

**GRANTHAM COLLEGE  
STANDARDS COMMITTEE**

**Minutes of the Meeting held on 27 June 2018, 18.00  
Corporation Meeting Room, Grantham College**

**Present:**

Mr S Welton	Committee Chairman / General Member
Mr M Kalbassi	Corporation Chairman / General Member
Mr P Cartwright	Staff Member
Mr G Hayton-Hill	General Member
Mrs S Macpherson	General Member
Mrs A Mosek	General Member
Mr S Parsons	Staff Member
Mrs L Houtby	Chief Executive

**In Attendance:**

Mr P Deane	Principal
Mrs C Temprell	Assistant Principal – HR and Student Services
Mrs 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.*

1	<b>SC/18/113 - Apologies for absence</b>  Apologies were received from; Mr G Brewis, General Member Mr I Hyland, General Member Mr B Slater, General Member	
2	<b>SC/18/114 – Confirmation of eligibility, quorum and declarations of interest</b>  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.	
3	<b>SC/18/115 – Minutes of the previous meeting on 28 March 2018</b>  <b>The minutes of the previous meeting held on 28 March 2018 were approved as a true and accurate record.</b>	
4	There was no urgent business notified.	
5	<b>SC/18/116 - Matters Arising</b>  Committee members noted that the HE curriculum leader	

	would attend the October Board meeting and provide an update on activity in this area.	<b>Action: Clerk, October 2018</b>
6	Mr P Deane, Principal confirmed that T-levels were the 'hot topic' for consideration at this meeting and would be discussed as part of the Quality agenda items.	
7	Committee members noted the Schedule of presentations from subject areas presented by Mr Deane, noting that Learning Development and Day break would be the topic in November 2018.	
8	All further actions were complete of on the agenda for consideration.	
	<b>SC/18/117 Student Accommodation</b>  <b>Post-Inspection Action Plan</b>	
9	Mrs C Temprell, Assistant Principal – HR and Student Services presented the Post Inspection Action Plan.	
10	Mrs Temprell explained that the Accommodation team had moved forward with many of the action being complete. Mrs Temprell highlighted the key changes.	
11	The accommodation record book was now in electronic form, it is checked every day by staff and Mrs Temprell and the Accommodation Manager check the record regularly. All members of staff had been training on keeping records and the new system was being used.	
12	In relation to a recreation area, a 'common room' had been created on the top floor of the accommodation, there was a pool table and TV with smart TV access for students to use, Mrs Temprell explained that students were beginning to use this more.	
13	Mrs Temprell explained that a BBQ with rounders and football event was held which was very well attended.	
14	New fridges and freezers had been purchased and were installed in the kitchens and the installation of new electric ovens was being considered. There remained some issues with Wi-Fi speed and further options were being considered.	
15	Regular Accommodation team meetings and training were taking place providing an opportunity to share best practice and ensure that training was up to date. Future training sessions included substance misuse and self-harm.	
16	A display board was now in place recording the 'you said,	

	we did' and student voice meetings are held regularly with representatives from each corridor.	
17	Mrs Temprell explained that two members of staff had resigned recently, interviews were being held on 1 July.	
18	Although a six-month monitoring visit was expected by Ofsted during July 2018, it was likely this would be conducted in September when students return to College. After this visit, the next visit would take place after two years.	
19	Governors reviewed the Post Inspection Action Plan at Appendix A to the report.	
20	Mr M Kalbassi, Corporation Chairman / General member asked about the stairs by the animal centre. Mrs Temprell explained that these were temporarily closed due to maintenance work. Mrs Temprell confirmed that as far as she was aware, there had been no complaints raised about access to accommodation.	
21	It was noted that an Internal Audit review would be undertaken in relation to compliance with the new minimum standards in relation to accommodation.	
22	Mrs Temprell explained that there were new Safeguarding guidelines being published in September through and update of 'Keeping Children Safe' publication, this would be thoroughly reviewed for any necessary change to current procedure.	<b>Action: Mrs Temprell October 2018</b>
23	Committee members asked about pastoral support. Feedback from students indicated a positive improvement in this area, with students reporting increased levels of support.	
24	<b>The Committee noted the content of the Report.</b>	
	<b>SC/18/118 Student Behaviour Report</b>	
25	Mrs Temprell provided the report.	
26	Mrs Temprell explained that during 2017/18, student behaviour had been more challenging than in previous years. A number of warnings had been issued for example responding to breaches of the student code of conduct or fighting, the number of warnings issued had been higher than in previous years.	
27	Staff were being supported to address challenging behaviour and to ensure that students fully understand	

