

## **GRANTHAM COLLEGE**

Minutes of a meeting of the Standards Committee held on 15 June 2015 at 1630hrs.

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

### **39/14 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.

### **40/14 CHAIRMAN**

It was agreed that Steve Welton would act as Chairman for the meeting.

### **41/14 MINUTES OF THE LAST MEETING**

The Minutes of the meeting held on 23 March 2015 were confirmed and signed.

### **42/14 MATTERS ARISING FROM THE MINUTES/NOTIFICATION OF URGENT BUSINESS**

- a. re 31/14. Lesson Observation Update. Although internal moderation of Lesson Observation results continued, the results had been externally moderated last year and the team had not changed since then. Despite anecdotal reports of a change of position on Lesson Observations, Ofsted had not made any official announcements; an inspection was expected in the autumn term.
- b. re 34/14. MLP. The SFA had confirmed that there would be no formal intervention in respect of Type B provision.
- c. no urgent business was requested.

The information was received.

### **43/14 KPI MONITORING**

The National Success Rate Tables (NSRT) table data had changed and the Qualification Success Rate (QSR), used by the funding agencies and Ofsted, now reported qualifications by type (Formerly by length) and included English and Maths (EAM) and functional skills: presentation of success rate to this meeting however was based on the old criteria to allow comparison with the targets set. The KPIs detailed were predictions since the final information was not yet available. The detail had been RAG rated and the figures were generally sound however, some concern was registered at the 19+ Short numbers which mainly reflected the difficult cohort dealt with by the college's partners at The Prince's Trust and the college would not be working with these partners in the coming year. Apprenticeships continued to present a challenge and focus was being maintained on this area, the requirement to complete the functional skills module was unpopular and demotivation for many students in certain sectors.

**The information was received.**

### **44/14 QUALITY IMPROVEMENT PLAN (QIP) UPDATE**

An exclusion report on progress of the 2014/15 QIP was studied and discussed. The detail indicated that;

- a. Afl Targets 1, 2 & 3 – performance could not yet be assessed accurately, but it appeared that implementation of revised processes discussed at the last meeting were having a positive effect and the indicators were positive;

- b. Afl Targets 4 – Apprenticeship figures had been discussed in the previous item and remedial action was being implemented
- c. Afl Target 5 – satisfactory progress;
- d. Afl Target 6 - satisfactory progress was indicated however there were some errors in the presented papers and a revised version would be electronically circulated to all members.

Reasons for the missed targets were challenged and the explanations accepted.

**The information was received.**

#### **45/14 LESSON OBSERVATIONS**

Members were reminded that observation process now gave no notice given of planned observations; those individuals or areas graded as “Outstanding” (31) during the previous cycles were now excluded from the current list of required observations although the detail was included in the current year’s data. A total of 110 graded observations had been completed with 40 assessed at Grades 1, 55 at Grade 2 and 15 at Grade 3, the subjects involved in the latter number had received further support from attendance at targeted CPD sessions with Quality Learning Leaders (QLL); 6 initial re-observations had resulted in an improved grade and details of the remaining 9 were detailed in the accompanying paper. Establishment of 8 Professional and Learning Communities (PLC) designed to facilitate good practice across college had been planned, but pressure of work had meant that only 5 were fulfilled, however the initiative had been well and positively received and would be further developed. Self-reflection and Evaluations were providing useful feedback and informing areas for improvement and embedding of E&D into lessons continued. Benchmark data was noted as from the previous year and would be updated in September. Future plans were discussed.

**The information was received.**

#### **46/14 LEARNER SURVEY**

Although satisfaction surveys were now produced and administered in house, analysis of the results had been completed professionally by QDP Services. Detail of methodology of completion was contained in the accompanying papers including the categories of survey; ratings had increased in 7/8 categories and the other had remained static. Lower participation numbers was explained and accepted.

- a. Full Time. The Full Time (FT) Learner Survey was considered and showed positive results; with all areas considered well above the previous year. Learner views by individual curriculum areas over a variety of categories had been tabulated and were then discussed together with E&D data. The detail in the report would inform further consideration but it was agreed that there was nothing untoward in the report which was received.
- b. Part Time. The Part Time (PT) Learner Survey was considered and showed disappointing results; all areas considered were lower than last year’s results. Learner views by individual curriculum areas and variety of categories including E&D information had been tabulated and were then discussed. The detail in the report would inform further consideration but the committee registered concern at the results. Investigations would continue and focus would be maintained.
- c. A Levels, for the first time A Levels had been surveyed separately using a 2-part questionnaire comprising individual subject and general elements. The results were discussed and assurances sought and received that, where negative responses indicated remedial action had been taken. Numbers of responses in individual course subjects had been tabulated and it was agreed that a comparison with enrolled numbers and last year’s benchmark would be useful.

- d. HE. In accordance with the University of Bedford requirement to align our in-house surveys with theirs, separate surveys of associate university and Edexcel students had been completed; these were then considered.
  - (i) University results across 4 categories were considered and the relatively poor performance in Engineering was noted; again in this instance particularly, numbers enrolled against those responding would be useful. Benchmark data was locally determined and it was agreed that university numbers would be more appropriate in line with the survey standardisation requirements.
  - (ii) Edexcel students' satisfaction was generally high and for particular concerns it was noted that action had been initiated where indicated as necessary.

E&D information was noted.

**The information was received and actions noted.**

**The information was received.**

#### **47/14 STUDENT DESTINATIONS**

The growing focus of student destination data had prompted a more detailed presentation of the information. Because of the timing of collection much of the data for the year previously presented was intended rather than actual destination and this report updated that data with more up to date actual destination data. The information was notoriously difficult to collect and it was creditable that for 2013/14, although lower than the previous year, 1097 destinations had been identified. The data had been tabulated by curriculum area and the 3 year trend for each. It was suggested that the detail should only relate to those students who had fully completed their courses although non-completers often had positive outcomes.

**The information was received and noted.**

#### **48/14 HE UPDATE**

The University of Bedford(UoB) HE review which had taken place in March had resulted in a recommendation for continuance of the partnership for a further 5 years providing that 3 conditions were accepted:

- a. in-house survey alignment;
- b. provision of an action plan implementation update; and
- c. more direct university support to students.

College actions in respect of these had now been completed and the HE environment was then generally considered. Details of an HE Review to be held between 1-5 February 2016 were fully detailed in the supporting papers and were discussed; in particular, the results from a recent HE Forum specifically held as part of the preparations for the Review were fully considered and discussed. Three new programmes were considered:

- d. HNC/D Acting from September;
- e. HNC/D Hair & Beauty Management from September; and
- f. HNC/D Creative Media Production from September 2016.

These were all approved. The Report was received.

**The information was received and noted.**

#### **49/14 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 the learner satisfaction survey and it was agreed that there were no further specific issues for discussion. Provision of additional HE courses would widen the available options.

**50/14 URGENT BUSINESS**

There had been no urgent business requested.

**51/14 DATE OF NEXT MEETING**

The date of next meeting would be advised.