

**Minutes of the Academic Standards and Quality Development Committee held on
 Thursday 05 December 2019 at 10.00 am in Room 814 on the 8th floor of the
 Matthew Boulton Campus
 Birmingham Metropolitan College**

Members are reminded of the requirement that they disclose any interest they may have in matters to be considered at the meeting. Guidance may be obtained from the Clerk.

MINUTES

Present:	Apologies:
Veronica Docherty (Chair) (VD) Cliff Hall (CH) Angela Myers (AM) Sam Coles (SC) Tracey Pearce (TP) Connor Curtis (CC) Ritik Sharma (RS)	Prue Huddleston Sir Dexter Hutt
In attendance: Anna Jackson (AJ) Hazrat Islam (HI) Sue Hopewell Raha Karvar (RK) Items 7 and 8 only Kay Burton Williams (KB) Items 5 and 6 Hilary Barber (HB)	
Apologies for absence Apologies were received from Prue Huddleston and Sir Dexter Hutt.	
Declarations of Interest No other declarations of interest were received in addition to those already listed on the register.	
Item 1	<p>Minutes of the meeting held on 24 October 2019</p> <p>The minutes of the last meeting were agreed as a true and accurate record subject to the following amendments:</p> <ul style="list-style-type: none"> ▪ Correct spelling of VD's name on attendees ▪ Item 3, para 6, to read: "<i>SC noted that the disparity between ethnic groups and other students had reduced from 17% to 10%</i>". ▪ Item 4, last para: addition to sentence – VD noted that the college had previously set a target that all teachers should be qualified in English and Maths. <p>Matters arising and Action Log</p> <p>All items have been addressed. It was agreed that further consideration will be given to what aspects of HE provision the committee would like reporting to them at a future meeting.</p>
Item 2	<p>SAR Report</p> <p>Cliff presented the report noting that it would be updated to reflect any amendments discussed in the meeting and submitted to Corporation on 19 December 2019 for approval. The report is extended to the first half term of the 2019/20 academic year in order to capture further evidence of progress, including the outcomes of the Click review, the Ofsted monitoring visit and the FE Commissioners' visit. CH noted that the draft FE report was received yesterday and will be circulated to governors when responses have been drafted. It provides a good endorsement of the improvements that were evidenced to the Commissioners.</p>

	<p>CH highlighted the following points:</p> <ul style="list-style-type: none"> ▪ The work of the three link governors is proving very positive. They have each been involved in the validation meetings and VD and AM commented on how informative, useful and enjoyable the experience had been and that it provided a good model of effective practice. ▪ CH noted that the Vice Principal for Curriculum of Solihull College and University Centre has agreed to review the report and provide feedback as a final part of the validation process. VD noted that it was unusual to include part of the new term in the report: however, without this much of the progress in the period would be unrecognised. ▪ VD noted that the report shows a clear grading of areas where improvements remain to be made. AM asked if other similar college groups produce separate reports for each college. CH suggested it was a mixed picture; reporting tended to be by curriculum area rather than by college. SH agreed that given the possibility that Ofsted would inspect by campus in the future, SARs going forward will be produced for each college. AM suggested that it would be useful to include numbers of students in the report to ensure data is more meaningful and CH agreed these would be added to the final version of the SAR. ▪ VD asked about the provision at Caterpillar and AJ confirmed that it had finished as it was felt that students were not given sufficient opportunities to progress within the company. ▪ SC asked if the report should include statistics around closing the gaps and CH agreed to review this. ▪ VD asked where Level 4 outcomes are contained and SH responded that the higher level qualifications, eg HNC/HND are included in the annual monitoring report which will be brought to the committee at a future date. ▪ HI noted that in his experience each college brings a different approach and whilst the publishing of a SAR is not required by the ESFA, it does provide useful information on a college's direction and priorities, and remains a requirement by Ofsted. <p>RESOLVED: That the report be approved for recommendation to Corporation subject to the addition of student numbers to tables and any other amendments deemed necessary as part of a final review.</p>
<p>Item 3</p>	<p>16-19 Achievement by Course</p> <p>SH presented the report which provides more information on Value Added as requested at the last committee meeting and highlighted the following:</p> <ul style="list-style-type: none"> ▪ The trend of 16-18 outcomes over the last three years is upward. ▪ The majority of provision shows outcomes above NR. The higher levels are not included in this report. ▪ Achievement by qualification type increased by 10.8% and is 6.4% above NR. ▪ SH noted that the committee should be assured that the college knows where improvements need to be made and termly review meetings with managers and APs are convened to review progress. ▪ The 16-18 High Needs achievement has declined on the previous year and is now below the NR and top line 16-18 rate. The provision is a focus of review this week to assess where there is good practice and where improvements can be made quickly. ▪ SH noted a decline of 10% in outcomes for a small cohort of Irish students. ▪ There is an increase of 3.8% to 83.5% for FSM students, which is above NR. ▪ SH stressed the need to benchmark outcomes against all groups within the college, not just against NRs. ▪ SH explained that ALPs scores are based on a 9 grade system and defined what the red and blue ratings denote. CH suggested that SH investigate further alternative data systems that allow for more qualifications to be included. ▪ SH noted that only Vocational qualifications are included in the ALPS score. The college's overall ALPs score is 5. Whilst this is an improvement on the previous year there is more improvement to make. The target should be at least a 4 rising to a 3. ▪ SH pointed governors to the table detailing the outturn for Value Added against specific courses. SH agreed to send out the spreadsheet that would also include full details of achievement rates for vocational entries ahead of the next committee meeting which would include this topic as an agenda item. CH suggested that they could be aggregated to show outcomes by each level. ▪ The ALPS scores graded by Voc UAL for the Creative Arts reflect very positive outcomes. HI

