

## SOUTH THAMES COLLEGES GROUP CORPORATION

### 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)

<b>Meeting Title</b>	Quality, Learning and Standards Committee										
<b>Date</b>	3 December 2018										
<b>Members</b>	Mr G. Willett	Chair									
	Mr M. Bristow										
	Mr. D. Cheema										
	Cllr B. Fraser										
	Dr C.Wilks										
<b>In Attendance</b>	Mr P. Mayhew-Smith	Group Principal / CEO									
	Ms J. Morrison	Director of Quality and Learning Services									
	Mr T. Ryan	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									
<b>Key Meeting Outcomes</b>											
<b>1</b>	<b>WELCOME, APOLOGIES</b>										
<b>1.1</b>	Apologies were received from Mr Azah. Apologies were also received from the Vice-Principal, Business and Student Services and the Principal Carshalton and Merton Colleges. The Assistant Principal attended the meeting in his place and was welcomed to the meeting.										
<b>1.2</b>	<b>DECLARATION OF INTEREST</b> Members confirmed that they did not have any pecuniary or other interest in any agenda item.										
<b>2</b>	<b>MINUTES OF MEETINGS OF LAST MEETING ( 16 OCTOBER 2018 ) AND MATTERS ARISING</b>										
<b>2.1</b>	<p><u>Accuracy.</u> The minutes were accepted as an accurate record and were signed by the chair.</p> <p><u>Matters arising</u> Members reviewed the Action Log and noted the following updates:</p> <table border="1"> <tr> <td><b>1</b></td> <td>Achievement data to be presented against forecast in future so that the governors can scrutinise the accuracy of college forecasting.</td> <td>Ongoing</td> </tr> <tr> <td><b>2</b></td> <td>Carshalton College to be kept as a separate item on QLS Agenda.</td> <td>Actioned</td> </tr> <tr> <td><b>3</b></td> <td>College to report on the workload relating to the Student Disciplinary process to governors.</td> <td>The Principal KC reported that the response from students to the first warning letter under the new process has risen from 50% to 70% which the committee considered a successful outcome of this change. Where the process proceeds to Stage 2 and Stage 3 this is proving more time consuming for managers and there is a capacity issue re note taking. Overall the number of exclusions and Appeals is significantly lower this year than at the same time last year. MT to report further to the committee</td> </tr> </table>		<b>1</b>	Achievement data to be presented against forecast in future so that the governors can scrutinise the accuracy of college forecasting.	Ongoing	<b>2</b>	Carshalton College to be kept as a separate item on QLS Agenda.	Actioned	<b>3</b>	College to report on the workload relating to the Student Disciplinary process to governors.	The Principal KC reported that the response from students to the first warning letter under the new process has risen from 50% to 70% which the committee considered a successful outcome of this change. Where the process proceeds to Stage 2 and Stage 3 this is proving more time consuming for managers and there is a capacity issue re note taking. Overall the number of exclusions and Appeals is significantly lower this year than at the same time last year. MT to report further to the committee
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	<p><b>4</b> Future reports to the committee be shorter with more succinct evaluative summaries.</p>	Ongoing																		
	<p><b>5</b> The committee asked for a report in advance of the next meeting on student numbers to enable the committee to form a view on whether the planned targets for student numbers will be achieved.</p>	<p>Report on Student Numbers not received as Board Assurance item deferred to next meeting as this is a short meeting. The HoG reported that the Audit Committee reviewed the QLS minutes and asked that this Risk be amended to be a Red Risk due to the low level of assurance in relation to this risk. The Committee agreed this recommendation.</p>																		
<p><b>3</b></p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p>	<p><b>GROUP SELF-ASSESSMENT REPORT (GSAR) 2017/18</b></p> <p>The Group Principal / CEO presented the first Group Self-Assessment report which had been the subject of validation by 9 governors at a day long validation event. All but two of the committee members present had attended the validation.</p> <p>The validation had reviewed the following :</p> <ul style="list-style-type: none"> <li>• Qualification Achievement Rate ( QAR) data</li> <li>• SAR validation grades for each School at each of the four colleges</li> <li>• Group SAR</li> <li>• Ofsted FE and Skills Inspection Handbook</li> </ul> <p>The Group Principal / CEO presented the self-assessment grades proposed by the validation panel as follows:</p> <table border="0" style="width: 100%;"> <tr> <td>Overall effectiveness</td> <td>Good</td> </tr> <tr> <td>Effectiveness of leadership and management</td> <td>Requires Improvement</td> </tr> <tr> <td>Quality of teaching, learning and assessment</td> <td>Good</td> </tr> <tr> <td>Personal development, behaviour and welfare</td> <td>Good</td> </tr> <tr> <td>Outcomes for learners</td> <td>Good</td> </tr> <tr> <td>16-19 study programmes</td> <td>Requires Improvement</td> </tr> <tr> <td>Adult learning programmes</td> <td>Good</td> </tr> <tr> <td>Apprenticeships</td> <td>Requires Improvement</td> </tr> <tr> <td>Provision for high needs learners (HNL)</td> <td>Good</td> </tr> </table> <p>The Chair reported that immediately following the validation he had been further considered and discussed the grade for Effectiveness of Leadership and Management. The committee <b>agreed</b> the Chair's proposals that this judgment be reviewed again from RI to Good. The factors which the committee felt did not appear to weigh highly enough in the RI judgment were;</p> <ul style="list-style-type: none"> <li>• Overall effectiveness Good</li> <li>• The work done in both leading the merger and the post-merger implementation work;</li> <li>• The significant improvement in achievement across the Group post-merger and the upwards trajectory of achievement rates.</li> </ul> <p>The Chair thanked the college for the openness and frankness of the SAR reports and the validation process.</p> <p>The Committee asked for an ALPs based report for the next meeting.</p> <p>It was <b>resolved</b> to note the report and to recommend the SAR report to the Corporation for approval, subject to amending the judgment for Effectiveness of leadership and management to Good.</p>		Overall effectiveness	Good	Effectiveness of leadership and management	Requires Improvement	Quality of teaching, learning and assessment	Good	Personal development, behaviour and welfare	Good	Outcomes for learners	Good	16-19 study programmes	Requires Improvement	Adult learning programmes	Good	Apprenticeships	Requires Improvement	Provision for high needs learners (HNL)	Good
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<p><b>4.</b></p> <p>4.1</p> <p>4.2</p>	<p><b>CARSHALTON COLLEGE UPDATE</b></p> <p>The Assistant Principal, Carshalton College reported on some changes to areas under Internal Notices of Concern following the SAR validation and reported on the overall SAR grades for Carshalton College as follows:</p> <table border="0" style="width: 100%;"> <tr> <td>Overall effectiveness</td> <td>Requires Improvement</td> </tr> <tr> <td>Effectiveness of leadership and management</td> <td>Requires Improvement</td> </tr> </table>		Overall effectiveness	Requires Improvement	Effectiveness of leadership and management	Requires Improvement														
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	Quality of teaching, learning and assessment Personal development, behaviour and welfare Outcomes for learners 16-19 study programmes Adult learning programmes Apprenticeships Provision for high needs learners (HNL)	Requires Improvement Good Requires Improvement Requires Improvement Inadequate Inadequate Good
4.3	Last year on self-assessment Carshalton College was graded Inadequate across all areas and so this is an improvement from last year and outcomes for 16-18 year olds have improved significantly.	
4.4	It was <b>resolved</b> to note the report.	
<b>5.</b>	<b>INTERNAL NOTICE TO IMPROVE (NTI) UPDATES</b>	
5.1	This internal process is used to identify curriculum areas where specific and targeted action is required rapidly to improve performance.	
5.2	The College Principals gave a verbal progress update about the areas of each college subject to an Internal Notice to Improve (NTI) for 2017/18 and the position going forwards for 2018/9. Some NTIs were lifted at the SAR validation following an improvement in results. Some NTIs have been left in place even following improvement, as a precaution.	
5.3	The Committee asked for future to receive a written report as previously, rag-rated and showing the direction of travel including some milestones against which to measure progress.	
5.4	It was <b>resolved</b> to note the updates.	
<b>6.</b>	<b>A LEVEL PROVISION UPDATE</b>	
6.1	The Principal, Kingston College reminded the Committee not to give a disproportionate focus to A Levels which make up 6% of the qualifications at Kingston College and only 1.75% of total qualifications across the Group. The majority of 16-18 students take BTEC qualifications.	
6.2	This year KC is re-introducing AS levels in 6 subjects and the provision has a new manager and increased entry grades for students ( similar to those at other local providers)	
6.3	Further discussions as to possible future collaboration are continuing with the Kingston Academy.	
6.4	It was <b>resolved</b> to note this update.	
<b>7.</b>	<b>STRATEGIC COLLEGE IMPROVEMENT FUND (SCIF) BID UPDATE</b>	
7.1	The Group's Strategic College Improvement Fund (SCIF) application has been approved with a grant of £219,800 awarded to support the delivery of specific quality improvement activities. The work includes collaborative work with Chichester College (an Outstanding College).	
7.2	It was <b>resolved</b> to note the report.	
<b>8.</b>	<b>HE</b>	
	Two reports were received from the Curriculum Director - HE and Apprenticeships.	
8.1	<b>TEF YEAR 4 – STCG DECISION ON PARTICIPATION / NON PARTICIPATION</b>	
8.1.1	The Committee noted that although the TEF year 4 metrics show an improvement on the Group's metrics for year 3 (2017/18) the HE Matrix team meeting have recommended that the Group does not pursue the TEF Year 4 process and participation (with an aspiration to regain "Silver") and that instead STCG redirects its energy towards its participation in TEF Subject Pilot 2018/19 with the objective of regaining Silver (in 2021) and impacting upon HE programme	

	delivery, student experience and outcomes for the newly revised TEF Subject process which will span a two year period 2019/2021.
8.1.2	The Committee noted that the TEF Bronze rating will remain in place for STCG until 2021 and that only two FE Colleges in London have a higher rating than STCG and the majority of FECs offering HE in London have not participated in TEF and do not have a TEF rating. Our major university partner is “Bronze”.
8.1.3	After discussion it was <b>resolved</b> to recommend to the Corporation that the Group do not pursue the TEF Year 4 process.
8.2	<b>TEF 2018/19 SUBJECT PILOT PARTICIPATION</b>
8.2.1	In 2017/18 the College Group accepted an invitation from HEFCE to join 49 other HEI providers to take part in the first TEF Subject Pilot. This was an exercise to implement one of the two models being considered for adoption when TEF becomes subject based in 2019/2020.
8.2.2	The Group was also invited by the OFS to take part in the second year of the TEF Subject Pilot. STCG are required to submit a Provider Submission, Provider Summary Statement and eight subject submissions in the following subjects; <ul style="list-style-type: none"> <li>• Allied Health (subjects offered across STCG)</li> <li>• Engineering (subjects offered at two STCG colleges)</li> <li>• Computing (subjects offered at two STCG colleges historically, only at Kingston College currently)</li> <li>• Business and Management (subjects offered at two STCG colleges)</li> <li>• Creative Arts and Design (subjects offered at two STCG colleges)</li> <li>• Performing Arts (subject offered at Kingston College)</li> <li>• Education and Teaching (subjects offered across STCG)</li> <li>• Media, Journalism and Communications (subjects offered across STCG although has declined in numbers recently )</li> </ul>
8.3	It was <b>resolved</b> to note the reports and agree the recommendation about TEF Year 4.
<b>9.</b>	<b>LINK GOVERNOR SCHEME REPORT</b>
9.1	The Head of Governance presented an update report compiled from feedback from Link Governors as to action taken by them to set up meetings with their Linked Areas.
9.2	It was <b>resolved</b> to note the report.
9.3	The Committee noted the continuing vacancy for a Linked Governor for Adult 19+ provision and a governor is asked to volunteer to take on this role.
<b>10.</b>	<b>POLICIES FOR APPROVAL</b>
	The Freedom of Speech and Visiting Speaker Policy was not ready for review.
<b>11.</b>	<b>REVIEW OF BOARD ASSURANCE RISK AREAS</b>
11.1	The review of risk areas was deferred to the next meeting, having already been reviewed by the committee this term at its October meeting and as this was a short additional meeting.
11.2	The Committee received and noted the Internal Audit Report on Quality Assurance (222 June 2018). The Committee found the presentation of data on Learning Walks useful and asked for a report on Learning Walks for the next meeting to include data in a similar format. Members asked why there is inconsistency in the number of learning walks across the colleges and the Director of Quality and Learning Services confirmed the intention for this to become more consistent across the Group going forwards.
11.3	It was <b>resolved</b> to note the report.

	<p><b>ADDITIONAL REPORTS</b></p> <p>The committee also received and noted the following reports:</p> <ul style="list-style-type: none"> <li>• Osted Presentation ( October 2018) : “Towards the Education Inspection Framework 2019”</li> <li>• Speeches Amanda Spielman ( Chief Inspector, OFSTED) speech October 2018 and to AoC Conference November 2018</li> </ul>
	<p><b>DATE OF NEXT MEETING</b></p> <p>Next meeting to be held on Tuesday 13 March 2018@ 6:00pm at Merton College</p>

Action points		Responsible	Deadline	Signed off
1	Achievement data to be presented against forecast in future so that the governors can scrutinise the accuracy of college forecasting.	JPB	Ongoing	
2	Carshalton College to be kept as a separate item on QLS Agenda.	JPB	Ongoing	
3	College to report on the workload relating to the Student Disciplinary process to governors. Principal , KC to report further to the committee	MT	March 2019	
4	Future reports to the committee be shorter with more succinct evaluative summaries.	Report writers	Ongoing	
5.	The committee asked for a report in advance of the next meeting on student numbers to enable the committee to form a view on whether the planned targets for student numbers will be achieved.	RG / Principals	March 2019	
6.	The Committee asked for an ALPs based report for the next meeting.		March 2019	
7.	NTI updates to be written, rag-rated and showing the direction of travel and report to include some milestones against which to measure progress.			
8.	A governor is asked to volunteer to take on the Continuing vacancy for a Linked Governor for Adult 19+ provision.	Governors		
9.	Report on Learning Walks for the next meeting to include lesson observation data in same format as Internal Audit Report on Quality Assurance.	JM	March 2019	
	<p>The meeting closed at 6:10pm.</p> <p>Signed: .....Date:.....</p>			