

**Minutes of a Meeting of the Quality and Equality Advisory Committee held on
Wednesday 07 November 2018**

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

Also present Mr J Allen (Clerk)
 Mr D Evans
 Mr G Baker

The meeting commenced at 6.00 p.m.

APOLOGIES & DECLARATIONS OF INTEREST

1. Apologies were received from Mr A Ward.
2. There were no declared interests against any of the agenda items.

MINUTES

- 3 It was **RESOLVED** that the minutes of the meeting held on 13 June 2018 be confirmed as a correct record and signed by the Chair (Paper 1).
4. It was **RESOLVED** that the minutes of the SAR Validation meeting held on 10 October 2018 be confirmed as a correct record and signed by the Chair (Paper 2).

SUMMARY ACTION LIST & MATTERS ARISING

5. The ‘*Summary Action List*’ was received (Paper 3) and the following updates were made available against each of the action points from the previous meeting:

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	COMMENTARY / UPDATE FOR MEETING 07 NOVEMBER 2018
177 - June meeting	The length of the PIAP - It was agreed there is a need to review the format for the next PIAP.	Agenda item
180- June meeting	The 2018/18 PIAP and the 2018/19 Development Plan will be subject to Board approval in the autumn term.	Agenda item
196- June meeting	Learner Walks: For 2018-19, the following was AGREED:	

	<p>(i) To provide at the start of the next academic year more comprehensive training for governors in order that they know how to conduct a Learning Walk;</p> <p>(ii) Link visits to be conducted, after the validation of the SAR in November and by the end of February, with an evaluation of the visits conducted to be made available to the spring meeting of the Committee; and</p> <p>For the schedule and organising of link visits to be co-ordinated by the College on behalf of Governors.</p>	<p>To be arranged</p> <p>To be carried out December - February</p> <p>To be arranged</p>
208- June meeting	It was agreed to request the Executive to review Risk 7 as the risk on achievement rates is now more specific to English and maths which is covered under risk 45.	Agenda item
11 - October meeting	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.	Agenda item

6. It was **RESOLVED** to note the '*Summary Action List*'.

CURRICULUM SELF ASSESSMENT REPORTS (SARS) AND FINAL VALIDATION GRADES

7. At the SAR validation meeting held on 10 October, it was agreed to add an additional stage to the self assessment validation process before grade validation could be confirmed. This additional stage was to take note of the comments made at validation meeting and for the Executive to conduct a moderation exercise on curriculum SARs, and to present final self assessment grades for validation at this meeting.

8. The following points were brought to the attention of the Committee:

- The curriculum SARs cover what Ofsted will be looking for and although this is not necessarily the ideal, it is what is needed to be done this time around
- There are still revisions needed and these will be made but there should be sufficient information to form a judgement

- There is a clearly a need for more training on writing SARs which will be incorporated into CPD plans this year
- All QIPs are being reviewed/updated as part of the Post Inspection Steering Group
- Health & Care and Science both have SARs that have been written in different formats but this has been accepted on this occasion due to staff shortages
- The curriculum areas that require focus are those that have been graded 3. ICT although graded a 3, this is a 1 year dip and the Executive are confident that this will be turned around. VPAM, SLDD, Health & Care, Science and E&M are the ones that the Executive will need to keep a greater focus on.

9. The proposed grades for approval were confirmed in the table below. Two grade changes were proposed following moderation by the Executive. For Hair, Beauty/Specialist Makeup, and Travel, Tourism and Sport, the proposal is to change the self-assessment grade from a '3' to a '2' due to better outcome data and firm evidence of good teaching, learning and assessment.

Curriculum	Proposed Grade (updated grade following Executive moderation) in brackets)
Health and care	3 (3)
Science and mathematics	3 (3)
Engineering and manufacturing technologies	1 (1)
Construction, planning and built environment AND Catering	2 (2)
Information and communication technology	3 (3)
Hair, Beauty/Specialist Makeup	3 (2)
Travel, Tourism and Sport	3 (2)
Visual and Performing Arts and Media	3 (3)
Preparation for life and work (ESOL)	2 (2)
Preparation for life and work (E&M)	3 (3)
Preparation for life and work (SLDD)	3 (3)
Business	2 (2)

10. On English and maths it was reported overall, 73% of provision is 'good' and is progressing well. Level 2 remains the issue but functional skills at Level 2 is being replaced with GCSEs. A range of activities have been put in place and these have had a positive impact, so the question to be asked by the Committee is provision now better than 'Requires Improvement'? The Committee agreed the outcomes for this area are 'Good' and the impact of the improvements implemented by leaders makes leadership and management to also be 'Good'. Personal development and welfare remains 'Requires Improvement' due to attendance issues that have yet to be fully addressed.

11. Following review, it was **AGREED** to change the self assessment grade for English and maths to a grade 2 - 'Good'.

12. Subject to this change, it was **RESOLVED** to approve the self assessment grades proposed for each curriculum area.

13. The Principal provided an update on the overall College SAR that will be finalised and presented to the December Board meeting for approval. In terms of proposed grades for types of provision and key aspects, the grade profile is looking to be Grade 2 - 'Good' across all areas.

