

**GRANTHAM COLLEGE  
STANDARDS COMMITTEE**

**Minutes of the Meeting held on 28 March 2018, 16.30  
Corporation Meeting Room, Grantham College**

**Present:**

Mr S Welton	Committee Chairman / General Member
Mr M Kalbassi	Corporation Chairman / General Member
Mr G Brewis	General Member
Mr P Cartwright	Staff Member
Mrs S Macpherson	General Member
Mr V Nikiforovs	Student 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 S High	Student Life Manager (agenda item SC/18/105)
Mrs J Taylor-Holmes	Clerk

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

1	<b>SC/18/101 - Apologies for absence</b>  Apologies were received from; Mrs S Dench, General Member Mr E De Costa, Student Member Ms N Flint, Student Member Mr I Hyland, General Member	
2	<b>SC/18/102 – 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/18/103 – Minutes of the previous meeting on 29 November 2017</b>  <b>The minutes of the previous meeting held on 29 November 2017 were approved as a true and accurate record.</b>	
4	There was no urgent business notified.	

<p>5</p> <p>6</p>	<p><b>SC/18/104 - Matters Arising</b></p> <p>In relation to the action arising from item SC/17/105, Mrs L Houtby, Chief Executive confirmed that she had thanked Staff on behalf of Governors in relation to the Ofsted rating in the College bulletin.</p> <p>It was noted that a presentation from the HE curriculum leader would be provided at a future meeting.</p>	<p><b>Action: Clerk, future meeting TBC</b></p>
<p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p>	<p><b>SC/18/105 Student Accommodation</b></p> <p><b>Post-Inspection Action Plan</b></p> <p>Mr M Kalbassi asked about the roles and responsibilities of staff in Accommodation, Mrs Houtby explained that this would be covered within the report.</p> <p>Mrs Houtby commented that the inspection had a very different focus to the previous inspection and there seemed to be a move away from reviewing and considering pastoral care and support. A significant amount of time had been spent in the lead up to the inspection reinforcing processes and procedures and ensuring that areas for improvement identified in the previous inspection had been appropriately addressed.</p> <p>Mrs Houtby introduced Ms High, Student Life Manager who presented the Post Inspection Action Plan with Mrs Temprell.</p> <p>Mrs Temprell explained that following the inspection, a post inspection action plan had been created. A six-month monitoring visit was expected by Ofsted around June 2018. After this visit, the next visit would take place in two years.</p> <p>Governors reviewed the Post Inspection Action Plan at Appendix A to the report.</p> <p>In relation to Accommodation records; monthly checks were underway; a spot check took place on the previous Friday evening and no issues were identified. Monthly checks would continue.</p> <p>In relation to Accommodation furniture, fittings and equipment being in good and operational order; Mrs Temprell explained that this issue was raised by a number of students in relation to missing equipment in the kitchen and broken fridges and freezers. The Estates Team had checked all equipment and a request had been submitted to order new fridges and freezers. The rusting microwave had been removed. Duty Managers routinely walk around and check all equipment. Any equipment not displaying a</p>	

	current PAT test label would be removed.	
14	Mr S Parsons, Staff Governor asked how an issue identified within the message book gets reported to Estates. Ms High confirmed that it was the responsibility of the individual staff member receiving the report or identifying the issue to report this by email to the Estates team and record action taken. There is a staff mobile phone number to facilitate communication. Student voice meetings would provide a further opportunity for students to raise concerns.	
15	Mrs Temprell explained that work was underway to explore how the message book could become electronic, ensuring previous entries could not be amended or removed. It was hoped that this would be introduced over Easter with staff training being provided.	
16	In relation to parents being contacted promptly concerning major welfare issues; Mrs Temprell explained that this regarded situations when staff believed that students were not in the accommodation. Mrs Temprell explained that there are processes in place to ensure parents are informed should there be a safeguarding issue. Mr S Welton, Chair and General Member explained that staff should consider how they deliver messages of this nature to parents and how these may be received by parents.	
17	Mrs S Macpherson, General Member commented that it may be useful to define 'major concerns' if this had not already been done and to consider how the issue would be considered if the student had requested that parents not be told. It was agreed that discussion of scenarios would be considered to support staff.	<b>Action: Mrs C Temprell TBC</b>
18	Ms High explained that procedures regarding a student going missing had been reinforced with staff.	
19	Mr Deane asked that 'Management to review National minimum standards' to be added to the Action Plan.	
20	In relation to the potential for a common room; Mrs Temprell explained that this was being considered with Estates.	
21	Mrs T Scarborough, Director of Quality explained that the mid-year student survey included questions specifically regarding accommodation to provide further opportunity for feedback.	
22	<b>The Committee noted the content of the Report and agreed to review progress against the Plan at their next meeting (and beyond if required).</b>	

