

**GRANTHAM COLLEGE
STANDARDS COMMITTEE**

**Minutes of the Meeting held on 29 November 2017, 16.30
Corporation Meeting Room, Grantham College**

Present:

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| Mr S Welton | Committee Chairman / General Member |
| Mr M Kalbassi | Corporation Chairman / General Member |
| Mr P Cartwright | Staff Member |
| Mr E De Costa | Student Member |
| Mr V Nikiforovs | Student Member |
| Mrs L Houtby | Chief Executive |

In Attendance:

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| Mr P Deane | Principal |
| Ms J Cannon | Deputy Principal |
| Ms C Temprell | Assistant Principal – HR and Student Services |
| Ms T Scarborough | Director of Quality |
| Ms L Steptoe | Director of Business Development |
| Mrs J Taylor-Holmes | Clerk |

Agenda: There were no changes to the agenda.

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| 1 | Presentation from Peter Roberts, area update - Animal Care, Automotive, Construction, Catering and Public Services | |
| 1 | Mr P Roberts, Curriculum Manager provided an area update by way of presentation on Animal Care, Automotive, Construction, Catering and Public Services. Members welcomed Mr Roberts and noted that he had been in post since August 2017. | |
| 2 | The presentation (filed with the hard copy of these minutes) detailed recruitment trends; both learner and apprentice numbers, achievement rates and key issues being addressed within the curriculum areas. | |
| 3 | Of particular note and discussion was the course intervention strategy and how this had been implemented and was improving performance in Automotive. Members specifically noted the intervention in plumbing. | |
| 4 | There was opportunity for questions. Mr M Kalbassi asked how the progress made and improvement is maintained. Mr Roberts referred to the fact that the structures are embedded and supported by all staff with the joint aim to improve performance. Mr S Welton asked whether the intervention method was being used elsewhere. Ms J Cannon, confirmed that the success of the intervention was | |

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| 4 | <p>being utilised in other areas.</p> <p>Members thanked Mr Roberts for the informative presentation and thanked Mr Roberts and the staff in the curriculum area for their support of the Ofsted inspection.</p> | |
| 5 | <p>SC/17/101 - Apologies for absence</p> <p>Apologies were received from; Steve Parsons, Staff Member Jayne Harrison, General Member Sally McPherson, General Member Des McHugh, General Member Nicola Flint, Staff Member</p> | |
| 6 | <p>SC/17/102 – Confirmation of eligibility, quorum and declarations of interest</p> <p>No notice had been received of any member becoming ineligible to hold office. The meeting was quorate and there were no declarations of interest in agenda items.</p> | |
| 7 | <p>SC/17/103 – Election of Chairman</p> <p>Mr M Kalbassi proposed and Mrs L Houtby seconded the appointment of Mr S Welton as Chairman of the Committee for 2017/18.</p> | |
| 8 | <p>Mr Welton was appointed as Chairman of the Committee for 2017/18.</p> | |
| 9 | <p>SC/17/104 – Minutes of the previous meeting on 28 June 2017</p> <p>The minutes of the previous meeting held on 28 June 2017 were approved as a true and accurate record.</p> | |
| 10 | <p>There was no urgent business notified.</p> | |
| 11 | <p>SC/17/105 - Matters Arising</p> <p>All matters arising from the previous meeting were either complete or on the agenda for consideration.</p> | |
| 12 | <p>Mr Kalbassi explained that he had attended a presentation at the Rotary Club given by Mr D Curzon, who had previously been a Student Member of the Corporation. As part of this, Mr Curzon had spoken about his experiences of being a student and a member of the Corporation. Mr Kalbassi explained that Mr Curzon is progressing very well in his further education and was very complimentary when describing his experiences.</p> | |

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| 13 | <p>Committee Members thanked all staff for their support of and contribution to the Ofsted inspection. Members were very pleased with the outcome. It was agreed that Mrs Houtby would reference Corporation Members thanks within the College bulletin which is circulated to all staff.</p> | <p>Action: Mrs Houtby December 2017</p> |
| <p>SC/17/106 Student Accommodation - Pre-Inspection preparations.</p> | | |
| 14 | <p>Ms C Temprell provided an update on the progress made in preparation for the Ofsted inspection of student accommodation which is due by March 2018.</p> | |
| 15 | <p>Ms Temprell explained that there was a newly appointed Student Life Manager in post responsible for accommodation, there are nine accommodation officers.</p> | |
| 16 | <p>Ms Temprell confirmed that all actions from the previous inspection in 2015 had been completed.</p> | |
| 17 | <p>Ms Temprell explained the five areas which had been identified in the previous inspection and commented on the actions taken as follows;</p> | |
| 18 | <p>1. Strengthen the offer of interesting social and extracurricular activities, including planned input by residential staff in residential time, to maximise the opportunities for students to develop greater success and social development – Completed and is now embedded within accommodation.</p> | |
| 19 | <p>Examples of the opportunities available for students included pizza making evenings, bowling night and a walk around Grantham for new students.</p> | |
| 20 | <p>2. Refresh furnishings and decor in residence to encourage positive ownership of the good living space – Completed</p> | |
| 21 | <p>Work continued to ensure that decorating was done periodically. Ms Temprell also explained that consideration was being given to the potential to accommodate more students in future years due to the Table Tennis Academy and apprenticeships.</p> | |
| 22 | <p>3. Implementation of statutory guidance for children who are missing – Completed</p> | |
| 23 | <p>Policy available on staff intranet. There had only been one occasion where it has been necessary to follow the guidance since its approval. Refresher training was planned for this and for other policies in the New Year.</p> | |
| 24 | <p>4. Ensure the crisis management plan for medical</p> | |

