

**GRANTHAM COLLEGE
STANDARDS COMMITTEE**

**Minutes of the Meeting held on 21 June 2022, 16.30
Conference Room, Grantham College**

Present:

Mr G Brewis	General Member, Chair of the Corporation
Mrs C Brocklebank	General Member
Mr P Deane	Principal & Chief Executive
Mr N Jones	General Member
Ms L Smith	Staff Member
Mr C Turner	General Member

In Attendance:

Mrs T Hart	Director of Planning, Funding and Information
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
Charlotte	Student (for presentation from the students Erasmus trip)
Jane Brunt	Head of Curriculum – Health & Social Care, Early Years, Future routes, Humanities, Science, Animal Care & Public Services

Agenda: There were no changes to the agenda.

Student presenting on their Erasmus trip		
1	Committee members welcomed Charlotte to the meeting. Charlotte provided a presentation on her Erasmus trip to Malta.	
2	The presentation provided information on her experience of her trip including highlights of her work experience placement.	
3	Charlotte referred to the outcome of her experience including, the opportunities to explore career opportunities (she had been given the opportunity to return to Popeye Village to work), to explore the Country, the trip had increased her independence and self-reliance and she had proved herself to be supportive to others. The trip had also increased her motivation, language skills (owing the number of other people she met from different nationalities) and improved her communication skills.	
4	In response to questions, Charlotte explained that she was a Travel and Tourism student, Level 3 in her second year of study. Charlotte also detailed the type of job she would like	

5	when she finishes her studies and the jobs she had started to apply to and in tourism roles and the options available to her.	
6	Committee members thanked Charlotte for attending the meeting and providing an excellent presentation.	
7	Introductions were made to Mrs J Brunt , Head of Curriculum for Health & Social Care, Early Years, Future routes, Humanities, Science, Animal Care & Public Services	
8	Mrs Brunt provided a presentation on the basis of the Education Inspection Framework providing information on the curriculum content of her area and the plans in relation to T-Level delivery. Mrs Brunt also referred to new Counselling courses which were being developing for 2022/23.	
9	Mrs Brunt provided information on the strengths in the curriculum areas and commented on the staff resilience to respond to challenges.	
10	Mrs Brunt explained that deep dives had taken place and had mirrored an Ofsted inspection. This had provided an accurate summary of the current position and improvement areas had been identified. Positive comments had been made about assessment and the feedback and feed forward to students. Students were progressing in developing softer skills and behaviour was good.	
11	Areas for improvement identified included retention and achievement and developing student resilience. Mrs Brunt explained that work was ongoing with student mentors, LEAP and using catch up funding to support students to develop resilience. Plans were in place to improve attendance at enrichment sessions to bring this back in line with curriculum attendance.	
12	Mrs Brunt commented on the intent of the curriculum and the aim to get students work ready to develop essential skills. This was included in schemes of work and planning to develop lessons.	
13	In relation to implementation; this was approached in a clear and concise manner and gaps were reviewed to ensure positive progression internally and into employment. It was essential to ensure that students received responsive teaching and timetables had been considered to maximise learning. Further in relation to timetabling, this had been reviewed in terms of behaviour to ensure that the timetable is tight.	

14	In terms of impact, there is some good and outstanding provision. Work was ongoing to ensure that the right student is enrolled on the right course. All students undertake an early assessment to support students to find the right course. There were positive responses to the induction surveys and in relation to the apprentices, of the seven students who had completed the end point assessment, five had achieved distinction with the other two achieving a pass.	
15	When asked about Level three results, Mrs Brunt explained that catch up funding was being used to provide extra tuition to support gaps in learning. If childcare students don't achieve a pass, they will be able to resit during 2022/23.	
16	In response to questions about English and Maths, it was noted that there were no apprenticeships where a lack of English and Maths was delaying the end point assessment.	
17	It was noted that apprenticeships in health and social care were being re-considered. These had previously been stopped due to the difficulty faced by employers to release students to attend college and particularly in relation to the success of students in completing their Maths and English qualification. This was an area of local need and a local priority and the College would be reviewing provision in this area.	
18	It was noted that the introduction of the Care T-Level had been very successful with work placements operating effectively.	
19	Governors thanked Mrs Brunt for attending the meeting.	
SC/22/111 - Apologies for absence		
20	Apologies were received from; Miss R Tapper – Student Governor Mr E Ohanekwu – Student Governor	
SC/21/112 – Confirmation of eligibility, quorum and declarations of interest		
21	No notice had been received of any member becoming ineligible to hold office.	
22	The meeting was quorate and there were no declarations of interest in agenda items.	
SC/22/113 – Election of Chairman		
23	Resolved – Mr C Turner was elected as Chairman of the Committee.	