<p>23</p> <p>24</p> <p>25</p> <p>26</p>	<p><b>Lead Governor</b></p> <p>Committee members reviewed the draft Accommodation Link Governor role description at Appendix B of the report.</p> <p>It was agreed that Mr Kalbassi would take up this role.</p> <p>It was further agreed that feedback from action undertaken in respect of this role would be provided to the Standards Committee and then reported to the Corporation through Standards Committee reports at each meeting.</p> <p><b>Committee members reviewed and approved the Accommodation Link Governor role description and appointed Mr Kalbassi to this role.</b></p>	
<p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p>	<p><b>SC/18/106 Evaluation of Complaints and Praise 2016/17</b></p> <p>Mrs Houtby provided the report.</p> <p>Mrs Houtby explained that the information within the Report was a collation of feedback received through the Chief Executive's office. The information provided the same number of formal complaints had been received as in the previous year.</p> <p>Mrs Houtby explained that where possible, complaints where be dealt with informally, through forums such as 'Buzz the Boss' or through learning walks and such issues were not recorded as part of the Report.</p> <p>Mr P Cartwright, Staff Member asked how the informal complaint became a formal complaint. Mrs Houtby explained that this was when a formal request for the complaints procedure was made and a complaint form was received.</p> <p>Mr Cartwright also asked whether staff were aware of the requirement to send praise to the Chief Executive's office to be logged. Mrs Houtby explained that staff would be reminded of this through the Staff Bulletin.</p> <p>Mrs Houtby described the complaints process.</p> <p>Mr G Brewis, General Member asked for some further information regarding the types of staff behaviour complained about. Mrs Houtby explained that any behaviour such as poor performance would be dealt with through the disciplinary procedure process, complaints received against staff behaviour were usually perceptual from students or the parents of students.</p>	<p><b>Action: Chief Executive TBC</b></p>

34	Mrs Houtby explained that in future years this report would be considered at the November Standards Committee meeting.	<b>Action: Clerk November 2018</b>
35	<b>The Committee noted the content of the Report.</b>	
	<b>SC/18/107 Quality Update</b>	
36	Mrs T Scarborough, Director of Quality presented the Quality Update. The paper provided details on Lessons Observations and Learning walks, External Quality Audit (EQA) visits, course interventions, student surveys, Inter-College competitions, 20% off the job training and sharing good practice.	
37	In relation to EQA visits the Committee noted the positive outcomes following the review of the BTEC and CACHE provision in January with both elements being graded as outstanding.	
38	In relation to student surveys, Mrs Scarborough explained that student response rate was lower than expected. A number of actions had been implemented including the use of Directed study time to complete feedback to try and encourage participation.	
39	Mrs Scarborough explained that Inter-College competitions had been extended to apprentices. Using these to build experiences and opportunities to share good practice.	
40	In relation to 20% off the job training, Mrs Scarborough explained that the system for tracking this training had been strengthened and included the centralisation of records.	
41	Mr S Parsons, Staff Governor asked how off the job training was tracked. Mrs Scarborough explained that a template is provided to Advisors who liaise with the employer to identify hours to be undertaken within the College and the workplace. The student with the employer is responsible for completing the template with the Assessor responsible for checking progress throughout.	
42	Many areas of strong practice had been identified through the sharing of good practice. Committee members noted the pilot scheme in place in Automotive and the work to support High Needs students.	
43	<b>The Committee noted the content of the Report.</b>	
	<b>SC/18/108 Quality Improvement Plan Update</b>	
44	Mrs Scarborough presented the Quality Improvement Plan	

