Preston's College

Redacted and Abridged[1] Minutes of the Quality and Standards Committee Meeting held on 19th November 2020 at 5.00 pm via Zoom

Present:

Ms L Hornsby	Chair
Dr E Smith	Principal and Chief Executive
Mr M Collard	
Mrs J Garcia	
Mr J Jepson	
Mrs L Mason	(until minute 9)
Mr T Readett	
Miss A Renfree	
Mr J Tansley	

In attendance:

Mr D Elliot	Recruitment and Progression Manager (14-18)
Ms Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Ms D Ireland	Head of Curriculum Development Delivery
Ms J Melling	Interim Head of Quality, Teaching and Learning
Mr M Noblett	Vice Principal - Curriculum Delivery and Planning
Mrs C Rayner	Clerk to the Board

Apologies: Ms H Boulton

1.   Welcome

The Chair welcomed everyone to the meeting and introduced Miss Renfree and Mr Tansley as the two new student governors for 2020/21. The Committee noted that Miss Renfree as the student governor (16-18) and Mr Tansley was the student governor (adult).

2.   Apologies

The Committee noted that apologies had been received from Ms Boulton.

It was noted that a quorum was present.

3.   Declarations of Interest

No declarations of interest were made.

4.   College Self-Assessment Report 2019/20 Annual Report

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[1] Please note that any matters which the Corporation is satisfied should be dealt with on a confidential basis have been removed from these minutes.

Ms Haworth referred members to the draft Self-Assessment Report - 2019/20 and outlined the Self-Assessment Review process. She referred to the overall effectiveness, area of further development, and challenges and opportunities during 2019/20 and Curriculum Quality Performance Indicators for 2019/20. She outlined the Committee's role in reviewing the SAR and testing and challenging the assumptions made.

Members split into two groups to review the emerging strengths and areas for improvement of the draft Corporate Self-Assessment Report.

During feedback from the group the Committee discussed with management:

- the College could evidence Provisional Grade 2;

- considerable support for SEND learners;

- considerable support for staff and learners to work remotely;

- the Committee had sufficient data to validate the statements made;

- evidence of continuing improvement of quality;

- importance of new learners being aware from the outset of the requirements as this would lead to greater achievement;

- assurance that in relation to Covid all the actions required had been taken;

- assurance that the Committee were aware of all the strengths and challenges outlined in the SAR due to reports at previous meetings and there were no unexpected matters highlighted:

- how demographic data could be validated.

The Committee agreed:

- it would be helpful to add in learner progress on the dashboard/pro monitor;

- it would be helpful to continue the discussion on the SAR at an additional meeting.

Resolved: The Committee reviewed and endorsed the emerging strengths and areas for improvement of the draft Corporate Self-Assessment Report.

Action: To explore:
- **adding learner progress on the dashboard/pro monitor;**
- **arranging an additional opportunity for the Committee to discuss the Self Assessment Review.**

5. **Minutes of the previous meeting**

The Minutes of the meeting held on 1st October 2020 were agreed as a correct record.

Resolved: The Minutes of the meeting held on 1ˢᵗ October 2020 were approved.

6.   **Matters Arising**

The Committee noted the matters arising report.

Resolved: The Committee noted the matters arising report.

7.   **Performance Outcomes and Key Performance Indicators**

Ms Haworth, Vice Principal - Quality, Teaching, Learning and Learner Support, reported on the performance against a range of Key Performance Indicators (KPI's) which had been split into: classroom based provision 16-18 and Adults, HE and apprenticeships. She reported on the:

- challenges for many 2020/21 learners joining the College in 2020 as they had been out of education for six months

- impact of estimated grades in 2020;

- focus on learner attendance particularly for the 16-19 Study programmes and remote learning sessions;

- increased number of Looked After Children;

- support to encourage NEET into education;

- wellbeing support for learners and particularly for high risk learners;

- impact on apprentices that had been furloughed;

- difficulties in recruiting teaching staff in some sectors;

- bringing more learners into College if they were not engaging on-line.

