

GRANTHAM COLLEGE STANDARDS COMMITTEE

Minutes of the Meeting held on 23 November 2021, 16.30 Via Microsoft Teams

Present:

Mr G Brewis	General Member, Chair of the Corporation and Chair of the meeting
Mr P Deane	Principal & Chief Executive
Mrs N Flint	Staff Member
Mr N Jones	General Member
Mr C Turner	General Member

In Attendance:

Mrs J Smith	General Member
Mr A Joy	General Member
Mrs L George	General Member
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	
Mrs C Temprell	Vice Principal – HR & Student Services
Mrs J Taylor-Holmes	Clerk
Mrs H Gunby	Head of Curriculum – Hair & Beauty, Visual Arts, Performing Arts, Media, Catering, Construction & Travel for the presentation item.

Agenda: There were no changes to the agenda.

1	Introductions were made to Mrs H Gunby, Head of Curriculum – Hair & Beauty, Visual Arts, Performing Arts, Media, Catering, Construction & Travel.	
2	Mrs Gunby provided a presentation which described the strengths of the curriculum area. It was noted that the data had been SAR moderated. Areas of performance above the national average were also noted.	
3	Mrs Gunby referred to the ambitious leadership and management and the moves taken to progress into areas such as renewable energy and distance learning courses. The area had provided resourceful cover and creative delivery over the last year.	
4	Mrs Gunby referred to areas of weakness, the area had suffered with data capture on pro-monitor and timely achievement of apprentices, mainly in areas where sectors had been impacted such as hairdressing.	

5	There was focus in the area on industry areas which had impacted by the pandemic and understanding of local competition was also being identified. The area was utilising skills builder and there would be a greater focus on this.	
6	Mrs Gunby commented that the area had suffered with retention and achievement this year, particularly where courses were linked to industry areas which had been impacted by the pandemic. There had also be challenges in terms of adult education linked to students family responsibilities such as home schooling during lockdowns.	
7	Intent in areas was discussed. In relation to curriculum planning, there was a greater focus on adult courses.	
8	Planning was in place to ensure that students' progress well and go onto the next level of education or go into industry.	
9	The areas were also building resilience through observations and also in terms of what resources brought into the College through guest speakers and enrichment.	
10	Catch up sessions were discussed. Mrs Gunby explained that the first focus was attendance and each student is made aware of the support offered and all students know what is expected of them. There will be a focus on the work experience programme and it was hoped that opportunities to travel abroad through the Erasmus project would be re-introduced.	
11	The curriculum was planned through a sequenced scheme of work which was supported with good teaching. Individual assessments were undertaken with students.	
12	Consideration was given to maximising utilisation of staff. Timetables were changed to respond to areas of need.	
13	Learning walks were conducted to support and prepare staff on deep dives. Feedback was provided to staff on deep dive process, action plans and brought into performance reviews. Information will be provided to staff as part of catch up meets.	
14	Teaching of transferable behaviour skills was underway including Fundamental British values.	
15	When learning walks were conducted, Mrs Gunby explained that marked work was reviewed and checked to ensure that appropriate feedback and feed forward is provided to students. This is to ensure that feedback if developmental.	

16	Student progress and plans in place for students were regularly discussed.	
17	It was noted that teaching and learning aims should be responsive to ensure that what students had learnt became automatic and students could recall and explain at any time.	
18	It was further noted that the area had been responsive to COVID to meet the needs of the learners, awarding bodies and industry expectations.	
19	Mrs Gunby explained that the area was on target for 90% achievement. Student survey results had been reviewed and action taken where needed. Awarding body standards had been met. The area was also on target to achieve at least good in high needs.	
20	In the coming year, Mrs Gunby explained that it would be positive to see all students receive meaningful work experience and that high grades were achieved in all areas. She would like to see that the areas make a contribution to the College income and that staff were trained and supported to deliver the changing needs for the College, awarding bodies and the students.	
21	Committee members asked about the growth of the area, including media. Mrs Gunby commented on the size of the media industry and the number of potential opportunities, the transferability of skills was noted in this area. It was noted that growth in beauty was small but skills were transferable such as consultation. Many of the courses offered allow stretch into different areas.	
22	In terms of the courses being offered, Mrs Gunby explained that curriculum design occurred with the LEP as a driver but there was also the need to ensure that the provision responded to student need and industry requirements.	
23	Committee members noted the importance of school students receiving good quality careers advice and how this progressed through the College experience.	
24	Mrs Gunby commented that the College was looking at a different focus in performing arts and looking at units of work such as presenting on screen.	
25	Committee members discussed the courses offered and how courses were created to ensure that employment or future study options arise from development. Committee members asked about enrichment and how this was adapted to directly meet the need of employers. Mrs Gunby explained that there had been new provision around plumbing, with	

