

## Minutes Quality, Learning and Standards Committee

(All resolutions passed were the unanimous decision of the Quality, Learning and Standards Committee members present unless otherwise stated)

Otherwise stated,

Meeting Title	Quality. Learning and Standards Committee																	
Date	10 March 2022																	
Members	Mr G. Willett(GW) Chair Mr D. Cheema Prof H. Laville (HL) Mr. P. Mayhew-Smith(PM-S) Group Principal / CEO Ms M.Pottinger (MP) Mr M. J. Stone ( JS) Ms C. Streliaev-Pivett (CS-P)																	
In Attendance	Ms C. Howett Vice- Principal, Further Education Ms S. Marfe(SM) Director of Marketing and Student Recruitment Mr N. Nagiah (NN) Interim Principal, South Thames College Mr D. McClymont ( DM) Interim Vice-Principal, Principal and Standards Ms S. Muncie(SM) Vice Principal - Curriculum & Quality Ms J. Percival(JP) Vice Principal - Curriculum & High Needs Mr J. Pemberton-Billing(JP-B) Principal, Carshalton and Merton Colleges Ms S. Raphael-Reeves(SR-R) Vice Principal - HE and Partnerships Ms C. Veale Head of Study Programmes Ms H. Meredith (HM) Head of Governance																	
Key Meeting Outcomes																		
	The meeting took place remotely by Teams.																	
1	WELCOME, APOLOGIES, DECLARATION OF INTEREST																	
1.1.1	Apologies were received from Cllr B. Fraser and the Principal, Kingston College. Mr Cheema sent apologies in anticipation of arriving late.																	
1.1.2	Members confirmed that they did not have any pecuniary or other interest in any agenda item.																	
2.	MINUTES OF MEETING OF 3 FEBRUARY 2022 AND MATTERS ARISING																	
2.1	<u>Accuracy.</u> The minutes were accepted as an accurate record to be signed by the Chair. <u>Matters arising</u> The Action Log was reviewed and updates below were discussed: <table><tr><td>Include more reference to LSIPs in reports / agenda for QLS</td><td></td><td>Ongoing</td></tr><tr><td>Employer survey outcomes report to next meeting</td><td>SRR</td><td>Actioned - See Item 4.1</td></tr><tr><td>Add Curriculum section back into DTS Action Plan</td><td>MT / JM</td><td>JM confirmed that this is in the DTF – the report had just been a progress update report</td></tr><tr><td>Catch Up Activities to Tackle Disadvantage and Lost Learning- defer to next meeting and JPB to provide a written report</td><td>JPB CPs</td><td>Actioned - See Item 2.2</td></tr><tr><td>Feedback from apprentice survey</td><td>JP</td><td>Actioned – See Item 3.2.1</td></tr></table>			Include more reference to LSIPs in reports / agenda for QLS		Ongoing	Employer survey outcomes report to next meeting	SRR	Actioned - See Item 4.1	Add Curriculum section back into DTS Action Plan	MT / JM	JM confirmed that this is in the DTF – the report had just been a progress update report	Catch Up Activities to Tackle Disadvantage and Lost Learning- defer to next meeting and JPB to provide a written report	JPB CPs	Actioned - See Item 2.2	Feedback from apprentice survey	JP	Actioned – See Item 3.2.1
Include more reference to LSIPs in reports / agenda for QLS		Ongoing																
Employer survey outcomes report to next meeting	SRR	Actioned - See Item 4.1																
Add Curriculum section back into DTS Action Plan	MT / JM	JM confirmed that this is in the DTF – the report had just been a progress update report																
Catch Up Activities to Tackle Disadvantage and Lost Learning- defer to next meeting and JPB to provide a written report	JPB CPs	Actioned - See Item 2.2																
Feedback from apprentice survey	JP	Actioned – See Item 3.2.1																
2.1.2	ENROLMENTS UPDATE January 2022 The committee received and noted the enrolment presentation prepared for the last meeting.																	
2.2	CATCH UP ACTIVITIES TO TACKLE DISADVANTAGE AND LOST LEARNING CAUSED BY THE PANDEMIC JP-B presented a paper on behalf of the college principals identifying key issues including: <ul style="list-style-type: none"><li>The 16 to 19 Tuition Fund funding from ESFA to mitigate the disruption to learning arising from Covid-19 is being used this year mainly to support small group tuition for English and Maths which is successful and continuing.</li><li>Work experience fared better than expected in some cases</li><li>Overall impact of the pandemic is far reaching with impact on student wellbeing and behaviour including anxiety, mental health issues, poor attendance, lack of established learning behaviours, students' lack of previous exam experience, inflated GCSE grades</li></ul>																	

