

**GRANTHAM COLLEGE
STANDARDS COMMITTEE**

**Minutes of the Meeting held on 17 March 2021, 16.30
Via Microsoft Teams**

Present:

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| Mr G Brewis | General Member |
| Mr P Deane | Principal & Chief Executive |
| Mr P Emmett | Student Governor |
| Mrs N Flint | Staff Member |
| Mrs A Mosek | General Member |
| Mr S Welton | General Member |

In Attendance:

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| Ms T Hart | Director of Planning, Director of Planning, Funding and Information |
| Dr S Peacock | Vice Principal – Higher Education & Institute of Technology |
| Mrs T Scarborough | Vice Principal – Quality & Curriculum |
| Ms L Steptoe | Vice Principal – Business & Curriculum Development |
| Mrs C Temprell | Vice Principal – HR & Student Services |
| Mrs J Taylor-Holmes | Clerk |

Agenda: There were no changes to the agenda. At the meeting, items were considered in the order recorded in the minutes.

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| 1 | SC/21/101 - Apologies for absence Apologies were received from; Mr I Hyland – General Member Mr E Ohanekwu – Student Governor | |
| 2 | SC/21/102 – Confirmation of eligibility, quorum and declarations of interest 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 | SC/21 /103 – Minutes of the previous meeting on 24 November 2020 Resolved - The minutes of the previous meeting held on 24 November 2020 were approved as a true and accurate record. | |

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| <p>4</p> <p>5</p> <p>6</p> | <p>SC/21/104 - Matters Arising</p> <p>It was noted that the action at item SC/20/117 would be taken forward when deep dives re-commenced.</p> <p>In relation to the action arising from item SC/19/131, this would be reconsidered should the new Erasmus scheme be taken forward.</p> <p>All other actions were complete or on the agenda.</p> | |
| <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> | <p>SC/21/105 - Quality Dashboard including review of targets</p> <p>Mrs T Scarborough, Vice Principal – Quality & Curriculum provided the Quality Dashboard and key performance monitoring update.</p> <p>Mr P Deane, Principal and Chief Executive referred to the targets and the need to ensure that these are realistic, changes were highlighted in blue; apprentice timely rates, retention and attendance were examples of where changes had been made.</p> <p>It was noted that apprentice timely rates would be referred to in the Quality report, however some challenges had been encountered due to the pandemic and apprentices being furloughed.</p> <p>In relation to Maths and English, Mr Deane commented that it had been suggested that there may be an expectation that teacher assessed grades may be inflated as had been seen by the National position when this was done in the previous year. Mrs Scarborough commented on the increase of expectation in this area due to a significant amount of time and money being invested through the catch-up funding in terms of a Maths Centre of Excellence.</p> <p>With regards to work experience this has been amended due to the pandemic and reflected the opportunities available to students.</p> <p>Mr Deane commented that skills builder had been added which had been discussed at the Board meeting.</p> <p>It was agreed that a demonstration of the skills builder system would be provided to the next Standards Committee and the hub information would be shared.</p> <p>In relation to the skill builder system, it was quite a stretching target to achieve, it was noted that lecturers are able put an initial assessment grade and then re-assess the</p> | <p>Action: Mrs Temprell June 2021</p> |

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| | <p>student as go along. Lecturers are asking students about the eight core skills regularly and students are being continually assessed and monitored. For example, if students are asked to do a presentation, they may be assessed how were they working as a team or on their communication.</p> | |
| 15 | Mrs C Temprell, Vice Principal – HR and Student Services explained that work had been undertaken to embed skills builder into the curriculum. | |
| 16 | It was noted that a number of employers were working with skills builder and therefore the interview process may be linked and shared at an interview. | |
| 17 | Mrs N Flint, Staff Member explained that the big symbols of the eight core skills had been printed off and were considered at the beginning of the lesson to support students understand what areas would be considered as part of the lesson. It was noted that there were lots of materials for staff to use to support. | |
| 18 | Mrs Temprell explained that she anticipated that some impact would be seen in around three months. In future years, there will be an initial review in September and progress reviewed in Summer. | |
| 19 | Governors commented on the usefulness of the system for the students and to enable to College to measure success in this area. It was noted that the system was also focussed on employability skills and supporting students to progress which seems to be an area of focus in recent Ofsted inspections. | |
| 20 | Governors received the revised dashboard, noting the revised targets. | |
| 21 | Resolved: Committee members received the report. | |
| | SC/21/106 – Self-Assessment report (SAR) | |
| 22 | Mr Deane provided a verbal update on the progress of the SAR. | |
| 23 | Mr Deane explained that on the 20 January 2021, the College received communication from the DfE that they were not expecting a SAR to be submitted, this applies to all Colleges. | |
| 24 | Ofsted had recently confirmed that there would be no full inspections over the Summer terms, will the full inspection process re-starting in Autumn. | |