Mr Noblett, Vice Principal - Curriculum Delivery and Planning, outlined the ongoing challenges related to Covid. He referred to high unemployment in Lancashire which continued to increase, particularly for 16-24 year olds, and recognition that if learners were not engaged in structured learning, then the opportunities available outside of the College were limited. He outlined the recommendations for all curriculum areas:

- every learner with less than 50% attendance would be given an individual risk assessment / action plan and where possible the plan would be adapted to learner study programmes and individual learner's need;

- Student Manager timetables adapted to enable them to focus time and attention on those most in need;

- delivery staff be encouraged to incorporate more enrichment and added-value activity within their delivery, even if this is at the expense of academic progress;

- a focussed themed month of safeguarding activity, promoting information around the many topical issues that may impact on learner's physical and mental wellbeing;

- observation of remote learning sessions remained a focus, and where a development need was identified, staff received immediate support.

Mr Noblett also referred to:

- the impact of the reduced social element of College life during Covid 19;

- ongoing support for staff;

- the learning centre could be used by learners who were digitally disadvantaged.

During discussion with management, and in response to questions, members noted:

- that the on-campus IT provision could be expanded if demand increased;

- during 2020 more than 500 learners had loaned laptops and dongles from the College for remote learning;

- lessons were being live streamed for some classes using MS Teams and there was a mixture of teacher led and independent remote learning;

- approach to addressing attendance issues.

The Committee noted the performance update and noted that the presentation was available on the Governors' Portal. During discussion, management noted the following suggestions from members:

- as employers had a shared responsibility for apprentices, if the College made employers aware if learners were not attending College on campus or remotely, they could encourage and support learners and possibly provide practical assistance, such as WiFi to access remote lessons;

- following feedback from a student governor on students not switching their camera on when using MS Teams to avoid engaging, it was suggested that a Preston's College virtual background could be developed for use by all learners as it would provide uniformity and might assist learners reluctant to use their camera at home.

Resolved: The Committee noted performance and progress against key Quality key performance indicators for 2020/21.

Actions: Management to explore suggestions from governors.

8. **Progress and Performance Against the Quality Improvement Plan**

Ms Haworth presented her report on Progress and Performance Against the Quality Improvement Plan. She referred members to the Quality Improvement Plan (QIP) 2019/20 at Appendix A and made reference to:

-   under Ofsted's new Education Inspection Framework (EIF) 2019 guidance, there was a focus on the Quality of Education and the three Is: Intent, Implementation and Impact;

-   Ofsted had put interim arrangements in place for 2020/21 with three key questions around the impact of the pandemic to the learning experience, curriculum and safeguarding and the College's Quality Improvement Plan for 2020/21 would evolve in response:

-   good progress made to maximise apprenticeship outcomes with new roles and responsibilities. Rationale for the closure of some apprenticeship provision; some apprentices had a break in learning or had been unable to complete practical examinations due to Covid;

-   update on Quality Forecasts for 2019/20;

-   management continued to be proud of the efforts of staff during 2020 and their quick adoption and delivery of remote learning;

-   key KPIs and milestones outlined in the QIP, including areas for improvement such as attendance.

The Principal and Chief Executive highlighted the improvements in achievement gaps during 2020 and the positive impact this would have on learners going forward. The Chair congratulated the management team and College staff on behalf of the Committee for the progress made during 2020, particularly given the achievement gaps for many learners.

The Committee noted the performance and progress against key Quality Improvement Plan milestones and final outturn.

Resolved: The Committee noted the performance and progress against key Quality Improvement Plan milestones and final outturn.

9. **School's Development Presentation - Preston's College approach to being virtually responsive**

Ms Ireland, Head of Curriculum Development Delivery, and Mr Elliot, Recruitment and Progression Manager (14-18), gave a presentation on the College's approach to being virtually responsive. They referred to:

- the technical challenges to switching to remote learning and working and how this also impacted on the College's plans for engagement with schools, year 10 taster days and enrolment activity;

- positive reception from learners and parents to the College's Sprint Start which was launched to engage Year 11 students before they joined College as there had been a six month learning gap;

- virtual enrolment and virtual open days and use of Dynistics to monitor enrolment activity;

- most presentations and engagement with schools had been virtual;

- initiatives such as Year 11 afterschool drop in sessions every Wednesday;

- excellent feedback from learners and parents and plans to build on this for recruitment during 2020/21.

