

MINUTES OF A MEETING OF THE LEARNING AND QUALITY COMMITTEE

Thursday 16th January 2014 at 6pm at NWHC - Seminar Room - Nuneaton Campus

Present: Mrs S Beckett, Dr P Cashian (Chair), Mr C Garnham, Dr P Lavender and Mrs Plant.

In attendance: Mrs Broadway (Interim AP - CSCP), Mr A Crowter (AP - Facilities Management), Mrs R Marshall (Clerk) and Mr Shelton (AP - LSD).

Members agreed that the agenda item 2.4 would be dealt with following agenda item 2.1.

1. Routine and Standing Items

1.1 Apologies for Absence

Apologies were received from Dr Walsh and Mrs Penrose.

1.2 Declarations of Interest

No declarations of interest were made.

1.3 The Minutes of the Last Meeting

The minutes of a meeting held on 14th November 2013 were agreed to be a correct record of that meeting, following an amendment in section 1.3 to the date of the meeting from 6th June 2013 to the 19th September 2013. (Proposer: Dr Lavender; seconder: Mrs Beckett).

Schedule of Actions

See the attached schedule.

(Mr Garnham arrived at 6.05pm)

Matters Arising

Mr Shelton informed Members that the final success rate figure had risen from 90.3% to 90.4%.

2. Learning Teaching and Assessment

2.1 Briefing from the Estates and Facilities Management Team

Mr Crowter thanked Members for inviting him to present to the Committee and provided the following key information about the Estates and Facilities Management Support Area:

- i. A brief overview of the Area including:
 - the budget of £3m;
 - key areas of work and focus;
 - the implementation of the Estates Strategy which had been approved by the Corporation in July 2013;
 - the use and impact of a sustainability on-line learning tool for staff and students;
 - the College's maintenance programme;
 - the Wise Owls nursery business audit and resulting restructure and the positive outcomes from this activity.
- ii. An identification of the Area's strengths, in particular

- its excellent financial control;
- outstanding project management;

Members asked whether the Areas project management skills and experience was shared with other College Areas. Mr Crowter confirmed that this was the case.

- A supported internship which had resulted in full time employment for the intern within the Area.

Members discussed and commended this initiative and expressed the hope that such initiatives would continue within the Area and throughout the College.

- iii. In respect of the Area's impact on improving teaching and learning, Mr Crowter highlighted the recognition that the quality of the estate and facilities increases learner recruitment and success, enhances staff satisfaction and gives confidence to employers and other stakeholders and that the Estates Strategy was designed to meet this need.

Members asked how the Area measured the impact and success of the Estates Strategy. Mr Crowter explained that feedback was received via the Student Parliament, student surveys, information gleaned from classroom observations and audits. Probably the most successful method was from issues raised within the Student Parliament as this provided real comments in real time. Mr Crowter asked Members to note that 98% of all issues raised by staff and students on the electronic job request system were actioned within 24 hours.

Members also asked how the Area could improve on the feedback it received from students. Mr Crowter explained that if there were specific issues, such as the provision in the Refectory, then members of the Team would sit in the Refectory to ask for direct feedback from students. This strategy had been employed previously but could be undertaken more frequently. Generally however, the Team was comfortable with the quality and quantity of feedback it received from students.

- iv. An outline was provided as to the methods by which Equality and Diversity was promoted within the area; particularly
- The increasingly diverse profile of the Team in respect of gender and ethnicity from a baseline of all males who were white English. This had been a significant achievement and was unusual in the sector.
 - The completion of a Walk and Talk Disability Audit.

Members discussed the Audit in some depth asking how the outcomes from the audit had been actioned, what the keys issues for College campuses were and what other similar activities were being undertaken.

Mr Crowter stated that most of the issues arising from the Audit related to signage around campuses and these recommendations were being progressed; 99% of the College's campus were accessible for individuals with disabilities, the top floor at Harrowbrook could not be accessed and there were problems with the public lift at Nuneaton; risk assessments were regularly undertaken and reasonable adjustments were made when they were required.

Members suggested that the high level of accessibility throughout the College's estate should be flagged up and emphasised in the College's marketing strategy.

