

GRANTHAM COLLEGE STANDARDS COMMITTEE

Minutes of the Meeting held on 15 March 2022, 16.30 Via Microsoft Teams

Present:

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| 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 |
| Mrs J Smith | General Member |
| Ms L Smith | Staff Member |
| Miss R Tapper | Student Member |
| Mr C Turner | General Member |

In Attendance:

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| Dr S Peacock | Vice Principal – Higher Education & Institute of Technology |
| Mrs T Scarborough | Vice Principal – Quality & Curriculum |
| Mrs C Temprell | Vice Principal – HR & Student Services |
| Mrs J Taylor-Holmes | Clerk |
| Mrs T Pringle | Head of Curriculum –English, Maths, ESOL, Learning Development, Daybreak, Sports & Academies. |

Agenda: There were no changes to the agenda.

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| 1 | Introductions were made to Mrs T Pringle, Head of Curriculum for English, Maths, ESOL, Learning Development, Daybreak, Sports & Academies. | |
| 2 | Mrs Pringle provided a presentation on the basis of the Education Inspection Framework. | |
| 3 | In terms of intent; Mrs Pringle commented on the design of the courses with clear starting points assessed with clear plans in place. Mrs Pringle referred to strengths in 21/22 in LDC including retention and achievement above the national average. | |
| 4 | Achievements in English and maths had seen a steady rise. Committee members discussed the impact of pandemic. | |
| 5 | Challenges in relation to Maths and English were discussed including behaviours and attitudes in Maths and English, it was noted that this could also be seen in relation to engagement in independent study. | |
| 6 | Remote engagement and delivery in Maths and English was considered a weakness along with meaningful placements for learners. Marketing of sports courses needed | |

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| | improvement to ensure that students were aware of options in this area. | |
| 7 | Apprentice functional skills maths achievements needed to continue and there continued to be a need to focus on and use skills builder. | |
| 8 | Mrs Pringle commented that there had been 100% retention and achievement on L2 OCR in Sport and therefore sport achievement was above the national average. | |
| 9 | Mrs Pringle provided information on each area and explained how the curriculum area was planned in terms of intent. Committee members noted that there were gaps in learning due to the pandemic. | |
| 10 | Committee members discussed the approach taken to tackle barriers and schemes of work to respond to assessments of students. | |
| 11 | Implementation was reviewed through the steps taken to alter the curriculum, including reference to planning to respond to skills gaps, regular marking of work to ensure feedback and feed forward. | |
| 12 | Impact included ensuring good and outstanding provision was maintained for all learners including High Needs and those with an EHCP. Matching learners with the appropriate course and ensuring support was given to retain students and support them to achieve and reach a positive destination. Meaningful work experience relating to subject choice was also important. | |
| 13 | High grades and ensuring Awarding body standards are met continued to be positive indicators in understanding impact. Mrs Pringle explained that student survey results were positive in all areas. | |
| 14 | Committee members asked about the continuation of Maths and English provision online. Mrs Pringle confirmed that it was the intention to deliver some elements online but it was accepted that this needed to be balanced with face-to-face sessions. It was noted that attendance had been low across the board and that it was hard to distinguish if this was due to online delivery or the subject area. | |
| 15 | Mrs T Scarborough, Vice Principal – Quality & Curriculum explained that students and the College were just getting back into a routine. Due to the pandemic, many students from 14-16 years had missed out on core skills and some students continued to struggle. | |

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| 16 | It was agreed that some element of online work was required as this was part of ensuring students had digital core skills. | |
| 17 | Mrs Pringle explained that she was looking at remote maths and English delivery in some apprenticeships and some choice in relation to adult delivery as online delivery was favoured for some adults. In addition, students are provided the opportunity to join the session remotely if they are unable to attend face to face lessons. | |
| 18 | It was noted that Century and Maths Watch were online resources and resources could be added to teams / groups on MS Teams. The new online resources were more utilised than the old style VLE. | |
| 19 | Mrs C Temprell, Vice Principal – HR & Student services commented that since functional skills reforms, Level 1 maths had seen a pass rate of around 16 %. It was noted that previously students had completed block maths, it was suggested that the new approach would ensure that students were getting the number of hours teaching and access. | |
| 20 | In relation to the Anglian Water student apprentices survey, it was noted that all apprentices have achieved Maths and English in this area. Induction would be reviewed in this area. | |
| 21 | Committee members discussed the support provided to functional skills students and recent research in this area. It was noted that, in many cases, students had a negative attitude to studying Maths and English, and there was a need to prove to students that they were able to achieve. | |
| 22 | It was noted that the College was looking at providing some information / videos before the lesson to support students when attending the sessions, which may help to break down barriers. | |
| 23 | Mrs Pringle referred to Skills builder and it was noted that this included some good information and was useful as a tool however, there were challenged when applying / delivering this to some areas of the curriculum such as Sport. Mrs Pringle explained that skills builder was becoming more useful to staff and greater utilised, as long as it was levelled correctly for the learner through the initial baseline assessments, there was some good useful resources for students. | |
| 24 | Mr C Turner, General Member explained that his daughter was currently a student at the College and had been really | |