	expectations regarding their behaviour. The student code of conduct had been revised and work was underway to ensure all staff understood their responsibilities and a consistent message was being delivered. This would be delivered as part of the forthcoming staff development day.	
28	Governors asked whether it would be possible to break-down the behaviour incidents by curriculum area in future reports. Mrs Houtby explained that there were incidents across curriculum areas, there were no specific stand out areas of concern.	<b>Action: Chief Executive June 2019</b>
29	The introduction of letters of concern was discussed, noting that the letters had been given first to try and address poor behaviour in advance of a warning being given. There had been a high number of letters of concern issued.	
30	Mrs Houtby referred to the use of the football Centre of Excellence to promote good behaviour and the pleasing impact this had on behaviour.	
31	Governors asked how the student code of conduct was shared with students and how students demonstrated commitment to the Code. Mrs Houtby explained that students sign the code of conduct, a briefing is provided during the student experience day and staff embed this in lessons.	
32	Mr S Parsons, Staff governor explained that in the automotive department, students are encouraged to discuss their own ideas in relation to what should be in the code and to build this alongside the code of conduct. This also ties into British Values.	
33	Mrs Scarborough explained that in technical areas there may also be specific requirements such as keeping safe in the workplace. Mrs Scarborough also explained that the timetable had been reviewed to ensure there were no areas or gaps in the timetable which may allow for poor behaviour.	
34	<b>The Committee noted the content of the Report.</b>	
	<b>Hot topic</b>	
35	<b>T Levels</b> Mr Deane explained that the College had been awarded £97,000 as part of the pilot for delivering T-Levels, a member of staff had been appointed to support development who was very experienced in work placements.	

36	As part of T-Levels pilot 44 students would be participating in Industry placements. 45 days (315 hours) of placement would be required during the academic year with three days per week spent in College.	
37	Governors discussed the challenges for students including the geography of the area and logistics such as transport links along with the fact that students may also have a part time job. Funding for travel costs was available during the pilot.	
38	It was noted that the College would be provided feedback on the pilot.	
39	There was interest and enthusiasm from students in relation to T-Levels.	
40	Mrs Houtby explained that there would be 15 clear vocational routes and that it was intended that T Levels would be available from 2021. There were staff development opportunities in this area.	
41	It was agreed that an update on progress would be provided to a future Standards Committee meeting as required.	<b>Action: Mr Deane TBC</b>
42	<b>Committee members noted the content of the Report.</b>	
<b>SC/18/119 Key Performance Monitoring Update</b>		
43	Mr Deane provided the Key Performance Monitoring report.	
44	Committee members discussed the successful implementation of the Directed Study programme noting however the negative impact of this on attendance.	
45	Mr Deane explained that there was some reduction in retention figures but otherwise performance for non-apprentice learning was positive Mr Deane explained that achievement rates were in target to be improved against the previous year.	
46	Committee members noted the section of the Report detailing the potential outcomes of the forecast position regarding apprenticeship performance against the minimum standard. Most significantly, the action to not continue to health and social care apprenticeships and more recently plumbing would improve the position and shows the action already taken to address concerns in this area. In particular the challenges regarding functional skills success was noted.	
47	Mrs Houtby explained that there was a new framework of	

	support and management in place with regards to apprenticeships and this was now within the curriculum areas. Mrs L Steptoe, Director of Business Development had now gained overall responsibility in this area.	
48	Mrs A Mosek, General Member asked about the number of apprenticeship students and how this was impacted by the discontinued provision. Mr Deane explained that there were approximately 264 learners in total with approximately 50 in Health and Social Care.	
49	It was noted that the position would be updated at the next meeting.	
50	<b>The Committee noted the content of the Report.</b>	
	<b>SC/18/120 Lesson Observations and Learning Walk update</b>	
51	Mrs T Scarborough, Director of Quality presented the update on Lessons Observations and Learning walks.	
52	Mrs Scarborough explained that this had been reviewed following the Ofsted inspection and that the paper detailed the progress made and the proposals for future development.	
53	Mrs Scarborough explained that grading had been removed and the focus was now on the key strengths and areas for improvement and was continuing to allow monitoring over time.	
54	Learning walks had been carried out across all curriculum areas and observations of staff would contribute to the appraisal process.	
55	The pro-monitor system was being used to support staff by flagging high risk students and was being utilised as part of course interventions.	
56	Staff Governors commented on the positive impact of course intervention and the support provided to staff to improve Maths and English functional skills.	
57	Mrs Mosek asked about the strengths and weaknesses of teaching and learning staff and how generally those were identified along with actions to address.	
58	Mrs Scarborough explained that feedback is logged centrally and CPD for staff is developed to support improvement areas. In future years the same degree of rigour will be in place for assessors in the workplace.	

