

**Minutes of the
Academic Standards and Quality Development Committee
held on Thursday 13th June 2019 at 8.00am
in Room 814 at the Matthew Boulton Campus**

Present:	Apologies:
Sam Coles (SC) Staff Governor	Keith Horton (KH)
Veronica Docherty (VD) (Acting Chair)	
Cliff Hall (CH) Principal	
Prue Huddleston (PH)	
Sir Dexter Hutt (SDH)	
Daniel Millington (DM)	
Angela Myers (AM)	
Jane Smith (JS) Staff Governor	
In Attendance:	
Luke Adams (LA) – Item 6: Forecasting Report	
Joanne Crowther (JC) Minutes	
Hazrat Islam (HI) (ESFA Observer)	
Anna Jackson (AJ) – Item 4: HE Annual Monitoring Report	
Alison Jones (AJO) – Item 7: Equality and Diversity	
Raha Karvar (RK) – Item 4: HE Annual Monitoring Report	

Apologies for Absence

Keith Horton

Declarations of Interest

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

Item 1 - Minutes of Meeting held on 7th March 2019, Action Log and Matters Arising

The minutes of the previous meeting were agreed as a true and accurate record.

The action log was noted, and it was agreed that both items would be addressed through the agenda.

Feedback on any learning walks – PH confirmed that she visited Erdington Skills Centre. A formal learning walk was not conducted, but a lot of good practice was observed. AM confirmed that she observed a staff development session but felt that it was not as focused as it could be. This was fed back to the deliverer.

Item 2 – Assistant Principals – Priorities and Action Plans

AJ gave members a presentation on Sutton Coldfield priorities for development following initial observations and questions and comments from members were invited.

VD asked whether it would be advisable to market Sutton Coldfield as a sixth form college if part of the priority is to attract adults. AJ confirmed that the vision was that the campus be styled as a sixth form, with both A level and Vocational offer, unlike most competitors. It was not envisaged that the adult enrolment will be significant but locating it at the Sutton

Coldfield campus presented an opportunity for a better fit for adult provision. VD suggested that opportunities for internal progression for adults, particularly to HE provision on the site should be maximised.

CH drew attention to the desire to have parity of esteem between A level provision and vocational education in FE and advised that the campus at Sutton Coldfield would offer this.

VD asked about the number of competitor colleges in the area. AJ confirmed that plans are in place to raise standards is part of the strategy to tackle the competition.

PH asked about the professional development of the staff running the vocational programmes and enquired about the relevance and currency of their industry skills. AJ confirmed that the college was working to deliver a robust plan of CPD working closely with the ETF. She further advised that staff would be given the opportunity for industrial updating and visiting outstanding practice in other organisations. She further advised that this offer would run alongside the planned improvements in Teaching Learning and Assessment and the training on the new Ofsted inspection framework.

HI asked about plans for Higher Level Apprenticeships in terms of working with the BDT, other institutions and defined industry links. AJ confirmed that a full review of all higher-level skills provision was being planned. HI asked about links with employers as, with the new government plan, these links will be critical. AJ confirmed that good relationships were in place with local employers, but at the moment SC does not have an apprenticeship board. HI recommended that the team note the changes coming with regard to Apprenticeships to ensure that robust relationships are in place to take advantage of the changes and to ensure the college does not miss out on opportunities.

VD asked for an update on the apprenticeships process at a future meeting to ensure that this is in place and AJ confirmed that this would be brought to the next meeting.

SDH thanked AJ for the presentation and confirmed that he and members could see a clear plan.

VD thanked the student governor for the work done this year, particularly with employers.

Actions:

- **An update be brought to the next ASQD meeting with regard to the progress made with employer relationships and the position with regard to the changes to the Apprenticeship frameworks.**

Accordingly, it was

RESOLVED

- **That the report be noted**

Item 3 – Review of Post Inspection Action Plan

CH introduced the item and confirmed that the college had commissioned a team of inspectors to visit the college for two weeks to review the progress made following the inspection in 2018. He referred members to the report included in the paper, and asked members to note that whilst there were some good points, a number of areas had not shown the improvement hoped for which was disappointing. He advised that inspectors noted that Erdington was seen as a model of good practice and were the points noted

replicated across the group, it would not require improvement. It was acknowledged that some of the messages were stark and CH confirmed to members that Assistant Principals have shared the outcomes with teams, so the college is aware of the outcomes of the visit and can accelerate work to improve.