	(QIP) Update.	
45	The full updated QIP was provided at Appendix 1 to the report.	
46	Mrs Scarborough provided details of the three areas being addressed through the QIP and the key impacts to date.	
47	In relation to the intervention process, Mrs Scarborough explained that intervention plans were put in place where there were difficulties identified, such as with achievement or attendance in a curriculum area. Throughout the intervention process, reports are provided fortnightly to the Senior Leadership Team. Alternative approaches are discussed through the Teams should actions not be producing the required output.	
48	Mr Kalbassi asked about the support provided during the period of intervention. Mrs Scarborough explained that all Team members are involved during the intervention.	
49	ESOL had moved out of intervention. Where an extraordinary effort is recognised, Staff were rewarded.	
50	Mr Parsons asked what made the process work? Mrs Scarborough explained that transparency, honesty and involvement of all the Team supports improvement. The ability of the staff to take perceived criticism positively also supported the process.	
51	Mrs Scarborough confirmed that all recommendations from the Ofsted inspection were included within the QIP.	
52	Committee members commented on the positive improvements being made.	
53	<b>The Committee noted the update.</b>	
	<b>SC/18/109 HE Update</b>	
54	Mr Deane provided the Higher Education Update.	
55	In relation to 2017-18 performance, Mr Deane referred to the very good retention rates and the % achievement. Also noting that the number of students withdrawing was very low.	
56	The Report detailed courses underway with partner Universities. Mr Deane explained that work continued to exit the relationship with the University of Bedfordshire, responses to specific information requests from HEFCE remained outstanding.	

57	The relationship with Bishops Grosseteste University (BGU), continued to thrive and grow. Some concerns regarding staffing provision in Health and Social Care had been listened to and BGU was responding to concerns.	
58	Feedback was very positive about the opportunities and advancement of Grantham College students against those studying at BGU.	
59	Section 2.3 of the Report detailed course development and Mr Deane commented on work being undertaken to develop sports related course provision further.	
60	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 was currently voluntary but would likely become mandatory. Following an internal assessment, a silver award was a likely result, the results would be published in June 2018.	
61	Mr Deane commented on the work that had commenced to start the registration process for Colleges with the Office for Students. It was noted that Colleges had been asked to register by 23 May 2018 and there was a significant amount of work required to support the application. A £25,000 fee was also required commencing in 2019/20.	
62	Committee members noted the summary of information required to support the registration.	
63	Mr Deane explained that work was ongoing to consider and complete the required information and self-assessments which were needed to support the application.	
64	<b>Committee Members noted the content of the Report.</b>	
<b>SC/18/110 Start time of Standards Committee meetings and content of future meetings</b>		
65	It was agreed that all future Standards Committee meetings would commence at 18.00.	<b>Action: Clerk June 2018</b>
66	It was further agreed that presentations from subject area staff were useful. It was agreed that Mr Deane would provide a proposed schedule of subject areas, balanced between areas requiring attention and areas progressing well.	<b>Action: Mr Deane June 2018</b>
67	Mrs Macpherson asked whether it would be possible to receive an overview of 'hot topics' and how these areas impact on the College.	<b>Action: Mr Deane June 2018</b>
68	Mr Kalbassi asked about the results from the Staff survey,	<b>Action: Clerk</b>

	Mr Deane explained that these would be presented to the Corporation meeting as part of the HR Report.	<b>July 2018</b>
69	<b>SC/18/111 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.	
70	<b>SC/18/112 Urgent Business / Any other Business</b> Mr S Parsons, Staff Governor asked how the College was responding to changes in apprenticeships.	
71	Mr Deane explained that how the curriculum meets the needs of employers was being considered along with longer work placements that meet the needs of T-levels and apprenticeships.	
72	There being no further business the meeting closed.	

**Date of next Meeting:**

The Standards Committee would meet on Wednesday 27 June 2018, 18.00 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/17/109 HE Update</b>	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	TBC
<b>SC/18/105 Student Accommodation</b>	Mrs S Macpherson, General Member commented that it may be useful to define 'major concerns' if this had not already been done and to consider how the issue would be considered if the student had requested that parents not be told. It was agreed that discussion of scenarios would be considered to support staff.	Mrs Temprell	TBC
<b>SC/18/106 Evaluation of Complaints and Praise 2016/17</b>	Mr Cartwright also asked whether staff were aware of the requirement to send praise to the Chief Executive's office to be logged. Mrs Houtby explained that	Mrs Houtby	TBC



	staff would be reminded of this through the Staff Bulletin.		
<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>SC/18/110 Start time of Standards Committee meetings and content of future meetings</b>	It was agreed that all future Standards Committee meetings would commence at 18.00.	Mrs Taylor-Holmes	June 2018
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