

## GRANTHAM COLLEGE STANDARDS COMMITTEE

### Minutes of the Meeting held on 21 November 2018, 16.30 Corporation Meeting Room, Grantham College

#### Present:

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| Mr S Welton      | Committee Chairman / General Member |
| Mr J Addlesee    | Student 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                      |
| Miss D Matchett  | Student Member                      |
| Mrs A Mosek      | General Member                      |
| Mr S Parsons     | Staff Member                        |

#### In Attendance:

|                     |   |
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| Dr S Peacock        | Assistant Principal – Higher Education  |
| Mrs T Scarborough   | Vice Principal – Quality & Curriculum   |
| Ms L Steptoe        | Vice Principal – Business & Curriculum Development  |
| Mrs J Taylor-Holmes | Clerk   |
| Ms L Smith          | Head of Curriculum for Learners with Learning Difficulties and Disabilities (LLDD) – <i>for presentation only</i> |

*Agenda: There were no changes to the agenda.*

|   | <b>Presentation – Lisa Smith – Area update<br/>Head of Curriculum for Learners with Learning Difficulties and Disabilities (LLDD)</b>  |  |
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| 1 | Ms Smith circulated the prospectus 'supporting people with learning difficulties and / or disabilities at Grantham College' to Committee members. Ms Smith provided a powerpoint presentation. |  |
| 2 | Copies of which are attached to the file copy of these minutes.  |  |
| 3 | The presentation provided details of the curriculum offer, the staff members, the headline data for 2018/19 and the growth in the Daybreak provision.  |  |
| 4 | Ms Smith explained that the second part time course was planned to commence in January 2019.   |  |
| 5 | Ms Smith commented that one student had moved out of area which impacted on retention, otherwise retention would have been 100%.   |  |

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| 6  | Committee members noted the positive growth in the Daybreak provision since opening in 2014. Committee members also noted the financial breakdown, the % cost to income and the breakdown of High Needs Students and location / geography.   |  |
| 7  | Ms Smith described the challenges faced and that the plans in place to address the challenges in the QIP including the learning walks, robust transitions and extra SEND support. Ms Smith also explained that a job coach had been recruited who would commence the role in December 2018.  |  |
| 8  | Ms Smith explained that her recent appointment to the Safeguarding team would impact on the College ability to support students better with the transition from school.  |  |
| 9  | Committee members commented on the demand for the provision and asked whether there were plans to grow the provision. Ms Smith explained that current numbers were restricted by the building size, there was the demand to grow the provision further however with an increasing size, there would be additional compliance requirements through the Care Quality Commission. |  |
| 10 | Mr P Deane, Principal & Chief Executive explained that the Care Quality Commission standards were currently being reviewed.  |  |
| 11 | Committee members asked for information regarding progression of students. Ms Smith explained that there was good progression of students into mainstream education, approximately 50% of students' progress in this way. There were also good examples of students entering employment.   |  |
| 12 | There were a number of challenges presented due to the constriction of local authority funding to support students in this area. However, Ms Smith confirmed that relationships with local authorities were good.  |  |
| 13 | Mrs T Scarborough, Vice Principal – Quality & Curriculum explained that there was good feedback from parents during the transitions.   |  |
| 14 | Committee members thanked Ms Smith for the presentation.   |  |
|    | <b>SC/18/123 - Apologies for absence</b>   |  |
| 15 | Apologies were received from;<br>Mr M Kalbassi, General Member<br>Mr G Hayton-Hill, General Member<br>Mr B Slater, General Member  |  |

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| 16 | Apologies were also received from Mrs C Temprell, Vice Principal – HR & Student Services   |                |
| 17 | <b>SC/18/124 – Confirmation of eligibility, quorum and declarations of interest</b><br><br>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.   |                |
| 18 | <b>SC/18/125 – Election of Chairman 2018/19</b><br><br><b>Mr S Welton was appointed as Chairman of the Standards Committee for 2018/19.</b>  |                |
| 19 | <b>SC/18/126 – Minutes of the previous meeting on 27 June 2018</b><br><br><b>The minutes of the previous meeting held on 27 June 2018 were approved as a true and accurate record.</b>   |                |
| 20 | There was no urgent business notified.   |                |
| 21 | <b>SC/18/127 - Matters Arising</b><br><br>All actions were complete, for completion at a later date or on the agenda for consideration.  |                |
| 22 | <b>SC/18/128 – Standards Committee</b><br><br>Committee members discussed the following;   |                |
| 23 | <ul style="list-style-type: none"> <li>Learning Walks Paperwork</li> </ul> <p>This had been circulated to all Governors following the Welcome back session on 19 September, Governors were encouraged to attend a Learning walk session. The paperwork had been simplified and the aim was for Governors to record what was seen during the walk.</p>  |                |
| 24 | <ul style="list-style-type: none"> <li>Pattern of Standards Committee meetings in relation to Corporation meetings</li> </ul> <p>The presentation of data to the October Corporation meeting before it had been considered by the Standards Committee was discussed. It was noted that the data is not available earlier so it would not be possible to schedule a Standards Committee meeting before the October Corporation meeting.</p> |                |
| 25 | Mr Deane explained that a new quality performance dashboard had been created that would be shared with Governors at the Standards Committee and Board meetings. The dashboard had been created incorporating   | <b>Action:</b> |