- v. The main challenge for the Area was identified as the need to continue to improve standards within an environment of reduced funding. The strategies being employed to meet this challenge were summarised and Members were asked to note the reduction in grant funding opportunities.

Members highlighted the need to consider the provision of value for money within the strategies to meet the funding challenges.

- vi. A number of ways by which the Committee could assist the Area were proposed. Members also considered it would be helpful to hold meetings at other campuses and visit specific areas to familiarise themselves with issues raised and strengths identified in the Estate provision.

Members thanked Mr Crowter for his presentation and the work of his Team.

(Mr Crowter left the meeting and Mrs Broadaway arrived at 6.35pm)

2.4 **Adult and Community Learning Strategy**

Mrs Broadaway introduced the paper which presented the Adult and Community Learning Strategy and identified the following points:

- i. The Strategy was aligned to the College's mission and values and reflected the impact of the funding reforms which had been introduced for 2013-2014.
- ii. A key element of the Strategy was to engage with a wide number of people and communities irrespective of their ability to pay for the provision.
- iii. There had been a move away from working with small groups of people or specific individuals due to funding changes.

Members commended the principle that those who could afford to pay for the provision would be charged and this would extend the provision for those who could not afford to pay.

- iv. A key focus of the provision was to raise aspiration and improve social and economic wellbeing. Courses provided would concentrate on areas such as self-esteem, confidence building and raising aspiration rather than the more traditional offers such as floristry.

Members commended this focus as absolutely key and were pleased to see that socio-economic issues were being highlighted as set out in the Equality Strategy.

- v. A community development worker had been in post for 3 months and was currently auditing what was already being provided by external organisations to ensure the College offer did not duplicate what was already being provided, plugged gaps and took advantage of opportunities.
- vi. The identification, recognition and celebration of achievement was an important aspect of the Strategy.

Mrs Broadaway then described the initiatives being undertaken to develop the provision which included working with The Midland Academies Trust academies and local children centres. This enabled the College to start to engage with people, develop capacity and identify available funding.

Members discussed the initiatives and noted that they provided huge opportunities to develop the provision, whilst recognising the time it would take to build.

Following discussion, Members commended the Strategy and the excellent work being undertaken and agreed that it provided a number of exciting opportunities for the College, adult learners and the community.

(Mrs Broadaway left the meeting and arrived at 7pm)

2.2 **Verbal Update**

i. **Recruitment**

Mr Shelton provided the following update on current recruitment numbers:

- i. **16-18 year olds:** a total of 2275 students of which 2088 were full time and 187 part time. This meant in respect of allocation numbers the College was 33 students below full time allocations and 300 students below part time allocation numbers.

In answer to a Member's question Mr Shelton confirmed that no new staff had been engaged and that the existing cohort of staff were being fully utilised.

- ii. **16-18 apprenticeships:** the College was £70k above its allocation for the same time last year. It was however not possible to give a headcount figure at this time. Apprentices were spread across all curriculum areas, however there were some significant increases in certain areas such as engineering.

Mrs Plant stated that this was a low risk area as the Government was pushing the apprenticeship agenda and promising additional funding.

- iii. **Adult Skills Budget:** significant work was being undertaken to achieve the allocation although numbers were looking strong. this was an area that was being closely monitored.

Members discussed the risks for future finding allocations, associated with over achieving the 16-18 allocation in the light of recent communications from the Education Funding Agency (EFA). Mrs Plant explained that she was writing to the EFA to seek clarification in respect of the position and to raise a number of issues.

ii **Attendance**

Mr Shelton provided the following update:

- i. The current target for attendance was 90% - attendance figures for the autumn 2013 term were 89.77% compared to 86.71% for the same time in the previous year. There had been a significant incidence of student illness in the autumn term.
- ii. The best attendance rates were in floristry (93.71%) and the worst were in business and management (84%). It was noted that there was a small cohort of students in business and management and therefore any absences had a significant impact on the overall figure.
- iii. The attendance monitoring process had been further strengthened and curriculum directors were provided with very detailed data about students and were therefore able to hold their staff to account.
- iv. The considerable amount of data available also meant that students at risk of not attending could be supported, to increase their attendance and engagement.

