

REASEHEATH COLLEGE BOARD
QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Wednesday 23 June 2021 at 2.00pm
Via Microsoft Teams

Present: Alastair Taylor (independent) Chair AT
Jane Cowell (independent) JC
Peter Green (independent) PG
Mike Gorton (independent) MG
David Pearson (independent) DP (*item 5 onwards*)
Marcus Clinton (principal) MC (*item 3 onwards*)
Anne McKay (staff) AM

In attendance: Matt Gower (vice principal) MGower (*items 1- 7.1 inclusive*)
Trudie McGuinness (assistant principal) TM
Iain Clarke (assistant principal) IC
Sharon Yates (assistant principal) SY
Wendy Watson (Head of Quality) WW
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 for absence from committee members. DP and MC had indicated that they would need to join the meeting late due to a meeting with the Association of Colleges for college chairs and principals overlapping with the start of this meeting. Apologies from attendee Paul Spearritt had been received and his agenda item was confirmed as to be covered by MGower in the meeting.
1.2	The meeting was quorate.
2.	Declarations of interest
2.1	There were no interests declared that gave rise to a conflict of interest in the meeting. The interests of MC, PG and JC as directors of the college subsidiary company were noted.
3.	Minutes and matters arising
3.1	The minutes of the meeting held on 12 March 2021 were received and confirmed as a correct record. The rolling action log was reviewed for assurance.

3.2	<p>On matters arising, the following were noted:</p> <ul style="list-style-type: none"> - The Chair had agreed that the additional single item agenda meeting on apprenticeship performance had been agreed as an update by email and the prioritising of this agenda item at this meeting. - PG requested an update on access to the dashboard and a development session and this was agreed to be arranged for as soon as practicable. - JC requested an update on any marketing on flexible delivery for adults and an update on horticulture recruitment at the appropriate time in the meeting. - JC also requested an update on the approach the college is taking to the sector issue of violence towards women. TM noted that the college is working with Cheshire Police on a £0.5m funding bid to tackle violence against women.
4.1	<p>4. Apprenticeship Performance Update</p> <p>SY provided an overview of apprenticeship performance in the context of the sector wide steady decline in achievement rates and assurance that college apprenticeships performance has managed to hold its own and so overall achievement rates are above national averages, though performance was not reported publicly last year due to Covid disruption. She noted that there are a significant number of learners out of funding as they are awaiting End Point Assessments (EPAs). Staffing, systems development progress and recent apprentice survey feedback was shared for assurance. Questions and discussion followed:</p> <ul style="list-style-type: none"> -AT requested an overview of the recent (not yet reported) quality health check week on apprenticeships. SY confirmed that improvements have been seen in leadership and management. She noted that Personal Development was a grade 3, and a lot of work has been carried out by the new quality staff member on the BeReady programme (Apprenticeship Plus) and is now more built in and part of the progress tracker and so now showing more engagement with this, though it is still early days. In terms of Quality of Education, SY noted that there are a few sectors where EPAs have been delayed and these are now coming through and showing an encouraging grouping of merits and distinctions. However, she noted that the standard on engineering has been challenging in relation to outcomes for the first grouping but these are also now coming back through and doing well this time. -PG challenged performance being described as ‘good’ based on the 2020 and 2021 achievement rates, even though he acknowledged the impact of the delay of EPAs. SY gave her view that it is hard to underestimate the impact of the delay which is sector wide and she noted that without this, rates would be around 70% – 72%. She confirmed that the target for next year is likely to be around 75%, subject to some further analysis at the end of this year and can be updated at the next meeting in November. - JC agreed that the communication of the rating of ‘good’ could be considered. She requested and received assurance that almost all of the old frameworks have now run through the system. JC emphasised her concern that these young people have been disadvantaged by the sector situation and SY agreed that the sector issues on apprenticeships moving employer can impact on whether they can continue as the employer has to agree to them continuing to the EPA as they have to pay for it. JC suggested AoC lobbying on this would be useful as this significantly affects young people as well as college data. - AM agreed that the impact of delayed EPAs on these apprentices cannot be underestimated. She queried whether the curriculum of the engineering standard also played a part in the performance of the first cohort and SY emphasised that the lack of consistency between EPAs remained the key issue here. -MG noted that the college has coped well over the previous year and he requested and received assurance that the college considers that it will remain in a good position going forwards as others