59	Committee members asked about the process for learning walks. Mrs Scarborough explained that this had been developed and governors were encouraged to attend a learning walk. More information would be provided to Governors in the new academic year. It was noted that staff conduct lessons observations in curriculum areas that they do not teach in.	<b>Action: Mrs Scarborough September 2018</b>
60	It was noted that there was moderation in place and direct information is also received from students to contribute to the process.	
61	In relation to employability, Committee members asked how delivery of this was being monitored throughout the college.	
62	Mr Deane explained that the volume and quality of work experience had increased. However, it was noted that the outcomes of work in the employability area would be variable due to student engagement and any staff delivery.	
63	<b>Committee members noted the update.</b>	
<b>SC/18/121 Student Survey results</b>		
64	Mrs Scarborough presented the student survey results from the mid-year survey.	
65	Mrs Scarborough explained that seven surveys had been completed surveying students from a number of routes including full-time, part time and Anglian Water. The conclusions section within the report provided a summary of the key areas from the results and the position as compared to the previous years' results.	
66	Governors asked why the level of participation had reduced, Mrs Scarborough explained that the level of response had been reviewed and a number of actions agreed to improve participation such as the use of directed study time to allocate time for students to contribute to the survey.	
67	It was also understood that participation was lower where there more positive responses. It was noted that there were no previous results against which to benchmark the accommodation results.	
68	It was noted that there would be a key focus on HE.	
69	Governors commented on the risk of students working together to complete surveys.	
70	Mrs Scarborough explained that there are other opportunities available to discuss views with students such	

	as focus groups and this had been utilised where there have been concerns raised through the results.	
71	It was agreed that an update would be provided to the next meeting confirming what action had been taken improve participation.	<b>Action: Mrs Scarborough November 2018</b>
72	<b>Committee members noted the content of the Report.</b>	
	<b>SC/18/122 HE Update</b>	
73	Mr Deane provided the Higher Education Update.	
74	The Report detailed performance and provided an update on partnerships in place.	
75	Governors congratulated the College on achieving the Teaching Excellence and Student Outcomes Framework (TEF) silver award. Noting the characteristics of a provider to enable this to be awarded and the evidence relied upon by TEF in making this award. Governors commented on the positive publicity generated locally in response to this.	
76	Mr Deane commented on the high retention and completion rates, explaining that there had been only four student withdrawals.	
77	Mr Deane explained that work continued to exit the relationship with the University of Bedfordshire, responses to specific information requests from HEFCE remained outstanding. One of the items which had not been provided was the Student Protection Policy which was required for Office for Students registration.	
78	The relationship with Bishops Grosseteste University (BGU), continued to thrive and grow. Four new courses had been launched and the process for admissions and enrolment had been streamlined. Further developments with the Sports department were being discussed.	
79	Committee members noted the update in relation to the Office for Students registration. Mr Deane explained that a response was expected by the end of 2018.	
80	Governors reviewed the Office for Students registration documents.	
81	Mr Deane explained that the Management and Governance self-assessment had been completed along with the Access and Participation Plan and associated Resources Plan. All documents were considered.	
82	It was noted that there was a fee of £25,000 to register.	



83	<b>Committee Members noted the content of the Report.</b>	
84	<b>Committee members approved the completed elements of the Office for Students registration; Management and Governance self-assessment, Access and Participation Plan and associated Resources Plan.</b>	
85	<b>SC/18/123 Impact on Students of Items Discussed / Agreed</b> 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.	
86	<b>SC/18/124 Urgent Business / Any other Business</b> It was agreed that future meetings would commence at 4.30pm.	
87	Committee members noted that it was Mrs Houtby's last Standards Committee meeting. Committee members thanked Mrs Houtby for her support.	
88	There being no further business the meeting closed.	

**Date of next Meeting:**

The Standards Committee would meet on Wednesday 21 November 2018, 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
<b>SC/18/106 Evaluation of Complaints and Praise 2016/17</b>	Mrs Houtby explained that in future years this report would be considered at the November Standards Committee meeting.	Mrs Taylor-Holmes	November 2018 <b>On agenda</b>
<b>SC/18/116 - Matters Arising</b>	Committee members noted that the HE curriculum leader would attend the October Board meeting and provide an update on activity in this area.	Mrs Taylor-Holmes	October 2018 <b>Complete</b>
<b>SC/18/117 Student Accommodation</b>	Mrs Temprell explained that there were new Safeguarding guidelines being published in September through and update of 'Keeping Children Safe' publication, this would be thoroughly reviewed for any necessary change to	Mrs Temprell	October 2018 <b>Complete</b>

	current procedure.		
<b>SC/18/118 Student Behaviour Report</b>	Governors asked whether it would be possible to break-down the behaviour incidents by curriculum area in future reports.	Mrs Temprell	June 2019
<b>Hot topic T Levels</b>	It was agreed that an update on progress (in T-Levels) would be provided to a future Standards Committee meeting as required.	Mr Deane	Verbal update
<b>SC/18/120 Lesson Observations and Learning Walk update</b>	Mrs Scarborough explained that this had been developed and governors were encouraged to attend a learning walk. More information would be provided to Governors in the new academic year.	Mrs Scarborough	September 2018 <b>Complete</b>
<b>SC/18/121 Student Survey results</b>	It was agreed that an update would be provided to the next meeting confirming what action had been taken improve participation.	Mrs Scarborough	November 2018 <b>On agenda</b>