

**Minutes of the
Academic Standards and Quality Development Committee
held on Tuesday 21 June 2016 at 8.00am
in Room 814 at the Matthew Boulton Campus**

Present:	Apologies:
Veronica Docherty (VD) (Chair)	
Jenni Ord (JO) (up to item 6)	
Andrew Cleaves	
Henry Millin (HM)	
In Attendance:	
Adrian Morris (AM)	
Liam Nevin (LN)	
Tony Dennant (TD) (For items 5, 6 and 7)	

Apologies for Absence

Apologies were received from Dagen Thompson.

Declarations of Interest

There were none save for those already recorded in the Register of Interests.

Item 1 - Minutes of Meeting held on Tuesday 8 March 2016

The minutes were approved as an accurate record of the meeting

Matters Arising and Action Log

VD asked whether steps were being taken to appoint a HE lead and the Principal advised that the matter was in hand.

AM advised that student feedback would be incorporated into the performance report from the beginning of the 16/17 academic year.

Item 2 (i) – Teaching and Learning Assessment Strategy

AM advised that the proposed strategy had been revised as a response to an ongoing review of performance throughout the year and latterly the Ofsted feedback from their recent support visit.

The report reflected on the lessons learned throughout the year and provided further detail on the five point plan which had been developed further since the last Corporation meeting, and the steps necessary to ensure quicker and more effective interventions in order to drive performance improvements.

VD stated that the document appeared to be more focussed than its predecessor but reflected that the effectiveness of implementation of the current strategy for 15/16 had been hindered by resource issues and she sought assurance that AM was confident that the resources were in place to implement the amended strategy from September.

AM advised that curriculum planning was well developed, the majority of timetabling had now been completed and recruitment plans had been agreed and were being implemented. The College was well ahead in its preparations compared to the last year and he was therefore confident.

JO stated that the plan on a page was well presented but questioned what the measures were to deliver the five point plan, and by which governors would receive assurance.

AM advised that every objective would have an action and this would be monitored and reported on through the QIP.

The Principal advised that the objective was to produce a single schematic that would demonstrate the relationship between the objectives and the measures of achievement. However, this process of assurance had not been completed and there was currently an overreliance on narrative in reporting. The Quality Team had been tasked with completing this work. It would be necessary to finalise this work before the start of the new academic year. It was agreed that the outcome of this work would be subject to discussion with VD and JO in accordance with this timescale.

JO also proposed that the committee undertake a "deep dive" into one of the five features of the five point plan to explore delivery arrangements further.

VD asked how the plan would factor in value added measures. AM advised that this would be delivered through the arrangements for tutorials. There would be realistic but stretching targets with weekly milestones tailored to each student. An employability assessment would be introduced from September with individual development plans for students.

VD asked for a summary of the current position with grading of teaching quality and in particular whether there was improvement being demonstrated in the number of teachers with grade 1 or 2 assessments.

AM advised that approximately 15% of assessments had been graded at 3 or 4 and there was a process of coaching and re-observation for these. Six staff had been identified as requiring performance management. The Principal advised that he was not satisfied with the management of capability for those staff who were not showing the required standard of improvement and he was requiring AM to secure a quicker resolution.

Accordingly it was

RESOLVED

- **That the Committee recommend the Teaching Learning and Assessment Strategy for 2016/17 to the Corporation.**
- **That the delivery measures associated with the five point plan be completed prior to September 2016 and that these be subject to scrutiny by the committee's independent governors.**

Item 3 – Quality Strategy 2016-17

AM presented this report and advised that the strategy reflected the College wide objectives and also incorporated the outcomes of the educational character workshops run by each Head of College.

The Principal advised that, whilst the support of the Committee to the strategy as presented was being sought he recognised that the strategy needed to achieve a stronger focus on improvement rather than measuring. The Head of Quality would be tasked with reviewing the

strategy as a priority and therefore it would need to be reconsidered by governors within the next three to six months.

JO agreed that the document emphasised measurement disproportionately and that consideration needed to be given to the extent of repetition and also how the strategy would be communicated to staff as part of a clearly understood package of connected policies.

The Principal agreed with this analysis and stated that one of the immediate tasks would be to produce a clearly understood schematic that achieved this clarity.

JO also suggested that in reviewing the document consideration should be given to the extent to which equality and diversity objectives and good practice underpinned the proposals.

Accordingly it was

RESOLVED

- **That the Committee recommend the Quality Strategy to the Corporation, having regard to the further actions to be taken to develop the strategy as reflected in the preamble to this minute.**

Item 4 – Performance Update

AM presented the report and advised that the forecast success rate for apprenticeships was 73%. Minimum standards of performance for apprenticeships in 2014/15 had identified that 32.2% of total apprentice provision was below minimum standards. This was below the 40% threshold at which the SFA would require a business case but the College would be required to carefully manage and monitor frameworks which were not achieving the minimum standard achievement rate.

