

QUALITY & PERFORMANCE COMMITTEE

DATE: MONDAY 5 JUNE 2017

PLACE: RM H007 MERTON CAMPUS

TIME: 6.00 p.m.

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

IN ATTENDANCE Chris Wright (Deputy CEO)
Jason Pemberton-Billing (Deputy Principal)
Natalie Watt, Clerk to the Corporation

1. **Apologies for Absence**
Colin Hill
2. **Declarations of Interest**
None
3. **Minutes of the last meeting held on 8 March 2017 were approved and signed by the Chair of the Committee.**
4. **Matters arising from the minutes**
 - **Pay Award** – The Principal confirmed that this had been looked at but was still presently unaffordable. However, Members were informed that there was an intention to seek to build in a small increase into the budget of the merged College. Noted.
 - **Apprenticeships** – The Deputy CEO confirmed that detailed work was being undertaken to ensure that the merged College was well placed.
 - The Principal informed the Committee that employers were already appreciating the fact that they could deal with one College moving forward.
 - It was noted that the apprenticeship levy on the new organisation would be addressed during the coming academic year and reported through to the new Board. Noted.
 - **Staff Survey** – The Deputy CEO confirmed that no further work had been undertaken due to the pressure of work associated with merger and the need to ensure that all TUPE arrangements were in place in good time. Noted.
 - **Work plan** – It was noted that new work plans would need to be developed for the new Committee for the merged Board.
 - **QIP** – On agenda.

- **Curriculum Plan** – On Agenda
- **Risk Management** – On Agenda
- **Learning Walk** – The Clerk confirmed that the learning walk had been cancelled due to a conflict with the need to hold an additional special corporation meeting. Noted.

5. Human Resources Termly Update Report – Presented by the Deputy CEO.

Items discussed:

- Members were advised that the Interim Head of HR had now ceased and that the work was being covered by the Acting Deputy Head of HR line managed by Deputy CEO and supported by the Director of HR from KSEP. Noted.
- Members were informed that there were no significant changes from the report the previous term. Work had been focussed on ensuring a smooth TUPE transfer of staff as at the 1st August 2017.
- Members discussed the summary provided on capability and disciplinary cases.
- Members were informed that the ACAS case had now been concluded.
- Members discussed appraisals at length. The Principal acknowledged the need for this to be a priority leading up to merger to ensure that managers and staff had the appropriate documentation in place prior to TUPE.
- Discussion followed on the teaching certificates and the Deputy CEO confirmed that all teaching staff are encouraged and supported to undertake the certificate.
- Members noted the update on mandatory training at paragraph 14. The Deputy CEO confirmed that this was a rolling programme.
- Members discussed the timing of the statistics and that all College records would be updated at the end of the year prior to merger.
- Discussion also followed on PREVENT training. Members discussed the challenges of how to measure the impact of the PREVENT training programme. Members were advised that there were no benchmarking statistics available.
- Members were assured that reports to the new Board would be split into performance by College (Campus). The Deputy CEO acknowledged that there was a need to look at how each College currently functioned in terms of staff communications.
- Members stressed the need for trend information and urged the Management team to consider the format and quality of information that may be of use to the new Corporation. Noted.

Report RECEIVED.

6. Teaching, Learning & Assessment Report – Presented by the Deputy Principal.

Items discussed:

- Members noted the focus on the key priorities outlined in the report and the overview on key areas of delivery.
- Members discussed the RAG ratings in detail and the degrees of progress within each area.

- Members noted that the RAG rating was a rough tool that could not necessarily reflect the detailed progress made.
- Members noted that the progress in English and Maths was encouraging.
- Members discussed the continuing challenge in ensuring consistency across all areas of delivery. Discussion followed on the impact of using Advanced Teaching Practitioners (ATP's).
- Members discussed the number of staff receiving targeted support and the focus of input across the campuses. Detailed discussion followed on the use of ILT in classes.
- Members of the Committee shared their experiences from other years of teaching delivery and also their observations from the learning walks undertaken in College.
- Members noted that the use of ILT was not picked up as a cause for concern in the Inspection. However, the College had identified this as an area needing more consistent development.
- Members discussed attendance at length noting the challenges facing the College and the range of projects introduced across all areas.
- The Deputy Principal discussed the recent success in terms of attendance for GCSE exams which it was hoped would help towards final results.
- Members noted the additional data now available tracking progress on pages 17, 18 and 19 of the report. Detailed discussion followed on the actual known data available in year against largely predicted data used in the previous year.
- Members noted the new tracking systems and the robust validation of data throughout the year. Members noted the overall predicted achievement data by school on page 25 and discussed the need for this to be split by campus in future given the size of the new College. Noted.
- Members discussed the performance of Wandsworth and Merton and the areas where more work was needed.
- Discussion followed on the assumptions used for the predictions.
- Members noted that an increase of 20% on attendance for exams was expected on last year.
- Members discussed the learner satisfaction table presented on page 23.
- Members discussed the potential links between satisfaction and performance.
- Members queried whether the scorecard previously used for reporting would be reintroduced. It was noted that this would be for the new Committee to consider.
- Members urged the SLT to also ensure that trends were reported upon where possible to provide context. Noted.
- Members welcomed the positive outcomes reported and expressed their keenness to see the positive outcomes that were expected.

Report RECEIVED.

7. Quality Improvement Plan – Presented by the Deputy Principal
Items discussed:

- Members were reminded that the QIP was presented with SAR to the Corporation meeting in December. This is the second term update to the Committee. Nine action points were given a RAG rating. Discussion followed on what each of the RAG ratings related to in terms of performance and context. Members noted that attendance was still RAG rated as red.
- Members were advised that progress had been made with a strong performance this year against last year in relation to attendance at GCSE's however further work and contestant vigilance was needed. Noted.
- Members discussed the schools where attendance had made significant improvements and noted the initiatives and priority given to attendance from day 1.
- Members discussed how other Colleges recorded attendance and noted that consistency in reporting across all 4 Colleges would be important for the new organisation.
- Members noted the use of work placements and the Construction Health and Safety work card offered as a reward for attendance had proven very effective.
- Members discussed the need to maintain momentum and build on the progress made since Inspection.
- Discussion followed on eth challenges arising from the merger in relation to curriculum, teaching learning and assessment.

Update Report RECEIVED.

8. Curriculum Delivery 2016/17 – Presented by the Deputy CEO.

Items discussed:

- The Deputy CEO assured Members that the joint SLT were meeting regularly and work was underway to finalise the detailed planning needed for the coming year. The report sets out the details of learner volumes by curriculum area.
- Members were informed that rationalisation of the curriculum to date had been minor in order to maintain consistency going into merger.
- The areas where changes had been made were discussed e.g. hospitality. Member's attention was also drawn to the proposed expansion of the Aurora provision by introducing two extra groups following its successful delivery and the increased demands across all local authorities.
- Members were also advised that it was intended to centralise maths and English provision to strengthen delivery and improve quality. Noted.
- Members endorsed the view that it was necessary to build in greater resilience into the delivery of maths and English ideally across all 4 Colleges.
- Members discussed potential banding issues that may be challenging for the new College Noted.

Report RECEIVED.

9. Safeguarding & Vulnerable Adults 2016/17 –

Items discussed:

- Members noted that the report reflected previous discussions and updates that the Chair of the Committee (as lead Governor on safeguarding) had received.
- Members noted that trends on safeguarding and progression pathways would be helpful for future reports. Noted. Members noted the need for benchmarking across all 4 Colleges to be established for future meetings. Noted.
- Members were informed that no new Channel referrals had been made.

Report RECEIVED.

10. Risk Management Update - Presented by the Deputy CEO.

Items discussed:

- Member's attention was drawn to the comment against milestones which had been updated since the last meeting.
- Members were advised that attendance was still RAG rated as red despite the positive indicators pending the actual data becoming available. Noted.

Report RECEIVED.

11. Self-Assessment Report (SAR) Process – Presented by the Deputy CEO.

- Members were advised that this area would now become the responsibility of the Deputy CEO under the new SLT structure.
- The Deputy CEO informed Members that following merger a mapping exercise was being undertaken to review the policies and processes in place to identify what is needed for September 2017. Noted.
- Members were informed that all 4 Colleges broadly followed the same approach in terms of the Self Assessment Process so it was not anticipated that this would necessarily change dramatically.
- Members were informed that the merged College could face Inspection in 7/8 terms time. However how this inspection would be delivered across all 4 Colleges was still to be confirmed.
- Members noted the need for the reporting to be at a strategic level across the whole organisation but also expressed some concern that the detailed reporting in key areas should not be lost. Noted.
- Members were informed that the SAR report for next year would reflect all 4 distinct Colleges with overarching key headlines for the whole organisation.
- Members noted that the level of detail would be a debate to be had in the first meeting of the new Quality Committee.

Update RECEIVED.

12. Equality & Diversity Committee Minutes.

- Members were advised that these would be circulated outside of the meeting.

Action required.

Deputy Principal

13. Any Other Business

- **Self Assessment of the Committee** – The Clerk confirmed that the Search and Governance Committee had approved a self assessment questionnaire which would be circulated next week

for completion by all Governors. Governors were also invited to flag up any areas or issues that they felt needed to be brought to the attention of the new Corporation in due course.

Update Received.

14. Date and Time of Next Meeting

This is the last meeting of the Quality and Performance Committee of South Thames College Corporation.

Signed By: _____

Date: _____