

REASEHEATH COLLEGE BOARD
QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 18 November 2019 at 10.30am
Committee Room, Reaseheath Hall

Present Marcus Clinton (principal) MC
 Jane Cowell (independent) JC
 Mike Gorton (independent) MG
 Peter Green (independent) PG
 Anne McKay (staff) AM
 David Pearson (independent) DP
 Alastair Taylor (independent) (chair) AT
 Charlie Woodcock (independent) CW

Attending Ben Craig (digital learning and progress co-ordinator) BC
 Matthew Gower (assistant principal) MGower
 Sarah Houghton (assistant principal) SH
 Sam Kelly (student) SK
 Dave Kynaston (vice principal) DPK
 Nicola McCleave (head of wellbeing, pastoral care and careers) NM
 Kenny Nolan (careers and placement manager) KN
 Paul Spearritt (assistant principal) PS
 Claire Storer (programme leader, English) CS
 Wendy Watson (quality manager) WW
 Sharon Yates (assistant principal) SY
 Jackie Schillinger (clerk) JS

Item	Content
1.	Appointment of Chair and Vice Chair
1.1	RESOLVED: Alastair Taylor was appointed Chair of the committee for the academic year 2019-20.
1.2	RESOLVED: Jane Cowell was appointed Vice Chair of the committee for the academic year 2019-20.
2.	Welcome and apologies for absence
2.1	The Chair AT welcomed all to the meeting. Apologies had been received from student governor Patrick Carter.
2.2	The meeting was declared quorate.

<p>3.</p> <p>3.1</p>	<p>Declarations of interest</p> <p>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.</p>
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Minutes and matters arising</p> <p>The minutes of the meeting held on 24 June 2019 were approved as a correct record and signed by the Chair.</p> <p>The rolling action log was considered and noted, with items on the agenda of the current meeting.</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>College Performance 2018-19</p> <p>The assistant principal, MGower presented the College Self-Assessment Report (SAR) for recommended approval to the College Board at its December 2019 meeting.</p> <p>Members had already seen the draft SAR at the Board meeting on 13 November and considered its proposed grades in the governor workshop at that meeting. Independent members DP, AT, PG and JC had all been involved in the external validation of the College SAR and assured members present that they considered it a strong and robust validation, that could be recommended to the full Board for approval.</p> <p>RESOLVED: To recommend the draft College SAR to the Board for approval.</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Student Experience Focus</p> <p>Student case study: English: The programme leader for English CS and the student SK shared their story with the committee. SK studied public services and had moved on from level 2 to level 3. He had moved from a grade 3 in his English GCSE to a grade 6. Members congratulated him and asked him what had worked well for him this time to achieve such fantastic success. He explained that he put this down to the support he received at Reaseheath as the teaching had made the subject feel easy, with help on how to tackle the questions and what to do if stuck on something. He added that he found it much easier to concentrate in English lessons than at school as there was a smaller group and much less disruption. He said there were varied attitudes within his group, but they all pulled each other along, with lots of revision provided, he felt well prepared for the exam. CS added that of SK's group 75% had achieved a grade 5 or 6. When asked what he intended to progress on to, SK said that his aim was to join the police. Members thanked SK and CS for coming to talk to the committee and wished them both very well for the future.</p> <p>Quality Manager, WW presented her student voice report. Her presentation covered student feedback in the student Pulse survey, the FE Choices survey and the ways in which the student voice is being developed via the student representative meetings, student representative training, training booklet and learner voice action plan. Members gave a commitment to try and attend the student voice/learner representative meetings, as they do with the Student Association meetings.</p> <p>DP, AT, and AM questioned what was happening with those courses showing a drop from last year. WW explained the approach with those courses showing a dip to close the loop and ensure action is</p>

