

GRANTHAM COLLEGE STANDARDS COMMITTEE

Minutes of the Meeting held on 15 June 2021, 16.30 Via Microsoft Teams

Present:

Mr P Deane	Principal & Chief Executive
Mr P Emmett	Student Governor
Mrs N Flint	Staff Member
Mr N Jones	General Member
Mrs A Mosek	General Member, Chair of the Corporation and acting Chair of the meeting
Ms L Smith	Staff Member

In Attendance:

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

Agenda: There were no changes to the agenda.

1	SC/21/112 - Apologies for absence	
	Apologies were received from; Mr G Brewis – General Member & Committee Chair Mr I Hyland – General Member Mr E Ohanekwu – Student Governor Mr S Welton – General Member	
2	Apologies were also received from Mrs T Scarborough - Vice Principal – Quality & Curriculum	
3	SC/21/113 – 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.	
4	SC/21 /114 – Minutes of the previous meeting on 17 March 2021	
	Resolved - The minutes of the previous meeting held on 17 March 2021 were approved as a true and accurate record.	

<p>5</p> <p>6</p> <p>7</p> <p>8</p>	<p>SC/21/115 - 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. It was noted that an extension had been provided to the Erasmus scheme, although whether travel would be allowed was currently unknown.</p> <p>It was noted that the demonstration of Skills Builder programme was provided to all Governors at the Strategic Development session on 18 May 2021.</p> <p>Although it had been suggested that the July Board meeting would be held on site, it was agreed that, with the delay in the lifting of COVID restrictions, that the meeting would be held remotely. The position would be further reviewed in the Autumn term however, it was hoped that face to face meetings would commence.</p>	
<p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p>	<p>SC/21/116 - Quality Dashboard including review of targets</p> <p>Mr P Deane, Principal and Chief Executive referred to the targets and progress made.</p> <p>In terms of apprenticeship achievement rates, the best case reported was 78%, and the timely rates was 48%. Mr Deane explained that there were probably a third of apprentices over the expected end date. It was noted that a delay in completions also impacted on funding as well as the progress of students. This was being discussed regularly as a Standing agenda item at the Curriculum and Quality internal meetings.</p> <p>Committee members asked about the position in other Colleges. Mr Deane commented that overall apprenticeships had dropped nationally, partly due to the implementation of standards but also due to the pandemic.</p> <p>Mr Deane reported that nationally the overall timely rate was around 55%. It was not uncommon in the sector to record challenges in relation to apprenticeships.</p> <p>Committee members commented on the improvements in the quality of education it was noted that deep dives have resumed which provided excellent information on progress in this area. It was noted that the deep dives had raised some issues which would be provided in a report with an action plan developed.</p>	

14	It was noted that apprentice timely rates would be referred to in the Quality report, it was further noted that some challenges had been encountered due to the pandemic and apprentices being furloughed.	
15	In relation to Maths and English, Mr Deane commented that it had been suggested that there may be an expectation that teacher assessed grades (TAG) would be inflated as had been seen by the national position during the centre assessed grading in 2020.	
16	It was noted that a target had been included in relation to progress rates in 70% and work placements 40%.	
17	Mr Deane commented that skills builder had been added which had been discussed at the Strategic Planning session.	
18	Committee members noted the challenges of comparing with data in future years	
19	Mr Deane explained that there had been lots of discussion regarding the withdrawing of BTECs and the challenges on students which were felt to be unable to undertake the T-Level course.	
20	Governors received the revised dashboard, noting the revised targets.	
21	Resolved: Committee members received the report.	
SC/21/117 - Quality Update paper including Quality Improvement Plan (QIP)		
22	Mr Deane presented the Quality update paper and the QIP.	
23	The paper provided an update on quality activities, including an update on the work being undertaken by the Teaching, Learning and Assessment Coaches and an update on amendments to the EIF and Ofsted.	
24	An update was also provided on the implementation of T-levels and the preparation work being undertaken.	
25	The significant amount of time and effort from the teaching staff was recognised in provided assessment for those students where the courses cannot be fully assessed.	
26	Further information was shared on one-to-one progress meetings and from feedback from this review, deep dives and other reviews in curriculum, it was found that the approach was very inconsistent. Committee members noted	

