

**GRANTHAM COLLEGE
STANDARDS COMMITTEE**

**Minutes of the Meeting held on 13 February 2019, 16.30
Corporation Meeting Room, Grantham College**

Present:

Mr S Welton	Committee Chairman / General Member
Mr G Brewis	General Member
Mr P Cartwright	Staff Member
Mr P Deane	Principal & Chief Executive
Mr I Hyland	General Member
Mrs S Macpherson	General Member
Mrs A Mosek	General Member
Mr S Parsons	Staff Member

In Attendance:

Dr S Peacock	Assistant Principal – Higher Education (by phone at the end of the meeting)
Mrs T Scarborough	Vice Principal – Quality & Curriculum
Mrs C Temprell	Vice Principal – HR & Student Services
Mrs J Taylor-Holmes	Clerk
Ms J Naylor	Head of Curriculum for Business, Public Services, Sport, Leisure and Tourism – <i>for presentation only</i>

Agenda: There were no changes to the agenda.

	<p>Presentation – Jane Naylor – Area update Head of Curriculum for Business, Public Services, Sport, Leisure and Tourism</p>	
1	Ms Naylor provided a powerpoint presentation. A copy of which is attached to the file copy of these minutes.	
2	The presentation provided an overview of the data, the roles and responsibilities within the area, the strengths and some of the challenges being faced and addressed in the area.	
3	<p>Additional comments included the following;</p> <ul style="list-style-type: none"> • Consideration was also being given to the development of a retail apprenticeship. • The table tennis academy had been running for 17 years. • DRET was the David Ross Educational Trust • Those students in the football academy were on any sport programme, this was currently for boys only but consideration was being given to the development of a girls football academy. • The community engagement post was in relation to football in the community, funding from the Football 	

	<p>Association was sought to support this provision.</p> <ul style="list-style-type: none"> • The growth in sports programmes was noted. • It was hoped that retention would be in the region of 92%. • EPA – End Point Assessment – this was a new system and further in-depth information was provided within the slides • It was hoped that contribution would be above 40% • Tourism numbers had decreased and therefore the Level 2 course was not running this year. • Challenges around attending two days per week on work placement were noted. • Challenges in relation to AAT Level 3 were noted, this was in relation to part time adult courses rather than the apprenticeship provision. The additional support to be provided to students from Level 2 to Level 3 was noted. <p>4 Committee members commended the achievements of the students in the academies.</p> <p>5 Committee members thanked Ms Naylor for the presentation.</p>	
<p>6</p> <p>7</p>	<p>SC/19/101 - Apologies for absence</p> <p>Apologies were received from; Mr J Addlesee – Student member Miss D Matchett – Student member</p> <p>Apologies were also received from Dr S Peacock, Assistant Principal – Higher Education, however Dr Peacock did join the meeting for the confidential item at the end of the meeting.</p>	
<p>8</p>	<p>SC/19/102 – 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>	
<p>9</p> <p>10</p>	<p>SC/19/103 – Minutes of the previous meeting on 21 November 2018</p> <p>The minutes of the previous meeting held on 21 November 2018 were approved as a true and accurate record.</p> <p>There had been one item of urgent business notified, this would be discussed at the end of the agenda and was a confidential item for General Members only.</p>	

	SC/19/104 - Matters Arising	
11	All actions were complete, for completion at a later date or on the agenda for consideration.	
	SC/19/105 – Quality Dashboard	
12	Committee members reviewed the Quality Dashboard.	
13	Committee members discussed the good rating for teaching. Mrs T Scarborough, Vice Principal – Quality & Curriculum explained that key strengths and areas for improvement are identified. Some areas were identified as outstanding. A range of indicators were being developed for staff to enable a judgement to be made and provide a robust and consistent response. This will also ensure that feedback can be triangulated and linked to performance management.	
14	Mr Deane explained that the efficiency of staff was being considered and would be assessed in terms of staff utilisation. This was being developed and would be reported in the financial dashboard.	
15	Mr Deane confirmed that there were guidelines as to delivery in terms of course content and hours delivery, these were being adhered to.	
16	Committee members received the Quality Dashboard.	
	SC/19/106 – Self-Assessment Report (SAR)	
17	Mr Deane explained that the SAR had been submitted to Ofsted and the College had self-assessed as good.	
18	There had been a down grading in respect of apprenticeships because of the fall to below national averages in this area. Some of the fall continues to be due to legacy cases and areas where apprenticeships are no longer offered such as health and social care and plumbing. It was hoped that 2019/20 would be the last year that the College would be affected by the legacy data.	
19	Committee members raised questions about the ability to assess as good when there were a number of 4's in the SAR grades as part of the analysis.	
20	Each of the areas rated 4 was discussed and in particular Committee members noted the small student numbers and that 78% of the provision was at or above the national average. It was therefore agreed that it was appropriate to	

	rate as good.	
21	Issues in relation to IT and Construction around staff recruitment and quality of teaching were noted. The challenges remaining in IT around staff sickness were noted. Focus continued on engineering where the position was more stable but remained an area of concern.	
22	Mr Deane described a potential new project to encourage university students to commit to working with the College in exchange for University tuition funding support. The aim of the project was to encourage university students to consider teaching and support learners in College.	
23	Mr Deane explained that a number of quotes within the SAR were attributed to comments made by Ofsted in the Ofsted inspection report. Comments made in relation to students were supported by student survey results.	
24	Committee members asked about the qualifications required for teaching staff. Mr Deane explained that a large majority of staff had or were working towards a teaching qualification. There was however no requirement to hold a teaching qualification.	
25	Mr Deane explained that when the new common inspection framework was published, the SAR reporting would change.	
26	An error on page 31 was identified, where apprenticeships had been stated as good rather than requires improvement.	
27	Mr Deane confirmed that the SAR was used as a reference document, this could be updated internally and with Ofsted as required.	
28	It was agreed that a summary of the SAR would be presented to Committee members at the Board with the full SAR being made available as a separate document.	Action: Mr Deane / Clerk March 2019
29	Committee members noted the content of the Self-Assessment report.	
	SC/19/107 - Quality Update	
30	Mrs Scarborough presented the Quality update.	
31	Committee members discussed lessons observation and learning walks. Mrs Scarborough explained that key strengths and weaknesses were recorded. To be assessed as a key strength, the behaviour had to be repeated during the observation and triangulated with other feedback. Feedback was provided to staff following observations.	