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|    | the key performance indicators identified at the strategic planning session in May. This would be reviewed at the December Corporation meeting.  | <b>Principal &amp; Chief Executive<br/>December 2018</b> |
| 26 | <ul style="list-style-type: none"> <li>• Terms of Reference</li> </ul> <p>The Terms of Reference were reviewed and a number of amendments recommended. It was agreed that these would be presented to the October Corporation meeting for approval.</p>  | <b>Action: Clerk<br/>December 2018</b>                   |
| 27 | <ul style="list-style-type: none"> <li>• Membership</li> </ul> <p>It was agreed that a core membership was required. It was agreed that the core membership would be;</p> <p>George Brewis<br/>Paul Cartwright<br/>Paul Deane<br/>Ian Hyland<br/>Sally Macpherson<br/>Amanda Mosek<br/>Steven Parsons<br/>Steve Welton<br/>2 Student Governor Observers</p> <p>All other Governors would remain able to attend should they wish.</p> |  |
| 28 | <ul style="list-style-type: none"> <li>• Committee Effectiveness Review</li> </ul> <p>Committee members evaluated the performance of the Committee during 2017/18.</p>   |  |
| 29 | <p>Further impact of the Committee was discussed in terms of the Ofsted inspection and TEF outcome. Future improvements included the development of the quality dashboard and the introduction of a glossary of terms. There was discussion around the introduction of training and development for Governors to possibly be held at the end of the Corporation meetings. This would be considered further.</p>                      | <b>Action: Clerk<br/>February 2019</b>                   |
| 30 | <ul style="list-style-type: none"> <li>• Workplan</li> </ul> <p>A number of amendments were agreed and the workplan would be updated.</p>  | <b>Action:<br/>Clerk<br/>December 2018</b>               |
|    | <b>SC/18/129 Principal's verbal update including Self-Assessment Report</b>  |  |
| 31 | <p>Mr Deane explained that the Heads of Curriculum had completed the self-assessment process, the whole College Self-Assessment report was currently being combined by the Senior Leadership team to provide an accurate overview of the College.</p>  |  |
| 32 | <p>The Self-Assessment Report would be submitted to Ofsted in January 2019.</p>  |  |

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| 33                              | Committee members considered and discussed the quality dashboard, reviewing each measure, the current performance, the previous years' performance and the predicted out-turn.   |  |
| 34                              | Committee members discussed expectations regarding student attendance and noted how progress was being measured and used to try and support early intervention for students who were struggling against more than one indicator.   |  |
| 35                              | Mr Deane explained that identified in the QIP this year was for apprentices to improve the rigour and a similar RAG rating would be applied with Curriculum Managers.  |  |
| 36                              | Committee members asked how performance in Maths and English was assessed as part of performance in the Curriculum areas, it was noted that course leaders should be reviewing performance in all areas to provide support to students if required.  |  |
| 37                              | Mr Deane explained that there is also a dashboard for staff related key performance indicators.  |  |
| 38                              | <b>Committee members received the verbal update.</b>   |  |
| <b>SC/18/130 Quality Update</b> |  |  |
| 39                              | Mrs Scarborough presented the Quality update.  |  |
| 40                              | Mrs Scarborough referred to the summary of External Quality Assurance reports are page 2 of the report. Committee members noted that there were no inadequate rating received and that the Computing requires improvement ratings were in relation to 'too strict marking'.                        |  |
| 41                              | All three Quality Reviews (Cache, BTEC and City & Guilds) were rated as Outstanding.   |  |
| 42                              | Mrs Scarborough explained the process of validation and how this would feed into self-assessment. PDBW – referred to Personal, Development, Behaviour, Welfare. There was peer assessment and then review by the senior leadership team. An external validator hadn't been used this year.         |  |
| 43                              | Committee members discussed lessons observation and learning walks. Mrs Scarborough explained that although grading had been stopped, there was still a judgment made on observations. It was noted that the Community Learning provision is also observed along with Learning support assistants. |  |

