

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

**Minutes of the meeting held on Thursday 4 November 2021 at 2pm**  
**Via MS Teams**

Present: Alastair Taylor (independent) Chair AT  
Jane Cowell (independent) JC  
Peter Green (independent) PG  
Marcus Clinton (principal) MC  
Phil Gibbon (staff) PGibbon  
Kate Cole (student) KC

In attendance: Charlotte Barratt (observer) CB  
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  
Jackie Schillinger (company secretary) JS

**Part A unless stated**

Item	Content
<b>1.</b>	<b>Appointment of Chair and Vice Chair</b>
<b>1.1</b>	<b>RESOLVED: Alastair Taylor appointed Chair of the committee for the academic year 2021-22.</b>
<b>1.2</b>	<b>RESOLVED: Jane Cowell appointed Vice Chair of the committee for the academic year 2021-22.</b>
<b>2.</b>	<b>Welcome and apologies for absence</b>
2.1	The Chair AT welcomed all to the meeting. Apologies were received and accepted from David Pearson and Mike Gorton. AT thanked CB her for her contributions to the various quality improvement and monitoring activities that she had undertaken this term with the college.
2.2	The meeting was quorate and remained quorate throughout.
<b>3.</b>	<b>Appointment of student governor to committee</b>
<b>3.1</b>	<b>RESOLVED: Kate Cole appointed as a member of the committee for the academic year 2021-22</b>
<b>4.</b>	<b>Declarations of interest</b>
4.1	There were no interests declared as giving rise to a conflict of interest in relation to the agenda items for the meeting. AT and JC took no part in the decision-making on items 1.1 and 1.2 respectively.
<b>5.</b>	<b>Minutes and matters arising</b>
5.1	The minutes of the meeting held on 23 June 2021 were approved as a correct record and the action log reviewed for assurance.
5.2	On matters arising, assurance was provided that the college is carrying out a lot of work with students, as well as with staff training and also with local external agencies, including the local police on managing the risk of peer-on-peer sexual abuse and harassment. She confirmed that the annual safeguarding report to the Board in December will cover this area and an internal audit service audit is currently underway on this element of safeguarding. MC provided an update on the adult budget and progress made.

6.	<b>Quality of Student Experience</b>
6.1	Student Governor update on start of term: KC provided an update on the student experience so far in the year, from her point of view as a student and as a member of the Student Association. A discussion followed on experience of online and face to face teaching and learning, as well as support for new students, student voice activities and social activities. Members thanked KC for her very helpful update.
6.2	<p>Quality Update and dashboard: WW provided her Quality Dashboard including information on quality improvement activities, learning walks, quality health check weeks, student survey feedback and compliments and complaints. Discussion and questions followed, with the key points from this discussion set out below:</p> <ul style="list-style-type: none"> <li>- AT requested and received assurance that the learning walk activities identify and action any teaching and learning weaknesses through reporting back for teaching and learning coach intervention, as well as enhanced learning walks and quality health check weeks to support the learning walk activity. MC, JC and PG all confirmed their support for the quality improvement approach as more robust and effective than the older formal observation system. JC noted that it was good to hear one of the curriculum area managers felt that this system was a developmental process. She also welcomed the increased involvement of external expertise in quality improvement activities at all levels, which seems to be valued by staff. She noted that on student feedback, the 'you said we did' approach remains very important.</li> <li>- On retention JC suggested that the retention data could usefully differentiate between adults and 16-18. She also suggested that feedback by talking separately to the adult students could be very useful.</li> <li>- PG sought and received assurance that the missed register data was being picked up as a focus for swift response to ensure attendance data is sound and that attendance is good so far this year.</li> <li>- PG took assurance from the quality of the discussions in the self-assessment meetings that he attended. He suggested that the college might consider using a simple template for consistency of department self-assessment reports, with for example ten essential items of information that needs to be provided.</li> </ul>
6.3	Academy of Land and Environment (ALE) Quality Improvement Follow Up Report: The committee received the ALE self-assessment report and quality improvement plan (SAR and QIP). IC provided an update on the follow up quality health check (QHC) in October that had assessed the area as requiring improvement. He noted that the QHC had involved externals and he considered the process robust. He explained the strengths and areas for improvement and the actions in place and planned. AT took assurance that the college knows what the problems are. JC noted that it seems the wider educational and strategic side of ALE is not moving forward as needed and wondered if there needed to be some resource to support leadership and cultural change. IC acknowledged this and explained the planned project about to commence with external input to provide just this type of input. CB queried the type of management support in place for leadership in this area to achieve change and IC and MC explained the range of measures in place. PG noted the areas of strength but also inconsistency as some areas are not at the right level, and so the actions planned and in place need to address and resolve this inconsistency.
6.4	Apprenticeships Quality Improvement Update: – Health Check and SAR/QIP. The committee received the self-assessment report and quality improvement plan (SAR and QIP). The independent committee members present had received a detailed assessment of the area earlier in the week at the validation panel meeting. They had taken assurance from this detailed assessment that the college knows what the issues are. SY confirmed that the feedback at the validation meeting was helpful and she had pulled out a number of points that she was going through with the team. CB noted that the accountability and responsibility needs to rest with each curriculum area so that it does not all fall to the apprenticeship team. SY gave assurance that the new manager taking on this area is not new to the college but to that role and has already shown that he is very strong in the area. PG questioned the KPI data for achievement in apprenticeships for 2021-22 and SY confirmed that this has been looked at again following hard close the week before the meeting and so this has now been strengthened. PGibbon gave assurance that from his experience on the ground, achievement in apprentices that he supports is very

