

REASEHEATH COLLEGE BOARD
QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Thursday 3 March 2022 at 2pm
L3/4 PLC Building, Reaseheath College

- Present: Alastair Taylor (independent) Chair AT
Jane Cowell (independent) JC
Peter Green (independent) PG
Marcus Clinton (principal) MC
Phil Gibbon (staff) PGibbon
David Pearson (independent) DP
Grace Robinson (student) GR (*items 1-6 inclusive*)
- In attendance: Trudie McGuinness (assistant principal) TM
Iain Clarke (assistant principal) IC
Paul Spearritt (assistant principal) PS
Sharon Yates (assistant principal) SY
Wendy Watson (head of quality) WW
Kenny Nolan (wellbeing careers and work placement manager) KN (*items 1- 5.1 inclusive*)
Jayne Cawood (programme leader Business) JCawood (*items 5.3*)
Andrew Gould (curriculum area manager Construction) AG (*item 5.3*),
Nick Blakemore (curriculum area manager Business and Food) NB (*item 5.3*)
Nick Roberton (head of apprenticeships) NR (*item 7.3*)
Fiona Thornton (quality assurer apprenticeships) FT (*item 7.3*)
Anne McKay (quality improvement manager AM (*item 5.5*)
Jackie Schillinger (company secretary) JS

Part A unless stated

Item	Content
1.	Welcome and apologies for absence
1.1	The Chair AT welcomed all to the meeting. He welcomed Grace Robinson to the meeting as the student representative, replacing Kate Cole. Mike Gorton had provided apologies after the meeting, due to an urgent issue at work that required his attention.
1.2	The meeting was quorate and remained quorate throughout.
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
3.1	The minutes of the meeting held on 4 November 2021 were received and confirmed as a correct record. and matters arising. It was agreed that the report on Academy of Land and Environment later on the agenda be an item for discussion rather than information.
4.	Quality of Student Experience
4.1	<u>Student Governor update</u> : GR provided an update on Student Association (SA) activities and the student experience, which she considered to be well maintained despite the challenges this year and noted

	<p>many more events are now taking place. In response to a question, it was confirmed that there had been wellbeing support offered for those with anxiety over the situation in Ukraine and members noted the 'Stand for Peace' short ceremony that had taken place that morning at college. SY added that the SA now also has an apprenticeship learner representative, which is working very well. PG noted that he attended the SA meetings and the student representative meetings recently and gained the impression that these structures work well with good attendance, engagement, and communications.</p> <p>4.2 <u>Link governor update:</u> Members received feedback from curriculum link visits that had taken place this academic year so far. Members found this helpful to triangulate with other reporting and suggested that relevant link visit feedback be shared with each committee meeting if visits have taken place, following a review of the feedback by the executive team. It was noted that if anything of concern arises for the governor, this can be escalated via the company secretary to be taken forwards via the management or governance process as appropriate. It was also noted that an overall link visit engagement summary report is made to the Board.</p> <p>4.3 <u>Quality Update and dashboard:</u> WW provided her Quality Dashboard including information on quality improvement activities, learning walks, quality health check weeks, student survey feedback and compliments and complaints. WW confirmed that external reviewers support the quality health checks and she noted that the next checks to be done are Engineering and Apprenticeships, which will be reported back to the next committee meeting Discussion and questions followed, with the key points from this discussion set out below:</p> <ul style="list-style-type: none"> -PG welcomed a very good report, which he considered from his triangulation of link visits to reflect a realistic position. He noted that the college was not yet where it wanted to be with the student target and progress tracking system OneGrade. He requested and received assurance that there are methods currently in place to track progress in the meantime until this system is operational. -DP welcomed the report and noted that overall quality has been very well maintained over a very difficult period. He noted the excellent maths and English data and thanked the team for all their hard work and commitment to achieve this result, especially with a new curriculum area manager in post. PG confirmed from his experience of link visits, this transition to the new curriculum area manager has been managed very well. -JC observed that the narrative around careers progression data will be a key element of the Department for Education agenda and the college will need to be clear on its message on the career progression data. -On the slight drop in retention, MC noted that there has been a theme of anxiety and mental health issues for students generally this year and support is in place with interventions. He noted that there has been a system issue with the registers at the start of term that has impacted on missed registers and not helped the attendance data, but there are changes in the pipeline to resolve this issue. However, all noted that curriculum areas need to drive this to ensure registers are brought quickly up to date. -JC noted that whilst Pulse 2 was very pleasing overall, the areas with lower than average scores were Engineering, Sport and Academy of Land and Environment (ALE). She also noted that Sport had moved from a grade 3 to a grade 2 in the self-assessment, and so this data from the student survey will need to be looked at carefully to ensure improvements are being maintained. -In response to a query on the quality health check on BeReady, WW confirmed that the programme is currently under review and the college is aware that it needs a refresh.
<p>5. 5.1</p>	<p>Teaching and Learning and Curriculum Update</p> <p><u>Careers Service Deep Dive:</u> KN presented the current position, work in progress and challenges in the careers and enterprise provision at college. He also provided information on how the work placement risk assessments are carried out to provide requested assurance to the committee on the health and safety side of work placements. He explained the Gatsby benchmarks and how the college is currently positioned in achieving the benchmarks. In particular, he noted that the team review progress towards benchmarks every term with the Careers and Enterprise Company and is in a strong position of fully meeting most of the benchmarks. He noted that the impact of Covid in 20-21 meant that some students did not experience the workplace as part of their course and that there are some capacity issues in</p>