SDH confirmed that a similar team will be brought into college in the autumn term to conduct a further review to continue to measure progress and ensure that improvement is taking place.

SDH suggested he write a letter to the Erdington staff thanking them for their hard work and congratulating them on the outcome. It was agreed that this would be welcomed.

AM noted the positive comment about the learning coaches but drew attention to the learning walks through the year where it had been noted that the activities offered to learners did not appear to be thought through enough. She further noted that that as this weakness was clearly reflected in the report, this has not yet been addressed. AJ confirmed that CPD to deal with the problem was planned.

PH advised that employer needs and up to date workplace practices should inform curriculum planning and classroom practice. To this end, she asked how much work had been done with employers in not only business planning, but in the joint planning of curriculum and classroom activities to ensure that they were exciting, relevant and reflected current industry practice. AJ confirmed that work was continuing with employers and teams to address this. She further advised that the Career College approach had supported the development of links with industry as all areas of curriculum had been thoroughly reviewed with employers. JS advised that a 'careers ready' board has been set up with regard to accountancy and offers work placement and mentors from an employer. AJ confirmed that personal objectives for staff have been established and identifying links with a significant company in their industry who offer support to the college in curriculum design and delivery is one of the requirements.

CH advised that in line with the Post Inspection Action Plan, the launch of the new Teaching Learning and Assessment together with the new marking and feedback strategy, would take place on Wednesday the 19th June involving a range of external speakers. The rest of the term would then be spent working with teams on the new systems. CH invited members to attend the event.

CH advised that a decision had been taken that the current method of reporting progress should be changed. He invited dialogue before including in the action plan. CH suggested that a more qualitative approach by area would enable a more holistic view rather than simply reviewing data and would enable more scrutiny than afforded by the current system. VD asked if the proposals would enable members to have a more transparent process for monitoring progress in year, and in so doing, give the opportunity for closer scrutiny. CH confirmed that it would. He also advised that feedback from managers had been sought, and unions had also agreed the approach.

AM asked if staff would be involved in the process of developing the new approach. CH confirmed that they would to ensure that there was a sense of ownership from teams. AM observed that staff needed an understanding beneath the language used to ensure that they were engaged. She asked about the quality of the dialogue with staff post observation, and how those conversations were managed to ensure that staff took on board the feedback. AJ advised that this had been taken into account in the new structure. CH acknowledged that the previous process lacked rigour, but the new approach would take this into account.

VD asked what members could expect to see at the next ASQD meeting to assess progress. CH advised that a comprehensive report would be brought on the introduction of the new process, and, if timing permitted, details of the outcomes of the anticipated Ofsted Monitoring Visit. It was agreed that if the meeting were held in November, members would also have the opportunity to analyse the 18/19 outcomes.

Actions:

- **SDH and CH to arrange for a follow up visit from the Ofsted Inspection team in October**
- **SDH to draft a letter to the staff at Erdington thanking them for their hard work and acknowledging the very successful outcome of the Ofsted Inspectors visit.**
- **JC to review the timing of the first ASQD meeting in 19/20 to ensure that the required reports can be brought**
- **CH to invite all members to the launch of the new Teaching, Learning and Assessment framework**

Accordingly, it was

Resolved

- **That the report be noted**

Item 4 – HE Annual Monitoring Report

RH and AJ introduced the item and requested that members note and approve the Access and Participation Plan included for submission to the Board.

VD asked if the review of HE was complete and included in the report. AJ confirmed that the HE review had been completed, but the findings were still being compiled. As such, the detail was not contained in the report. The report presented was intended to give the current position of HE in the college. AJ advised members that the Office for Students deadlines do not mesh well with FE deadlines, so there are some issues regarding timings of reports yet to be dealt with. It was agreed that a fuller report containing the outcomes of the HE review should be presented in the new academic year.

AM asked for clarification of the condition B2 which identified a lack of support for students. RK advised that this related to progression and links to B3 and high levels of non-continuation. Because of the low rates of completion, there was an assumption that this links to a lack of support and that both issues were being addressed.

AJ drew members attention to the Access and Participation Plan and invited comment.

PH queried why the college offers HE programmes given the nature of the extensive competition locally from the universities. CH acknowledged that this question was also raised by the reviewer. He advised that it was a fair comment but drew attention to the fact that the college had a strong history of HE technical programmes in the area, unique to the college, and had both a good reputation, and good engagement with employers in its niche areas. It was agreed that further consideration may be needed around that question given the increase in competition from universities, particularly as the outcomes of the Augar report are introduced and the impact for FE and HE becomes clearer.