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| 44   | The key strengths and areas for improvement are recorded and shared with the Curriculum Manager to look at with the team.   |  |
| 45   | Committee members noted that directed study was a timetabled part of Level 2 and Level 3 delivery and had been used to support students and provide them with training and updates on issues such as safeguarding.                  |  |
| 46   | Mrs Scarborough provided an update on student induction surveys, there had been 128 more student contributors than in the previous year and there had been some marketing type questions added to the survey.                       |  |
| 47   | Committee members noted the responses to the different surveys.   |  |
| 48   | Committee members also noted the Quality Improvement Plan 2017/18 at appendix 2 of the Report. Any unmet targets would be carried forward to 2018/19.   |  |
| 49   | <b>Committee members received the Quality Report.</b>   |  |
| <b>SC/18/131 Quality Achievement Rate</b>                    |   |  |
| 50   | Mrs Scarborough and Ms Steptoe, Vice Principal – Business & Curriculum Development presented the qualification and achievement rates.   |  |
| 51   | The report provided a summary of College performance for 2017/18. The aim was to at least meet to National average.   |  |
| 52   | Committee members noted that the College was performing above the National average for 16-18 and 19+ in respect of like for like provision.   |  |
| 53   | There were plan in place to progress students from Level 2 to Level 3.  |  |
| 53   | In relation to apprenticeships, there were some concerns that the national minimum standard would not be achieved however; these have been met. There remained some adverse impact from the health and social care apprenticeships. |  |
| 55   | Any issues identified had been incorporated into the Quality Improvement plan which will continue to be reviewed by Governors through the Standards Committee.  |  |
| 56   | <b>Committee members noted the content of the Report.</b>   |  |
| <b>SC/18/132 Evaluation of Praise and Complaints 2017/18</b> |   |  |

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| 57 | Mr Deane presented the report providing information on complaints and praise received during 2017/18.   |  |
| 58 | Committee members noted the positive reduction in complaints received.  |  |
| 59 | It was noted that this would be an annual report.   |  |
| 60 | <b>Committee members received the report.</b>   |  |
|    | <b>SC/18/133 Student Accommodation</b>  |  |
| 61 | Mr Deane explained that the monitoring visit from Ofsted had not been undertaken yet.   |  |
| 62 | Following the internal audit review undertaken in relation to compliance with the new minimum standards for accommodation, one action point had been recommended which had been implemented.  |  |
| 63 | There had been a link made with Bishop Burton College who had recently been inspected against the new minimum standards. A visit was planned to support continued improvement.  |  |
| 64 | <b>Committee members noted the content of the Report.</b>   |  |
|    | <b>SC/18/134 HE Update</b>  |  |
| 65 | Dr S Peacock, Assistant Principal – Higher Education provided the Higher Education Update.  |  |
| 66 | The Report detailed performance, the University Centre, results of student surveys, Post 18 review and the draft strategic plan.  |  |
| 67 | Dr Peacock explained that enrolment is lower than last year however; this was in line with the national demographic. This year was the final year that courses with the University of Bedford would run. The relationship with Bishops Grosseteste University (BGU), continued to thrive and grow and there were areas of good recruitment. |  |
| 68 | There had been a shift, especially in engineering around an increase in higher level apprenticeships which had impacted on recruitment in this area.  |  |
| 69 | Committee members noted responses to student surveys. In relation to some lower responses received in the Student Induction survey, work was underway with marketing to improve the experience for students and provide further   |  |

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|    | clarity.   |  |
| 70 | Governors congratulated all staff on the success of the new University Centre.   |  |
| 71 | In relation to the Office for Students registration. Dr Peacock explained that the OfS had made a request for further information; the outcome of the registration process was due in December 2018.           |  |
| 72 | Committee members noted that the silver TEF award would remain in place until at least 2021.   |  |
| 73 | Dr Peacock referred Committee members to the Post-18 review currently being undertaken and the update on the IoT bid. It was noted that the College would be informed in March 2019 of success in the IoT bid. |  |
| 74 | Committee members noted the main objectives contained within the Higher Education Strategy and that this would be presented to the Corporation Board in December for approval.                                 |  |
| 75 | <b>Committee Members noted the content of the Report.</b>  |  |
|    | <b>SC/18/123 Impact on Students of Items Discussed / Agreed</b>  |  |
| 76 | 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.  |  |
|    | <b>SC/18/124 Urgent Business / Any other Business</b>  |  |
| 77 | There being no urgent business, the meeting closed.  |  |

**Date of next Meeting:**

The Standards Committee would meet on Wednesday 13 February 2019, 16.30 in the Conference Room.

Signed as a true and accurate record

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Chairman

Date

| Agenda Item                                | Description   | By whom      | By when   |
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| <b>SC/18/118<br/>Student<br/>Behaviour</b> | Governors asked whether it would be possible to break-down the behaviour incidents by curriculum area in future | Mrs Temprell | June 2019 |

| <b>Report</b>                        |   |  |   |
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| <b>SC/18/128 Standards Committee</b> | – | reports.<br>The dashboard had been created incorporating the key performance indicators identified at the strategic planning session in May. This would be reviewed at the December Corporation meeting.                                       | Principal & Chief Executive<br><br>December 2018<br><b>Complete</b> |
| <b>SC/18/128 Standards Committee</b> | – | <ul style="list-style-type: none"> <li>Terms of Reference</li> </ul> The Terms of Reference were reviewed and a number of amendments recommended. It was agreed that these would be presented to the October Corporation meeting for approval. | Clerk<br><br>December 2018<br><b>Complete</b>                       |
| <b>SC/18/128 Standards Committee</b> | – | <ul style="list-style-type: none"> <li>Workplan</li> </ul> A number of amendments were agreed and the workplan would be updated.   | Clerk<br><br>December 2018<br><b>Complete</b>                       |