<p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>meeting the Personal Guidance benchmark for 1:1s with all students and some development needed on the recording of interactions with employers. KN shared the strong external assurance received from the recent Matrix assessment and accreditation for three years. He also shared the strengths and areas for development from this assessment. On work placement risk assessments, KN noted that there is capacity pressure on the team as they have to travel long distances to make these checks. The pros and cons of this requirement were discussed and PGibbon noted from his experience that whilst they are a significant time commitment, they allow the college to promote and market itself very effectively and so do have an additional benefit.</p> <p>Members welcomed the good assurance received on a solid provision in this area and queried what was now needed to develop further. KN explained that the key areas for improvement focus are increasing capacity in the team to be able to offer more 1:1 opportunities, working in increasing work placements generally and external work experience opportunities for residential students in readiness for T Levels and ensuring the college is compliant with the Baker clause (an Ofsted requirement) and can make the most of the opportunities this presents. JC noted that the Gatsby Benchmarks are being consulted on and she could provide some further information on this to KN.</p> <p>On health and safety of work placements, members requested and received assurance that KN's team and the apprenticeship team work closely together. PGibbon provided assurance from his own experience as a member of staff that visits to workplaces promote the Reaseheath health and safety culture. Assurance was received that team members are IOSH trained and further training that goes beyond this is planned for 1 April for the work placement team. Assurance was also provided that the working time directive is discussed up front with employers and they sign a declaration to confirm they understand and will comply with this requirement. Members welcomed the assurances provided and requested that this be kept a live issue and reported regularly to the committee for assurance. They also noted that the destination data reporting was not quite ready yet and would welcome a report in advance of the next meeting which would then be discussed more fully at the meeting in June.</p> <p><u>T Level implementation update</u>, including feedback from curriculum area managers and the link governor: Members received a presentation from NB, AG and JCawood on planning, implementation, challenges and readiness to deliver the T levels in Business and Construction from September 2022. The committee received the presentation with thanks and questions and discussion followed:</p> <ul style="list-style-type: none"> -PG the link governor provided feedback from his meetings with PS, commenting that he had found the discussions reassuring that the implementation has been well planned. He noted that the next phase is land-based T levels and IC provided assurance that these are well progressed in terms of planning for delivery. He noted that the sector is requesting that the agriculture T level is delivered over three years as this is what employers want. - challenges on the construction T level include securing enough work placements as it is very difficult to do so for under 18 learners on construction sites and the timeline for the delivery of the construction building on campus, which will require management of learner expectations and contingency planning in the first year of delivery, until it is ready. - staffing risk was discussed and confirmed as well managed currently to be able to delivery for next year -it was agreed that it would be good to revisit the presentation once delivery is underway, in the spring term next year and to have some input from learners on their experience. <p><u>Teaching and Learning Update Report</u>: AM provided her teaching and learning report for information and assurance. Members noted that the recent internal audit service audit of the Online Learning Framework provided substantial assurance. In response to questions, AM confirmed that staffing in the team was manageable currently though busy as there remains turnover of staff in the college as a whole. She also noted the feedback on the Be Ready programme with a view to looking at more discussion based learning and support for staff on this.</p>
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6.	College FE Performance
6.1	The College KPI monitoring report was received for information and assurance. Members took good assurance in the data at this stage in the year but noted that the employer survey response rate was very low.
6.2	The College Quality Improvement Plan (QIP) Progress Monitoring report was received for information and assurance.
6.3	The Strategic Risk Monitoring Report was received for information and assurance.
7.	Monitoring reports for information
7.1	<u>Ofsted Care Standards Report</u> : TM provided an update on the recent inspection. All noted that it provided very strong assurance and was disappointing not to retain the Outstanding grade. Members requested and received assurance on actions to address the recommendations made. JC as residential care standards link governor confirmed that she will follow up these actions in her next visit and also offered to attend the Keeping Children Safe in Education sessions with staff members to add her support and will liaise with TM outside the meeting on these arrangements.
7.2	<u>Academy of Land and Environment (ALE) Quality Improvement Follow Up Report</u> : The committee received the updated ALE quality improvement plan. IC provided an update on progress and areas that still needed improvement. Members thanked him for his honest and open report. IC confirmed that he has spoken to PG in advance of the meeting on some areas of concern and had been able to provide assurance. In discussion the meeting sought assurance on several areas. They took assurance in the responses that the areas of countryside and horticulture are not of concern and that whilst there are clear improvements needed in some aspects of agriculture, the performance data remains solid and so the report is risk rated as amber rather than red. Discussion then focused on the actions in place and planned to improve the staffing stability in ALE and the Farm. IC explained his hands on approach in the department, monthly meetings with course representatives, termly Farm Steering Committee meetings with link governors setting and monitoring transparent KPIs and the strategic vision and culture project set to begin with ALE and the Farm after Easter. PGibbon provided some helpful context from his experience of working in the area. SY added that the apprenticeship outcomes are very good, with high grades and distinctions. Following discussion, members confirmed that they felt more assured and welcomed the intensive and proactive improvement focus evident. They agreed to monitor the progress again with an agenda item for discussion at the next committee meeting.
7.3	<u>Apprenticeships Quality Improvement Update</u> : SY introduced NR and FT to the meeting and noted that members had read the update report in advance and requested any questions or comments. PG welcomed the presentation and format of the QIP which provided clear information on actions and progress made. He requested and received assurance from NR that the skills coaches being generic rather than subject specific was working well. NR added that the apprenticeship standards support this way of working very well. SY provided assurance that the current achievement data reported will improve through the year and that the achievement data has the potential to be 72% this year. Members received the update report with thanks.
7.4	The Complaints and Compliments monitoring report was received for information and assurance.
7.5	The FE Academic Board Minutes were received for information.
8.	Any other business
8.1	There was no other business reported to the meeting.
9.	Any items to escalate to the risk register/report to Board
9.1	It was agreed to report the following key points to the Board: <ul style="list-style-type: none"> • Positive reporting overall on the student experience with Pulse 2 student survey results providing good assurance so far this year. Thanks to all staff for their hard work and commitment to maintaining the student experience this year • Positive Ofsted Care Standards assurance even though disappointing to drop to Good, but in all substantive areas a very strong result, with thanks to the staff team