	<p>asked if the rigour applied to the grading by Voc UAL was lessened but he was assured that the process offered more flexibility but no less rigour.</p> <p>RESOLVED: That the report be noted.</p>
<p>Item 4</p>	<p>Quality Improvement Plan SH noted the eight key objectives that will drive improvement and the student experience as follows:</p> <ol style="list-style-type: none"> 1. Deliver a high quality learning experience for all students 2. Increase the volume of adults that are retained and pass their qualifications 3. Improve English and Maths skills for all students 4. Ensure effectiveness of Study Programmes in relation to Work Related activity 5. Continue to improve Apprentices' learning experience 6. Ensure effective work experience and work-related activity for all students on Study Programmes 7. Continue to close all achievement gaps 8. Provide appropriate support for students with High Needs <p>AM suggested that she would like to see an objective around staff development and its effectiveness added. SH indicated that she will share with governors the outcomes of a survey when completed which seeks the views of staff on the implementation of the new policy. The importance of not only what is offered to staff in terms of support, but how feedback on its effectiveness is obtained was noted.</p> <p>VD commented on how comprehensive the plan is and how relevant to issues raised in the SAR.</p> <p>The final plan will include targets and timescales once these have been negotiated with the staff responsible for meeting them.</p> <p>It was agreed that a progress report will be brought to each ASQD meeting and noted that outcomes of the staff survey may require additional objectives to be added to the plan.</p> <p>SH agreed to circulate the Teaching and Learning strategy to all governors and the updated document will be tabled to the full Corporation.</p> <p>RESOLVED: That the report be noted and recommended to the Corporation.</p>
<p>Item 5</p>	<p>Update on Safeguarding VD welcomed KB to the meeting and introductions were made. KB presented the report circulated with the agenda explaining how her role fitted into a recent restructure. The following points were highlighted:</p> <ul style="list-style-type: none"> ▪ Both KB and the Student Experience managers have completed Safeguarding training. ▪ There is a refreshed network of Safeguarding champions in post and the aim is that this team should represent the diversity of each college and be accessible to students. ▪ The LAC total has increased by 8. A full package of support including financial support is in place for these students. ▪ There were two LADO referrals last year and one case is currently active. KB to check with the previous DSL whether there is an additional ongoing staff issue. ▪ 3 year trends show a 67% increase in referrals. This could result from better recording and reporting or reflect an increase in actual cases. It is hoped that students are more aware of issues and more confident to make disclosures. More members of staff are trained and have a higher profile around the colleges. ▪ VD asked how confidentiality is maintained amongst this larger team and KB detailed the protocols that ensure information is only shared on an absolute need basis. Very serious issues would be referred directly to KB. - SH asked how many referrals come from teachers and support staff. KB responded that this varies as students often prefer to disclose to a member of staff with whom they have an existing relationship of trust. VD added that as Safeguarding Governor she receives