26	extra courses and shorter course offerings in hair and beauty to support need. The College was quite agile in response and how it was supporting recovery. Work was underway in preparation for the energy centre. The focus was on the renewable pathway and solar and thermal panels and harvesting of grey water.	
27	Governors thanked Mrs Gunby for attending the meeting.	
28	SC/21/123 - Apologies for absence Apologies were received from; Ms L Smith – Staff Governor Mr E Ohanekwu – Student Governor Ms R Tapper – Student Governor	
29	SC/21/124 – Confirmation of eligibility, quorum and declarations of interest No notice had been received of any member becoming ineligible to hold office.	
30	The meeting was quorate and there were no declarations of interest in agenda items.	
31	SC/21/125 – Election of Chairman 2021/22 Resolved – Mr G Brewis was elected as Chairman of the Committee for 2021/22	
32	SC/21/126 – Minutes of the previous meeting on 15 June 2021 Resolved - The minutes of the previous meeting held on 15 June 2021 were approved as a true and accurate record.	
33	SC/21/127 - Matters Arising It was noted that the action at item SC/20/117 would be taken forward when deep dives re-commenced.	
34	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.	
35	Meetings onsite would be further considered.	
36	All other actions were complete or for completion at a future date.	

	SC/21/128 - Quality Dashboard including review of targets	
37	Mr P Deane, Principal and Chief Executive referred to the targets and progress made.	
38	The quality dashboard provided the final position however, there were a small number of results outstanding, the position for 2021/22 was also included. It was noted that this was RAG rated.	
39	The 2020/21 position was covered in the papers, there was some yellow rated results which would not where the College hoped to be, but were understandable in relation to the pandemic.	
40	At this time of year, the only real key performance information related to attendance and retention, these were in yellow as a target was set above national averages for the courses that the College offered. Although these were currently in yellow, some discussion may be required as the starting point had changed. It was recognised that pre-pandemic results in 2021/22 may be a stretch.	
41	In relation to attendance, currently the position was below a normal year, around 85%. The attendance target had been set at 90%, there was a college-wide focus on this area and work was ongoing to identify curriculum areas and support students. Construction and business attendance was low and NEET provision. Delivery had been changed and come personal development topics had been delivered in a different way, it was currently being questioned whether this had impacted on attendance. The impact of students isolating also required consideration. More analysis would be undertaken.	
42	Mr Deane referred to the introduction of Progress Coaches. Mr Deane commented that the role of Progress Coaches was to meet with all students and support students. It was hoped that the introduction of this role would support a review of attendance.	
43	Resit rates for GCSE English and Maths were lower due to teacher assessed grades being applied in the previous year, this reflected the national position. Mr Deane commented on the need to look at pre-pandemic levels to add the context.	
44	Mrs T Hart, Director of Planning, Director of Planning, Funding and Information explained that there were a greater number of students arriving at College with a level 3, however, from early diagnostics, this should really be a level	