24	<p>SC/22/114 – Minutes of the previous meeting on 15 March 2022</p> <p>Resolved - The minutes of the previous meeting held on 15 March 2022 were approved as a true and accurate record.</p>	
25	<p>SC/22/115 - Matters Arising</p> <p>In relation to the action arising from item SC/21/131, it was noted that curriculum plans would be presented to the Board meeting on 5 July 2022.</p>	
26	<p>All other actions were complete or on the agenda for consideration.</p>	
27	<p>SC/22/116 - Quality Dashboard</p> <p>Mr P Deane, Principal and Chief Executive referred to the targets and progress made.</p>	
28	<p>Mr Deane commented that there remained issues with retention. This was particularly in the areas of Health and Social care and construction.</p>	
29	<p>The position regarding apprenticeships had started to improve and Committee members were referred to appendix 2 and the QuIP.</p>	
30	<p>Mr Deane explained that the DfE had ceased the national FE Choices survey and there was a proposal that the College changed the measure. The College was above the external benchmark (the QDP benchmark against 70 similar FE establishments).</p>	
31	<p>Two questions had been asked;</p> <ol style="list-style-type: none"> 1. Are you satisfied with your course? 2. Would you recommend the course? 	
32	<p>There had been an excellent rating for full time student responses, good for part time and apprenticeships. There had been a requires improvement rating in relation to Anglian Water apprenticeships.</p>	
33	<p>Mr Deane referred to information on the gov.uk website – find an apprenticeship which included 113 reviews from employers which rated the College as good. It was agreed that this information would be circulated to Committee members. It was noted that this was comparable to the responses received from employers from TEC, who received a good rating from 159 reviews which was a much larger College group with an Outstanding Ofsted rating.</p>	<p>Action: Mr Deane June / July 2022</p>

34	This information provided a useful external benchmark and information alongside the internal data collected.	
35	It was noted that student, apprentice and employer satisfaction would be included on the dashboard and a change to the KPI and how this was measured would be proposed.	
36	It was noted that specific areas for improvements had been identified in relation to Anglian Water apprenticeships and were included in the QuIP and included issues such as improving induction processes.	
37	Mr Deane explained that work placements continued to be challenging.	
38	In relation to skills builder, a full induction for students would be provided in September and students would be asked to complete a baseline assessment so that progress in this area could be monitored.	
39	Following the request from the previous meeting, Mr Deane shared some of the reasons for students leaving health and social care courses. Reasons included that the course was no longer of interest, the student had entered employment or an apprenticeship (it was not possible through the College to transfer as apprenticeships in health and social care were not currently offered).	
40	In relation to students leaving construction courses, there were a significant number of students entering employment. It was noted that national labour shortages in some areas were impacting on the number of students leaving College to enter employment. Mrs C Temprell, Vice Principal – HR & Student Services explained that students may not be encouraged to enter an apprenticeship as the pay was often lower paid than regular employment.	
41	It was agreed that whilst entering employment might be a positive destination for a student, this was less positive for retention figures and achievement.	
42	Mrs Temprell confirmed that students were provided with an exit interview and results were reviewed to ensure that any issues raised can be considered.	
43	Committee members noted the work being undertaken to improve student resilience and communication to support students.	

