

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

**Minutes of the meeting held on Monday 26 November 2018 at 10.30am**  
**Committee Room, Reaseheath Hall**

Present        Marcus Clinton (principal) MC  
                   Jane Cowell (associate, independent) JC (*items 1-10*)  
                   Mike Gorton (associate, independent) MG  
                   Anne McKay (staff) AM  
                   David Pearson (independent) DP  
                   Richard Ratcliffe (independent) RR  
                   Alastair Taylor (independent) (chair) AT  
                   Charlie Woodcock (independent) CW

Attending     Peter Green (governor designate) PG  
                   Matthew Gower (assistant principal) MGower  
                   Sarah Houghton (assistant principal) SH  
                   Dave Kynaston (vice principal) DPK  
                   Wendy Watson (quality manager) WW  
                   Jackie Schillinger (clerk) JS

Item	Content
1.	<b>APPOINTMENT OF CHAIR</b>
1.1	<b>RESOLVED: Alastair Taylor was appointed Chair of the committee for the academic year 2018-19.</b>
2.	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>
2.1	The Chair AT welcomed all to the meeting. Apologies had been received from student governor Megan Marriott and members noted that staff governor Robert Icke was currently away from college.
2.2	<b>RESOLVED: The meeting confirmed Jane Cowell and Mike Gorton as members of the committee.</b>
2.3	The meeting was declared quorate.
3.	<b>DECLARATIONS OF INTEREST</b>
3.1	The declaration of interests form was circulated. There were no interests declared as giving rise to a conflict of interest in relation to the agenda items for the meeting.

4.	<b>APPOINTMENT OF VICE CHAIR</b>
4.1	<b>RESOLVED: Jane Cowell was appointed Vice Chair of the committee for the academic year 2018-19</b>
5.	<p data-bbox="233 268 643 298"><b>MINUTES AND MATTERS ARISING</b></p> <p data-bbox="233 340 1487 403">5.1 The minutes of the meeting held on 14 June 2018 were approved as a correct record and signed by the Chair.</p> <p data-bbox="233 445 1487 869">5.2 Under matters arising:</p> <ul data-bbox="282 487 1487 869" style="list-style-type: none"> <li>• SH noted that the new qualification update provided at the previous meeting had moved on since then and that a further update would now be useful for the committee. It was agreed to include this at the next meeting in March 2019. <i>ACTION: New qualifications update at next meeting.</i></li> <li>• DP suggested a rolling action tracker would be useful for each committee meeting and board meeting. <i>ACTION: Rolling action log for next time.</i></li> <li>• All items in agenda item 12 had been picked up</li> <li>• DP requested that the discipline of producing papers on time be maintained</li> <li>• PG asked whether the self-assessment report to the meeting is exactly the same as the one received by the board on 8 November. MGower explained that the report is the same but the key performance indicators (KPIs) have been updated.</li> </ul>
6.	<p data-bbox="233 919 863 949"><b>SAFEGUARDING AND PREVENT UPDATE REPORTING</b></p> <p data-bbox="233 991 1487 1402">6.1 DPK presented the safeguarding annual report, including the wellbeing and safeguarding dashboard. He provided an update on the impact of actions discussed at the previous meeting and explained that the actions taken on issues of sexual consent are showing a positive impact. He noted that the evening campus supervisor is having a real impact and induction for the block release students each time provides very effective awareness sessions. Members welcomed this assurance. An extended discussion around safeguarding issues then took place in the meeting, in particular in relation to the increasing poor mental health and wellbeing needs of students this year. Members had the ‘key questions for governors’ document that had been provided at the board meeting on 8 November to inform their question and discussion session. This session provided assurance around the good reporting systems in the college and the significant resource already invested to provide a dedicated wellbeing team at college, with the good work being recognised in the sector with the college shortlisted for a Beacon Award. Key questions and discussion included:</p> <ul data-bbox="282 1423 1487 1915" style="list-style-type: none"> <li>• DP said that he had attended the mental health session at the Association of Colleges’ (AoC) conference, which was talking about putting teams into schools and colleges. He noted that his concern with this is the need to ensure any new initiative links closely with the existing clinical commissioning groups (CCGs) and specialist mental health and social services. He noted with concern that he has heard that a number of colleges have had suicides and the national picture seems serious. He recommended that the full board looks at how Reaseheath is managing mental health and wellbeing needs at its meeting on 13 December. All agreed with this recommendation. <i>ACTION: Deep dive session on mental health and wellbeing at board meeting in December.</i></li> <li>• The committee recommended cost base benchmarking of the college’s safeguarding provision against others in the sector to give assurance that investment in this area is sufficient. <i>ACTION: Cost base benchmarking of the college safeguarding provision against the sector.</i></li> <li>• MC noted that the team are coping but it is very busy. He added that in some other colleges students are waiting weeks for appointments but here they do not have to wait. MGower noted</li> </ul>

that the high level of service here does create a challenge as the external services are sending students back to the college services as they know that the college can provide a good service, but this is adding pressure on the team at college.