AM further advised that the forecast for 2015/16 was that 38% of provision would be below the minimum rate.

The forecast success rate for classroom learning was for a marginal improvement in success rates to 81%. In responding to the lessons learned over the course of the year and challenge from the Ofsted support visit, student progress on study programmes was being more closely managed and assessed, and a new metric had been introduced to forecast study programme achievement rates. A further measure had been introduced to measure tutorial impact and this measure would be developed further to assess the qualitative experience of students.

VD questioned whether the College was confident in its forecasting and AM advised generally that there was a high confidence in the forecasts which had been developed through three termly review boards. However, he had some doubts as to whether the English and Maths forecasts were sufficiently robust.

JO noted that the forecast study programme achievement rate was 77% but that the narrative presentation of the data did not assist in testing or understanding the underlying methodology, and that tabulated presentation of the data was preferable to assist governors with assurance.

JO further noted that the focus on study programmes needed to assess the College's impact to preparing students either for work or higher education and that this was an important component of the College's strategy.

The Principal agreed with JO's observation and stated that the challenge was to ensure that the critical delivery measures were being identified and reported on, and that this was part of the programme of work that the Director of Quality would be undertaking.

Accordingly it was

RESOLVED

- **That the Committee note the report**

Item 5 – Big Teaching and Learning Survey

AM introduced the report and advised that the survey had a very good response rate with over 15,000 replies. The overall satisfaction rate had also increased by 5% to 83%.

The Principal advised that the responses provided a firm basis to understand what students liked and disliked and which would inform College improvement plans.

JO suggested that some information on how each College would work with students to test out the conclusions drawn from the data and how that would be acted upon would be useful and should be reported to the Corporation. TD advised that each College had a focus group which helped with dissemination of messages from the survey. In addition students were being involved in activities to address areas dissatisfaction. Catering audits were one example of this.

VD noted that the survey contained a question on student destination and suggested that the information gleaned could assist the College in preparing students better for work or higher education.

JO questioned whether any follow up activity had taken place with students and staff to test the results and the planned actions to address areas where students were reporting dissatisfaction.

TD confirmed that the results had been validated with student groups and that discussions with staff had taken place through the leadership and management briefings.

VD questioned what actions were being taken in areas such as health and social care where the results had identified higher levels of dissatisfaction and TD advised that the results allowed for a College specific analysis and this indicated that the problems in this area were particularly in relation to Sutton College. AM acknowledged that performance management issues had been identified in respect of a small number of staff, and which would now be addressed.

Accordingly it was

RESOLVED

- **That the Committee note the report**

Item 6 – Equality Report

JO introduced the report and advised that the objectives had not altered since the previous annual report and she was satisfied that these were the right objectives for the College and that the report set out the progress against these. She noted that the Equality Committee had not been well attended and asked that consideration be given to this.

At this point JO gave apologies for the remainder of the meeting

VD asked if there was clarity around the causes of achievement gaps between different protected groups, and therefore whether the actions identified were the right ones.

AM advised that greater clarity was needed in understanding what was driving improvements and agreed that the development of measures to better understand cause and effect in this area needed to be addressed as part of the development of measures for the Teaching and Learning Strategy.

Accordingly it was

RESOLVED

- **That the Committee note the report**

Item 7 – Harborne Academy – Progress Update

TD presented the report and advised the Committee on the outcome of the recent Ofsted re-inspection which had determined that insufficient progress was being made and that Leadership was now graded as 4.

The Principal advised that as a representative of the College as sponsor he had expressed to the Head Teacher dissatisfaction with progress in the Academy. He had asked for a high level action plan showing how the Academy Leadership Team intended to address the weaknesses in leadership and delivery. Once he had considered this a decision would need to be made about the strength of the plan and the suitability of the existing leadership team to deliver the required improvements.

Accordingly it was

RESOLVED

- **That the report be noted**

Any Other Business

VD stated that she had been briefed on the progress with the current marketing campaign and noted that the College was currently short of its profiled target.

The Principal clarified that 16-18 recruitment was ahead of target but 19+ was behind and additional funding had been approved to target improvements in this group. This would include a mixture of on-line and traditional physical marketing material.

VD noted with approval that marketing material would combine a mixture of both on- line and physical content and hoped that colleges such as Sutton and Stourbridge would display enrolment information that was visible from the road.

There being no further business the meeting was closed.

Date of the next meeting – TBC

Signed: (Chair)

Dated: 6/12/2016