6.4	<p>taken in departments. Members discussed the challenge of over surveying and considered that the FE Choices survey asks the same questions but had produced lower positive scores. Following discussion on the usefulness of the FE Choices survey it was agreed that management reflect on the point of doing surveys and come to a decision on whether to continue with this particular survey. MC made the point that the college needs to ensure it is capturing the apprenticeship voice. SY confirmed that the team are about to carry out some learner forums. PG asked that this feedback come through to the meeting and for assurance that the apprenticeship learner voice is coming through to the executive team. It was agreed to improve the visibility of apprenticeship learner feedback and that this should come to the next meeting.</p> <p>Head of Careers, NM and the Careers and Placement Manager KN provided a presentation on student destinations and the careers support in place and being developed. The committee welcomed this robust external data collected twelve months on. They felt that it provided very good assurance on the progression of our students, with positive assurance. In further discussion:</p> <ul style="list-style-type: none"> • DP commented that it felt like the careers area had gone up a gear and he welcomed this step change; • PG recommended that curriculum areas should consider this in terms of the development of the offer and for areas such as Animal Management this is key; • AM wondered if there needs to be more of a focus on transferable skills and employability in these areas; • JC noted the importance of the link to the strategic plan and STEM and transferable skills; • JS noted that there is a link governor specifically for careers and that she has met with KN already and will be meeting again this term; • MG asked about the consistency of the engagement with employers as sometimes he receives feedback from employers that suggests there are gaps. NM agreed that this is what the centralisation of the careers engagement is intended to achieve so that all areas can achieve really high levels of engagement with employers and employer mentors.
7.	<p>Teaching and Learning and Curriculum Update</p> <p>7.1 The Digital Learning and Progress Co-ordinator, BC, provided an update on the Digital learning strategy, and in particular updated members on the use of online learning in the classroom. Members received the update presentation with thanks and discussion followed:</p> <ul style="list-style-type: none"> • PG asked when the Landex online learning materials would be available and MC confirmed that the first thirty are due to be released. He added that these are designed to supplement teaching to use with independent learning; • DP gave his view that digital needs to be a cornerstone of the college strategy and so the committee needs to keep a keen eye on it; • It was agreed to ask some students to the next meeting to see what they think about the digital resources available and also to ask about this in link curriculum visits; • MC noted that with student progress he is seeing signs that tools are being used to aid progress, such as survey software, quizzes, spreadsheets, but it is quite varied at the moment and the aim is to achieve a more consistent standardised approach across the college. He added that this is the focus at the next staff conference; • MG wondered how the college is linking in with schools who already use a lot of tools for extended learning. PS confirmed that the college already uses much of the same resource, such as Moodle with H5P training being rolled out to enable Moodle to be taken a step further. He agreed that more consistency is needed and this is a focus of quality health checks going forwards;

<p>7.2</p> <p>7.3</p> <p>7.4</p>	<ul style="list-style-type: none"> • JC asked if the college is using the key tools for knowledge retention and retrieval. PS gave assurance that the college is taking this forward proactively, with the last two inset training days on this subject; • Members thanked managers for the update and said that they felt assured that a lot is going on to move things forward and they will be keen to see how this develops in 2019-20. <p>Assistant Principal PS presented the draft Teaching, Learning and Assessment Strategy and opened it up for discussion:</p> <ul style="list-style-type: none"> • AT said that he was really pleased to see it and that it links back to the strategic plan and values and the science of teaching and what these expectations are; • PG agreed that it reads well but he would welcome some clarification in the document on the scope of this strategy to make clear that it applies to FE and apprenticeships but not higher education; • PS confirmed that the digital strategy sits beneath this strategy; • AM noted that she would like to see a little more on developing the expert learner and emphasis on independence; • DP welcomed the schematic of the key strategies linking back to the main college strategic plan and he thought it was clear and concise and something that the committee could monitor going forwards; • PS thanked members for their feedback, which he will incorporate. <p>Quality Improvement Manager, AM, presented the Teaching and Learning and CPD update. Members had all read the update and AM asked for any questions:</p> <ul style="list-style-type: none"> • Members noted a steady situation with a lot of good work on CPD, which was re-assuring; • PG asked about how the choices of different pathways was working out. AM confirmed that the industry pathway is most popular followed by the digital pathway, with the tried and tested pathway tending to be more used by higher education staff; • PG commented that he would be interested to see how engaged staff are and to see evidence of impact. AM confirmed that there is an expectation for an end of year outcome and this will form part of the individual's PDR and objective setting. She also confirmed that progress will be measured in year by managers and so by Christmas there should be a good idea of levels of engagement and progress to report back; • Members took good assurance from the progress being made in this area and looked forward to an update report at the next meeting. <p>Assistant Principal SH provided an update on the Land and Environment Academy as requested by the committee at its last meeting.</p> <ul style="list-style-type: none"> • AT thanked SH for the update and congratulated her on the progress being made. He opened the subject up to questions from members: • AT asked about the level of specialist staffing risk in the area. SH noted that there are also opportunities and although there is one post that is hard to fill on the whole it is not an extremely high risk; • PG thanked SH for a very comprehensive update. He noted that horticulture and countryside seem to be developing some good joint work and wondered if there are plans to move more generally towards more commonality. SH confirmed that it was a gradual transition and if the right thing for a learner is to do a pure agriculture course this is still possible but there are now more pathways; • JC asked how the link governor arrangement worked in this area. JS confirmed that there are three governors linked to the area and they will be doing a link visit and learning walks on 11 December, where they will split up and see the different areas;
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7.5	<ul style="list-style-type: none"> • JC asked if any courses were in danger of becoming unviable. SH noted that the efficiencies gained should help the horticulture provision to remain viable at the same time developing a better curriculum; • Members took assurance from the update on progress being made and asked for an update at the next meeting. <p>Assistant Principal SH provided an insight into teaching and learning in agriculture, as requested by the committee at its last meeting due to the previous teaching and learning report suggesting lower than expected teaching performance in this area. SH provided assurance that the department had some unregretted staff losses and was now in a much better position to move forward. She noted that they are new staff and so this has its challenges. AM added her assurance that she had worked with the new staff and they show great promise and so she is confident that standards will be back up again this year. Members noted the good progress made and took assurance that any concerns over teaching and learning in agriculture had been appropriately addressed.</p>
8.	<p>8. Apprenticeships Performance</p> <p>8.1 Assistant Principal, SY presented the 2018-19 Reaseheath Training and DART Limited performance update. Members had considered the reports and AT asked SY if she wished to draw members' attention to anything in particular:</p> <ul style="list-style-type: none"> • SY commented that the Reaseheath Training SAR has been through the external validation process, with a number of the committee governors taking part. She noted the two main things that had impacted on performance. These were the specialist staffing issues in some areas and the transition to standards and end point assessments (EPAs). JC and members noted that the system could not have intended this EPA impact and noted that the DfE are looking into it; • On the positive side, SY noted that the quality of teaching and learning and the quality of 'off the job' in college is good. However, she highlighted that more work is needed to link up better with what is going on in the workplace; • PG asked for assurance on the work with employers at set up to ensure a successful programme. SY gave assurance that improvements were introduced a while ago which are proving successful; • MG noted he had heard on the ground of some poor communication with an employer and SY assured MG she would look into it; • Members noted and accepted the self-assessment grade of three and emphasised that the committee would expect to monitor the area closely in 2019-20. <p>8.2 Members received the DART Limited draft self-assessment report for information and noted that it is yet to be validated and approved by the DART Limited board of directors.</p>
9.	<p>9. Quality Improvement 2019-20</p> <p>9.1 Due to time limits in the present meeting, the Chair, AT recommended that the Quality systems and quality dashboard presentation be provided to the full board at its next meeting. Members accepted this suggestion.</p> <p>9.2 Assistant Principal, MGower presented the College Quality Improvement Plan 2019-20 and the two grade 3 Quality Improvement Plans (Reaseheath Training and Countryside). He presented these plans for scrutiny by the committee in terms of the KPIs and targets.</p> <ul style="list-style-type: none"> • AT confirmed that he was satisfied that the overall college QIP and the Reaseheath Training QIP could be approved, but that he felt there was some more work needed on the countryside QIP.