	<p>anonymised information and noted that a recent referral had been made by a member of the canteen staff which demonstrated the effectiveness of training.</p> <ul style="list-style-type: none"> - KB explained that Smoothwall monitoring software is used which captures inappropriate use of college systems. The data shows that 48% of alerts were attributed to “silly” student behaviour and serious alerts are low. A high Level 5 alert would prompt an immediate call to the DSL. - The Induction Survey undertaken in October last year including two questions around firstly whether Safeguarding and Prevent had been explained at induction and secondly, whether students feel safe in college. Positive responses showed a slight increase on the previous year and it is hoped that this year’s survey, currently being completed, will show further progress. - Some concerns were raised about the levels of staff mandatory training completed. AM noted some difficulties in accessing the online system and it appears that not all completed training is logged. AJ commented that APs have access to a database showing where training is outstanding and actively chase those who have not completed the training. SH agreed to look into the access to, and recording of training. - The installation of new software, My Concern, is being implemented. This will provide more holistic and chronological information about learners. Levels of access are controlled. - A new disclosure service is being introduced as part of the enrolment process which enables students to declare unspent convictions. - The external website has been updated. - The college is part of a Safer Student group and KB has attended two sessions working with colleges across the region. <p>Questions were invited.</p> <p>RS asked if the responses to the Induction survey were consistent across each college. KB noted some variance between colleges with replies to the “I feel safe” question resulting in positive responses to date in this year’s survey of 80% at Matthew Boulton, 85% at Sutton Coldfield and 77% at James Watt.</p> <p>Responses to the safeguarding question at induction have resulted in 80% at Matthew Boulton, 82% at Sutton Coldfield and 78% at James Watt.</p> <p>RS suggested that the lower figure at James Watt was not a surprise; however, he also noted that behaviour had improved during the last year. He asked if students would have another chance to record their views and it was confirmed that another survey will take place around February half term.</p> <p>SH suggested a need to refine the survey to include options of “agree/strongly agree” to facilitate a clearer picture of students’ opinions.</p> <p>KB was thanked for her report.</p> <p>RESOLVED: That the report be noted.</p>
<p>Item 6</p>	<p>Student Council Report</p> <p>KB presented this report highlighting the following:</p> <ul style="list-style-type: none"> - James Watt and Matthew Boulton are actively in the process of recruiting council members whilst Sutton Coldfield has completed recruitment to its council. - Charities to be supported have been identified. - Emerging student feedback is around car parking, the quality of the catering provision and availability of library/study space. - Launch of NUS TOTUM app across the colleges which is used to publicise the college enrichment offer and events. <p>CC noted that Sutton Coldfield’s council is very active and fully staffed which gives him the opportunity, as Chair to delegate tasks to other students. He also noted a concern about the lines of reporting for the Class/Course reps that are currently being recruited and KB agreed to work with CC to refine this.</p> <p>VD acknowledged the good practice the report demonstrates and thanked KB for her work.</p>