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| | positive about Century. It was noted that software provided an interactive learning environment, which provided an initial diagnostic through questions about what students do and do not understand and provided a journey which is discreet for each student to address gaps in learning. | |
| 25 | It was noted that the online resources can be used to support independent learning and in face-to-face sessions. Additional learning can be found through the system other materials and resources to provide additional support. | |
| 26 | It was further noted that teachers were able to see % of success, what students had accessed and how long they had been on the online system. | |
| 27 | Mrs Pringle commented that GCSE pod was mainly used in schools. | |
| 28 | Another option with the software was the ability to benchmark usage, this would be useful to allow teachers to compare with other curriculum areas. | |
| 29 | Mrs Scarborough commented that adult students particularly enjoy the online approach being taken for Maths as they find it more accessible. It was noted that those learners that were unmotivated were likely to also be unmotivated by Century. | |
| 30 | It was noted that the aim was to improve GCSE resit success. | |
| 31 | Mr P Deane, Principal & Chief Executive commented that it would be useful to survey students on use of the online resources. | |
| 32 | Mrs Scarborough explained that Mrs Pringle does network and have lessons observations with other educational areas and that ETF were coming in to the College to film work being done. | |
| 33 | Governors thanked Mrs Pringle for attending the meeting. | |
| SC/22/101 - Apologies for absence | | |
| 34 | Apologies were received from; Ms L Smith – Staff Governor Mr E Ohanekwu – Student Governor | |
| 35 | Apologies were also received from Tracey Hart, Director of Planning, Funding and Information. | |

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| | SC/21/102 – Confirmation of eligibility, quorum and declarations of interest | |
| 36 | No notice had been received of any member becoming ineligible to hold office. | |
| 37 | The meeting was quorate and there were no declarations of interest in agenda items. | |
| | SC/22/103 – Minutes of the previous meeting on 23 November 2021 | |
| 38 | Resolved - The minutes of the previous meeting held on 23 November 2021 were approved as a true and accurate record. | |
| | SC/22/104 - Matters Arising | |
| 39 | In relation to the action arising from item SC/19/131, some students were due to undertake a trip as part of the Erasmus project, it was agreed that an update would be provided to the next meeting. | Action: Mr Deane June 2022 |
| 40 | All other actions were complete or for completion at a future date. | |
| | SC/22/105 - Quality Dashboard including review of targets | |
| 41 | Mr Deane referred to the targets and progress made. | |
| 42 | The quality dashboard provided a slightly updated dashboard, this had been updated in relation to work experience. | |
| 43 | Mr Deane commented that retention for this time of year could now be assessed as requires improvement. Retention in health and social care and childcare had dipped significantly. Mr Deane commented that retention figures were a concern at this time of the year, and there was some concern about the year-end position, the current position being in the region of 80%. Mr Deane explained that this was one of the key performance indicators and the senior leadership team were working with progress coaches to monitor the position and keep this under review. | |
| 44 | Mr Deane explained that some more research would be undertaken in terms of destinations. | |
| 45 | Mr Turner confirmed that registrations in health and social care had reduced nationally by around 18%, it was noted that there were many job vacancies in this area and that | |

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| | students may have entered jobs in the health and social care area. | |
| 46 | Mr Deane commented that there was a worry about the impact of the increase in the cost of living due in April and whether students would be encouraged to work to support their family. | |
| 47 | It was agreed that an update would be provided to the next meeting. | |
| 48 | Mr Deane explained that apprentice achievement rates remained an area of concern around the timeliness of completion due to pandemic. It was noted that the best case for timely achievement was quite low, there were around 100 apprentices which were overdue, work was continuing to review and scrutinise the work remaining and develop a plan for each individual apprentice. | Action: Mr Deane June 2022 |
| 49 | Committee members asked about the reduction in apprentice numbers, Mr Deane explained that there had been some reduction due to furlough and company's closing down. Mr Deane also commented that there had been some internal issues with assessors when working from home. On the employer side, there had also been some difficulties and issues with mentoring students. Work was ongoing to improve in this area and this continued to be an area of concentration. | |
| 50 | It was also noted that functional skills were an issue for a small number of students. | |
| 51 | Committee members asked about backlog and if 38% would achieve during 2021/22, how long would it take to get back to normal. Mr Deane commented that it may be a number of years due to delays in the system with end point assessments (EPA's). | |
| 52 | In relation to student satisfaction, it was noted that there was no external verified data. | |
| 53 | In relation to attendance, Mr Deane explained that this was also a concern across the College, some was attributable to COVID absence and this was an area which was being monitored weekly by subject area. Mrs C Temprell, Vice Principal – HR & Student Services commented that this was being seen as an issue related to COVID, as students had broken the habit of attendance. This was being observed across all curriculum areas. | |