- MG asked if the executive team were happy that these interventions are not only short term corrections but seek to provide long term skills for students to help themselves and develop resilience. MGower said that this is very much the aim, not just of the wellbeing interventions but of the whole study programme.
- JC commented that the report was an impressive document and getting the detail is important. She asked if the college does any sub-contracting. MGower confirmed that the college does not do any sub-contracting but it does have two out-centres and he explained how these are covered in terms of safeguarding and wellbeing. DPK added some context on the out-centres and said that the family atmosphere of these centres creates a very good level of welfare support.
- CW explained the context at the University of Chester where the cost of student support has increased significantly this year with an estimate of around 40% of young people showing mental health difficulties. He highlighted the work the university is doing with Reaseheath to develop an app to support students, which can highlight those at risk. DP confirmed from his experience the significant development of support work delivered remotely, such as Cognitive Behavioural Therapy (CBT), and he thought the development work between the university and the college would be very beneficial.
- PG asked about the level of support for apprenticeship provision. MGower provided detail on the on the training for the assessor team to feel confident to support the apprentices and that the apprentices can access a number of different support tools. PG asked how many apprentices were using the college support. MGower said that he would include this data in the report next time. *ACTION: Number of apprentices using college wellbeing support in report next time.*
- AM asked about what more could be done to develop resilience and how the college can ensure that it is following up after initial treatment. She thought this needed to be considered and all agreed that it could be considered at the in depth session planned for the board meeting.
- DP asked about the incidents in the safeguarding report where firefighting equipment had been tampered with and DPK provided some context for assurance. DP also noted the reporting on disrespect and aggression towards staff, which he noted needed to be kept a close eye on with zero tolerance of this towards staff. MGower provided some further context with the vast majority of incidents happening in the evening in alcohol related incidents. AM noted that some incidents have happened during the day.
- PG said that information on exclusions would be useful as a measure of behaviour and how the college is responding. *ACTION: Include number of exclusions (post 42 days).*
- AT noted the executive summary is helpful for governors as it is honest and transparent about the issues but he felt the reporting could also include more on the good news and the fantastic successes achieved by the student services and wellbeing teams.
- AT wondered if the link governor scheme could provide governors with a bit more on the ground experience of the work of the student services team, perhaps covering a night shift. JC volunteered to do a night shift with the team, which would be arranged next term. *ACTION: JC nightshift with student services team.*

6.2

AT thanked managers for the report and all present for the very informative discussion that had followed. He confirmed the outcome of the discussion was that, as a key area for governors to seek assurance that all is being done that can be, an in-depth session to consider the college context in more detail and how the college is managing this risk will take place at the board meeting on 13 December 2018.