44	Committee members discussed the potential challenges and risk which may materialise when the cost-of-living pressures rise further which may result in students needing to gain employment to contribute to household income.	
45	Resolved: Committee members received the report.	
	SC/22/117 - Quality Update paper including Quality Improvement Plan (QuIP) and information on T-Levels	
46	Mrs T Scarborough, Vice Principal – Quality & Curriculum presented the Quality update paper.	
47	The paper provided a summary of quality activities including curriculum reviews and learning walks, Continuous Professional Development (CPD), Awarding organisation updates, T-Level and T-Level transition programmes and the QuIP and areas for improvement. Appendix 2 contained the summary of areas for improvement – progress, actions and impact.	
48	Mrs Scarborough explained that Ofsted inspections had now re-commenced in full following the postponement of activity due to COVID. Mrs Scarborough commented that recent inspections had highlighted a focus on meeting local need, skills bootcamp and T-Level surveys, responses to the Review of sexual abuse in schools and colleges, level 6 & 7 apprenticeships and education recovery research. It was noted that all FE Colleges would have an inspection between September 2022 and September 2025 and this would be a full inspection over five days.	
49	Committee members noted the progress made in relation to curriculum reviews including the activities involved and the approach taken regarding improvements identified.	
50	Section 3.2 of the report contained information on lesson visits and learning walks and the strengths and areas for development and improvement identified.	
51	Mrs Scarborough referred to section 3.5 of the report and the work being undertaken to prepare for T-Levels and T-level implementation. Mrs Scarborough explained that the decision had been taken to defer the offer of the science T-Level and would continue to deliver the BTEC in Applied Science.	
52	Mrs Scarborough referred to the courses being offered in other areas and confirmed that approval had been received from NCFE to deliver Childcare and Digital Business Services courses.	

53	Approvals were progressing with City & Guilds to deliver Engineering and a recent Pearson visit had approved delivery in Digital Design and Production.	
54	Committee members noted the updates on T-Level implementation and monitoring and areas of focus.	
55	It was noted that a staggered induction programme in relation to apprenticeships would be added to the actions.	
56	Committee members received the Teaching, Learning and Assessment Coaches leaflet noting that this was provided to support staff.	
57	Committee members asked about attendance and whether this was seen as a strength or a weakness. It was noted that attendance was seen as a strength as witnessed as part of the observation process however, remained an area of focus for improvement.	
58	Mr Deane commented that from discussions within the sector, attendance was a challenge nationally. Committee members were referred to the actions in place to try and support attendance however it was noted that many of the issues could be linked back to staffing issues around in areas where it was difficult to recruit and retain staff.	
59	Committee members discussed the reluctance of students to participate in work placements due to confidence issues Mrs Temprell explained that, as part of the employability sessions, students would be asked to be more proactive in seeking work placements. This would improve communication skills and confidence. Students would be encouraged to attend work placements and the advantages and benefits of participating would be shared.	
60	Mrs L Smith, Staff Governor explained that Level 3 childcare students are responsible for contacting employers to organise work placements.	
61	Other interactions with students would be encouraged such as guest visitors and speakers, interactions with employers through careers fairs etc and masterclasses and trips. It was agreed that as skills builder is incorporated through the induction, this would support the development of soft skills to help prepare students for the world of work.	
62	It was noted that the development of students in areas such as resilience may support attendance, punctuality and retention.	

63	Further in relation to attendance, it was noted that timetabling was being reviewed to ensure that students have a tight timetable with little opportunity for gaps.	Action: Tracy Scarborough November 2022
64	In relation to a potential Ofsted visit, it was agreed that a position statement would be developed in relation to each curriculum area. This would include how the College engages with employers and support student be ready of the world of work. This would also enable best practice in this area to be shared through curriculum areas. It was agreed that position statements would be shared with Governors.	
65	Committee members reviewed the conclusions within the paper.	
66	Resolved: Committee members received the Quality Report and the QIP.	
SC/22/118 – Student Survey results		
67	Mrs Scarborough presented the student survey results to the Committee.	
68	It was noted that the external benchmark information was provided through the use of QDP to survey. QDP work with hundreds of FE/HE Providers, MATs, Schools and ILPs and hold the largest set of, independent benchmarking data in the sector. Through QDP, the College is able to benchmark against similar Colleges in the sector.	
69	The results of the surveys had been shared with the Heads of Curriculum who were responsible for reviewing strengths and good practice along with identifying areas for improvement.	
70	Responses would be shared with students through the 'you said....we did' initiative.	
71	It was noted that participation was low and poor in some areas. Mrs Scarborough explained that students were able to access to the survey through MS Teams and online links.	
72	Committee members asked for further information in relation to the responses from Anglian Water students. Dr S Peacock, Vice Principal – Higher Education & Institute of Technology explained that there had been some issues with staffing with some churn and issues of quality identified. The College was working on a better induction for experience for Anglian Water and HE students. The approach to completing the survey would be changed and activities would be built around the completion of the survey and to remind students of their experiences. Work would also be undertaken to	