	<p>resulting in students needing extra support due to finding it hard to cope with Level 3 and students finding it hard to relate to classmates and staff</p> <p>Governors asked for more detail on how the 16-19 Tuition Fund is being used to be provided at the next meeting.</p>
<b>3.</b>	<b>STRATEGIC AMBITION- QUALITY MONITORING &amp; IMPROVEMENT</b>
<b>3.</b>	<b>QUALITY IMPROVEMENT ACTION PLANS (QIAPs)</b>
3.1.1	<p>NN presented the QIAP for STC. Overall attendance at STC at 82.5% was 1.4% below the group Attendance. Six areas of provision are being constantly monitored due to ALPs scores at a level giving concern. There remain compliance issues with apprenticeship provision particularly in relation to long term absenteeism in English and Maths.</p>
3.1.2	<p>The Kingston College QIAP had not been circulated . CH reported on anxiety around students having inflated GCSE grades and concerns about their lack of experience in taking exams.</p>
3.1.3	<p>JP-B confirmed that attendance is being watched very closely particularly for HNS and apprentices at Carshalton and Merton Colleges.</p>
3.1.4	<p>It was <b>resolved</b> to note these updates.</p>
<b>3.1.5</b>	<p><b>QUALITY MONITORING AND PERFORMANCE ( QMAP)</b></p> <p>JM reported that the in year achievement forecast for STC had been factored down by 5% to 86.5% and as a result the STCG overall forecast has been reduced by 2%. This is because internally the Quality Team felt that the forecast at STC was too high and this has been shown not to be as rigorous as at the other colleges.</p> <p>DC asked about the robustness of apprenticeship forecasts. JM confirmed that the new Head of Apprenticeships goes through the forecasts line by line and the college is now confident that apprenticeship forecasts are very robust.</p> <p>DC asked about how well staff are being managed. CH confirmed that at Staff Focus Groups all the staff have given a very positive view of how well they are being managed.</p>
<b>3.2</b>	<b>NOTICE TO IMPROVE (NTI) UPDATES – CROSS GROUP</b>
<b>3.2.1</b>	<p><b>APPRENTICESHIPS</b></p> <p>SM presented the Apprenticeship mid-year position statement, Apprentice Mid-Year Survey results and IQAR summary. Points highlighted:</p> <ul style="list-style-type: none"> <li>• <b>Forecast Group achievement rates-</b> last month the forecast dropped from 61.4% to 60.4% because of a reduction linked to 10 engineering apprentices whose gateway has been moved back to June / July 2022</li> <li>• <b>PICs Web implementation –</b> Pics Web has been implemented and the data migrated. The Term 1 pilot was and a new pilot group Mammography is being rolled out with March 2022 starts. MP noted the 62% result in the apprentice survey about whether apprentices know their personal target grade and how they are performing against these. MP asked whether Pics will help learners to understand their goals? SM confirmed that the eportfolio part of Pics Web should help with this and will also show apprentices their progress and feedback.</li> <li>• <b>IQAR January 2022-</b> the IQAR summary was included in the meeting papers. The recommended actions have been added to each college QIAP and these are reviewed monthly as part of the MOT / NTI process. One action related to inconsistent feedback and staff CPD is taking place to develop staff practice in relation to writing developmental feedback.</li> <li>• <b>Apprentice survey results -</b> DC asked whether the Group was disappointed with the low response rate of 27% of apprentices in scope. SM was disappointed with this although commenting this was the first survey carried out with apprentices.</li> </ul>



