

REASEHEATH COLLEGE BOARD
QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 22 June 2020 at 10.30am
Via Microsoft Teams

- 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
- Attending Matthew Gower (vice principal) MGower
 Paul Spearritt (assistant principal) PS *(items 1 – 3 inclusive)*
 Wendy Watson (quality manager) WW
 Sharon Yates (assistant principal) SY
 Julie Sizer (training manager, DART Limited) JulieS
 Jo Brammer (training manager, RHT) JB
 Diana Hurp (apprenticeship quality assurer) DH
 Chelsey Rowntree (student) *(items 1 – 4 inclusive)*
 Joseph Gough (student) *(items 1 – 4 inclusive)*
 Alexandra Lysaght (student) *(items 1 – 4 inclusive)*
 Nikita Colborne (student) *(items 1 – 4 inclusive)*
 Sophie Tanner (student) *(items 1 – 4 inclusive)*
 Jackie Schillinger (company secretary) JS

Part A unless stated

Item	Content
1.	Welcome and apologies for absence
1.1	The Chair welcomed all to the meeting. There were no apologies received for absence.
1.2	The meeting was declared quorate.
2.	Declarations of interest
2.1	There were no interests declared as giving rise to a conflict of interest in relation to the agenda items for the meeting.
3.	Minutes and matters arising – for approval
3.1	The minutes of the meeting held on 9 March 2020 were approved as a correct record and the rolling action log reviewed for assurance, with actions updated.

4. Student Experience Focus

- 4.1 Remote learning experience during summer term 2020: WW presented this item and provided an overview of the adaptations made to ensure delivery has continued in the summer term and shared the student survey on support during lockdown. She noted that the overall satisfaction rate of 7.3 is pleasing given the circumstances and compares very favourably against the benchmarking WW has been able to do. She introduced the students to the meeting, and they provided their feedback on their experience this term and answered questions from members of the committee. DP acknowledged how important the feedback is and he encouraged that student association to continue to work with the college to continue to feed in this very useful feedback on an ongoing basis. CR confirmed the work she is doing as part of the student association. JC welcomed the honest feedback from the students and AT thanked the students for their care for all students in bringing forwards their views. In summary, AT noted that overall, there are many positives to take away but clearly also areas to work on. AT also referred to the virtual learning walks that some committee members had taken part in over the past few weeks. A summary of the student feedback is set out below:
- Overall, very good feedback on adaptability to the remote format and support provided, with a mixed view on the amount of live lessons and interactivity with some best practice but with some areas not providing the same level of delivery.
 - Most felt it has been accessible but sometimes the motivation is hard when you are at home, so in person is better and there have been some issues with timing or internet access that has impacted on engagement with remote lessons.
 - There has been much less practical activity inevitably and much more focus on theory, but some departments have managed to set practical activities to do. Some departments have been doing a lot of assignments, not necessarily with timely feedback.
 - Benefits to look at keeping as the college restores its provision is operating in the time slot when lessons usually happen so there is a very helpful structure.
 - One to one tutorials are continuing in some departments but not others and the need for monitoring and chasing students to ensure they are engaging at the right times is important.
 - There has been good communication with English and maths and lots of one to ones and so this provision has worked very well.
 - Students in the meeting generally kept in touch well with peers via group chats but it can be very isolating.
 - One of the students noted that she had received very effective learning support, but she knew of some others that had not received such a positive experience. WW shared some of the feedback from the student survey on wellbeing and student support.
 - the FE learner voice work has continued during lock down.
- 4.2 Curriculum Area COVID-19 updates for information: The college wide updates were received for information with thanks as very informative and good assurance on how matters are going on the ground during this time. Members had also received a video example of a maths lesson and PG added that he had sat in on an English lesson and thought it was very effectively delivered. He also noted that the survey suggests that students are undertaking a substantial amount of study every day, which is good to see. JC shared her experience of doing a couple of remote learning walks and had been impressed and she also saw the complexity and challenges of this format in being able to cater for individual needs. AT also shared his experience of observing a remote lesson and was very impressed with the adaptability shown. MGower and MC noted that expectations of a minimum level of delivery is being rolled out in a supportive way, considering that some staff need support to develop confidence in this format. DP and all members acknowledged that it is important to provide encouragement and credit to staff during this difficult time.