	ensure that administrative issues were quickly and easily resolved.	
73	It was agreed that it would be useful to see results once students were able to 'rate' apprenticeships as this would provide the overall view of apprenticeships.	
74	It was further agreed that it would be useful to conduct a year one and year two survey with Anglian Water students to see the impact of new teachers and assessors and induction.	
75	Committee members commented that it was pleasing to see the results from students on full time courses.	
76	Dr Peacock referred Committee members to the split in responses from HE students in relation to those students on Bishop Grosseteste courses and in house courses, work would be undertaken to share best practice to encourage consistency.	
77	Mrs Scarborough described the challenges with Maths and English students and explained that some focus groups would be undertaken to understand the issues faced with students. It was noted that there were some members of staff who were employed through an agency however, the full cohort of staff were not employed. Mrs Scarborough commented that the observations in this area had been positive.	
78	Resolved: Committee members received the report.	
	SC/22/119 - HE Update	
79	Dr Peacock provided the Higher Education Update.	
80	Dr Peacock referred to the conclusions within the paper.	
81	Dr Peacock commented that 2021/22 in year performance in terms of retention was below expectations however HE applications for 2022/23 were slightly higher than the same time in the previous year.	
82	Dr Peacock referred to the Office for Students (OfS) changes and that the TEF relaunch had been delayed to 2023. Dr Peacock referred to the changes required to the Access and Participation Plan.	
83	Dr Peacock explained that the OfS had used its regulatory powers to expand high level courses being available from the OU. The College would submit an expression of interest	

84	by the 11 July deadline for capital including equipment and refurbishments costs.	
85	The College expression of interest would be in the area of engineering with the bid to refurbish workshops and equipment. Dr Peacock explained that he was working with Engineering employers to discuss skills and equipment needed in the future.	
86	Dr Peacock referred Committee members to the two IoT appendices and the success of the Digital Bootcamps. It was envisaged that the Bootcamps would continue into 2025.	
87	Potential funding of up to £200,000 was being considered for green skills courses such as electric vehicle installation and heat source pump installation.	
88	It was noted that funding for LinCHigher had been confirmed for 22/23.	
89	Committee members asked about the inclusion of Level 3 learners within the IoT figures. Dr Peacock explained that a decision was yet to be made in relation to this. It was noted that this may impact on student numbers.	
	Resolved: Committee Members noted the update.	
90	SC/22/120 – Presentations to future Standards Committee meetings Committee members received the updated schedule and noted the presentations which would be provided during 2022/23.	
91	SC/22/121 - Matters of Specific report to the Corporation The Committee had; <ul style="list-style-type: none"> Received a fantastic presentation from Charlotte who had been on an Erasmus trip to Malta, it was fantastic to see her enthusiasm and the skills she had developed as a result of the experience. received a presentation from Mrs J Brunt, Head of Curriculum for Health & Social Care, Early Years, Future routes, Humanities, Science, Animal Care & Public Services on the basis of the Education Inspection Framework and an update from on the Curriculum areas, in formation on strengths, opportunities and business planning was provided. reviewed the Quality report and the Quality Improvement plan and information on T-levels implementation. 	

	<ul style="list-style-type: none"> Received the student survey results and noted the actions being undertaken to make improvements in terms of participation and responding to areas of challenge. received assurance regarding progress in HE and initiatives being undertaken in HE such as bootcamps. 	
92	SC/22/122 - 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 22 November 2022, 16.30 via MS Teams or in the College.

Signed as a true and accurate record

Chairman
Date

Agenda Item	Description	By whom	By when
SC/21/131 – Business and Curriculum Planning	curriculum plans – update at the meeting; curriculum plans would be presented to the Board on 5 July 2022	Mrs Hart	July 2022 COMPLETE
SC/22/116 – Quality Dashboard	Mr Deane referred to information on the gov.uk website – find an apprenticeship which included 113 reviews from employers which rated the College as good. It was agreed that this information would be circulated to Committee members.	Mr Deane	June / July 2022
SC/22/117 – Quality Update paper including Quality Improvement Plan (QuIP) and information on T-Levels	In relation to a potential Ofsted visit, it was agreed that a position statement would be developed in relation to each curriculum area. This would include how the College engages with employers and support student be ready of the world of work. This would also enable best practice in this area to be shared through curriculum areas. It was agreed that position statements would be shared with Governors.	Mrs Scarborough	December 2022 On agenda