9.3	<p>MGower noted that more work is underway and that there is a quality health check next week, after which the QIP can be finalised. Members accepted this a sensible approach;</p> <ul style="list-style-type: none"> • DP asked SY if the timescales in the Reaseheath Training QIP were achievable and SY gave assurance that she considered them so. DP asked that any 'ongoing' timescales be made more specific with progress review dates so that governors can get a better feel for how things are going; • JC asked about the challenge of turning around those courses on the Notice to Improve system and MGower explained how these courses are put under the spotlight and supported to improve – he gave assurance that the system does work, evidenced by courses in 2017-18 on NTI seeing improvements in retention and achievement rates. <p>RESOLVED: To recommend for approval the college Quality Improvement Plan and the Reaseheath Training Improvement Plan and to recommend more work is done on the Countryside Quality Improvement Plan, to be presented to the Committee at its next meeting.</p>
10.	<p>College Group Strategic Risk Register and KPIs</p>
10.1	<p>The Principal MC presented the FE and Apprenticeships risk update report. Members accepted the risk review as an accurate view of the level of risk and noted that the level of scrutiny in the SAR and via FE academic board gave them good assurance on student outcomes.</p>
11.	<p>Monitoring reports for information</p>
11.1	<p>The Complaints monitoring FE and apprenticeships report was received.</p>
11.2	<p>The FE Academic Board Minutes were received.</p>
12.	<p>Any other business</p>
12.1	<p>There was no other business to report to the meeting.</p>
13.	<p>Any items to escalate to the risk register/report to Board</p>
13.1	<p>It was agreed to report:</p> <ul style="list-style-type: none"> • Escalate monitoring of Countryside and Reaseheath Training; • Positive work around teaching and learning in the land and environment academy and digital; • Robustness of the SAR this year and accurate process; • Positive destination report and good work going on in developing the careers offer.
14.	<p>Date of next meeting</p>
	<p>The date of the next meeting was confirmed as Monday 9 March 2020.</p> <p>The Chair, AT said thank you on behalf of all the committee members to Vice Principal, DPK, who would not be at the next meeting due to his upcoming retirement at the end of February.</p>

The meeting closed at 1.40pm

Signed:

Dated: