



Minutes Quality, Learning and Standards Committee

(All resolutions passed were the unanimous decision of the Quality, Learning and Standards Committee members present unless otherwise stated)

Meeting Title	Quality. Learning and Standards Committee	
Date	27 November 2019	
Members	Mr G. Willett	Chair
	Mr M. Bristow	
	Mr. D. Cheema	
	Cllr B. Fraser	
	Mr M.J Stone	
In Attendance	Mr P. Mayhew-Smith	Group Principal / CEO
	Ms J. Morrison	Assistant Principal - Quality and Innovation
	Mr J. Pemberton-Billing	Principal, Carshalton College and Merton College
	Mr T. Ryan	Interim Assistant Principal, Carshalton College and Merton College
	M A. Slade	Principal South Thames College
	Mr M. Tweedale	Principal Kingston College
	Ms H. Meredith	Head of Governance
Key Meeting Outcomes		
1	WELCOME, APOLOGIES	
1.1	Apologies were received from Prof P. Reid. Mr Azah was absent from the meeting.	
1.2	DECLARATION OF INTEREST Members confirmed that they did not have any pecuniary or other interest in any agenda item.	
2	MINUTES OF MEETINGS OF LAST MEETING (15 OCTOBER 2019) AND MATTERS ARISING	
2.1	<u>Accuracy</u> . The minutes were accepted as an accurate record and were signed by the chair.	
	<u>Matters arising</u> Members reviewed the Action Log and noted that most actions were for the February meeting but noted the following updates:	
	Group Principal / CEO agreed to write an Annual Report which can be circulated to staff.	To be actioned
	All Link Governors have been encouraged to arrange a visit this term	There had been a significant increase in the number of Link Governor visits / activity this term evidenced by Link Governor Reports (item 6) to QLS and HSS Committees
	A governor is asked to become a Link Governor for Personal Development	Ongoing vacancy noted
3	SELF-ASSESSMENT (POST-VALIDATION REVIEW)	
3.1	VALIDATED COLLEGE AND GROUP 2018/19 SARS The Chair and 7 governors had been at College all day participating in the Group Self-Assessment Report validation event. All but one of the committee members present had attended the validation which they found to be a positive and robust process for reviewing performance and progress across each College and the Group.	
3.2	The validation had reviewed the following : <ul style="list-style-type: none"> • Qualification Achievement Rate (QAR) data • SAR validation grades for each School at each of the four colleges • Group SAR 	
3.3	The self-assessment grades proposed by the validation panel supported all of the self assessed grades this year as follows :	

	<p>Overall effectiveness Good</p> <p>Quality of Education Good</p> <p>Behaviour and Attitudes Good</p> <p>Personal development Good</p> <p>Leadership and management Good</p> <p>16-19 Good</p> <p>Adult Good</p> <p>Apprenticeships Requires Improvement</p> <p>High needs learners (HNL) Good</p>																																																
3.4	Several areas are heading towards Outstanding. The table of validated Grades (by School, College and Group) will be circulated to all governors following the SAR validation.																																																
3.5	The panel had reviewed and questioned the position statement for Apprenticeships requiring that action be taken to ensure rapid progress to Good. The panel noted that engineering apprenticeships at Kingston College are outstanding.																																																
3.6	The Chair thanked the college for the work in preparing the SAR reports and the validation process and asked for the committee's thanks to be passed on to colleagues.																																																
3.7	It was resolved to note the report and to recommend the SAR report to the Corporation for approval.																																																
3.8	<p>VALIDATED QUALITY IMPROVEMENT ACTION PLAN 2019/20</p> <p>The QIP will follow the validation and will be reviewed at the next committee meeting.</p> <p>It was agreed that a report detailing the Notices to Improve areas for 2019-20 and a summary of the areas for improvement identified by the SAR process will be presented to the Corporation on 10 December.</p>																																																
4.	GROUP CURRICULUM REPORTS + DATA																																																
4.1	<p>GROUP HEADLINE ACHIEVEMENT RATES 2018-19</p> <p>The Assistant Principal - Quality and Innovation presented the headline achievement rates by college, overall and across areas of provision and governors commended the College on the significant 5% increase in achievement rates in 2 the years since merger.</p> <p style="text-align: center;">Group 2018/19 Achievement Rates</p> <div style="text-align: right; border: 1px solid black; padding: 2px;">Item 4.1</div> <p>Overall</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>College</th> <th>Age Grp</th> <th>Leavers Overall 16/17</th> <th>Leavers Overall 17/18</th> <th>Learners Overall 18/19</th> <th>Ach Overall % 16/17</th> <th>Ach Overall % 17/18</th> <th>Ach Overall % 18/19</th> <th>Nat Ach Overall % 17/18</th> <th>Diff to National Ach %</th> <th>Weighted Ach Overall % 17/18</th> <th>Diff to Weighted Ach %</th> </tr> </thead> <tbody> <tr> <td>Group</td> <td>16-18</td> <td>11,622</td> <td>11,074</td> <td>10,770</td> <td>80.5</td> <td>84.1</td> <td>85.5</td> <td>82.8</td> <td>2.6</td> <td>82.5</td> <td>3.0</td> </tr> <tr> <td>Group</td> <td>19+</td> <td>13,286</td> <td>13,910</td> <td>17,260</td> <td>85.8</td> <td>89.3</td> <td>91.3</td> <td>89.1</td> <td>1.2</td> <td>90.3</td> <td>1.0</td> </tr> <tr> <td>Group</td> <td>All</td> <td>24,908</td> <td>24,984</td> <td>28,030</td> <td>83.3</td> <td>87.0</td> <td>89.1</td> <td>85.9</td> <td>2.5</td> <td>87.2</td> <td>1.9</td> </tr> </tbody> </table>	College	Age Grp	Leavers Overall 16/17	Leavers Overall 17/18	Learners Overall 18/19	Ach Overall % 16/17	Ach Overall % 17/18	Ach Overall % 18/19	Nat Ach Overall % 17/18	Diff to National Ach %	Weighted Ach Overall % 17/18	Diff to Weighted Ach %	Group	16-18	11,622	11,074	10,770	80.5	84.1	85.5	82.8	2.6	82.5	3.0	Group	19+	13,286	13,910	17,260	85.8	89.3	91.3	89.1	1.2	90.3	1.0	Group	All	24,908	24,984	28,030	83.3	87.0	89.1	85.9	2.5	87.2	1.9
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4.2	<p>ENGLISH AND MATHS ATTENDANCE DATA</p> <p>Governors reviewed data and were pleased that every table showed improved attendance from the previous year. Governors asked for any benchmarking data. It is thought that in London Colleges average overall attendance is 86% overall, with English and Maths attendance historically 5% below that.</p>																																																
4.3	As requested by the Committee, full attendance data will be circulated to the committee and will identify areas where attendance dipped with an explanation for this.																																																
4.4	Governors discussed strategies for improving attendance and noted the Group Student Attendance, Behaviour and Commitment to Study Procedures (ABC) (Agenda Item 8). The																																																

4.5	<p>College Principals confirmed the effectiveness of these procedures in ensuring very good student behaviour across the Group.</p> <p>It was resolved to note the data.</p>																											
<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>APPRENTICESHIPS</p> <p>A detailed report was presented by the Interim Assistant Principal, Carshalton College and Merton College. The Achievement data had been reviewed in detail at the SAR validation earlier in the day which confirmed the grade for this provision as Requires Improvement.</p> <table border="1" data-bbox="316 416 1556 622"> <thead> <tr> <th rowspan="2">College</th> <th colspan="2">18/19</th> <th rowspan="2">17/18</th> <th rowspan="2">16/17</th> </tr> <tr> <th>Actual</th> <th>Forecast</th> </tr> </thead> <tbody> <tr> <td>Carshalton</td> <td>68.2</td> <td>70.7</td> <td>66.4</td> <td>58.6</td> </tr> <tr> <td>Kingston</td> <td>82.8</td> <td>77.8</td> <td>74.1</td> <td>73</td> </tr> <tr> <td>STC</td> <td>62</td> <td>66.1</td> <td>61.9</td> <td>80</td> </tr> <tr> <td>Group</td> <td>66.5</td> <td>69.2</td> <td>64</td> <td>63</td> </tr> </tbody> </table> <p>Governors asked a series of challenging questions about the reasons behind the poor achievement rates, seeking assurance about the changes which have been put in place to ensure rapid improvement. Governors questions and the answers received covered:</p> <ul style="list-style-type: none"> • The reasons for inaccurate forecasting: staff were unaware of how to record whether an apprentice would “rollover” and achieve the following year. To address this MIS are developing a forecasting system through ProMonitor; • Another reason for the lower than expected achievement rates were that previous reports did not allow managers to see all elements of the apprenticeship framework in one place. Whilst ProMonitor reporting is being developed EBS reports are being used to monitor all the elements for every learner. • During 2018-19 STCG was still dealing with pre-merger apprenticeship legacy issues - due to the length of apprenticeship programmes across a number of years which impact on data. • Other action taken to prevent similar issues in future include the roll out of PICs to assist with monitoring, a historic review to check that all apprentices from earlier years have completed, monthly MOT meetings to review apprentices approaching 90 days to complete, monitoring by the Matrix Group using a ProMonitor dashboard to drilldown into progress and predicted achievement monthly and sharing of good practice from Kingston College. In addition to these changes STCG has currently stopped any new subcontracting of apprenticeships in 2019/20 due to the poor performance in the previous year. <p>The Group is also working on improving the following :</p> <ul style="list-style-type: none"> • Embedding the Prevent agenda with apprentices; • Ensuring that assessors set sufficiently challenging targets; • Developing recruitment and mentoring for potential apprentices; • Embedding new standards in Engineering & preparations for End Point Assessment. • Develop Carshalton into an End Point Assessment centre for Motor vehicle. <p>The Committee asked for Apprentice provision to remain as a standing Agenda item, for a report for the next meeting on whether the new reporting system is working and to invite the Link Governor for Apprentices (Mr Foulston) to the next meeting of the Committee to hear the next update.</p> <p>It was resolved to note the report.</p>	College	18/19		17/18	16/17	Actual	Forecast	Carshalton	68.2	70.7	66.4	58.6	Kingston	82.8	77.8	74.1	73	STC	62	66.1	61.9	80	Group	66.5	69.2	64	63
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6.1	<p>LINK GOVERNOR SCHEME REPORT</p> <p>The Head of Governance presented Link Governor reports from Link Governors for Leadership and Management, TLA and 19 + and reported that reports from the Lead Governors for Safeguarding and Mental Health have also been reported to the HSS Committee. There had been a significant increase in visits and activity by Link Governors with more visits arranged for</p>																											

6.2 6.3	<p>later this term. All Link Governors were thanked for using their visits to increase the engagement of the Corporation with students and staff.</p> <p>A governor is still needed to become the Link Governor for Personal Development.</p> <p>It was resolved to note the report.</p>
7.	<p>INSPECTION UPDATES</p> <ul style="list-style-type: none"> • INTERNAL QUALITY ASSURANCE REVIEW (IQAR) - the outcomes from the IQAR had been reported to the Corporation at the 12 November training event. Full copies of the IQAR reports will be circulated to governors following the meeting. • FE WEEK ARTICLE ON CAMPUS-LEVEL OFSTED GRADING- OFSTED will be consulting on campus level OFSTED grading from January 2020. If introduced, any changes will not be introduced until 2022.
8. 8.1 8.2	<p>POLICIES FOR REVIEW / APPROVAL</p> <p>The updated Equality, Diversity & Inclusion Policy was reviewed. It was resolved to recommend this for approval by the Corporation.</p> <p>The Committee noted the :</p> <ul style="list-style-type: none"> • English & Maths Policy & Procedure • the Student Attendance, Behaviour and Commitment to Study Procedures (ABC)
9. 9.1 9.2 9.3	<p>TERMS OF REFERENCE & SELF ASSESSMENT OF WORK OF COMMITTEE FOR 2018-19</p> <p>Members self-assessed the performance of the committee as follows:</p> <ul style="list-style-type: none"> • The committee had met the Terms of Reference during the previous year; • Mr Stone and Prof Reid had joined the committee and no new members are needed- ; • The meetings had been increased to each half term to provide more opportunity for scrutiny of data and progress reports. • The newer form of more succinct reports was welcomed. • Ways to increase engagement with students was discussed – if time permits, presentations from students to QLS are very welcome. The College will also invite governors to the summer Student Conference and governors can hold student focus groups. Link Governors are also engaging more with students. • The earlier meeting start time (6.00pm) suits officers but is difficult for one governor; this is to be kept under review. <p>The Chair thanked the Assistant Principal - Quality and Innovation and the Principal Kingston College for their work on developing the reporting cycle for the appropriate meeting.</p> <p>Terms of Reference It was resolved to recommend the Terms of Reference (as attached to these minutes as Appendix 1) for approval by the Corporation.</p> <p>Planned Business for the Year It was resolved to agree the proposed Planned Business for the year.</p>
10. 10.1 10.2	<p>REVIEW OF BOARD ASSURANCE RISK AREAS</p> <p>A full review of allotted risk areas was undertaken at the October meeting (Minutes Item 10) when the Committee was not satisfied with the assessment of the risk relating to a poor Ofsted result, due to the lack of apprenticeship data at the time.</p> <p>As a result of this assessment the Group Risk Register was revised by increasing the score of Risk 16 “<i>Poor apprenticeship achievement rates</i>” which increased the Net score on the dashboard to Red/Critical. The level of assurance has now moved to Red/Low.</p>

10.3	It was resolved to note this update report.			
	<p>DATE OF NEXT MEETING</p> <p>Next meeting to be held on Tuesday 4 February 2020 @ 6:00pm at Merton College</p>			
Action points		Responsible	Deadline	Signed off
1	Marketing review and Decliners' Survey findings to be presented to the February 2020 meeting		Feb 2020	
2	Group Principal / CEO agreed to write an Annual Report which can be circulated to staff.	PM-S		
3	Wellbeing survey and Action Plan to come to future QLS meetings for information	HoG	Feb 2020	
4	Group Destinations Survey outcomes to be presented to the February Q, L & S Meeting.		Feb 2020	
5.	Internal progression data to be shared with governors as soon as available and included on February Agenda		Feb 2020	
6.	Validated SAR Grades (by School, College and Group) to be circulated to all governors	JM	Dec 2019	
7.	A governor is asked to become a Link Governor for Personal Development			
8.	A list of NTIs and a summary of the areas for improvement to go Corporation on 10 December.	JM	Dec 2019	
9.	Attendance data to be circulated to the committee.	JM	Dec 2019	
10.	Vacancy for a Link Governor for Personal Development – still to be filled by a governor.	Governors		
11.	Apprentice provision to remain as a standing Agenda item, Report for the next meeting on whether the new reporting system is working Invite Link Governor for Apprentices (Mr Foulston) to the next meeting	HoG / AS/ DH AS/ DH HoG / RF		
12.	Full copies of the IQAR reports to be circulated to governors following the meeting.	JM	Dec 2019	
13.	Governors to be invited to the student summer conference		Summer2020	
	<p>The meeting closed at 6:15pm.</p> <p>Signed:Date:.....</p>			

APPENDIX 1

Terms of Reference, Membership and Delegated Authority Quality, Learning and Standards Committee

The Committee will oversee, on behalf of the Corporation the processes of ensuring quality, curriculum planning and equality issues, ensuring that the college's activities in these areas conform to the educational character and mission of the College, as agreed by the Corporation.

Curriculum and Quality Responsibilities

1. To review the College experience of students at all stages of the learner journey, from pre-entry to exit.
2. To review, monitor and recommend the College Quality Improvement Action Plan for approval by the Corporation.
3. To monitor teaching & learning, enrolments, retention, achievement, success rates and destinations annually, benchmarking results against national averages where these are available.
4. To validate and recommend the College's Self Assessment report to the Corporation.
5. To scrutinise performance against improvement targets, assessing progress against the College's Quality Improvement Plan.
6. To monitor curriculum development and innovation within the College.
7. To review, monitor and approve the College's Local Engagement Strategy.
8. To review, monitor and recommend the College's Learning Systems and Resources Strategy to the Corporation.
9. To review and monitor the College's Single Equality Scheme and action plan.

Board Assurance & Risk

1. To provide a termly opinion to the Audit Committee on risk areas and assurance levels allocated to the committee.

Proposed Delegated Authority

Authority to be delegated by the Governing Body when resolved to be required.

Proposed Membership

The Committee to consist of 9 nominated members, of whom one will be the Group Principal / CEO. Other senior management staff may not be members of the Committee but Members of the Group Leadership Team responsible for delivery of the key areas of responsibility as detailed in this document will attend all meetings of the committee and other senior managers may be invited to attend meetings as required.

Chair

The Committee members shall annually elect a Chair and Vice-chair at the first meeting of the academic year.

Procedural Rules

The procedural rules will be those which govern the proceedings of the Corporation.

Quorum

A quorum of the Committee shall be three members.

Clerk

The Head of Governance shall act as Clerk to the Committee.

Reporting Responsibilities

The Chair of the Committee shall report formally to the Corporation on the proceedings of the Committee after each meeting on all matters within its duties and responsibilities.

The Committee shall provide a termly opinion to the Audit Committee on risk areas and assurance levels allocated to the committee.

Revised November 2019
Next review November 2020

PLANNED BUSINESS

<u>Quality Learning and Standards</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>
Governance			
Apologies & Declarations of Interest	*	*	*
Election of Chair & Vice-Chair	*		
Minutes & Matters Arising	*	*	*
Terms of Reference, Authority & Membership	*		
Planned Business for Year	*		
Other Governance Issues	*	*	*
Link Governor Reports	*	*	*
Learner Experience			
Learner Voice reports and action plans	*	*	*
Standards			
Approve and recommend Quality Strategy	*		
Self-Assessment validation and approval	*		
Scrutiny of performance against targets and national averages	*	*	*
Quality Improvement Plan monitoring	*	*	*
Curriculum Development			
Curriculum Development and Innovation		*	*
Approve and recommend Employer Engagement Strategy		*	*
Approve and recommend Learning Systems and Resources Strategy		*	*
Equalities			
Approve and recommend Equalities Policy			*