	that progress coaches would be introduced to centralise the response in this area and support students.	
27	Committee members asked for further information and Mr Deane confirmed that the ILPs carried out normally by the Tutor on the course would be carried out by someone else. It was felt that the approach would provide a more consistent approach for students and will free up further teacher time as the tutors would no longer have this responsibility. It was noted that this would help support AEB delivery which had been a challenge this year due to capacity in teaching time.	
28	Mrs N Flint, Staff Member commented that she personally hadn't experienced any difficulties in completing the process as the ILP was there to monitor student progress. A problem may arise if the tutor had a large cohort. A potential challenge may be that students have a relationship with the tutor who understands the future track.	
29	It was noted that the extra resource would enable this to be completed more consistently. For some areas, the time is not there to do this and it is not their focus. Tutor time would be freed up to look at attracting further students such as through community taster sessions.	
30	Mrs L Smith, Staff Governor commented on the importance of completing the ILP. It was agreed that one further challenge is that the progress coach will be reliant on what is on the system, so there would be a need to ensure that the information / data is up to date and correct.	
31	When asked about the type of person who would be considered for the Progress Coach position, Mr Deane commented that this would be an individual with teaching experience.	
32	Further, in relation to cost, it was felt that the costs of this would be offset and reduce the amount needed to buy in part time hours to put in to AEB / community learning. Committee members again noted the challenges of recruiting engineering tutors and ensuring that the tutors were spending time in the right areas.	
33	Committee members were referred to the conclusions within the report from Mrs Scarborough.	
37	Mr Deane referred to the Transition programme and how this could support students by getting them ready for the T-level programme. This would provide an extra early year of support for students in advance of commencement of the T-level programme.	

38	Committee members received the QUiP noting that some issues had been rolled forward due to the pandemic.	
39	Work was ongoing to remind for staff what is in the EIF, the focus on the three I's and ensuring that staff and students are ready to answer questions from Ofsted if needed.	
40	In relation to the QTAG process, Mrs T Hart, Director of Planning, Funding, Information and Marketing explained the process and confirmed that the College had started submitting grades. Mrs Hart explained that all awarding bodies had approached this differently. Construction and hair and beauty would be continuing and would be assessed in the usual way however, the majority of 16-18 had had QTAGs submitted. Mrs Hart explained that all guidance come out in different ways and has had to be reviewed and rolled out to staff for implementation.	
41	Mrs Hart referred to the challenges with BTECs, and the requirement to submit unit grades and an overall grade. Work was still progressing in this area and some teaching was still continuing. There was a real concern about the appeal process which had been developed by Ofqual and the potential impact.	
42	Mr Deane commented on the uncertainty for students, there was still some delays in guidance on assessment and some adaption for those who need a licence to practice.	
43	Committee members noted that although planned learning hours are supposed to continue to be in place, motivation levels of students are low, this is of particular concern with Maths and English students.	
44	Committee members congratulated Mrs Flint on her appointment as Teaching, Learning and Assessment Coach.	
45	Resolved: Committee members received the Quality Report and the QIP.	
SC/21/117 – Student surveys		
46	Mr Deane provided information on the student survey responses.	
47	It was noted that there had been a mixed response with a better response from full time rather than part time and Higher Education students.	
48	Committee members commented on the positive response from full time students and noted that this was broken down in Ofsted terms.	