<p>3.4.4</p> <p>3.4.5</p> <p>3.4.6</p> <p>3.4.7</p> <p>3.4.8</p> <p>3.4.9</p> <p>3.4.10</p>	<ul style="list-style-type: none"> <li>• engineering</li> <li>• A level and science pathway</li> <li>• sports and rehabilitation pathway</li> <li>• A level and teaching pathway</li> </ul> <p>The committee asked for assurance about the quality of the proposed A level provision. GW asked what has changed since the decision to discontinue A levels at KC, which followed various unsuccessful attempts over several years to improve the quality of A level provision.</p> <p>JS asked whether the staff who will deliver the A level plus offer previously taught A level at KC. CH confirmed that the same teachers will be used where the course had a high achievement rate E.g photography. The teachers delivering maths and sociology did not previously teach A level at KC. English will be delivered by the Head of Section and Biology will be delivered by sports specialist teachers. PM-S asked if the A levels have awarding body validation and CV will check this.</p> <p>In principle the committee supported a vocational pathway model. However they need to be satisfied about the ability of the College to deliver a quality A level offer.</p> <p>GW reminded officers that the minutes of the last meeting record that “<i>further discussion would be needed before reopening A level provision.</i>” GW expressed concern that this decision felt rushed from a governance perspective.</p> <p>DC cautioned that if students do badly at A level Maths this will send out the wrong message about the quality of education at Kingston College. DC suggested setting a high entry criteria for students wanting to study A level maths. CH indicated that one of the main issues previously was the inability of students to be independent learners and suggested that admissions criteria should include satisfactory references about students’ ability to study as independent learners.</p> <p>GW summarised that governors need</p> <ul style="list-style-type: none"> <li>• to protect future students who will take these courses</li> <li>• to protect the reputation of the college and</li> <li>• to protect officers from dealing with the aftermath if this provision is not good quality.</li> </ul> <p>The meeting ran out of time for the Committee to be confident of the assurance required . It was therefore <b>resolved</b> that PM-S, GW and HM should fix another meeting date to allow time for the committee and officers to discuss this further.</p>
<p>3.5.</p>	<p><b>LINK GOVERNOR REPORTS</b> GW thanked MP for a Link Governor report on TLA and Digital- DTF, Learning Resource Centre and Digital Innovation.</p>
<p>3.6</p>	<p><b>STAFF CPD REPORT</b> It was <b>resolved</b> to note this update report.</p>
<p>3.7</p>	<p><b>ANNUAL REVIEW OF APPEALS</b> It was <b>resolved</b> to note this update report.</p>
<p>4.</p>	<p><b>STRATEGIC AMBITION - PARTNERSHIPS</b></p>
<p>4.1</p>	<p><b>EMPLOYER PARTNERSHIPS – UPDATE</b> [ <i>This item was taken at the start of the meeting</i>] SRR presented a report about the Business Partnership Unit(BPU) . Items highlighted included:</p> <ul style="list-style-type: none"> <li>• The new BPU brochure - sector specific flyers to send out with this also being prepared.</li> <li>• A link was included to the responses to the recent employer survey- lessons learned include the need for more joined up thinking in relation to BPU work. GW asked for a summary of the responses and recommended actions for the next meeting.</li> </ul> <p>The Committee were impressed with the high quality of the brochure</p>
<p>4.2</p>	<p><b>SCHOOL PARTNERSHIPS - UPDATE</b> [ <i>This item was taken at the start of the meeting</i>] SM presented an update on schools and other partnership work and marketing events and activity undertaken by the Schools Partnership Team since the last meeting. GW asked for the written update to be shared with the committee following the meeting.</p>

	<p>GW asked in future for the committee to see the impact of schools' liaison activity on the number of applications and enrolments from each school.</p> <p>It was <b><u>resolved</u></b> to note these two updates.</p>
	<p><b>DATE OF NEXT MEETING</b></p> <p>An additional meeting was convened to allow more in depth discussion of the A level plus offer. The date fixed for this ( following the meeting ) was Wednesday 16 March at 10.30am.</p> <p>The next scheduled meeting will be held on Tuesday 10 May 2022 at 5.30pm</p>
	<p>The meeting closed at 7.40 pm</p> <p><b>Signed:</b> .....<b>Date:</b>.....</p>