7.	<p><b>COLLEGE STRATEGIC RISK REGISTER AND KEY PERFORMANCE INDICATORS (KPIs)</b></p> <p>7.1 The Principal, MC introduced the risk register report and noted that the team are in the process of developing the KPIs this term. PG and JC commented that the report was very helpful in supporting the tracking of any risk to performance. DP welcomed it, noting that the further education performance KPIs would be updated next term. The meeting received the report and noted the ongoing development work.</p>
8.	<p><b>COLLEGE SELF-ASSESSMENT REPORT (SAR)</b></p> <p>8.1 MGower presented the draft College Self-Assessment Report and Quality Improvement Plan. He noted that the report had been presented in draft at the board meeting on 8 November where an overview of college performance was provided for all board members. He explained that the committee now has the opportunity to interrogate the report in more detail. He noted that it is still in draft and the apprenticeships internal validation is yet to be carried out. He added that the board on 13 December will receive the final draft version updated with the finalised apprenticeship information for formal approval and it will then be uploaded to the Ofsted portal before Christmas.</p> <p>8.2 Questions and discussion on the draft self-assessment report followed:</p> <ul style="list-style-type: none"> <li>• AT asked for an update on apprenticeships. MGower confirmed that the provisional grades included are unlikely to change but there is some finer detail in subject areas still to be decided. PG commented that the picture is as positive as it is going to be and DPK agreed but assured PG that it was not likely to be any worse, with only some last minute data to be chased down. DPK noted that the outcome on overall achievement will be 74/75% against the 79% forecast with timely achievement at 60%, fractionally above national average. He noted however that the three year downturn trend on data needs to be addressed in the quality improvement plan.</li> <li>• PG commented that the committee would benefit from a closer look at apprenticeship performance because it is a complex matter, with some performance issues, huge changes in the sector and the impact of end point assessments all having an impact. AT agreed and said that he felt that it was disappointing on performance but that there are many positives and also that the context of the end point assessment and the actions the college is taking to address this challenge need explaining in the SAR.</li> <li>• JC and PG wondered if more information on the apprenticeship context, direction of travel and areas for improvement should be included in the main college SAR. MGower explained that the timing of obtaining the apprenticeship data makes this difficult but that next year, with the introduction of the PICs software this should be better. He also noted that the Apprenticeship stand-alone SAR and QIP contains all the detail and that each curriculum area has an individual SAR and QIP. It was agreed that the separate position statements that the college produces following on from the SAR will be very helpful for apprenticeships, as with all areas, and that governors will receive these as soon as they are available.</li> </ul> <p>8.3 Question and discussion on the draft quality improvement plan included:</p> <ul style="list-style-type: none"> <li>• PG recommended that a section on the teaching and learning objectives be included.</li> <li>• PG commented that showing progress data will be key and that the college needs to develop progress tracking for softer skills as well. MGower noted that the KPI on BeReady is intended to support this and it will be tracked across to the QIP</li> <li>• MG referred to his Ofsted 'key questions for governors' briefing sheet and asked how he would know from the QIP what is happening to make the improvements in engineering for example? MGower and DPK provided some detail on the work taking place, including PG picking up with engineering in his link governor visits, the development work with managers and AM's work with</li> </ul>

	<p>the teaching team, the learning walks that are taking place and the first pulse student survey evidence. PG confirmed as link with engineering that he has seen some changes recently and managers are coming on, but that an ongoing strategy will secure sustainable improvements. AM added that she was pleased to hear a joined up approach is being implemented. All agreed that a clear position statement on each curriculum area, and in particular on those at risk, will aid understanding of exactly what is being done to secure improvement and evidence of impact.</p> <ul style="list-style-type: none"> <li>• MC suggested that future meetings can include managers attending to discuss their areas to provide a deeper understanding for governors on what is being done.</li> <li>• JC asked about the wider issue of hard to recruit areas and what the college can do about it. MC confirmed that it is a national picture in some curriculum areas and the college is looking at a whole range of measures, including how it uses its specialist staffing in a different way, projects such as the forces further pipeline, working with the AoC, STEM recruitment events, graduate training, CPD and how we can better develop and re-train those from industry. MG noted the need for a board level debate on how the board, as the customers and employers of the sector can help.</li> </ul> <p>8.4 AT summarised the outcome of the committee’s scrutiny of the SAR and QIP. He noted that the majority of core provision shows good solid data, with the key areas for improvement focus being Engineering and English, rated as ‘Requires Improvement’ and Apprenticeships due to the decline in achievement rates. Actions agreed were:</p> <ul style="list-style-type: none"> <li>• Apprenticeships secondary validation in the next few weeks will include governor designate Peter Green and provide assurance that it is a rigorous process. The SAR on apprenticeships will also give due credit to all the good things going on in this area of college provision.</li> <li>• Apprenticeships along with Engineering and English and maths will be areas of high alert and the next Committee meeting in the spring term will receive the Quality Improvement Plans for each of these areas and provide time to hold an in depth review of improvement actions and progress.</li> <li>• The updated SAR final version will be provided to the board meeting on 13 December for approval</li> <li>• Position statements are being developed for all key curriculum areas/functions and these will be provided to governors for clarity and assurance.</li> </ul>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p><b>COLLEGE PERFORMANCE MONITORING 2018-19</b></p> <p>DPK presented his executive summary of in year performance data for further education and apprenticeship provision. He noted the good overall recruitment for 16-18 provision. PG noted this is a very good news story as full time provision has converted to apprenticeships and so the college is needing to backfill the gap and has managed to do this. DPK explained that apprenticeships provision is showing as the highest number the college has had for three years and that now that standards are coming through the funding situation is easing. In terms of adult provision, DPK confirmed that tuition fee and adult learner loan provision is solid but that there is a shortfall on the adult education budget as provision is increasingly converting to adult learner loan funding. In discussion, JC suggested in relation to Countryside that if the college was not at fault it could consider making a recommendation to the department. JC also wondered if the college is doing enough to promote land-based careers. MC explained some of the recent initiatives, including the new prospectus, the website and digital content. PG noted the very good AoC video on what FE is all about and suggested governors have a look at it. <i>ACTION: Send link to AoC video what is FE all about.</i></p> <p>MGower presented an update on the performance monitoring process, the first health checks and action</p>