	<ul style="list-style-type: none"> • In year KPIs monitoring provides assurance on a solid position on the data at this point in the year, with the acknowledgement that student register completion needs a further push to ensure timely attendance data can feed in to managing retention risk effectively. Also noted that employer survey response rate needs to improve to be able to take assurance from this data, though it is positive • Very positive reporting on Maths and English data performance with thanks to the staff team • The quality improvement OneGrade system for setting and monitoring student targets and progress has been delayed in implementation that has caused a delay in some areas of the college Quality Improvement Plan • Strong assurance received on T Level implementation planning and progress, with some of the challenges explained and understood and a similar presentation to be made to the whole Board • Areas of close monitoring for quality improvement by the college and committee this year are Academy of Land and Environment (ALE) and Apprenticeships. Progress reports received for both. Assurance received on apprenticeships. Following discussion, it is clear that ALE is making progress though it is still early days but positive signs and it will be a substantive discussion item at the next committee meeting to monitor progress • Excellent presentation on careers advice at college and some information on work placement health and safety processes for assurance, with this item to be revisited at the next meeting • This term, the Quality and Standards Committee requested and received feedback from the curriculum area visits that had taken place and found this helpful to triangulate with other reporting. • The challenging staffing environment and improvements needed in some areas of provision justify the risk rating of amber as even though current data is solid, managing the recruitment and retention of staff risk will be key to keeping student experience and outcomes on track.
10.	<p>Date of next meeting The date of the next meeting was confirmed as Wednesday 22 June 2022 at 2pm</p>

The meeting closed at 5pm

Approved as a correct record: 22 June 2022.