4.3	<p>Current planning for student experience 2020-21: MGower provided an overview of some of the key areas that are currently being planned for September and will be taken forwards by the executive-led Covid-19 steering group. The update covered enrolment, induction, delivery, transport, accommodation, health and safety, safeguarding as well as plans for further disruption where more online learning would need to be a contingency. JC agreed that the curriculum delivery is the key issue to address here and supported online learning on campus might help to support the on-campus student experience. Members noted that they are also receiving updates as a Board in the regular Covid-19 monitoring meetings and welcomed this latest update, providing assurance that the re-opening of the college for the 2020-21 academic year is being well managed.</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Quality Improvement Update</p> <p>College Performance KPIs and Quality Improvement Plan Update: MGower provided a summary of progress against the Quality Improvement Plan. He reported that overall performance this year is solid as shown by the data, even though the data will not be published this year. He noted that this is a good result given the challenging circumstances this year. SY added that apprenticeship performance was on target until the impact of Covid-19 but as some end point assessments are not possible now, it will fall, but these learners are still there and will roll into next year. DP added a point on presentation of the paper that MGower agreed to take away.</p> <p>Quality Department Update and quality dashboard: WW shared the updated quality department dashboard for information and assurance, including student survey results, the quality assurance process, an overview of the quality health checks that had taken place this year, the Landex peer review, quality improvement plan progress by area, notice to improve courses and compliments and complaints data. JC requested and received assurance that the governor feedback from observations had been fed back into the quality process. PG added that he felt assured by the information provided and he queried how the remote quality process works in terms of now taking actions forward. WW provided some examples of learning from the recent quality assurance processes. She acknowledged that there is work to do on engagement for some students in the remote technology. AT concluded that the meeting could take good assurance from this reporting. AT and JC also suggested that the college consider a lighter version of self-assessment this year to avoid too much extra pressure on staff during this challenging time. MGower and MC acknowledged this suggested approach and will seek to achieve the right balance to take forwards with self-assessment this year. DP added that he has expressed the governors' thanks for all the remarkable work carried out and the importance of safeguarding staff wellbeing in his recorded staff address for the upcoming staff conference.</p> <p>Teaching and Learning Update: AM provided an overview of progress on teaching and learning performance and support and development for staff. She noted that most staff are coping very well but some are struggling with managing the remote delivery pressures. She provided positive assurance on proactive CPD and support that has been undertaken this term. PG thanked AM for the comprehensive report, and he requested and received update on the learning and skills apprenticeship progress.</p>
<p>6.</p> <p>6.1</p>	<p>Teaching and Learning and Curriculum Strategy Update</p> <p>Digital Learning and teaching, learning and assessment strategy update: MGower noted that PS had had to leave the meeting and he gave an overview of the progress on the teaching and learning strategy and the digital strategy. MGower shared the key points in the update and provided assurance that good progress is being made. AM noted that the two strategies need to work hand in hand.</p>

6.2	Curriculum Development update: MGower provided an update on curriculum development, with digital and sustainability, T level preparation and pastoral models as the main areas of focus. JC noted that the academic tutorial aspect will be an important part of ensuring that learning is effective especially with the move to more remote learning and she received assurance that the academic progress element of any new model will remain key. PG asked for some further information on the development of sustainability elements in the offer and MGower explained the developments in the Academy of Land and Environment and Food modules. JC noted that the tutorial she had observed recently had a strong element of sustainability in the student projects presented. Members received the report for information and assurance.
7.	<p>College Strategic Risk Register and KPIs</p> <p>7.1 College FE and Apprenticeships risk update report: MC presented his overview report, with the committee welcoming the detailed commentary and the clarity provided on Covid-19 impacts and mitigation actions. JC highlighted the need to perhaps provide assurance to students from BAME backgrounds as there is the link to heightened risk from Covid-19. She also noted the opportunities in the engineering sector for recruitment and MC provided some assurance on the improved staffing stability in this area. The report was received for information and assurance, with thanks.</p>
8.	<p>Monitoring reports for information</p> <p>8.1 The following reports were received for information:</p> <ul style="list-style-type: none"> • Complaints monitoring FE and apprenticeships • FE Academic Board Minutes
9.	<p>Review Terms of Reference</p> <p>9.1 RESOLVED: The terms of reference are recommended to the Board for approval.</p> <p>9.2 It was agreed that the committee self-assessment questionnaire be circulated for completion by email.</p>
10.	<p>Matters to report to the Board</p> <p>10.1 It was agreed to highlight the following key points to the Board:</p> <ul style="list-style-type: none"> • Recommend the TOR for approval to the Board. • Given the circumstances this is a highly commendable performance and the committee expressed its thanks to all college staff. • Generally positive feedback on the move to online learning but actions to improve consistency through a minimum expectation and more support for digital delivery. • Good assurance on planning for the 2020-21 academic year in light of Covid-19 impacts. • Performance targets have largely been delivered and solid performance data achieved. Positive progress on quality improvement and the need to balance self-assessment with avoiding over burdening staff. Good progress on teaching and learning and development and curriculum development.

11.	Any other business
11.1	There was no other business reported to the meeting.
12.	Date of next meeting
12.1	The date of the next meeting was confirmed as Thursday 5 November 2020 at 10.30am and it was agreed to hold a catch-up meeting on Teams in the early part of the new academic year, as needed.

The meeting closed at 1.15pm.

Approved as a correct record 05.11.20.