<p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p>	<p>In response to questions, Mrs Scarborough confirmed that three triangulated pieces of evidence was required to support a key strength.</p> <p>Committee members asked how key strengths and good practice was shared. Mrs Scarborough confirmed that this was shared both across curriculum areas and into HE also. This has been done using cross curriculum working groups previously.</p> <p>Committee members asked what training the observation team had received. Mrs Scarborough confirmed that internal training had been planned and would be further undertaken in Summer 2019 including on the education and inspection framework.</p> <p>Committee members noted the inter-College competitions.</p> <p>Committee members received the Quality Report.</p>	
<p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41</p> <p>42</p> <p>43</p>	<p>SC/19/108 - Quality Improvement Plan</p> <p>Mrs Scarborough presented the Quality Improvement Plan.</p> <p>The plan provided progress against the key areas of improvement identified.</p> <p>In relation to apprenticeships, Mrs Scarborough explained that a quality apprentice co-ordinator had been appointed to ensure consistency of provision. A role of the co-ordinator was also to ensure that assessors were feeding back to students.</p> <p>There was significant focus on identifying and supporting students in underperforming groups. This will ensure that resources are allocated to respond to any identified inequality.</p> <p>Committee members noted the importance of ensuring that all staff were aware of support available to students such as extra time in examinations to ensure that students were accessing all available support.</p> <p>Committee members commented on the impact of intervention meetings and how curriculum areas are being reviewed.</p> <p>Committee members noted the content of the Report.</p>	
	<p>SC/19/109 - Student Accommodation update – Post</p>	

	<p>Inspection Action Plan</p> <p>44 Mrs C Temprell, Vice Principal – HR & Student Services explained that the monitoring visit from Ofsted had not been undertaken yet.</p> <p>45 All actions on the post inspection action plan had been completed. Mrs Temprell explained that there was some further student events planned including a gaming night and a pancake day event.</p> <p>46 There was a student voice meeting last week which provided the opportunity for feedback, there was very little feedback from students and the meeting was an opportunity to talk to students about potentially changing the student induction. Students were asked for their views about setting up some buddying type arrangements during induction of new students.</p> <p>47 Mrs Temprell shared details of a recent incident which had occurred confirming that the student was being supported. There was a particular focus in mental health and wellbeing support for students.</p> <p>48 Following a recent visit, it was found that some locked cupboards could be easily forced open, work was being undertaken by the estates team to address this issue.</p> <p>49 Mr I Hyland, General Member indicated that he would like to arrange an accommodation visit. Mr S Welton, General Member confirmed that he had visited the accommodation this term and provided feedback.</p> <p>50 Committee members noted the content of the Report.</p>	
	<p>SC/19/110 HE Update</p> <p>51 On behalf of Dr S Peacock, Assistant Principal – Higher Education, Mr Deane provided the Higher Education Update.</p> <p>52 Mr Deane explained that recruitment had been challenging in some areas such as IT and Business, discussions had been underway with Bishops Grosseteste University to use joint marketing and encourage internal progression.</p> <p>53 Committee members noted the growth of unconditional offers in University and the predicted demographic increase in the numbers of 18-year olds from 2020.</p> <p>54 Committee Members noted the content of the Report.</p>	
	<p>SC/19/111 Impact on Students of Items Discussed /</p>	

	Agreed	
55	There was a real focus on quality improvement and improving for all students. It was agreed that the student Governors were missed and that Dr Peacock would contact students to support their attendance.	Action: Dr Peacock March 2019
56	The focus on the mental health and wellbeing of students was noted.	
57	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/19/112 Urgent Business / Any other Business	
58	Mr P Cartwright, Staff Governor referred to the support to learners attending Building Better Opportunities (BBO) courses. He had received feedback that the support was excellent and there had been positive comments about the teacher. Mr Deane confirmed that it was positive that funding for the project had been secured for the coming three years.	
59	There was one item of any other business notified, this was a confidential item for General members only. Staff Governors left at this point in the meeting.	
60	Minutes of the confidential section of the meeting are contained within a separate document.	

Date of next Meeting:

The Standards Committee would meet on Wednesday 11 June 2019, 16.30 in the Conference Room.

Signed as a true and accurate record

Chairman

Date

Agenda Item	Description	By whom	By when
SC/18/118 Student Behaviour Report	Governors asked whether it would be possible to break-down the behaviour incidents by curriculum area in future reports.	Mrs Temprell	June 2019
SC/19/106 – Self- Assessment Report (SAR)	It was agreed that a summary of the SAR would be presented to Committee members at the Board with the full SAR being made available as a	Mrs Taylor-Holmes	March 2019

	separate document.		
SC/19/111 Impact on Students of Items Discussed / Agreed	It was agreed that the student Governors were missed and that Dr Peacock would contact students to support their attendance.	Dr Peacock	March 2019