



Minutes of the Meeting of the Performance & Standards Committee, held on Monday 11 June 2018, 6.00pm in the Boardroom.

Present: Sarkis Mazmanian (Acting Chair)
 Stuart Fraser
 Yvonne Kelly (Principal/CEO)
 Forhad Altafi (Staff Member)
 Doug Trengove (Staff Member)
 Georgie Brind (Student Governor)

In attendance: Victoria Eastwood (Clerk to the Corporation)
 Caryn Swart (Chief Operating Officer)
 Brendan James (Head of Higher Level Skills – up to Agenda Item 6)

The Chair welcomed those present to the meeting and introductions were made. The Staff Governors were welcomed to their first meeting since being elected.

1. Apologies for absence

Apologies for absence were received from Lisa Dee.

2. Declarations of Interest

Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. None were anticipated.

3. Minutes of the Previous Meeting – Monday 12 March 2018

The Minutes of the previous meeting, held on Monday 12 March 2018, were agreed as a true and accurate record.

4. Matters arising

An update on outstanding actions from the March 2018 Committee meeting were provided:

Agenda Item	Action	Responsibility	By (deadline)	Update
	The Committee to ensure that the Corporation are aware of the substantial governance changes with regards to Higher Education.	Chair	Ongoing- next Corporation Meeting.	Ongoing
7.	That the student survey metrics be provided at the next meeting to provide a	HHLS	11 June 2018	Included on Agenda

	picture of in-year data.			
8.	Links to University courses on College website to be assessed to ensure they provide access to relevant modules.	COO	ASAP	Complete
9.	QIP to be RAG rated as per the HE SED.	COO	ASAP	Complete

There were no additional matters arising that were not covered by the agenda.

5. **Committee Self-Assessment**

After discussion, it was agreed that it was too early for the Committee to be able to complete the self-assessment to their satisfaction. Members felt they had not attended enough committees to be able to provide accurate answers to the questions. It was agreed that the full Corporation self-assessment would be more beneficial when undertaken in December 2018.

Approved: That the self-assessment be deferred until Spring 2019.

6. **HE Annual Review – Plan & Schedule for 2018/19 including Office for Students Registration**

The Head of Higher Level Skills (HHLS) provided an overview of the process for the HE annual review, advising that the final document would be received by the Committee at the next meeting scheduled for November 2018.

Stuart Fraser asked whether the review was annual and how any issues identified were being addressed. The HHLS replied that the purpose of the review was to continually drive forward improvement and this year, for example, Prevent and Freedom of Speech had been included. The review brought together the work of the operational group, Office for Students (Ofs) etc.

The HHLS reported that the College's application to the OfS has been submitted and confirmation of receipt had been received. The Committee were updated on the details of the submission and the next possible steps for the College dependant on the outcome.

In response to a query from the Acting Chair, the HHLS stated that all personal details submitted to the OfS would remain confidential. The College had a duty to publish a copy of the Access & Participation Plan and Student Protection Plan (when approved) on its website. The OfS would only publish whether the College was included on the register.

The HHLS provided the Committee with an update on the national student survey which has been an action from the previous meeting. Students voting 'neither agree nor disagree' on the survey were having a negative impact on the results and did not understand that this was a negative and not a neutral response. The HHLS advised that the College was looking at ways to remedy this to ensure students better understood the process.

The Acting Chair noted that overall the results were better this year than the previous year. The HHLS responded that the College was expecting to see even more improvement in next years results.

The Student Governor stated that the 'pop up' technique used to encourage students to undertake surveys had been successful.

The Acting Chair thanked the HHLS for his report and the HHLS left the meeting.

Agreed: That the position be noted.

7. Apprenticeship Termly Report

The Principal reported that the £2.135m apprenticeship forecast remained the same as reported at the April Corporation Meeting. The College had opened a tendering process for subcontracting but had decided not to pursue this at present. A lot of work was taking place to ensure outcomes and work had commenced on the plan for next year. The end of year report would be provided at the July Corporation Meeting.

The Committee were informed that the employer survey would be reported at the July Corporation meeting. The format, however, had changed from the previous year and therefore a like for like comparison would not be possible.

Agreed: That the position be noted.

8. Strategic Directions – Operational Deliverables and Balance Scorecard 2017/18 including Predicted Achievements

The Chief Operating Officer (COO) highlighted the areas that had improved since the previous report:

- Advanced Learning Loans – take up had increased. The College was working with an external individual on how to continue to increase to take up.
- 16-18 recruitment – had accelerated and hit target for both 16-18 and adult AEB. This had been achieved through increased community engagement activities.
- Retention had increased to 93% for 16-18 and 98% for adults.

