

Minutes of the Self-Assessment Validation Meeting of the Quality & Equality Advisory Committee held on 10 October 2018

Present Mr B Armstrong (Chair)
Mr J Bolt
Ms T Aust
Ms C Singh
Mr S Wilcox
Mr A Hillman
Ms A Patterson

Also present Mr J Allen
Ms K Lehman
Mr G Baker

The meeting commenced at 14.00.

APOLOGIES, DECLARATION OF INTERESTS

1. Apologies received from Andrew Ward.
2. There were no declared interests.

SELF-ASSESSMENT VALIDATION - PROCESS

3. Changes to the self assessment process and the proposed grading were outlined to the Committee. In line with the Ofsted inspection framework, grading is now on types of provision, not curriculum areas. The approach taken for this year's self assessment is to grade both types of provision and curriculum areas.
4. It was noted the other change is the use of the same grade profile used by Ofsted - this being a Grade 1 for Outstanding, a Grade 2 for Good, a Grade 3 for Requires Improvement, and a Grade 4 for Inadequate.
5. It was confirmed that the Corporation would be asked to approve the final version of the College's Self Assessment Report (SAR) at the Corporation meeting scheduled to take place on 12 December 2018.

SELF ASSESSMENT REPORT (SAR) – PROPOSED GRADES

6. The Group asked for a summary of the College achievement data across provision types and the following data was reported to the meeting:

Provision	2017-18	2016-17
16-18 Study Programmes	81%	82%
14-16	98%	62.5%
High Needs	82%	87%
Adult Programmes	88%	91%

College Overall	85%	86.5%
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9. The Group noted the grades that had been awarded in the November 2017 Inspection as per table below.

Provision Types	Ofsted Inspection 2017
14-16 Provision	2
16-19 Study Programme	3
Adult Provision	2
High Needs Provision	3
Apprenticeship Provision	3
Key Judgements	
Overall Effectiveness	3
Leadership & Management	3
Quality of Teaching, Learning & Assessment	3
Personal Development, Behaviour & Welfare	3
Outcome for Learners	3

The provisional grades below provided by Curriculum Directors prior to this initial stage of validation.

Curriculum	Proposed Grade
Health & Care	3
Science & mathematics	3
Engineering and manufacturing technologies	1
Construction, planning and built environment and catering	2
Information & Communication Technology	3

Hair, Beauty & Specialist Makeup	3
Travel, Tourism and Sport	3
English & maths - Core Skills	3
Preparation for life and work (ESOL)	2
Preparation for life and work (Basic Skills)	3
Preparation for life and work (SLDD)	3
Business	2

7. Curriculum Directors and Curriculum and Quality Team Managers (CQTM)s attended the panel validation meeting to present curriculum SARs and quality improvement plans for each of their curriculum areas. Panel members expressed their concern over the provisional grades that were presented, and over the inconsistency of content and format of the SAR documentation. Panel members were invited to ask questions arising from the presentations.

8. During the review of SARs, the following key points were noted:

- The Quality Improvement Action Plans require more work to ensure all curriculum areas are following a consistent approach. In particular, a more detailed summary of the actions being taken to drive the improvements was required.
- There needs to be a consistent approach on the use of language in the SARs
- There must be a priority across all SARs to summarise the actions that have been taken since the last inspection, as this will be a key focus of Ofsted when they next visit.
- The SMT is encouraged to provide a standard template to be used by colleagues for the presentation of data to ensure consistency across all SARs
- It became clear during conversation with the Curriculum Directors and CQTM)s that many improvements have been made across the 'judgement areas', post inspection, but that these are sometimes lost in the SARs' formal statistics and inadequate qualitative comments. Panel members therefore reiterated the need to highlight the positives in the SARs on the good areas and strengths, including evidence of progress made since Inspection.
- Reference should be made to the key College headlines on achievements, progress and impact of actions carried out post Ofsted – January-July 2018.
- Colleagues should be more prescriptive on format and contents for SARs to enable a more consistent approach across all curriculum areas
- Arrangements should be made for internal peer to peer presentation of SARs followed by moderation by the Executive before the SAR validation panel meeting takes place

9. As there are a high proportion of 'requires improvement' self assessment grades, it was agreed a particularly strong narrative is required in the College SAR to explain the context for this. In particular, on learner outcomes, where there has been a decline in some curriculum areas since the last inspection. In addition, the focus must not just be on learner outcome data, as learner outcomes also includes progression and progress.

10. In terms of Ofsted, it is expected that a monitoring visit will soon be confirmed.

11. In previous years the SAR validation meeting has either validated the proposed self assessment grade or proposed a different grade. As this meeting was held earlier in the academic year compared against previous years, in order to be prepared for the expected Ofsted monitoring visit, it was **AGREED** to add an additional stage to the self assessment validation process before grade validation can be confirmed. This will involve taking note of the comments made at this meeting and for the Executive to conduct a moderation exercise on curriculum SARs. The aim is to present updated curriculum SARs, and the accompanying College narrative, at the scheduled meeting of the Committee on 07 November and for self assessment grades to be validated at this meeting.

ANY OTHER BUSINESS

12. There was no other business.

DATE OF NEXT MEETING

13. Wednesday 07 November 2018 @ 1700.

The meeting closed at 19.00

Signed: _____ Date: _____
(Chair)