	2. This was creating a challenge in relation to the aim to progress two levels and was created a bigger gap. Further support would be given to students who were struggling.	
45	The impact of inflated grades was noted.	
46	Resolved: Committee members received the report.	
	SC/21/129 – Self-Assessment Report (SAR)	
47	Mr Deane explained that the 2018/19 SAR was the last 'usual' submission and explained the 2021/22 work in progress. It was noted that it remained the position that there was no requirement to produce a SAR, however if one was produced, this would be a key document for Ofsted.	
48	Mr Deane commented that the impact of the pandemic had made the process difficult, lockdowns and restrictions had impacted on the ability to conduct deep dives and also there was a lack of information available to benchmark. Comparisons to previous years was challenged by the approach taken to the assessment of grades.	
49	It was further noted that the FE Choices survey had been cancelled therefore there was no current benchmark information around student satisfaction.	
50	Assessment of progress was difficult due to the impact of teacher assessed grades. It was important to understand the impact of the gaps and the difficulty faced in assessing progress.	
51	Mr Deane explained that the College would continue to self-assess as 'good' but this was difficult to objectively assess.	
52	Assessment would be made in key areas, key strengths, areas of challenge, quality of education, leadership and management. Other elements include behaviour.	
53	Mr Deane commented that it was intended to complete a SAR by January 2022 and this would be considered at the Spring Committee meeting.	Action: Mr Deane March 2022
54	Committee members asked about the challenges of lack of national average information. Mr Deane explained that some useful information had been shared between colleges. Ofsted or the AoC may also publish some information at a high level which could be incorporated.	
55	Committee members asked about the College understanding of gaps in the last year. Mr Deane explained the equality	

56	and diversity data would be reviewed by the Board in December. Trends and gaps are regularly reviewed. Resolved: Committee members received the update.	
57	SC/21/130 - Quality Update paper including Quality Improvement Plan (QIP) Mrs T Scarborough, Vice Principal – Quality & Curriculum presented the Quality update paper	
58	The paper provided a summary on curriculum reviews and learning walks, EQA summary, T-Level and transition, tuition catch up fund, continuous professional development, progress coaches and the induction survey.	
59	Committee members reviewed the conclusions within the paper.	
60	Mrs Scarborough commented that the new progress coaches had been appointed to action interventions, they had started in their roles in October and an impact was already being observed. In response to a question in relation to progress coaches, Mrs Scarborough explained that any issues identified resulted in actions being taken, the role was not an isolated role and worked closely with student mentors.	
61	As well as deep dives, it was hoped that the progress coach role would also act as an early warning for particular issues and feedback from students can be acted upon promptly and if necessary, feed into the quality process and be shared with the Head of Curriculum.	
62	It was noted that there were two progress coaches, working with different sets of students.	
63	Lesson visits had commenced and the Quality Improvement Plan was being used to identify and support underperforming areas.	
64	The College was working with support networks to develop T-Levels and transition programmes.	
65	Mrs Scarborough commented that in 15 sector curriculum areas, the college had improved to above the national position.	
66	In relation to apprenticeships, Mrs Scarborough explained that the Assessor supported the apprentices, there was a three-way review and the off the job training log. Staff in the quality team were now also supporting apprentices. This was in response to some challenges in this area. The	

67	<p>usefulness of the three-way reviews was noted. The Quality Improvement Officer has a role in monitoring the three-way reviews to ensure that these are being completed and action reported and completed.</p> <p>Resolved: Committee members received the Quality Report and the QIP.</p>	
68	<p>SC/21/131 – Business and Curriculum Planning</p> <p>Mrs Hart provided the report. It was noted that the business and planning process was a very involved process and that business planning contributed to the curriculum plan which fed the summary plans.</p>	
69	<p>It was noted that there were steps in place to ensure that investors including local businesses are involved in the development of the plans.</p>	
70	<p>Mrs Hart described the funding model, through the ESFA and how apprentices were recruited. The complexity of the funding rules in relation to apprenticeships was noted and it was noted that there were other rules to apply including those relating to the OfS.</p>	
71	<p>Mrs Hart also explained that the different project rules were complex and the role of the Head of Curriculum's to try and meet the funding requirements but also the needs of the investors.</p>	
72	<p>Mrs Hart commented that she was happy to discuss individual curriculum plans outside of the meeting. Mr C Turner, General member explained that he would like to do that.</p>	Action: Mrs Hart TBC
73	<p>It was noted that following the review of three recent Ofsted inspection reports, curriculum planning was a feature within the comments. The lack of information around the LEP and the feedback from the employers and local skills needs was seen as absent from their creation.</p>	
74	<p>Mr Deane commented that Ofsted had re-commenced full inspections in colleges and Ofsted were keen to see that colleges were meeting the needs of local business and making sure that they were meeting the recovery needs. Ofsted were conducting new five-day inspections.</p>	
75	<p>Mrs Hart explained that the template which was used to start off the planning process questioned how the curriculum met the local need, looking at labour market information and LEP information. The scheme of work</p>	