Members asked why 85% attendance had been taken as the trigger point for intervention. Mr Shelton explained that this meant students would only be attending 1 in 5 lessons and therefore were at significant risk of not achieving.

iii. **Destination Data**

Mr Shelton highlighted the following matters:

- i. destination data was only required for funding returns in respect of work based learning, although the College was seeking to capture destination data on a much wider basis;
- ii. a number of IT solutions were being developed to assist in the capture of the data including MyBox;
- iii. the information was important as it enabled the College to make different offers to students or to re-engage with them in a different and more appropriate way and to fill curriculum gaps and extend the offer.

Members suggested that it might be helpful to use the data to develop case studies which could be used in marketing the College.

Members asked when it would be possible to have a regular report on destination data. Mr Shelton confirmed that this would be possible in 2014-2015 when it would follow the success rate data cycle.

2.3 College Quality Improvement Plan (QIP) 2013-2014

Mr Shelton introduced the paper which presented the QIP for 2013-2014. The QIP set out all the areas of improvement identified in the College SAR for 2012-2013, including actions carried forward from the previous QIP and outstanding actions from the Ofsted inspection.

Mr Shelton then highlighted progress in the following key areas:

i. Quality of Teaching and Learning:

- develop staff skills in managing challenging behaviour - there had been a significant focus on staff CPD and training events and on the delivery of tutorials on student attendance and punctuality;
- development of the College website - the website was currently being re-designed to make it much more accessible and to provide further information
- information to students on the availability and use of ILT resources - the breadth of work being undertaken was outlined.

ii. **Action 1 - embed Equality and Diversity into curriculum materials:** there was a significant focus on this piece of work with the implementation of the observation strategy, the commencement of internal quality inspections, the sharing of good practice, the delivery of CPD and the development of teaching materials and awareness raising.

iii. **Action 3 - extend the competition ethos inside the classroom:** The Midland Academies Trust staff CPD day had taken place which had included competition work and a particular focus on academic competitions. A considerable number of ideas were being shared in this area.

iv. **Action 4 - development of project based learning:** a variety of project activities being undertaken were outlined.

Members discussed issues relating to project based learning to understand what was happening around the College and how best practice was being shared.

v. **Action 6 - increase use of stakeholder feedback to inform curriculum planning:** this would include the use of employers in internal quality inspection. The external validation of the Self-Assessment Report had been a good example.

Following discussion, Members received the paper.

2.5 Parent / Carer Survey Outcomes

Mr Shelton introduced the paper and summarised the outcomes. A key action arising from the survey was that the numbers of parents / carers completing the survey at further consultation events should be increased. The sample on this occasion was only 30 individuals

Members discussed this matter and suggested that students could be asked to 'interview' parents / carers at the next occasion and consideration might be given to using an electronic, rather than paper based survey.

Following discussion, Members received the paper.

Mr Shelton then informed Members that the College had been accredited with the new Work Experience Fairtrain Quality Kitemark and had achieved the silver award. Members expressed their congratulations at the achievement of the Kitemark.

3. Governance

3.1 Risk Report Review

Mrs Marshall introduced the paper, highlighted the single risk for which the Committee was responsible for and asked Members to consider the risk and review migrating actions, the

status of the current risk assessment and score and determine whether there were any additional risks to be considered.

During discussion, the following matters were considered:

- i. the slow progress in respect of the MyBox development, which was understandable due to the complexity of the system and the fact it was to be rolled out to North Warwickshire & Hinckley College and South Leicestershire College;
- ii. that the actions identified within the Quality Improvement Plan would also add to the mitigating action done and to be done. **ACTION 18 RAM**

Due to the slow roll out of the MyBox development, Members agreed the risk should remain as a medium risk.

3.2 Corporation Quality Improvement Plan 2013-2014

Mrs Marshall introduced the paper which set out the Corporation's agreed Quality Improvement Plan (QIP), highlighted the three actions that the Committee was responsible for and asked Members to consider how the actions should be progress.

During discussion, the following matters were considered:

- i. that the engagement of learners and staff in the work of the Committee would be considered at its meeting in March 2014;
- ii. the monitoring by the Committee that was being undertaken in respect of implementing and embedding Equality and Diversity;
- iii. that link Members would be invited to Committee meetings on a regular basis and other methods considered to enable the dissemination of the Committee's findings to the Committee.