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| 54 | Recovery funding had been provided to support students and an extra 40 hours of learning would be provided next year. | |
| 55 | Hair and beauty had been impacted by adult learners with childcare responsibilities and children being off school. online learning had supported attendance here. | |
| 56 | Mr Deane provided a work placements update, last year 20% of students had completed a work placement, this year 180 students had been out on work placement, a further 179 students were due to be placed with 259 planned placements in the coming months. Mr Deane commented that this was another area of focus. | |
| 57 | In relation to skills builder, based on assessments so far, speaking and listening had the lowest scores. Mrs N Flint, Staff Governor explained that the College was sharing best practice to encourage more staff to utilise skills builder in the sessions, using teaching triangle squares. The College was encouraging a champion in each curriculum area who could then share with colleagues. It was hoped that this would be covered in induction as staff need to include skills builder easily within the course offer. | |
| 58 | Resolved: Committee members received the report. | |
| SC/22/106 – Self-Assessment Report (SAR) | | |
| 59 | Mr Deane explained that a self-assessment report had been produced. | |
| 60 | It was noted that some data included was from 2019, as there was no current reliable data. Areas for improvement provided an honest reflection of student progress. The impact of the pandemic and the impact on self-assessment was recorded within the report. | |
| 61 | Mr Deane explained that the AoC/RCU report on deprivation showed that the College continued to recruit students from the most deprived families. There was a greater proportion of students from these areas, not only compared to local population but also compared to other colleges. | |
| 62 | In relation to the students coming to the College, a greater proportion do not have Maths or English qualifications. | |
| 63 | Mr Deane explained that some information was also included within the SAR around the Ofsted visit in 2020. | |
| 64 | Areas for improvement identified in 2018/19 were included along with commentary. Committee members noted the lack | |

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| | of national information or data which did not allow comparisons to be made. | |
| 65 | Mr Deane explained that the SAR assessment continued to be 'good' and included some evidence from RCU (leaders in innovative data analysis and research for the post-16 education sector) which was more current. | |
| 66 | Areas of improvement were discussed as part of the earlier agenda item and these were noted along with evidence and sources. There were some issues of consistency which were also present at the last full SAR would be considered as part of the quality update. | |
| 67 | The SAR referred to intent, implementation and impact and Committee members reviewed the impact statement. outcomes for learners. | |
| 68 | In relation to an assessment of quality, Mrs Scarborough explained that this could be observed through deep dives, however, it was important that all of Heads of Curriculum were able tell the story and that that was reflected by student understanding. | |
| 69 | Mr Deane explained that wider skills gained through things like environment week do contribute to evidence. | |
| 70 | Committee members discussed the focus of full Ofsted inspections and how these are used to review how Colleges support students to meet the local skill need of employers. | |
| 71 | Mrs Scarborough described the process in place to develop the process to create the SAR. Mrs Scarborough explained that this started at Curriculum level which then feeds into the overarching SAR, the improvement actions identified are contained within the Quality Improvement plan (QuIP) which can then be monitored. | |
| 72 | Mr Turner asked about the survey comments and areas where the College didn't score as well as in other areas. Mrs Scarborough explained that the Heads of Curriculum were working with teams to review in their areas what the issues were and bringing those back to student focus groups. In relation to the matter of students feeling welcome, it had been agreed that there would be a pre-induction for all apprentices to allow them to walk around the College. It was noted that the pandemic had caused some issues. | |
| 73 | Resolved: Committee members received and approved the Self-Assessment Report to be presented to the Board on the 29 March 2022. | |