	considered the intent of the course and the impact. Ensuring that the Ofsted language was used throughout.	
76	Curriculum reviews were developed on the basis of the Education Inspection Framework from 2019. Deep dive's were conducted on the same basis and one of the questions asked was in relation to intent and development and why courses were being taken.	
77	Mr Turner offered support in this area.	
78	Resolved: Committee members received the Business and Curriculum Planning update	
SC/21/132 - Qualification & Achievement rates		
79	Mrs Scarborough provided the update and explained that the report covered classroom based and apprenticeship provision data.	
80	The report confirmed the vision and an outline of what areas were being considered. Mrs Scarborough referred Committee members to the conclusion which outlined the position. Committee members discussed again the absence of data to provide benchmarking and comparisons.	
81	Mrs Scarborough explained steps being taken to ensure that there is scrutiny of provision and clear identification of strengths and weaknesses.	
82	It was noted that, in relation to functional skills in English and Maths, students were required to sit exams and GCSE students were assessed via teacher assessed grades.	
83	Students were supported with additional study time for Maths and English and the online system Century was purchased to further support students, Nearpod was also introduced.	
84	CPD was provided to staff in relation to online learning and a new E&D champion had been appointed and would be monitoring gaps in achievement.	
85	It was agreed that the AoC data would be useful to provide some information to compare students who sat the functional skills exams.	
86	Committee members expressed some concern about being behind the national averages however, the benchmark data was from before the pandemic and this meant that comparison was difficult. Self-assessment was challenging and the focus was on supporting students to progress.	

87	Committee members noted comments about the challenge around student attendance and the focus on this area.	
88	In relation to Maths and English, it was noted that the teacher assessed grades were provided to students on the elements of the programme that they had been taught. Students attending College would have gaps in their learning, it was noted that it would take a number of years to get back to the benchmark year.	
89	Committee members noted the improvements in relation to apprenticeships on the previous year, it was noted that apprentice incentives had been useful to get people into apprenticeships and this was seen as an area of growth in the future.	
90	Work was ongoing to support students through the delays in their apprenticeships and completing end point assessments. This would enable students to progress and then allow the Company to think about recruiting new students.	
91	Mrs L George, General Member commented on her experience around delays in apprenticeships. Mr Deane commented on the improvement in apprenticeship performance. Noting the support available from Pro-Monitor and skills builder.	
92	Mr Deane commented that the Pro-Achieve system had been in place at the College for a number of years. Pro-Monitor was a system to support for students, grade book reviews, part of 'Pro' suite that most Colleges use.	
93	Skills builder was new and was used to identify student starting points. A review of the system should identify progress this year, and assessment would be starting this year. One of key performance indicators would be tracking and would also be used for evidence of stretch and challenge.	
94	Mrs N Flint, Staff Member commented that students were able to assess themselves and tutors could also assess, then there is a progression with second self-assessment, the starting point could also be carried forward. Work experience could also be included, students were using this and the system was allowing students to record their progress. It was agreed that the system was a great tool to demonstrate progression.	
95	Resolved: Committee members received the update on qualification and achievement rates.	