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| 29 | It was noted that the re-commencement of the deep dive process would provide evidence by which to work against. | |
| 30 | Resolved: Committee members received the update. | |
| SC/21/107 - Quality Update paper including Quality Improvement Plan (QIP) | | |
| 31 | Mrs Scarborough presented the Quality update paper and the QIP. | |
| 32 | Mrs Scarborough explained that the report contained information from before and after lockdown. | |
| 33 | Key areas for the quality paper were identified in the paper including an update on quality activities and supporting teaching and learning and providing CPD. | |
| 37 | In relation to the Teacher Assessed grades, the College was still awaiting further information from vocational qualifications. | |
| 38 | Information was provided on the work being done to provide support in English and Maths or IT or specific courses. | |
| 39 | The likely impact of the approach being taken to teacher assessed grades may be over the coming few years due to students changing courses and not being prepared or able to apply themselves to particular courses. | |
| 40 | In relation to the assessment of teaching and learning across the College, Mrs Scarborough explained that deep dives could not be completed, lines of enquiry had been introduced to monitor progress to include support. Information was being gathered now which would feed into the deep dive process which would commence after Easter. | |
| 41 | In relation to improvements in timely and apprentices, Mrs Scarborough explained that there had been some impact from COVID and the College had put additional information in place to gather information to support the EIF and using teacher assessed grades. More information was expected in the coming weeks. | |
| 42 | Committee members noted the T-level information within the paper. | |
| 43 | Mrs A Mosek, Chair of the Corporation asked for additional information on apprentices and whether this related to some apprentices from the previous year. Mrs Scarborough explained that there was still some impact from COVID, and there are still a number of students still to complete from | |

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| | <p>the previous year. The College had put in place intervention plans to monitor closely and to check three-way reviews to ensure that students are completing. Some students are now finishing their apprenticeships. SLT is questioning what is being done if the student is beyond the end date and ensuring that paperwork is completed in a timely manner. Some students are waiting for End Point Assessment (AAT students, some hairdressing and other students).</p> | |
| 44 | <p>Committee members asked members of SLT what level of concern they have in relation to this area. It was noted that this area is assessed as requires improvement at this time, however, this is not in all areas.</p> | |
| 45 | <p>There had also been some staff performance issues as well as COVID delays, staff were in performance management to ensure that apprenticeships are completed and actions plans were in place.</p> | |
| 46 | <p>Mr Deane commented that COVID made performance management challenging. This was an area which needed further attention as industry opened up and this would be reviewed.</p> | |
| 47 | <p>Mr S Welton, General Member asked how support was being provided, Mrs Scarborough commented that the Head of Curriculum directly line manages people who deliver, where there has been a problem this is highlighted to SLT ultimately.</p> | |
| 48 | <p>Resolved: Committee members received the Quality Report and the QIP.</p> | |
| | <p>SC/21/109 - HE Update</p> | |
| 49 | <p>Dr S Peacock, Vice Principal – Higher Education & Institute of Technology provided the Higher Education Update.</p> | |
| 50 | <p>Dr Peacock referred Committee members to the conclusions in the paper on page 5 of the report.</p> | |
| 51 | <p>Dr Peacock commented that 2020/21 retention was good and areas of concern in attendance were being monitored. Numbers were on a par with the previous year.</p> | |
| 52 | <p>Work was being done to finalise the business plan for 2021/22.</p> | |
| 53 | <p>There were no ongoing conditions with OfS, no interim updates on the Access and Participation Plan which had been approved.</p> | |

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| 54 | Dr Peacock provided an update on the IoT, there had been a delay in the programme due to number of issues such as masonry and delays with conservation officer. | |
| 55 | There had been a revised completion date of 2 July which had been approved by the DfE and the College can spend beyond March 2021 which had been confirmed in writing. DfE had not provided a deadline on spend profile, however on the spend profile agreed, this goes to end of June. If the College does beyond the completion date of 2 July additional discussions will be required. Dr Peacock explained that a DfE representative sits in the IoT meetings and is well versed on what is happening on site. | |
| 56 | Dr Peacock confirmed that the IoT budget remained on track. | |
| 57 | Mrs Mosek commented on the discrepancy between attendance and retention and questioned whether the poor attendance would impact on retention? Dr Peacock explained that he didn't feel that this would impact on retention, areas of low attendance are being closely monitored. Some are groups with two or three students and therefore attendance drops significantly. The College is offering support on a one-to-one basis where necessary and working with course leads on completions at the moment. A catch up programme to get students back on track is being put in place where needed. | |
| 58 | Mr P Emmett, Student Member was asked for his experience as a HE student. Mr Emmett commented that feedback generally was that students were looking forward to getting back into College. There have been challenges for some students with balancing childcare whilst home schooling. Most people have found online learning manageable but are looking forward to returning to face to face learning. | |
| 59 | Resolved: Committee Members noted the update. | |
| | SC/21/108 – Opportunities for Governors to remotely engage with the College – programme of opportunities & feedback | |
| 60 | Following the Governor Strategic Planning session in February and Governors feeling remote from the College, it was agreed that a plan would be developed to allow Governors to engage with the College and students. Mrs Scarborough developed a timetable of lessons and session which Governors were able to join remotely. | |
| 61 | A number of Governors had been able to attend the session and provided some feedback following their experiences. | |