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| <p>25</p> <p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> | <p><i>emergencies addresses residence and the lone staffing arrangements - Completed</i></p> <p>Ms Temprell explained that she had met with the College Health and Safety Officer to confirm the processes in place. Staff have been briefed on processes in place.</p> <p>5. Writing of residential reports to parents to reflect impact on student progress – Completed</p> <p>Reports are sent home every term.</p> <p>Ms Temprell explained that there was an action plan in place, feedback from students and parents will be reviewed. Services offered and the care provided continues to be improved. Performance and attendance data was being reviewed.</p> <p>Mrs Houtby explained that there are changes planned in the inspection regime in relation to accommodation.</p> <p>Mr Welton commented on the need to ensure that all staff are well briefed on the five issues raised previously by Ofsted and the actions taken.</p> <p>The Committee noted the content of the Report.</p> | |
| <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> | <p>SC/17/107 Quality Update</p> <p>Ms T Scarbrough, Director of Quality presented the Quality Update. The paper provided details on the Quality Improvement Plan 2017-18, information on the EQA Summary 2016-17 and the proposals for lesson observations and learning walks.</p> <p>Ms Scarborough explained that the Post Inspection Plan following the previous Ofsted inspection had been concluded and a new action plan responding to the recent Ofsted inspection had been drafted.</p> <p>The proposals for lessons observations in 2017-18 were contained within the report and were supported by Members. Ms Cannon confirmed that although there would be no graded observations this year, all staff would be seen and monitored throughout the year. How this process linked with the appraisal process and staff development was noted.</p> <p>Members considered the Learning Walks proforma at Appendix 1 of the Report. Ms Cannon explained that this is aligned to the planned improvement. It was noted that there was no notice given to staff of the learning walks.</p> <p>In relation to curriculum Self-Assessment Reports, Ms</p> | |

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| <p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41</p> | <p>Scarborough explained that there had been a slight movement of gradings given, this was seen at appendix 2. Mr Welton asked whether the Curriculum Managers produced SARs that were sufficiently evaluative in a similar style. Ms Cannon explained that Curriculum Managers had worked together to develop a style, they remained in draft but were an improvement on previous years. Mr P Deane explained that there had been a peer review session held and that the level of data used was consistent.</p> <p>The Quality Improvement Plan (QIP) was reviewed at Appendix 3. This had been mirrored across curriculum areas ensuring that key areas were covered. Members reviewed each of the key impacts from the QIP detailed at section 2.4 of the Report.</p> <p>Members noted that quality had continued to improve since the Ofsted inspection in 2015.</p> <p>Mr Welton asked whether the three areas identified in the QIP incorporated the five points raised by Ofsted. It was confirmed that all points raised by Ofsted were covered.</p> <p>Student Members provided their reflections on the work experience they had undertaken and how this had impacted on them and their personal development.</p> <p>The Committee noted the content of the Report.</p> | |
| <p>42</p> <p>43</p> <p>44</p> <p>45</p> <p>46</p> | <p>SC/17/108 Directed Study</p> <p>Ms J Cannon provided a verbal update on the directed study programme for information. Ms Cannon explained that the programme was independent learning timetabled for all students on full-time courses at Level 2 and Level 3.</p> <p>As part of the sessions, work was allocated and contributes to the guided learning hours to approximately 10% of main vocational qualifications (English & Maths).</p> <p>Students are timetabled to complete 1.5 hours directed study per week, which equates to 50 hours annually.</p> <p>There are a number of different types of work which may be set for completion including; researching online programmes (Blended Learning Consortium) or whole or aspects of modules/units to be learnt.</p> <p>The sessions are mainly timetabled in the ELC next to library however, some are within vocational areas especially where need specialist software e.g. Engineering, or location e.g. Construction, Automotive, Hair & Beauty</p> | |