14. The Committee sought assurances that a robust self assessment process had been followed with sufficient challenge. In response the Principal stated that the key driver in decision-making on grades had been 'Is there enough evidence to demonstrate impact and improvements in those areas identified at the last inspection of requiring improvement?' The key document for this was the Post Inspection Action Plan. Key area that required improvement - such as work experience and high grades, have been addressed. Apprenticeships, another key area requiring improvement, are showing a three-year trend of improvements.

PERFORMANCE MONITORING REPORT (GOAL 2 & GOAL 3)

15. As agreed, the Development Plan 2018-19 (Paper 5) focuses on Goal 2 (*To be INNOVATIVE and RESPONSIVE to current and future needs of our communities*) and Goal 3 (*To provide an EXCELLENT environment and resources*).

16. As the Development Plan 2018-19 was only signed off by the Executive at the end of October, many of the actions are assessed as being 'Amber', as it is too early to make an assessment on progress.

17. It was **RESOLVED** to note the Development Plan 2018-19.

POST INSPECTION ACTION PLAN (GOAL 1)

18. As agreed, the Post Inspection Action Plan 2018-19 (Paper 6) focuses on Goal 1 (*To provide an OUTSTANDING learning experience for all students*) and is to be kept separate from the Development Plan. This was a strategic decision taken to focus on teaching, learning and assessment.

19. The PIAP is still in draft as final updates are required. Elements of the PIAP need to be either shown as completed or carried forward into the new plan and this work is still in progress.

20. Section 7 - 'Governors have not challenged leaders to improve TLA' - it was noted that this section needs to be updated with specific examples of challenge and impact from Governors. This to include revised focus on governor visits with learner walks being a significant part of visits; more evidence of challenge recorded in minutes; more focus of the work of Governors on teaching, learning and assessment. To take this forward the Chair volunteered to draft an update for this section demonstrating action and impact.

21. It was **RESOLVED** to note the PIAP.

ACHIEVEMENT RATE 2017-18 REPORT

22. The 'Achievement Rate 2017-18 Report' was received (Paper 7) was received.

23. As achievement data had been subject to review through the agenda items on Curriculum SARs and the PIAP, it was agreed to **NOTE** the achievement data reported in the report.

24. The key fact welcomed by the Committee was that the College's overall achievement rate is above the National Rate by 1.7%. College achievement continues to be above the National Rate and has been so for the past three years.

25. Emerging achievement gaps for 2017-18 were identified and reported as follows:

- Achievement rates by ethnicity show that three groups (Asian, White and Other) out of the 4 significant ethnic groups have achievement rates which are in line with College achievement rates. Further work is required for one key ethnic group, Black students (17% cohort) whose achievement rate at 80% is 5% below the College rate. This is primarily at Level 1 and Level 2 and is partly as a result of English and maths achievement.
- For students that have disclosed a learning difficulty or disability (LDD), there is a 4% gap between their achievement at 81% compared to those who have not disclosed any learning difficulty or disability at 85%. Analysis shows that this is as a result of lower achievement in English and/or maths.

26. It was confirmed, and welcomed, that the Post Inspection Action Plan proposes a range of actions to improve identified achievement gaps.

HE DISCUSSION

27. The Chair asked for this to be put on the agenda as he was conscious that Higher Education had not been subject to any detailed discussion by the Committee for some time against the back drop of greater competition for HE students, lower student numbers, and loss of income.

28. It was agreed there was a need for a strategic review of HE provision and it was **RESOLVED** to receive a strategy paper for discussion at the spring Board strategy meeting scheduled for Wednesday 13 February 2019.

RISK REGISTER

29. The College report '*Risk Register*' was received (Paper 8), highlighting the areas of focus relevant to the Committee. The Audit Committee had requested that

each Committee be asked to review as to whether there are sufficient and robust sources of 'Independent Assurances', against each risk, that falls under the terms of reference of the Committee, and whether identified 'Governor Oversight' arrangements are adequate and fit for purpose.

30. The Clerk advised that the Committee could also add to the Risk Register as to whether any new risks had been identified through discussions during the meeting.

31. It was agreed no new risks had been identified at this meeting.

32. It was **RESOLVED** to note the '*Risk Register*'.

ANY OTHER BUSINESS

33. There was no other business

DATE OF NEXT MEETING

34. Wednesday 06 March 2019 @ 1800.

The meeting closed at 19.20

Signed: _____ Date: _____
(Chair)

SUMMARY ACTION LIST

Min	Action	Review Date
20	Section 7 - 'Governors have not challenged leaders to improve TLA' - it was noted that this section needs to be updated with specific examples of challenge and impact from Governors. This to include revised focus on governor visits with learner walks being a significant part of visits; more evidence of challenge recorded in minutes; more focus of the work of Governors on teaching, learning and assessment. To take this forward the Chair volunteered to draft an update for this section demonstrating action and impact.	6/3/19
28	It was agreed there was a need for a strategic review of HE provision and it was RESOLVED to receive a strategy paper for discussion at the spring Board strategy meeting.	13/2/19 - Board strategy meeting