	<p>RESOLVED: That the report be noted.</p>
<p>Item 7</p>	<p>Compliance with Regulatory Frameworks RK presented a detailed report noting that Compliance with the OfS framework is the responsibility of the Governing Body with the Principal being the Accountable Officer and key point of contact.</p> <p>RK drew attention to the following:</p> <ul style="list-style-type: none"> ▪ Condition E: <i>Good Governance</i>. CH noted that a self-assessment of the Corporation will be compiled early in the new year to be submitted to the OfS by March 2020. ▪ Condition G2: <i>Compliance with terms and conditions of financial support</i>. A copy of the audited financial accounts (to include expenditure on HE) is required to be submitted from next year. ▪ Condition B: <i>Quality, reliable standards and positive outcomes for all students</i>. A failure to comply can trigger an inspection. The Board must evaluate and monitor outcomes including retention rates. <p>SC asked if an action plan was in place to ensure compliance and VD asked if the committee could feel confident that the Corporation can fulfil all the requirements detailed.</p> <p>RK responded that a detailed and comprehensive Action Plan is being drawn up and will be presented to the Corporation.</p> <p>RK was thanked for her report.</p> <p>RESOLVED: That the report be noted.</p>
<p>Item 8</p>	<p>HE Feasibility Study AJ presented a brief overview of the report:</p> <ul style="list-style-type: none"> - RK has compiled a detailed study with colleagues, carried out as a result of last year's review which highlighted three options, ie to continue with the current strategy, to restrict courses to Level 3 or revise the HE strategy. The purpose of the feasibility study is to explore these three options and recommends a review of a revised Higher Level Skills strategy as part of the college's overall revised strategy. It is felt that this offers the opportunity to increase the college's market share, commit more widely to the WMCA's priorities and the Regional Skills Plan to deliver higher level skills which also links into the Apprenticeship programme. <p>RK highlighted the following:</p> <ul style="list-style-type: none"> - The income analysis shows a net profit of £1m reflecting over 100% against target. 97.9% of targets for student numbers has been achieved. This reflects increases on last year despite the withdrawal of some courses. - Some issues with student satisfaction were noted around facilities for HE. Students would prefer a discrete HE area such as is offered in other local colleges. - The financial impact of non-continuation which was £368k in 2017-18 shows the need to provide a high quality of teaching to ensure learners are retained. - The regional demand for higher level skills. A decline in HNC/HND qualifications was noted and employers require Level 4/5 qualifications rather than Level 6 because of salary implications. The WMCA has a significant focus on the need for Level 4/5 qualifications. - BMet's USPs: within the curriculum podiatry and manufacturing are noted, more generally student satisfaction and positive links with employers. - The possible focus of each college within the recovery plan and what should be included in the curriculum offer. - The possibility of creating a centralised HE team. <p>AJ commented that she will be meeting with the Executive to discuss the possibility of creating an HE centre and what the staffing resource implications could be.</p> <p>VD asked what is needed to reach a decision and CH acknowledged that HE is a challenging market in which to operate; however Matthew Boulton has a strong heritage in this area and there is a need to plan for offering further provision. Relationships with employers are key.</p>

	<p>RS explained that he had started studying at Level 2 but was now on Level 4 as part of a foundation degree. VD noted that this type of progression is critical.</p> <p>Discussion followed on how to improve the student experience and it was agreed that both the delivery of high level teaching and improved and dedicated facilities were crucial. AJ stressed the importance of the levels of support that could be offered to students compared to the Universities' Year 0 offer.</p> <p>VD welcomed the extensive report and the highlighted areas for development to inform further discussions.</p> <p>AJ and RK were thanked for their presentation.</p> <p>RESOLVED: That the report be approved.</p>
<p>Item 9</p>	<p>Progress with Teaching and Learning</p> <p>SH noted that KPI 2 of the Recovery Plan focuses on teaching, learning and assessment and highlighted the following:</p> <ul style="list-style-type: none"> ▪ Learning walks have taken place for nearly every member of staff who teaches in the college. ▪ The data reports those who were observed during the Click review. ▪ Interventions are required at James Watt to improve the quality of Teaching and Learning and support for some members of staff who are now making good progress working closely with the PLCs and the AP. ▪ Data is being finalised and will be brought to the next meeting. ▪ Good practice was observed linked to the new Teaching and Learning strategy which provides a clear framework. ▪ Practice increasingly meets with new Ofsted focus. ▪ Areas for development remain, eg effective questioning, skills, knowledge-based objectives, schemes of work. ▪ A significant amount of CPD is being provided in response to staff needs and requirements. <p>AM asked if training is offered on how to feedback to staff effectively. SH responded that all observations were dual with PLCs part of the moderation process with the quality team. AM noted that the quality of feedback would provide a measure of success.</p> <p>VD noted that the report demonstrated a coming together of the improvement strands and AM agreed that the report showed ongoing improvements. CH asked if governors felt they knew where the strengths of the college lay in the student experience of teaching and learning and where the areas of development exist. Governors agreed this was the case and expressed being aware of a closer engagement.</p> <p>SH was thanked for her report.</p> <p>RESOLVED: That the report be noted.</p>
	<p>Any other business</p> <ol style="list-style-type: none"> 1. AM - Re recruitment: is it possible that the WMCA would support recruitment initiatives? 2. VD - Could the WMCA be approached for additional bursary funding? 3. CC – How could governors engage more effectively with students across the colleges? CH suggested that subsequent meetings could be spread across the colleges with an opportunity before each meeting to engage with students. 4. AM - asked if the Corporation could allow for three student governors so that each college could be represented. HB will check the Instruments and Articles.
	<p>Date of next meeting: 06 February 2020</p>

Signed: 
Veronica Docherty (Jul 28, 2020 13:41 GMT+1)

Veronica Docherty, Interim Chair of the Committee