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| <p>47</p> <p>48</p> <p>49</p> <p>50</p> <p>51</p> <p>52</p> <p>53</p> <p>54</p> | <p>Each session has a facilitator present to support learners.</p> <p>Ms Cannon explained that there are a number of reasons why directed study is used; it promotes independent learning which is a skill of importance in higher level learning and HE and employment and it supports students' development and progression. The sessions also develop soft skills, such as having responsibility for managing time, thinking for self, managing own behaviour, checking own progress and achievements. Directed study is seen as positive by Ofsted. There is also a cost saving to the College.</p> <p>Ms Cannon confirmed that work is marked and checked. Staff are utilising different software programmes to set the work and some of those are able to mark and review progress automatically. Staff are being innovative about what types of work can be set in the sessions.</p> <p>Ms Cannon explained that work was ongoing to ensure that timetabling of sessions is done in the same way as English and Maths. Recruitment is underway to ensure that there are enough facilitators to support the sessions and work is ongoing to ensure standardisation of role and responsibility.</p> <p>Mr Cartwright commented that overall there appeared to be more energy within the ELC now and supported the work being done to standardise the role of facilitator to ensure that the role is consistent.</p> <p>Members were encouraged to walk through the ELC area when they visited the College to see the how the sessions were working.</p> <p>Mr Kalbassi commented on the good and positive utilisation of the ELC area.</p> <p>The Committee noted the update.</p> | |
| <p>55</p> <p>56</p> <p>57</p> | <p>SC/17/109 HE Update</p> <p>Mr Deane provided the Higher Education Update.</p> <p>In relation to 2016-17 performance, Mr Deane referred to the very good retention rates and the % achievement. Noting that an almost 100% pass rate was above the National average.</p> <p>The Report detailed a partnership update at section 2.2. Members noted that the withdrawal from the University of Bedfordshire continued, with this completing in 2019. Discussion continued to determine how any students who cannot complete within the timescale can finalise their</p> | |

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| | studies; a response from the University of Bedfordshire was awaited. | |
| 58 | Mr Deane commented on the successful launch of four new foundation degree courses with Bishops Grosseteste University (BGU), there were some issues with access to the BGU VLE but these were being resolved. | |
| 59 | Section 2.3 of the Report detailed course development and recruitment and the pleasing number of starts on the new Level 3 HND in Creative Media. | |
| 60 | Members noted how the apprenticeship route into certain industries may impact on the numbers starting HE courses. | |
| 61 | Mr Deane referred Members to section 2.4 of the Report and the Teaching Excellence and Student Outcomes Framework (TEF). Mr Deane explained that this is voluntary and had been devised to try and create a mechanism to grade the quality and teaching as bronze, silver and gold. A paper based approach was taken in determining the rating reviewing information such as previous student feedback and results from the destination survey of HE students. The assessment framework was reviewed. | |
| 62 | Mr Deane explained that the starting hypothesis for the panel was likely to rate the College as silver however, the aim would be to explain why the College should be rated as gold. The submission was to be completed by 18 January 2018 with the outcome due by June 2018. | |
| 63 | Members reviewed the Annual Quality Assessment Assurance Statement at Appendix A of the report. | |
| 64 | Mr Kalbassi asked whether it would be possible to receive a presentation from the HE curriculum leader at a future Corporation meeting. It was agreed that this would be scheduled. | Action: Jane Taylor-Holmes March 2018 |
| 65 | The results of the student survey were referenced. This found that 95% of students were happy with the quality of provision. It was noted that there were not enough responses to publish the results. | |
| 66 | Mr Kalbassi asked whether BGU were happy with the relationship. Mr Deane confirmed that they were. | |
| 67 | Committee Members noted the content of the Report. | |
| 68 | Committee Members approved the Chief Executive to sign the Annual Quality Assessment Assurance Statement for submission to HEFCE by 1 December 2017. | |

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| | SC/17/110 Impact on Students of Items Discussed / Agreed | |
| 69 | All items on the agenda for discussion and decision impacted on the quality of teaching, student experience and ensuring that progress by students is good. | |
| | SC/17/111 Urgent Business / Any other Business | |
| 70 | Mr Cartwright referenced a postcard which he had received from the SLT to acknowledge his contribution. Mr Cartwright commented that this was well received, improved staff morale and the small gesture had made a big impact. | |
| 71 | There being no further business the meeting closed. | |

Date of next Meeting:

The Standards Committee would meet on Wednesday 28 March 2018, 16.30 in the Conference Room.

Signed as a true and accurate record

Chairman

Date

| Agenda Item | Description | By whom | By when |
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| SC/17/105 - Matters Arising | It was agreed that Mrs Houtby would reference Corporation Members thanks within the College bulletin which is circulated to all staff. | Mrs Houtby | December 2017 |
| SC/17/109 HE Update | Mr Kalbassi asked whether it would be possible to receive a presentation from the HE curriculum leader at a future Corporation meeting. It was agreed that this would be scheduled. | Mrs Taylor-Holmes | March 2018 |