

QUALITY & PERFORMANCE COMMITTEE

DATE: WEDNESDAY 8 MARCH 2017

PLACE: RM H007 MERTON CAMPUS

TIME: 6.00 p.m.

PRESENT: Yvette Stanley (Chair), Sue Rimmer (Principal), Cllr Brenda Fraser, Jennie Hall, Colin Hill.

IN ATTENDANCE Jason Pemberton-Billing (VP Curriculum Wandsworth)
Bev Giarraputo (VP Curriculum Merton)
Jenny Richards, (Interim Director of HR and Workforce Development) Items 1-8.
Winsome Aldred (Head of Teaching and Learning) Item 10 only
Natalie Watt, (Clerk to the Corporation)

(NB. The agenda items were taken in the order minuted.)

1. **Apologies for Absence**
Lucy Ashman
2. **Declarations of Interest**
None
3. **Minutes of the last meeting held on Wednesday 30 November 2016.**

The minutes were APPROVED and signed as a fair and accurate record of the meeting.
4. **Matters arising from the minutes**
 - Members were advised that the outcomes report was taken to Corporation for information as requested by the Committee. Noted.
 - Pay Award on the agenda.
5. **Pay Award** – Presented by the Principal and CEO.
Items discussed:
 - The Principal discussed the current financial challenges facing the College and that further efficiency savings may need to be considered.

- The Principal expressed her concern that the College had not been able to award staff a cost of living increase for 5 years and that this was unsustainable.
- Due to the significant budget pressures it was agreed that this would need to be further considered by Finance and Resources Committee.

Update RECEIVED.

6.

- **Human Resources Termly Update** – Presented by the Interim Deputy Head of Human Resources Members noted the update in employee relations and the business cases referred to in paragraph 1.
- The Interim Head confirmed that managers were being provided with additional help and support to manage absence.
- Members were advised that the college continued to robustly defend the ongoing civil case that was still proceeding.
- Members were informed that a data collection exercise was underway to ensure that all HR records were up to date.
- Members noted that 365 appraisals were completed out of 447.
- The Interim Head of HR confirmed that changes in management had impacted on some completion rates.
- Discussion followed on the need to have exit procedures in place to ensure that out-going managers completed all necessary tasks to ensure a smooth handover.
- The Principal confirmed that appraisal completion as being monitored by the SLT. Members discussed the areas of non-compliance in detail.
- Members noted the detailed update on CPD activities.
- Members queried the level of staff morale across the college and discussion followed on the challenges facing the College at present. The Principal confirmed that the last staff survey had been more positive than expected.
- Members discussed the level and complexity of the data collected and how it was used by Managers for monitoring.
- Members sought assurance that management were satisfied that there were no underlying issues or concerns.
- The Principal confirmed that detailed discussion and data was fed into the Health, Safety and Environment Committee.
- The Principal proposed to look at trends within staff absence and to raise these for discussion at the next appropriate committee. Agreed.

Report RECEIVED.

Principal

7. **Apprenticeships** – Employer Levy – Presented by the Interim Head of HR.

Items discussed:

- The Interim Head of HR informed Members that this was an initial discussion paper that had only just been considered by SLT.
- Further developments were expected to take place in the coming weeks.
- Members noted that the College was focussed on ensuring that there were clear career pathways for apprentices.

- Further work would be undertaken to assess the affordability factor of certain apprenticeships whilst ensuring that the College was utilising the levy effectively.
- The Committee was informed that a more developed update would be provided to the next Committee in June. Noted.

Report RECEIVED.

**Interim
Director of HR
& Workforce
Development**

8. Staff Survey Report – Presented by the Interim Director of HR and Workforce Development

Items discussed:

- Members were advised that the last staff survey had been held in 2015. Members attention as directed to the live action plan attached at appendix A.
- Members queried how the impact of the actions was assessed?
- Members expressed concern at the lack of timescales for the delivery of actions. The Principal acknowledged that the action plan needed to be developed and updated with key information, however, the Committee were also reminded that the College and suffered a significant loss of personnel during the last year and that this had impacted on the delivery of the action plan. The Committee accepted this position.
- Discussions followed on the change of staff in HR over the last year. Members agreed that the update was a useful narrative on developments over the last year. The Principal agreed that a concise action plan with SMART objectives linked to key indicators was needed.
- It was agreed that some pre-emptive action needed to be completed prior to the next staff survey. Members noted that the ongoing merger discussions had impacted on the ability to move forward with some areas of strategic planning.
- It was agreed that the new college would need to initiate a staff survey in due course.
- Members urged management to use every avenue to ensure that staff were kept informed of developments. Agreed.
- Members also asked for any future reports to make use of charts and graphs to aid the interpretation of data for Governors. Agreed.

Report RECEIVED.

Principal

10. Item 10 and 11 taken together

Teaching, Learning & Assessment Report – Presented by the VP Curriculum and Wandsworth.