<p>96</p> <p>97</p> <p>98</p>	<p>SC/21/133 - Evaluation of Praise and Complaints</p> <p>Mr Deane presented the report and it was noted that this was part of the review of quality.</p> <p>It was noted that during the previous year, there had been some complaints in relation to teacher assessed grades. More guidance around complaints had been issued this year.</p> <p>Resolved: Committee members received the report.</p>	
<p>99</p> <p>100</p> <p>101</p> <p>102</p> <p>103</p> <p>104</p> <p>105</p> <p>106</p>	<p>SC/21/134 - HE Update</p> <p>Dr S Peacock, Vice Principal – Higher Education & Institute of Technology provided the Higher Education Update.</p> <p>Dr Peacock referred to the conclusions within the paper.</p> <p>2021/22 in year performance data was good, retention was good. The College retained it's OfS registration with no ongoing conditions.</p> <p>Dr Peacock confirmed that work was ongoing with the E&D Champion and the HE Recruitment lead to review the Access and Participation Action plan.</p> <p>Dr Peacock referred to the reportable events and confirmed that the change of Chair had been confirmed with the OfS.</p> <p>The IoT was now up and running and in use by tutors and learners. Across the Lincolnshire IoT there was a shortfall in recruitment, the rationale was included within the report.</p> <p>IoT marketing was now in progress and the formal opening would be arranged in due course. There would be a January intake for IoT courses which would increase learner numbers.</p> <p>Resolved: Committee Members noted the update.</p>	
<p>107</p> <p>108</p>	<p>SC/21/135 - Committee Effectiveness, Terms of Reference and Workplan</p> <p>Mrs J Taylor-Holmes, Clerk presented the Committee Effectiveness assessment, Terms of Reference and Workplan.</p> <p>Mr G Brewis, Chair commented that there were a number of questions for consideration including where the Committee should focus attention in the coming year.</p>	

109	Committee members agreed that they felt confident that the College understood challenges and gaps however, this could be better described in the papers.	
110	Although it was accepted that national data was not available, a greater analysis of the gaps and what was being done to reduce the gaps would be appreciated. Mr Deane commented that this information is presented to the Board.	
111	Committee members commented on the rich data which could be gained from deep dives, including the feedback being received from students. The retention information and what was being done with recovery funding would be useful.	
112	Committee members commented on the large amount of information provided and the fact that it was difficult to see what was important, clarification around action plans and how difficult issues were being reviewed would be useful. In relation to complaints; what had happened, action plans, what were the lessons learned would be useful.	
113	Committee members discussed the challenges with apprenticeships and the changes which had been implemented to address concerns in this area. The challenges around recruitment to apprenticeship vacancies was discussed. It was noted that plans were being developed to support recruitment.	
114	It was noted that the quality improvement plan provides the areas identified in the SAR in more detail, this would be reviewed in more detail.	
115	The KPI dashboard was in place and would be reviewed further to see how this could be developed. The Spring meeting would focus on quality improvement plans and the key performance dashboard. Use as the core of the meeting. What are the deep dives telling us, what is the current data. QIP had to respond to information received in the year.	Action: All Spring meeting
116	Review the key performance data, is this information right and correct, what do governors want to see or remove from the list.	
117	It was agreed that it may be useful to look at chunking in curriculum areas to review areas for improvement.	
	SC/21/136 Urgent Business / Any other Business	
118	There were no further items of urgent business or any other business.	

Date of next Meeting:

The Standards Committee would meet on 15 March 2022, 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 ON AGENDA
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/21/129 - Self-Assessment Report (SAR	Mr Deane commented that it was intended to complete a SAR by January 2022 and this would be considered at the Spring Committee meeting.	Mr Deane	March 2022 ON AGENDA
SC/21/131 - Business and Curriculum Planning	Mrs Hart commented that she was happy to discuss individual curriculum plans outside of the meeting. Mr C Turner, General member explained that he would like to do that.	Mrs Hart	TBC
SC/21/135 - Committee Effectiveness, Terms of Reference and Workplan	The Spring meeting would focus on quality improvement plans and the key performance dashboard. Use as the core of the meeting. What are the deep dives telling us, what is the current data. QIP had to respond to information receive in the year.	All	March 2022 ON AGENDA