DM commented that the marketing of the programmes to internal level 3 learners was not good. As a BTEC student, he was unaware of the HE offer in terms of his own progression.

AJ acknowledged that this had been identified as an issue and that it would be dealt with under the new strategy. CH agreed to draw the attention of the marketing team to the issue raised.

Actions:

- **A fuller report including the outcomes of the HE review to be presented to the committee in the new academic year**
- **CH to raise the question of internal marketing of HE programmes with the marketing team**

Accordingly, it was

RESOLVED

- **The Committee recommended to the Corporation Board approval for the Access and Participation Plan**

Item 5 – Briefing on the Education Inspection Framework

CH presented the key updates to the Inspection Framework and talked through the key issues it presented for the college.

Accordingly, it was

RESOLVED

- **That the report be noted**

Item 6 – Forecasting Report

LA confirmed that the report now contains projections rather than forecasts. All 16-19 and most of 19+ marks are recorded online, and learners have access to this. This can be tracked by staff and the system flags learners who are not achieving as expected so that support can be put in place quickly. Also, the GCSE projections are based on mock examinations.

He advised members that there has been an increase in the ALPS scores for Value Added, but a drop in the achievements for adults. This could be attributed to an increase in long courses which are more vulnerable to learner drop out.

CH asked members to note that one question at inspection under the new framework with regard to intent may be why so many learners are being put in for GCSE when FS might be a better qualification, and noted that this would have to be revisited in future planning to ensure that learners were following the correct qualification route.

AJ confirmed that the entry criteria for level 3 programmes had been reviewed to allow them to continue to study for English and Maths alongside level 3 qualifications where level 2 GCSE has not yet been reached.

SDH asked for clarification of the distinction drawn between forecasting and projection. LA advised that forecasting was based more on what tutors said, projections are based on

assessment data and mock exams, where available, so that the process is more objective. Members discussed the process around projection to ensure that staff would understand learner progress beyond simply looking at the data. It was agreed that robust analysis of progress must be wider than this. SDH asked how frequently projections were done and asked if the expectation was that improvement would be seen following the interventions. LA confirmed that projections were done five times a year, however the data included in the report is the fourth report, and unfortunately not all areas are seeing improvement. SDH requested that going forward, reports be brought to each ASQD meeting so that the projections could be scrutinised in year. AJ advised members that the projections were scrutinised in programme review meetings but further scrutiny from the committee would be welcome.

SDH asked when the achievement data for 18/19 would be available for scrutiny. LA confirmed that this should be ready in October. DH requested that this be brought to the next ASQD meeting.

AM asked if the college had considered allowing learners to undertake GCSE and Functional Skills qualifications together. AJ advised that as yet this had not, but that it could be looked at.

AJ advised members that the data was looked at regularly in programme review meetings, so it is monitored and scrutinised on an ongoing basis.

Actions:

- Each progress report to be submitted to the ASQD Committee for scrutiny in year in 19/20
- The data showing achievements for 18/19 to be brought to the next ASQD meeting

Accordingly, it was

RESOLVED

- That the report be noted

Item 7 – AoB

Diversity and Inclusion annual report

AJO confirmed that the request was for highlights and a glossary of terms had been done, along with the request for a more tabular approach and that the Marketing team would pull the information together in an easy to read format.

VD thanked AJO for the work undertaken in producing the report. AJO confirmed that this format would now be used for future reports.

Accordingly, it was

RESOLVED

- That the report be noted

Any Other Business

Update on Harborne Academy

It was noted that the relationship was working very well and there was a significant amount of excellent practice that could be shared with the college.

SDH referred to P3 of the report and noted the positive outcome from the engagement of external consultants, and the good practice coming from the interventions. VD advised members that the school's ability to do this was due to additional funding they had been able to access. VD commended the report.

Accordingly, it was

RESOLVED

- **That the report be noted**

CH will send to governors the programme for next Wednesday's TLA conference and any governors who are free would be welcome to attend.

VD checked that all members are up to date with Safeguarding training. It was agreed that JC would liaise with Liam to identify any members who needed to complete this.

The Chair thanked the Student Governor as this was his last committee and congratulated him on the advancements in his job and wished him well for the future.

Date of the next meeting to be advised

Signed: *V. Rochery*.....(Chair)

Dated: *24/10/19*.....