The Corporation were then advised that English and Maths continued to be a concern. There had been 'nuggets' of improvement and a fairly good turn out for the GCSE Maths exams. There was a lot more work to do in English but it was anticipated that results for both English and Maths would be up on the previous year. Driving attendance was the key issues.

Stuart Fraser questioned how getting into schools early would help with English and Maths. The COO replied that it was a challenging programme at Level 3 and the College needed schools to work with them to ensure that students were on the correct courses as quickly as possible.

The COO reported that a big focus at present was to build the College's employer base and employer links. Key employers currently on board were: Morgan Sindall, REMPLOY, HUIWEI Academy Status and Saint Gobain/Barnardos.

The Acting Chair asked whether in a future report clarification could be provided on the College's relationship with each employer. The Principal advised that the College was establishing employment skills academies which would articulate this.

The COO provided the key points from the balance scorecard:

- Apprenticeship Levy remained challenging
- Staff utilisation (97%) would outturn at 100%
- Apprenticeship recruitment remained challenging – increasing slowly

- HE recruitment had increased to 65% but work was taking place on this. There was an issue with internal progression to HE and the focus was to make studying local an attractive prospect for young people. The website had been amended to reflect this and new promotional material was being used. A new Director of Marketing had been appointed from Westminster University.
- Predicted vocational result at 88% was expected to change.

Stuart Fraser asked whether students perceived English and Maths as irrelevant. The COO replied that a lot of students have spent years not enjoying the subjects. Doug Trengove added that some students do not give the subjects a chance.

The Principal advised the issue with English and Maths was the whole strategy and not just the work at the College. The level of literacy and numeracy across the borough, however, was improving.

The COO stated that there were no red flags on the balance scorecard for organisational development and targets would be achieved by the end of the year.

Agreed: That the position be noted.

9. QIP 2017/18 Update

The COO reported that six areas remained under Notice to Improve (NTI). Four of these areas were classed as amber/green in terms of risk but two areas remained at high risk: Digital Studies and Motor Vehicle. This was a combination of staffing/recruitment/quality and leadership and management issues within the areas.

Stuart Fraser questioned what actions staff worked through when under NTI. The COO responded that staff were seen monthly. Two Intervention Officers had been appointed this year to work with their teams through the action plans.

The Acting Chair asked how many students there were in Motor Vehicle. The COO replied that there were 80 students and it was taking time to recruit specialists in that area. At present, enrolment numbers in Motor Vehicle had been capped and some programmes had been cut until progress had been made.

The COO advised that the QIP had been RAG rating as requested in the actions of the previous meeting. All areas highlighted red were discussed and noted. Members were informed that Motor Vehicle had impacted on the achievement gap. An improvement working group was looking at strategies to improve attendance.

Agreed: That the current position be noted.

10. Teaching & Learning – Lesson Observations Termly Report

The COO informed the Committee that the lesson observation process had changed to provide a more developmental approach. Outcomes had shown an increase in good or better lessons but there was work to do on modification, checking results. Although the results were displaying 'Excellent' lessons at 30%, observers were citing aspects of the lessons as Excellent and not always the whole lesson.

The Acting Chair referred to the comment on page 3 of the report: 'English and Maths and ESOL continue to receive judgements of Outstanding/Excellent practice as in 2016-17.' The COO advised that this was one of the areas that needed to be checked against the results. There was some exceptional practice for English and Maths but this was often overshadowed due to difficulties with the delivery.

The COO reported that the new observation process was very quick and allowed for reobservations within six weeks. Teaching and Learning Champions were working with

teachers on aspects that needed improving. If there was no improvement in results, then performance management would commence.

In response to a question from the Acting Chair, the COO replied that all teachers would have been observed by the end of the academic year. Tutorial observations would be added to the report going forward. The Principal added that the report needed to differentiate between 16-18, adults, workshops, levels etc.

Agreed: That the position be noted.

11. English and Maths Termly Report

The COO reported that there had been some success in Functional Skills – 933 students had achieved to date. Students not attending exams were now accelerated to ‘at risk.’ Results in Business, Hairdressing, Childcare and Painting & Decorating had improved and great practice was being displayed in Painting & Decorating.

The Committee were advised that English and Maths practitioners working with staff were seeing improvements. Activities to drive improvement had also been successful. The focus for 2018/19 was for English and Maths delivery to start from week one.

Agreed: That the position be noted.

12. Any Other Business

There was no further business.

13. Date and time of next meeting – Monday 26 November 2018, 6.00pm.

The Acting Chair thanked all those in attendance for their contributions. The meeting closed at 7.45pm.

Agenda Item	Action	Responsibility	By (deadline)	Update
	The Committee to ensure that the Corporation are aware of the substantial governance changes with regards to Higher Education.	Chair	Ongoing- next Corporation Meeting.	Ongoing