Following discussion, it was agreed that Mrs Marshall would record all relevant areas of progress in the Quality Improvement Plan progress record form. **ACTION 19 RAM**

3.3 Link Scheme 2013-2014

Mrs Marshall introduced the paper which presented the link reports from meetings Members had undertaken with their link members of staff in the autumn 2013 term. Mrs Marshall reminded Members that the reports were being presented to the Committee in line with a proposal arising from discussions at the previous Corporation meeting.

During discussion, the following points were raised:

- i. that learning walks be included on the link report form;
- ii. that the questions Mr Shelton was developing to provide a steer to Members should be included on the report form;
- iii. that Members should be reminded to agree their report with their link member of staff;
- iv. the fact that there were no barriers to Members being able to undertake learning walks and classroom observations showed the maturity of the College;
- v. the Search and Governance Committee should be asked to establish a link with E-Services, as it had a significant role in supporting the delivery of the curriculum and learning and teaching. Dr Cashian agreed that he would be the Link Member. **ACTION 20 CG**

Following discussion, it was agreed that the proposed amendments to the link report form be made and circulated to the Committee. **ACTION 21 RAM**

4. Other Matters

4.1 Meeting Summary Review

Dr Cashian highlighted the following matters:

- i. Members had been very reassured by Mr Crowter's presentation and the issues he had highlighted in respect of the work undertaken by his Team to underpin and support the curriculum strategy and learning, teaching and assessment.
- ii. The presentation on the Adult and Community Learning Strategy had been very clear and had promoted much discussion by Members. Information about the innovative initiatives being undertaken in the community and the way in which the Strategy was being rolled out by taking small steps and building capacity and engagement was positively received by Members. The Strategy which was re-focusing and re-emphasising the work being undertaken to promote adult and community learning was commended.
- iii. A range of data relating to recruitment and attendance had been provided which showed, in general, a very positive picture; however it was clear that due to external pressures there was some risk accompanying the increases in student numbers.
- iv. The Committee had been provided with several reports focusing on different aspects of quality improvement which would continue to be monitored by the Committee.

4.2 Release of Papers

Members agreed that all papers should be released with the exception of:

- i. Agenda item 2.3 - College Quality Improvement Plan as it was considered to be commercially sensitive;
- ii. Agenda item 3.3 - Link Member reports as they were considered to be commercially sensitive.

4.3 Date of the Next Meeting

Members agreed that the date and time of the next meeting would be Thursday 20th March 2014 at 6pm at the Hinckley campus.

The meeting ended 8.05pm

Signed: Date:

Schedule of Actions - Learning and Quality Committee - 16th January 2014

Meeting Date	Action No.	Minute Reference	Action	By Whom	By When	Action Status
11.4.13 / 6.6.13	8.	6ii. / 6ii	Arrangements to be made to 'test' the dashboard with Corporation Members.	AP(LSD)/ Chair SQP	18.7.13	Ongoing To be made once development is ready
6.6.13	13.	9. / 10.	Discussion brought to Corporation on Corporation's role in supporting good teaching, learning and assessment.	VP (C&Q)	Autumn Conference: 8-9 Nov 2013.	Complete Discussion undertaken by the Corporation at its meeting on 12 th December 2013
19.9.13	15.	3.2	Risk report to be updated appropriately.	Clerk	14.11.13	Complete
21.11.13	16.	2.5	Consideration as involvement of the Student Voice within the Committee and what information relating to Student Voice to be received by the Committee.	Committee	20.3.14	
21.11.13	17.	2.2ii	Report on the student destination data position.	VP (CQ)	19.1.14	Complete
16.1.14	18.	3.1	Update of the Risk Report.	Clerk	20.3.14	
16.1.14	19.	3.2	Update of the Quality Improvement Plan.	Clerk	20.3.14	
16.1.14	20.	3.3	Search and Governance Committee to be asked to include a link with E-Services	Search & Governance Committee Chair	23.1.14	
16.1.14	21	3.3	Amendment of the Link Report	Clerk	31.1.14	