50	Committee members noted the mixed responses from part time and Maths and English students and were pleased to note the improvement in responses from Anglian Water students.	
51	Following a review of the results, it was noted that each Head of Curriculum would review areas where improvement was required.	
52	Mrs A Mosek, General Member, Chair of the Corporation and acting Chair of the meeting asked whether QDP were being used?	
53	Mr Deane confirmed that QDP were used. Mrs Mosek commented that it would be useful for Committee members to receive the key areas for improvement and the areas of concern. It was noted that some key areas were in red within the paper in Appendix 3 and that the key areas for improvement for each curriculum area would be built into the QUiP.	
54	Committee members noted that one of the key areas for improvement was getting a better response rate.	
55	It was agreed that how the College was performing against the external benchmark would be included in future papers.	Action: Mrs Scarborough June 2022
56	Committee members referred to Appendix 3.	
57	Resolved: Committee members received the Student Survey report.	
SC/21/119 - HE Update		
58	Dr S Peacock, Vice Principal – Higher Education & Institute of Technology provided the Higher Education Update.	
59	Dr Peacock commented that 2020/21 retention was good and some areas of concern in attendance were being monitored.	
60	Committee members noted comments on assessment for HE courses, and that guidance from had been received from Pearson. It was noted that work was progressing to verify results.	
61	Dr Peacock explained that 2021/22 application number were lower however since writing the report an additional ten applications had been received. There was an open event in	

	University Centre in the coming week to encourage more applications.	
62	Dr Peacock explained that the organisation Link Higher had given the College funding for a full-time fixed term post for a HE Engagement officer, to work with the Community and schools to hopefully increase recruitment and raise awareness of the HE offer. It was agreed that this was a positive appointment.	
63	Dr Peacock confirmed that the OfS registration was in place and the five-year Access and Participation Plan had been approved with an action plan in place.	
64	Dr Peacock explained that Access and Participation plan administrator interviews were being held with Kickstart participants and would support in this area.	
65	It was noted that TEF awards were being extended to September 2022, there would be a full review of the TEF system and new submissions and applications. The College had been asked not to advertise the TEF award from September 2021.	
66	In relation to the IoT, Committee members noted the updated project completion date of 31 August 2021. Dr Peacock explained that he was working with the project manager on completing the work on snagging and commissioning quicker.	
67	It was noted that the Lincolnshire IoT had submitted for additional funding to allow short digital courses to be run such as short courses on cyber security and cloud storage. It was hoped that this would be a feed into future courses.	
68	Dr Peacock explained that revenue and capital funding had been released to support the delivery of new higher technical courses, an application would be submitted.	
69	In relation to the IoT, Dr Peacock explained that the Contractors aware of the need to be open by the start of term and were aware that the College was already missing important marketing opportunities by the fact that the centre was not open.	
70	Committee members asked about the improvement plans for attendance and whether there was concern that some students might not complete. Dr Peacock confirmed that there had been a number students who had withdrawn late. All cases would be considered very carefully. The number of non-completers was very small.	

71	Resolved: Committee Members noted the update.	
72	SC/21/120 - Presentations to future meetings	
72	Committee members confirmed that it was felt that presentations remained useful.	
73	The usefulness of Head of Curriculums presenting was noting, it was good for staff and for the Committee. It was noted that there were a number of new Governors and the overview of curriculum is useful in terms of what is currently delivered, what the plans were for future delivery and challenges.	
74	It was agreed that the Ofsted inspection framework could be utilised. What is the intent of the curriculum, how are you implementing and designing the curriculum, and impact, how successful have your students been, where have they progressed?	
75	It was agreed that this would be added to the workplan for 2021/22 and a schedule developed.	Action: Mrs Scarborough / Mrs Taylor-Holmes Autumn 2021
76	Committee members expressed interest in developing interaction with students and opportunities for Governors to meet students were discussed. It was suggested that this could be achieved through observing classes or attending Student Union meetings. Mr P Emmett, Student Governor explained that activity was increasing in relation to the Student Union and agreed this would be a good way to encourage interaction between Governors and students.	
77	It was agreed that this would be further considered.	
	SC/21/121 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 23 November 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
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/21/108 - 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
SC/21/117 - Student surveys	It was agreed that how the College was performing against the external benchmark would be included in future papers.	Mrs Scarborough	June 2022
SC/21/120 - Presentations to future meetings	It was agreed that this would be added to the workplan for 2021/22 and a schedule developed.	Mrs Scarborough / Mrs Taylor- Holmes	Autumn 2021