	recover their provision as well. SY provided good assurance on confidence levels that performance will continue above national averages going forwards.
5.	Student Experience Focus
5.1	Covid-19 update – management of assessment in 2021 and support for new admissions 2021-22: MGower provided an overview in the meeting of the management of assessment this year and the measures and plans in place for the new student intake in September. MG explained the Tutor Assessed Grades (TAGs) and the exams that have taken place. He provided assurance on the management and oversight of these various methods to ensure they are compliant with each awarding body and the assessments completed in a timely way. AT sought and received assurance that the internal quality systems are robust and realistic and MGower confirmed that each awarding body also provides external scrutiny as well as own internal quality assurance. MG provided an update on the work being done for the summer on advice and guidance and transition over the summer as well as the plans in place for the start of term in September. Members welcomed this work and especially the summer programme, requesting and receiving assurance that the college has the capacity to run the project.
5.2	Violence against women: MGower explained the work carried out a few years ago and ongoing on sexual consent and he provided assurance that this focus is continuing via the staff development day in September with a safeguarding session including an update on sexual violence and consent and that this focus is part of the overhaul of the student BeReady programme. He added that the development of the safeguarding reporting system over the next two years would also support risk identification and reporting in this area.
6.	Teaching and Learning and Curriculum Strategy
6.1	T level implementation planning update - preparation for teaching T levels: A briefing summary on the implementation plan progress was provided by email in advance of the meeting. This briefing noted that overall the college continues to make good progress in implementing T Levels, with the final implementation plan report submitted to the ESFA and receiving positive feedback from ESFA in relation to the quality of information and the honesty demonstrated in the report. Members noted that there will now be a focus on the specifics of marketing approaches in line with the development of the 2021-22 college prospectus. MG requested and received assurance on the prioritisation of resources to support successful implementation. In response to a query from JC, MGower provided more information on entry levels and the transition programme. He also noted that whilst separate KPIs on T levels may not be required it will be important to separate them out so that reporting is clear and he accepted that a KPI in relation to work placement progress could be considered. The meeting agreed that a T Levels champion governor from the committee to link with PS would be a good idea and those interested could contact JS outside the meeting.
7.	College Performance Monitoring
7.1	FE Performance Update - dashboard reporting: MGower provided an executive summary narrative on attendance, retention and achievement, satisfaction and recruitment for 2021-22, providing good overall assurance on FE performance, with all areas RAG rated Green. Dashboard data was provided for further detail and discussion in the meeting. They key points from the discussion included: <ul style="list-style-type: none"> - Horticulture recruitment and the work carried out on this. - The need to continue be mindful of the balance of provision between land-based and non-land-based provision. PG excellent performance data for this year welcome the report.

	- A request to provide the agreed targets/NAs in the QIP report so that progress against targets can be seen easily.
7.2	Student Destinations data reporting: The Think Alumni student destinations report was provided for information and assurance. The report was welcomed and a look at careers advice and support for students was requested for a future meeting in 2021-22.
8.	Quality Improvement Monitoring
8.1	College Performance KPIs and Quality Improvement Plan Update: TM presented the update for information and assurance. Members welcomed the excellent levels of performance reported and took string assurance from the report. TM agreed to go through some of the detail with JC on foundation level 1 and visibility of land-based programmes, outside the meeting. PG sought views on whether the committee considers it is fully involved with setting challenging performance targets. MC confirmed that the committee considered the KPIs in an additional meeting last year and that the summer and autumn term Board reporting provides targets for approval. The meeting agreed that the summer term Board meeting can be used to present the current position but that the autumn term Board meeting should approve targets as not all data is known until then. It was noted that the committee would have the opportunity to review proposed targets in the autumn term.
8.2	Quality Department Dashboard: The dashboard was received for information and assurance. WW added that there has been a very high response rate for the exit survey and a big increase on last year, so this will be analysed and reported through for the autumn term. The meeting welcomed the strong assurance on quality assurance work.
8.3	ALE Quality Health Check: WW and IC provided for assurance details of the recent and ongoing work to improve aspects of the provision, with the grade 3 result from the recent QHC explained in more detail. It was agreed that there be a follow up report to the committee in the autumn term to confirm progress made.
8.4	The Teaching and Learning Update was provided for information and assurance. It was noted that all the teaching and learning apprentices have achieved distinctions and so these are excellent results.
9.	College Strategic Risk Register and KPIs
9.1	College FE and Apprenticeships risk update report: The risk update report was received for information and assurance that current and emerging risks to quality and outcomes are identified and managed.
10.	Monitoring reports for information
10.1	The following reports were received for information and assurance: <ul style="list-style-type: none"> • Matrix Assessment Report • FE Academic Board Minutes
11.	Items for approval
11.1	RESOLVED: The Compliments and Complaints Policy is approved

12.	Review Terms of Reference
12.1	RESOLVED: The Committee Terms of Reference for 2021-22 are recommended to the Board for approval.
13.	Matters to report to the Board
13.1	<p>The Committee agreed to report the following key points from its meeting to the Board:</p> <ul style="list-style-type: none"> • Excellent academic performance to be welcomed in the context of the challenging year with good assurance on a solid platform to move forwards. • Assurance taken on the management of assessment, student success and achievement and the preparations for next year, with an excellent summer programme planned. • Thanks to all staff. They have done a phenomenal job this year and moved the college forward on a number of fronts, thanks to their commitment and energy. • Congratulations on the success in the high grades of distinctions awarded in the Teaching and Learning apprenticeships. • Good assurance gained from the deep dive into apprenticeship performance. • The Academy of Land and Environment improvement actions will be monitored by the committee at each meeting next year, with thanks for the honest, open reporting that provides confidence and assurance that the Committee has sight of emerging risks to quality outcomes. • The committee will consider careers advice and provision at a meeting in the next academic year as it is a real focus in the sector. • The development of dashboard reporting to the Committee continues to be a key focus. • The joint development meeting with the HE Committee was considered to be valuable and the committee would like to continue these, with Teams providing flexibility to meet to consider cross college issues as required.
14.	Any other business
14.1	The Chair reported the feedback from the joint discussion meeting held in April, with the key points on progression issues from FE to HE as discussed.
15.	Date of next meeting
15.1	The date of the next meeting was confirmed as Thursday 4 November 2021 at 2pm.

The meeting closed at 5pm

Approved as a correct record: 4 November 2021