	<p>plans. He explained that it was intended to provide assurance on the process in place and the changes made this year to improve the process. He noted that the first quality health check (adding in grading against Ofsted) took place last week in sport and public services and the report can be provided to the next meeting. <i>ACTION: Health Check and action plan report to next meeting.</i> The committee welcomed the changes to the system with reference to the Ofsted 'key questions for governors' briefing as they could see that the changes are intended to better hold managers to account. AT noted that it is important to ensure that staff also see it is a supportive system and WW agreed that they are very aware of this and the system ensures that support is put in where needed. She explained that praise and recognition, including at board level, is included in the new performance development review process. JC wholeheartedly agreed that praise for improvements is so important to give clearly and frequently once an area has been put under particular scrutiny.</p>
<b>10.</b>	<b>REPORTS FOR INFORMATION (available on portal)</b>
10.1	<p>The following items were received for information:</p> <ul style="list-style-type: none"> <li>• Teaching and learning summary report</li> <li>• Complaints monitoring FE and apprenticeships</li> <li>• FE Academic Board Minutes</li> <li>• FE College Internal Learner Survey</li> <li>• Landex Peer Review Report</li> </ul>
10.2	<p>AT noted that the Landex peer report was very impressive and suggested it be circulated to all governors for information. JC wondered about the impact of free transport on the business. MC confirmed that this is being considered within the future transport strategy and something that the Finance and General Purposes Committee could consider further.</p>
<b>11.</b>	<b>ITEMS FOR APPROVAL/RATIFICATION (available on portal)</b>
<b>11.1</b>	<p><b>RESOLVED: The following policies were approved/ratified:</b></p> <ol style="list-style-type: none"> <li><b>i. Student Substance Misuse Policy</b></li> <li><b>ii. Supporting Transgender Students in the Educational Setting</b></li> <li><b>iii. Admissions Policy FE and Apprentices</b></li> <li><b>iv. Compliments and Complaints Policy FE and Apprentices</b></li> <li><b>v. Disciplinary Policy</b></li> <li><b>vi. Information Advice and Guidance Policy (IAG)</b></li> </ol>
11.2	<p>AT noted that it may be useful to share for information best practice guidance on unconscious bias in relation to the Gatsby benchmarks and the IAG policy.</p>
<b>12.</b>	<b>MATTERS TO REPORT TO THE BOARD OR OTHER COMMITTEE</b>
12.1	<p>The committee agreed that the following be reported to the board:</p> <ul style="list-style-type: none"> <li>• The new Chair and new Vice Chair of the committee</li> <li>• The extended discussion on safeguarding issues, to be considered again at board level</li> <li>• The close scrutiny by the committee of Engineering, English and maths, and apprenticeships in 2018-19</li> <li>• The position statements for all key college functions developed for governors.</li> </ul>
<b>13.</b>	<b>ANY OTHER BUSINESS</b>
13.1	<p>AT suggested the following for future meetings of the committee:</p>

	<ul style="list-style-type: none"><li>• Looking ahead to next Ofsted common inspection framework (CIF) <i>ACTION: New CIF agenda March 2019.</i></li><li>• Ensuring communication between the Quality and Standards Committee and the HE Committee, perhaps with a joint meeting or event once per year in addition to current meetings. <i>ACTION: Consider with HE committee.</i></li></ul>
<b>14.</b>	<b>DATE OF NEXT MEETING</b> The date of the next meeting was confirmed as Monday 11 March 2019 at 10.30am

The meeting closed at 1.00pm

Signed:

Dated: