensure that students will not be disadvantaged by the changes. Members also questioned the extent to which the current FE delivery is preparing well for the move to apprenticeship standards, especially in agriculture. Whilst acknowledging that the College is not completely there yet, managers assured the committee that the preparation is well under way and that staff taken on more recently in agriculture are from the apprenticeship background and understand the delivery model well. The College's decision to no longer offer Traineeships was also considered and the Committee supported the decision on the basis that the provision as it has developed in recent years has drifted away from the College's core land-based and related industry technical and vocational provision.</p>
4.5	<p>The Chair summarised the detailed discussion and linked it to the academic risk to student outcomes identified in the strategic risk register. He noted that the discussion had provided assurance on the curriculum changes and preparation for the move to T levels, with the risk fully integrated into the business planning by the executive team, including at its monthly strategy days. The risk in implementation is being well managed and areas for particular focus have been identified and are being worked on, such as the interchange between horticulture and countryside provision.</p>
5	<p><b>College FE performance data report</b></p> <p>5.1 Assistant Principal Matthew Gower presented the Performance Measures 2016-17 update report. He shared the College's progress and performance on the areas for improvement against benchmark measures. The Committee noted that the Board meeting on 24 May 2018 had looked in detail at the Mides performance data. In summary, the Committee received reporting that indicated that the College is generally performing very well against the performance measures. The English and maths progress data looks very strong showing really good progress and the Technical Qualifications, which are the core of its provision, are very strong. The Committee was already aware of the weakness in 19+ provision, but took assurance that the 2016-17 data is showing improvement. The small amount of academic and applied provision that did not meet the minimum level of performance (MLP) in</p>

	<p>2016/17 data had been discussed in detail at the recent Board meeting, including consideration of the MLP action plan. This provision included the Tech Bac course and one Food course. An update provided by the Assistant Principal evidenced that the action plan was showing good effect this year, with the projected value added score coming well within the current MLP threshold. The Committee took assurance from this update and supported the College's strategic decision to offer a course equivalent to 4.5 A levels for its small number of students falling into this category who wish to pursue vocational study rather than A levels and move on to Higher Education, even though it presents a value added data risk to a small part of the College's provision. The Committee took further assurance from the continued actions in place to improve performance and that these students perform very well in their main vocational qualification with 70% progressing to HE, indicating that the programme benefits students.</p>
5.2	<p>In summary, the Chair noted that the Committee received the Report, with exception reporting on areas of improvement to come back to the Committee, including the academic and applied performance measures to be a standing agenda item in the coming year to ensure the College is still on track with the required improvement in this provision.</p>
5.3	<p>The Vice Principal presented the update in 2017-18 in year performance data. In summary, the report confirmed that apprenticeship and FE retention is looking strong and Qualification Achievement Rate (QAR) projections for 16-18 provision are looking above National Averages, with good improvement in 19+ performance by 5% on last year. However, in the context of College provision compared to short adult education programmes in other colleges, it will always be a challenge to meet National Averages in 19+ provision. The widening participation data showed an improvement on last year with no significant gaps to report, putting the College in a good position in relation to its equality and diversity performance data.</p>
5.4	<p>The Committee asked about the College's functional skills projections and if there was a feel for achievement yet this year. Managers reported that the reported projections are expected to be accurate, showing achievement rates at risk of being low, in the context of low National Averages. The Committee noted that the current data includes Traineeships, which the College is no longer running, bringing the data back to around National Average of about 50% going forwards. The Committee discussed the challenge of ensuring learners are on the right track for them, whether functional skills or GCSE, with the priority for the College being to ensure that it is doing what is right for the individual learner.</p>
5.5	<p>The Vice Principal reported potential good recruitment in September, with areas of risk and actions considered in Countryside, Equine, Food and Foundation, which is expected to recruit late due to the local authorities' Education Health and Care Plan programmes.</p>
5.6	<p>In summary, the Chair confirmed that the Committee received the Report and noted overall good levels of assurance in relation to academic performance data, with risks areas identified and monitoring reporting planned. He congratulated the College on behalf of the Committee for the excellent attendance rates reported on English and maths GCSE at around 92% this year. He requested further refinement of the top level governor reporting to provide dashboard dial reporting, to highlight where there is success, where the Committee needs to keep a watch and where it needs to be concerned. The Assistant Principal Quality and Learner Services confirmed that he would work with the Committee to further develop this Committee level reporting. In relation to the academic performance risk, the Committee confirmed the reporting received on this item has confirmed good progress and assurance such that the level of risk remains well managed within acceptable risk appetite limits.</p>

<p><b>6.</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p><b>College SAR quality improvement plan (QIP) progress</b></p> <p>Assistant Principal, Matthew Gower presented the overall College Quality Improvement Plan (QIP) summary showing RAG rated projections, providing good assurance. The Committee asked for an update on the variations previously reported in English and maths in some curriculum areas. Managers acknowledged that variations remain in some areas, but since putting in improvement measures, the key areas of concern have had significant improvement in engagement, which will hopefully be seen in the data at the end of this year.</p> <p>Assistant Principal Sarah Houghton presented the Agriculture QIP, noting that the department is making a significant shift in English and maths engagement, which was helped by a change to their English and maths coach and has resulted in excellent attendance at GCSE, for example with 97% maths GCSE attendance. Discussion then focused on health and safety culture within the department. The Assistant Principal confirmed this had been identified as a risk area which is now improving following the Curriculum Area Manager’s NEBOSH training which has resulted in a much more proactive approach. However, there is still more work to be done to reduce the RAG rating of this area. It was noted that the curriculum and farm team have had significant changes in staff over the previous nine months, which has been recognised in the RAG rating. The Committee noted the level of concern and actions in place as well as the current work on operational level risk registers with the Health and Safety Manager. The Committee received the report and requested regular reporting on the action plan for improvement in health and safety culture in Agriculture as well as noting the risk on the College risk register for monitoring by the Finance and General Purposes Committee and the Audit Committee.</p> <p>Assistant Principal Paul Spearritt presented the English and maths QIP, showing good progress and strong feedback from its quality review. He reported that the priority is to consolidate and stabilise the teams to build on the improvements in teaching and learning, now showing as strong in maths but not so consistently strong in English, which currently retains more fractional staffing. English and maths attendance has improved significantly but is currently showing as 10% lower than overall college attendance and so there remains more work to do on attendance. It was agreed to add attendance improvement to the English and maths QIP for reporting next time. Overall, the English and maths QIP was reporting very good progress and the Committee requested that positive feedback and thanks for the hard work and commitment of the team be reported to the English and maths team.</p> <p>Assistant Principal Paul Spearritt presented the Engineering QIP, showing that In year retention has improved, with very good engagement with work placement learners on the sandwich year and much improved English and maths engagement evidenced in an increase in attendance rates. The team have worked hard on student satisfaction, carrying out a number of focus groups and ‘you said we did’ initiatives to improve the learner voice in the department. Good progress has been made, including in teaching and learning with the support of the College’s Lead Teaching and Learning Coach, but there is more to do and the area needs to be kept under scrutiny. The Committee requested their thanks be passed to the department on the good progress made so far.</p> <p>The Vice Principal presented the Reaseheath Training QIP, showing good progress with some, mainly legacy issues, requiring an action plan to ensure improvement. The Committee took assurance from the actions in place and received the report with thanks.</p>
<p><b>7.</b></p> <p>7.1</p>	<p><b>Safeguarding update report</b></p> <p>The Vice Principal 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), the wellbeing team report</p>

<p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>and staff safeguarding CPD and support updates. In summary, the report indicated that the key areas of safeguarding and behavioural concern that the College needs to address for under 18 students are: Consent awareness; Alcohol; Under 18 students not handing in their IDs when leaving site; and Bullying. The key areas to address for over 18s are: Consent; Excessive noise in Halls; and Alcohol. The report provided detail on key actions in relation to these key areas of focus.</p> <p>In relation to the key areas of focus, the Vice Principal explained that this is informed by the data, but not on a numbers only based approach as it is informed by the seriousness of concerns and the College’s work with external agencies to support these areas. It was confirmed that the College looks year on year against national benchmarks and draws on its proactive engagement with external agencies and good relationship with the Local Safeguarding Children Board. The Committee acknowledged the growing complexity of safeguarding concerns with no room for complacency. The Committee asked for further detail on actions taken to address the area of consent awareness and ensuring that students that attend on block release programmes fully understand and adhere to College values and behaviour expectations, following the spike reported in the data this year. The Vice Principal explained the actions taken by the College, which have included working closely with outside agencies and the senior police officer based in Manchester to put a plan together to reduce incidents as well as bringing in the independent lead of Cheshire East LSCB to look at what we are doing and how we are doing it to ensure that it meets their expectations. In addition, Executive have approved an increase to the safeguarding team’s staffing budget which will allow the College to double staff from 1am onwards as well as creating an outpost of the student services team in the student village to increase presence and be dedicated to getting to know the block release students. The Committee noted that in addition to policing matters the College is working on training, development and awareness with students, including a Student Association led project on consent and alcohol awareness, as well as the appointment of an evening activities coordinator to provide more non bar-based activities on offer for over 18 students on campus. The Committee asked about benchmarking of safeguarding incidents and it was confirmed that the College is not an outlier in the sector by any means and that the Committee can take assurance in the engagement with key external agencies and the significant levels of resourcing committed to this key area of College services.</p> <p>The Committee received the report with thanks. It requested, in future, some information about exclusions from residences and college, as well as more specific reporting on Prevent. It also noted the link to the pulse report on the question on bullying – ‘do I feel safe on campus.’</p> <p>In summary the Chair confirmed that the Committee received the Safeguarding report and acknowledged the growing complexity that requires the College to ensure robust resources, policies, process and engagements with external agencies. The Committee can take assurance from the College approach to seeking external scrutiny when there are issues in a transparent manner so that the College can ensure it is dealing with things appropriately as well as the continuing review of resources in this key area of provision. He confirmed that Committee and Board level scrutiny will continue through the Residential Care Standards Self-Assessment Report, the Student Services and Wellbeing Self-Assessment reports and the termly Safeguarding and Prevent risk reporting.</p>
<p>8.</p>	<p><b>Quality monitoring reports</b></p> <p>The following reports were provided for information and assurance:</p> <ul style="list-style-type: none"> <li>• Term 2 Teaching and Learning Executive Summary Report indicted good assurance and clear recommendations</li> <li>• Pulse 2 student survey report indicated student satisfaction tracking well against targets</li> <li>• Matrix Standard Assessment Report evidenced that the College retains the standard with some of the recommendations introduced into the College plan for next year and will be reported through the College QIP</li> </ul>

	<ul style="list-style-type: none"> <li>• Complaints monitoring FE and apprenticeships</li> <li>• FE Academic Board Minutes</li> </ul>
9.	<p><b>Items for approval</b></p> <p><b>RESOLVED: To recommend the Staff Guidelines: Physical Restraint for approval at the Board meeting in July, and the recommendation that the guidelines be provided to Cheshire East LSCB for comment.</b></p>
10.	<p><b>Risk monitoring report to Audit Committee</b></p> <p>The Committee reviewed the allocated risks on the risk register and considered any emerging sector changes/risks. The comments throughout the meeting on academic risk, safeguarding and health and safety had been picked up and would be reported through to the Audit Committee in the Committee's updated risk review.</p>
11.	<p><b>Self-Assessment of the Committee and Review Terms of Reference</b></p> <p>The Committee considered its performance against its Terms of Reference and agreed to forward any further comments through to the Clerk. It reviewed its Terms of Reference and approved them for the 2018/19 year, subject to the following additions:</p> <p>As a sub-committee of the Board the statement in the purpose needs to clarify that the Board has formally established the committee to advise the Board.</p> <p>In item 1 the responsibilities should include taking action to recover poor performance/bring improvement plans into place.</p>
12.	<p><b>Matters to report to the Board</b></p> <p>The Chair's report to the Board to include assurance that the Committee has reviewed the areas within its remit, including:</p> <ul style="list-style-type: none"> <li>• A detailed look at curriculum and qualification strategies</li> <li>• Performance measures and the action plan on an area of concern on minimum levels of performance</li> <li>• The positive direction evidenced by the Quality Improvement Plan updates</li> <li>• The increasing complexity in safeguarding issues and the actions taken by the College</li> <li>• Quality monitoring reports which provide good overall assurance;</li> <li>• The recommended approval of the College Guidelines on Physical Restraint</li> <li>• The risk register review and the areas of focus on health and safety</li> <li>• The self-assessment of the Committee and recommendation of its TOR</li> </ul> <p>Actions agreed to be monitored by the Committee at its next meeting in 2018/19:</p> <ul style="list-style-type: none"> <li>• Levels of performance in relation to 19+ provision and the small amount of academic and applied general provision to ensure improvement continues – Matt Gower</li> <li>• Add attendance improvement data to the English and maths QIP for reporting next time – Paul Spearritt</li> <li>• The Safeguarding reporting to include information about exclusions from residences and college, as well as more specific reporting on PREVENT – Dave Kynaston and Matt Gower.</li> </ul>

	<ul style="list-style-type: none"> <li>• The TOR be updated as agreed by the Committee – Jackie Schillinger</li> <li>• Committee business cycle review in the 2018/19 year to enable deep dives into certain areas whilst allowing time to deal with regular key issues – Chair, Clerk and Executive</li> </ul>
<b>13.</b>	<p><b>Any other business</b></p> <p>The Committee agreed to consider the Committee business cycle in the 2018/19 year to enable deep dives into certain areas whilst allowing time to deal with key issues. The Committee Chair and the Clerk would work with management to achieve the right balance.</p>
<b>14.</b>	<p><b>Date of next meeting</b></p> <p>The date of the next meeting was confirmed as Thursday 1 November 2018 at 2pm</p>

The meeting closed at 4.45pm

Signed:

Dated: