

GRANTHAM COLLEGE

Minutes of a meeting of the Standards Committee held on 19 January 2015 at 1630hrs.

Present	Stewart Boylan (Chairman)	Graham Burks	Linda Houtby (Principal)
	Steve Welton	Mike Williams	
In Attendance	Paul Deane (DH)	Ralph Devereux (Clerk)	Fiona Twilley (Director of Quality)
Apologies	Trudy Brothwell	Charlie Price-Wallace	Kathleen Smith

15/14 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

The apologies were accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests had been declared.

16/14 MINUTES OF THE LAST MEETING

Paul Deane was added to the attendee list; the Minutes of the meeting held on 17 November 2014 were then confirmed and signed.

17/14 MATTERS ARISING FROM THE MINUTES/NOTIFICATION OF URGENT BUSINESS

- a. There were no matters arising from the minutes.
- b. It was agreed to consider minimum standards as an item of urgent business.

18/14 SELF ASSESSMENT REPORT

The SAR had been circulated separately from the main body of papers allowing sufficient time to allow individual consideration in advance of the meeting. The report, based on the Ofsted CIF, and in a similar format to the previous year, included contributions from individual subject areas to ensure as wide an ownership as possible. The detail would be distributed and presented to management, to inform the Quality Improvement Plan (QIP) which would address improvement measures. Data included in the report was generally current with the exception of Value Added (VA) information, which was expected by the end of the month. Improvements in Success Rates were noted and welcomed and the aim was to exceed the National Average (NA) across the range. Key strengths were noted and agreed and the Areas for Improvement contained no surprises since the Committee had received regular progress reports through the year. The report was agreed as a realistic and accurate reflection of the current status and was recommended to the Corporation

- a. The information was received.
- b. The SAR was recommended to the Corporation.

19/14 STUDENT INDUCTION SURVEY

Results of the FT and PT student induction survey were discussed, informed by comprehensive data tabulated under a wide range of groupings. Although the results had been somewhat disappointing with generally lower scores than the previous year, after research and validation of some comments helpful future improvements would be made; there had also been supportive comments and it was important that these were also considered to balance the picture. Particular focus would be given to the website and marketing, possibly including input from existing students. Each department had developed individual action plans in the light of the responses. Despite the reduction in college collected feedback, BIS external FE Choices survey data indicated improvement and a placing of 2/5 local colleges.

The information was received.

20/14 QUALITY IMPROVEMENT PLAN (QIP)

Previous Committee meetings had included presentations explaining areas for improvement and Curriculum Leaders/Managers had now determined individual QIP to address these;

these would then be consolidated into a whole college QIP. Necessary action against the 6 general Areas for Improvement (Afi) were clearly listed in the document and were individually considered discussed and noted.

The information was received and noted.

21/14 LESSON OBSERVATION UPDATE

Members were reminded that observation process now gave no notice given of planned observations in order to experience lessons as students did; those graded as "Outstanding" (31) during the previous cycles were now excluded from the current list of required observations and it may be possible to utilise their expertise to help others. A total of 53 graded observations had now been completed since the start of the academic year with 6 grade 1, 37 grade 2 and 10 grade 3 assessments (6 required support) 31 observations remained to be completed by the end of February; the changes continued to provide a robust challenge and reflected a realistic OfSTED environment. Satisfactory progress was evident and the few "Hotspots" of lower performance were receiving particular focus. Anecdotal evidence continued to indicate that the realism was welcome and generally less stressful than the former process and the reward of exemption for outstanding staff & areas was well received.

The information was received.

22/14 KEY PERFORMANCE INDICATORS (KPI)

The latest attendance, retention and apprenticeship success figures were considered, informed by detailed and comprehensive tabulated data by levels and department:

- a. attendance to date was 89% FT and 85% PT, both below respective targets of 92% and 90% and slightly below the previous year, performance was monitored by curriculum areas each week;
- b. retention currently at 96%, (Feb 2014 - 95%) was detailed by Long (over 24 weeks) and Short courses, Long course data was also tabulated by Age to highlight significant differences between age groups; and
- c. overall and timely apprenticeships success were detailed by the current framework success rate, the best case framework success rate and the proportional best case success rate (currently 80%). Apprenticeship performance would be even more closely monitored since the overall success rates fell during 2013/14 to just above national average.

The information was received and noted.

23/14 HE UPDATE

- a. The College portfolio of HE provision was tabulated by sponsor (College, University of Bedford (UoB) or Bishop Grosseteste (BG)) and was discussed informed by comparisons of success rates, starters and completers over the last 4 years.
- b. The UoB would be completing an institutional review (of accredited partners) on 2 March 2015 and completion of the necessary self-evaluation document (SED) which covered a wide range of associated topics was underway.
- c. The next full QAA review would be completed in early 2016 and preparations were progressing. The IQER action plan detailed after the last review had been signed off by the committee in November 2014 and the mapping of policies and procedures to the QAA Quality Code continued; progress will be reported to future committees.
- d. The internal quality assurance system required that the course approval form be submitted for all new courses, accordingly the committee should consider for approval:
 - (i) a new course - HND/C Diploma in Applied Biology, the approval form attached at Appendix 2 to the accompanying papers; and

- (ii) from 2015/16 delivery of the Foundation Degree Sports Coaching would cease under UoB; accordingly the committee should consider approval of an in-house delivered HND/C in Sports Coaching, form attached at Appendix 3 to the accompanying papers.

After full consideration approval was given for both initiatives.

- a. **The information was received.**
- b. **Provision of both an HND/C Diploma in Applied Biology and Sports Coaching was approved.**

24/14 STUDENT IMPACT

The effect on students of implementation of changes to procedures and decisions had been fully considered in determination of each item, particularly true for all issues considered made and decisions taken by the Standards Committee, it was agreed that there were no further specific issues for discussion.

25/14 URGENT BUSINESS

Administration of action where minimum standards had not been met had recently been amended; where 40% of a "Type of Provision" had not met the minimum level then it was likely that a "Notice to Improve" (NTI) may be issued and, dependent on the outcome of final and accurate data the college may be vulnerable but would be making representations regarding provision no longer delivered. More accurate information would be brought to the next meeting.

26/14 DATE OF NEXT MEETING

The date of next meeting would be 23 March 2015 (1630 hrs) .