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| 62 | Mrs Mosek confirmed that she had attended one remote sessions and she had sat in on a Health and Social care session Level 1 last week. She had filled in the form and returned this to Mrs Scarborough. | |
| 63 | Mrs Mosek explained that she had never had to teach remotely and found the session very interesting in terms of how the students were and how the lecturer engaged with the students. The lecturer seemed to be the same and the relationship felt the same as when teaching face to face. The students seemed the same as they would be in the College. | |
| 64 | Mrs Mosek explained that she felt there was good questioning and engagement in the lesson and it was very useful to see. | |
| 65 | Mr Welton explained that he had also attended a session and found it very useful. Mr Welton commented that it was really interesting and the session allowed him to get a feeling of the way the lecturer interacted with the students and how the students interacted with the lecturer. The interactions felt very normal and appropriate and he found the session very positive. | |
| 66 | Committee members commented on the work done to develop the timetable and provide Governors with the opportunity to attend sessions. Committee members commented on the challenges of filling in the paperwork after the session, Committee members reflected that when attending a face to face session, the paperwork tended to be completed as the session goes on, however, this didn't feel possible during the online session. The format would be considered. | |
| 67 | Mrs Scarborough explained that she had done three observations recently; one face to face, one remote and one remoting in and the students in face to face. Mrs Scarborough reflected that the students seem very natural and used to the system in place. | |
| 68 | Mr Deane commented that against the ESFA raising expectations around moving fully back to face to face teaching, the College was being cautious in their approach to ensure that this was done safely and in line with guidance from the DfE and health situation. It was noted that it would be hard to move completely away from remote learning and then to have to bring this back into place. | |
| 69 | Mr Deane explained that all students were having some face to face teaching, including English and Maths, around 70% as a minimum. | |

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| 70 | Mrs Flint reflected that when teaching students online, she has found that that students do generally listen and engage more when remote. She recalled one recent incident when a student had a poorly daughter so she was unable to attend the session face to face, she joined the session remotely and was able to see the demonstration thought the use of a webcam. Pre- COVID, the student would have missed the session. Mrs Flint commented that the use of remote teaching was positive and was working really well. | |
| 71 | Mr Deane commented that one of the first steps with remote learning was to assess a student's ability to access remote learning, asking what equipment had the student got, there may continue to be remote learning weeks, for example during isolations and it was key that students and teachers didn't lose the skills. | |
| 72 | It was noted that the use of MS Teams has been invaluable, the training on the systems had been very useful and functionality had improved. | |
| 73 | Committee members commented that they were looking forward to being back at the College for meetings. It was agreed that consideration would be given to how Governors could attend site for meetings taking into consideration social distancing. It was agreed consideration would be given to suitable rooms, other than the Conference room for potential meetings. It was agreed that this would also be of benefit as it would provide Governors with some experiences in other areas on site. | Action: Mr Deane June 2021 |
| 74 | Resolved: Committee Members noted the update. | |
| | SC/21/110 Impact on Students of Items Discussed / Agreed | |
| 75 | All items on the agenda for discussion and decision impacted on the quality of the provision for students. There had been discussions of progression, destinations and attendance along with facilities provided and the offer to students. | |
| 76 | Review of the targets and standards dashboard and discussion around interaction with students. | |
| | SC/21/111 Urgent Business / Any other Business | |
| 77 | There were no further items of urgent business or any other business. | |

Date of next Meeting:

The Standards Committee would meet on 15 June 2021, 16.30 via MS Teams or in the College TBC

Signed as a true and accurate record

Chairman
Date

| Agenda Item | Description | By whom | By when |
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| SC/19/131 Matters Arising | It was suggested that a presentation from Erasmus students or students on work placement would be useful to a future Standards Committee meeting. | Mr Deane | TBC |
| SC/20/117 - Quality Update paper including Quality Improvement Plan (QIP) | Mrs Scarborough confirmed that an action plan is developed following each deep dive and it was agreed that a summary of this would be provided to future meetings. | Mrs Scarborough | Autumn 2021 |
| SC/21/105 - Quality Dashboard including review of targets | It was agreed that a demonstration of the skills builder system would be provided to the next Standards Committee and the hub information would be shared. | Mrs Temprell | June 2021 COMPLETE |
| SC/21/108 - Opportunities for Governors to remotely engage with the College - programme of opportunities & feedback | Committee members commented that they were looking forward to being back at the College for meetings. It was agreed that consideration would be given to how Governors could attend site for meetings taking into consideration social distancing. It was agreed consideration would be given to suitable rooms, other than the Conference room for potential meetings. It was agreed that this would also be of benefit as it would provide Governors with some experiences in other areas on site. | Mr Deane | June 2021 SUGGESTED THAT THE JULY BOARD MEETING IS HELD ON SITE |