Items discussed:

- Members noted that as requested that the last Committee the detailed reports submitted to the SLT had been included as appendices to a shorter overarching report.
- The VP Curriculum Wandsworth provided Members with a overview of the topics covered by the overarching report, and the attached appendices highlighting progress made and areas which needed further development in relation to:
 - Learning Walks
 - Lesson Observations
 - Learner Voice
 - Attendance

- English & Maths
- Predicted Success
- Value Added
- Members thanked the VP Curriculum for the useful overview and requested that page numbers and paragraphs be numbered for ease of reference next time.
- Members noted the red alert for maths and the VP Curriculum confirmed that this view had also been supported by an external observer. Significant work had been undertaken in year which was expected to impact on the outcome for learners.
- Members noted the considerable resources and time that had been invested in this area.
- Discussion followed on the funding implications and the challenges for the College in meeting requirements.
- Members discussed Appendix C (Attendance) in detail (page 3 of 11).
- Members discussed the issues affecting maths and English provision noting that additional support was being sourced to support teachers in delivering in these areas.
- Members discussed the strategies that had been employed and the outcomes identified at Appendix A page 13.
- Members noted that predicted success rates were still subject to confirmation.
- The VP Curriculum expressed his increased confidence in the predicted success rates for this year as the level of supporting data and evidence used to support these had substantially improved on previous years.

11. Value Added/Performance Measure – Presented by the VP Curriculum and Wandsworth.

- This item was considered with item 10.

Report RECEIVED.

9. South Thames College Quality Improvement plan – Mid Year Update – Presented by the VP Curriculum Wandsworth.

Items discussed:

- Members discussed the quality improvement plan in detail.
- Discussion also took place on how successful delivery was achieved in other London Colleges.
- Debate took place on how to address the issue of punctuality and the impact it had on learning and achievement.
- The VP Curriculum confirmed that data collection had been significantly improved and this enabled faster more accurate monitoring by teachers which in turn was having a positive impact on student achievement.
- The Chair asked that the SLT consider the cycle of meetings next term and the detailed work plan that supported the Committee and consider what if any changes would be made. It was noted that this would have to be done in the context of the merger.
- Members requested that at the next meeting (and before if possible) that achievement data be made available to enable

**VP's
Curriculum**

Governors to assess the impact of changes made and actions completed. Noted.

- Members noted the red amber green ratings for each area. The VP Curriculum acknowledged that there was still a considerable distance to travel but he assured the Committee that there was a greater confidence in the consistency of delivery across the College.
- Members requested that the QIP be accompanied by a key for future reports (noting that the RAG rated systems meant different things in different organisations and required a specific description to be properly utilised by Governors) agreed.
- Members noted the scope of activities undertaken for the groups of vulnerable learners. Discussion followed on the level of funding allocated to vulnerable students. Members noted that a dashboard would be helpful in monitoring information on specific groups. Noted.
- Members noted that the College still maintained its stance of inclusivity and welcomed students with very complex and differing needs.

VP Curriculum

Report RECEIVED.

12. Curriculum Planning – Presented by the Deputy CEO.

Items discussed:

- The Deputy CEO provided a brief oversight into the curriculum planning process. Members noted the data trends on learner numbers presented.
- Members were advised that the next Committee would receive a detailed action plan on the delivery of the curriculum for next year.
- Discussion followed on the importance of an accurate course file and the need to ensure that the new college curriculum was viable across all sites.
- The Deputy CEO confirmed that the curriculum plan was aligned with the resources model and would be feeding into the budget for the new College.
- Members were appreciative of the use of visual data in the report
- The Deputy CEO confirmed that only partial year data had been included and this was expected to show improvements next term when the year was closing. Noted.

Deputy CEO

Report RECEIVED.

13. Risk Management Termly Update – Presented by the Deputy CEO.

Items discussed:

- The Deputy CEO highlighted the change in approach to risk management and confirmed that the risk assurance mapping would be embedded across the college in the coming weeks. Noted.
- The Principal advised Members that this was still a work in progress noting that the governance assurance column would be subject to further development.
- The Deputy CEO confirmed that any themed risks for specific areas within the remit of each Committee would continue to be flagged up as needed. Noted.

Deputy CEO

Deputy CEO

Report RECEIVED.

INFORMATION ITEMS ONLY

14. Equality & Diversity Committee – RECEIVED.

15. Safeguarding & Vulnerable Adults Mid-Year Update 2016/17

- The Chair of the Committee confirmed that as the lead governor for Safeguarding that she met with the VP Curriculum Merton on a regular basis outside of meetings to ensure that she was updated. Noted.

Report RECEIVED.

16. Any Other Business

- The Chair of the Committee confirmed that she had attended a recent event at the College to make awards to students participating in the Jack Petchey award scheme. Noted.
- Members noted that the evening learning walk at Tooting had been cancelled. Members requested that a further date be secured asap and that Governors be encouraged to attend. Agreed.

**VP Curriculum
Wandsworth &
Clerk**

17. Date and Time of Next Meeting

Monday 5 June 2017 at 6pm at the Merton Campus

Signed by: _____

Date: _____