	good with high grades achieved and so now the end point assessment delays due to Covid are clearing, this should bode well for the future.
<b>7.</b>	<b>College FE Performance</b>
7.1	KPI Dashboard: TM presented the updated Governor dashboard performance data for information. Members could access the data remotely and asked for some clarifications and acknowledged it would become a useful tool once the committee started to get used to using it as the year proceeds.
7.2	College Draft Self-Assessment Report (SAR) 2020-21: The SAR report was received, and members noted that they had provided detailed feedback at the validation meeting. TM confirmed that she was updating the SAR based on the comments, with thanks. JC noted it might also be useful to have a look at the wording around retention as a strength as it is in many areas but not in all. She noted the overall report and outcome from 2020-21 was very pleasing after the challenging year and that credit be given to all the staff and the executive team for this outcome. Members wholeheartedly endorsed this view, with thanks to all involved.
7.3	Draft Targets and Key Performance Indicators (KPIs) 2021-22: The committee had received the draft targets in advance and TM presented them in the meeting for consideration. Discussion followed. A number of areas for re-consideration were discussed including whether some of the targets were too ambitious and others not stretching enough and consideration of areas where there is less previous data, but where targets ought to be included this coming year. It was agreed that TM would take away the comments from the discussion for review by the executive team and the committee would then reconvene for a short Teams meeting in a few weeks' time to consider a final draft of the SAR and the KPIs for recommendation for the Board for approval at its December meeting.
<b>8.</b>	<b>Teaching and Learning and Curriculum Update</b>
8.1	The committee received a written briefing on the T Level implementation update for information and assurance. It was agreed that PG would take on the role of T level link governor, to be recommended to the Board at its December meeting. MC and GL provided an update on the T Levels capital bid. JC requested and received assurance on the key areas of risk of recruiting and retaining technical staff, ensuring the business development team are fully utilised in this area. MC noted that staffing risk is less in some areas and that the college is taking steps to develop its existing staff to mitigate the level of risk in hard to recruit areas.
<b>9.</b>	<b>Strategic Risk Review</b>
9.1	FE and Apprenticeships Risk: MC presented the risk review report. Members highlighted the recruitment and retention staffing risk for a deeper dive this year again as this risk has increased. The committee also noted that the apprenticeship quality needed to be closely monitored, alongside ALE quality in the risk register.
<b>10.</b>	<b>Monitoring reports for information</b>
10.1	The Teaching and Learning update was received for information and assurance.
10.2	The Landex Peer Review Report was received for information and assurance.
10.3	The FE Academic Board Minutes were received for information and assurance.
<b>11.</b>	<b>Any other business</b>
11.1	The area of staffing risk was highlighted.
11.2	The suggestion of a reflection and review of the committee's terms of reference and generally how it works, and its reporting, with some peer working, was welcomed at a convenient time during the academic year.
<b>12.</b>	<b>Any items to escalate to the risk register/report to Board</b>
12.1	It was agreed to report the following key points from the meeting: <ul style="list-style-type: none"> <li>• Positive reporting on the student experience so far this year despite the continuing challenging environment.</li> <li>• Overall, a very good outcome on the college academic performance in 2020-21 as evidenced in the Self-Assessment report</li> </ul>

	<ul style="list-style-type: none"> <li>• Thanks to all staff for their hard work and commitment to maintaining the student experience this year</li> <li>• Good assurance received on T Level implementation planning and progress</li> <li>• Areas of close monitoring for quality improvement by the college and committee this year are Academy of Land and Environment and Apprenticeships.</li> </ul>
<b>13.</b> 13.1	<b>Date of next meeting</b> The date of the next meeting was confirmed as Thursday 3 March 2022 at 2pm. It was agreed that a short Teams meeting would be held before the December Board meeting in order to review the amendments (following the feedback in this meeting) to the SAR and final KPIs for Board approval.

The meeting closed at 5pm.

*[Post-meeting note: The committee received the amended SAR and KPIs by email in advance of the Teams meeting that took place on 7 December 2021 and the committee confirmed its recommendation of the same to the Board at its meeting on 9 December 2021.]*

Approved as a correct record: 3 March 2022.