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| | SC/22/107 - Quality Update paper including Quality Improvement Plan (QIP) | |
| 74 | Mrs Scarborough presented the Quality update paper | |
| 75 | The paper provided a summary on curriculum reviews and learning walks, Continuous Professional Development (CPD), Awarding organisation update, T-Level and T-Level transition programmes, tuition catch up fund and the QuIP. It was noted that the induction survey had been discussed already. | |
| 76 | Committee members reviewed the conclusions within the paper. | |
| 77 | Mrs Scarborough commented on the matters which had been implemented such as lesson visits and development of relevant CPD, and the approach being taken in relation to deep dives. | |
| 78 | It was noted that the T-Level transition was progressing well. | |
| 79 | It was also noted that internal survey results were positive against national benchmark. | |
| 80 | All the work being undertaken and referenced within the paper linked back to SAR and the Senior Leadership Team was working with curriculum areas and Teaching, learning and Assessment Coaches (TLAC's) to improve. | |
| 81 | Information on T-Levels had been circulated, the College has to go through an approval process for each qualification, and there was a deadline of 24 June to submit. The College hoped to submit the application in the next week to get feedback. | |
| 82 | It was agreed that the June Standards Committee meeting would focus on reviewing the QuIP and reviewing feedback from the T-Level application. | Action: Mrs Scarborough June 2022 |
| 83 | Resolved: Committee members received the Quality Report and the QIP. | |
| | SC/22/108 - HE Update | |
| 84 | Dr S Peacock, Vice Principal – Higher Education & Institute of Technology provided the Higher Education Update. | |
| 85 | Dr Peacock referred to the conclusions within the paper. | |

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| 86 | Dr Peacock commented that 2021/22 in year performance in terms of retention was good, areas where improvement was needed had plans in place, with support available for individual students. | |
| 87 | Student numbers were on par with 2020/21 and the developments in new courses were contained within the paper. | |
| 88 | There had been an extension to spend the Higher Technical Qualification development funding beyond 31 March to 31 July, the response from the request submitted request was awaited. | |
| 89 | An appendix on HE reform policy which discussed life-long learning had also been provided. | |
| 90 | A further appendix had also been provided in relation to an OfS update. There had been changes to the quality and standards conditions in the OfS regulatory framework, as well as accompanying guidance. the revisions related to provider adherence to the Equality Act 2010, academic misconduct, effective assessment, and sector-recognised standards (qualification). | |
| 91 | Dr Peacock explained that an IoT recruitment mitigation plan was being developed for the IoT. The collective in Lincolnshire overall was 510 which exceeded the KPI of 432. Dr Peacock also provided an update on the official opening day for IoT. This was now 13 May at 9.30am. | |
| 92 | Dr Peacock explained that proposals had been submitted to run digital bootcamps again and additional bootcamps as identified in the paper. | |
| 93 | It was noted that business plans were internal documents (not public documents) which were prepared by all HoC's, the business plans set out which courses the College wanted to run in the areas and the numbers of students to complete the courses. HE was classed as a curriculum area and all of the curriculum areas had now submitted. will be provided to future meeting when reviewed internally business plans. All the business plans were to respond to local need and there was a challenge to get employers to engage with the process. | |
| 94 | Dr Peacock commented that he was overall pleased with the numbers recruited to the IoT however, this was a little lower against the original targets which had been reviewed in earlier years. It was noted that there were no level 3 student numbers in the College IoT figures. | |

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| 95 | Resolved: Committee Members noted the update. | |
| 96 | SC/22/109 - Matters of Specific report to the Corporation The Committee had; <ul style="list-style-type: none"> received presentation a presentation from Mrs T Pringle, Head of Curriculum for English, Maths, ESOL, Learning Development, Daybreak, Sports & Academies on the basis of the Education Inspection Framework and an update from on the Curriculum areas, information on strengths, opportunities and business planning was provided. received the self-assessment report which had been completed and would be presented to the Board reviewed the Quality Improvement plan and information on T-levels would be reviewed in greater depth at the next meeting. received assurance regarding progress in HE and the IoT. | |
| 97 | SC/22/110- Urgent Business / Any other Business There were no further items of urgent business or any other business. | |

Date of next Meeting:

The Standards Committee would meet on 21 June 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 |
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| SC/19/131 Matters Arising (updated SC/22/104) | It was suggested that a presentation from Erasmus students or students on work placement would be useful to a future Standards Committee meeting. Update on Erasmus trip on agenda | Mr Deane | June 2022 Erasmus trip 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/21/131 – Business and Curriculum Planning | Mrs Hart commented that she was happy to discuss individual curriculum plans outside of the meeting. Mr C Turner, | Mrs Hart / Mr Turner | TBC |

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| | General member explained that he would like to do that. | | |
| SC/22/105 - Quality Dashboard including review of targets | Retention – destination data - It was agreed that an update would be provided to the next meeting. | Mr Deane | June 2022 Update in report at agenda item SC/22/116 |
| SC/22/107 - Quality Update paper including Quality Improvement Plan (QIP) | It was agreed that the June Standards Committee meeting would focus on reviewing the QuIP and reviewing feedback from the T-Level application. | Mrs Scarborough | June 2022 |