In response to a question, Ms Ireland explained the steps taken to ensure that learners were enrolled on the most appropriate course when using virtual enrolment.

The Committee noted the Preston's College approach to being virtually responsive and commended staff for the virtual response, particularly the development of virtual open days and the speed at which staff had developed virtual resources.

Resolved: The Committee noted the presentation on Preston's College approach to being virtually responsive.

10. **Higher Education Update**

Ms Haworth presented her Higher Education Update report. Making reference to:

- an update on the Partnership Review with the University of Derby and the commendations and recommendations from the review;

- an update on the University of Central Lancashire partnership;

- plans to develop alignment of HNC/HND offer to ensure there was a pathway to the degree apprenticeship route;

- sharing of resources for STEM provision.

Ms Haworth referred members to correspondence from the Secretary of State to Higher Education Institutions, dated 9th October 2020, strongly encouraging higher education institutions to adopt the International Holocaust Remembrance Alliances (IHRA) definition of anti-semitism. Following discussion, whilst some members raised concerns about the tone of the letter, the Committee recommended that the Board should adopt the IHRA definition.

Resolved: The Committee:

-   **noted the current internal and external factors impacting on the College's Higher Education provision, in light of the COVID 19 pandemic.**

-   **agreed to recommend to the Board the adoption of the IHRA definition of anti-Semitism.**

11. **Curriculum Planning**

Mr Noblett presented his report on Curriculum Planning 2020/21. He referred members to the draft Curriculum Planning Cycle report at Appendix A and the College T Level Implementation Plan at Appendix B. He reported on:

-   challenges to curriculum planning due to Covid;

-   progress of T Levels which were due to launch in September 2021;

-   approval for the College to deliver T Levels for Advanced Manufacturing, Education and Childcare and Building Services Engineering from September 2022;

-   the Education Inspection Framework placed much greater emphasis on the intent, implementation and impact of the College curriculum, with learner progress, progression and destinations becoming increasingly important as measures of success. The College had the infrastructure to measure and report curriculum impact, and must continue to ensure that its offer reflected employer and community need.

The Committee noted the report on Curriculum Planning for 2020/21. During discussion with management and in response to questions, members note there had been challenges with access to learners on placements due to Covid, which should not be an issue in 2022.

Members commented positively on the curriculum planning process and how it could be adapted. Members noted further improvements made to curriculum planning following internal audit.

Resolved: The Committee noted the report and endorsed the approach taken to Curriculum Planning.

12. **Safeguarding Update**

Ms Haworth presented her Safeguarding Update report. She referred members to:

-   Keeping children safe in education - *Statutory guidance for schools and colleges on safeguarding children,* at Appendix A, which had been revised and re-published on 1st September 2020 and previously added to the Governors' Portal for all members;

-   the College's Safeguarding Update 2020/21 for staff at Appendix B.

The Clerk explained that as Ms Hornsby, the College's current link governor for safeguarding would retire at the end of December 2020, it was proposed, following discussions with the Chair of the Governing Body, that Mrs Mason be appointed as link governor to safeguarding from 2021. The Clerk explained that it was important for the safeguarding governors to have a

background in either education or safeguarding and referred to Mrs Mason's education background. The Committee agreed that given her extensive experience, Mrs Mason should be recommended to the Board as link governor for Safeguarding and Prevent.

Resolved: The Committee noted the Safeguarding Update and agreed to recommend to the Board the appointment of Ms Mason as Safeguarding link governor.

13. **Any other Business**

Mrs Melling, Interim Head of Quality, Teaching and Learning, referred members to additional reports: Remote and Blended Learning procedure, Fitness to Practice procedure and Preston's College approach to Quality Improvement, which had been added to the Governors' Portal for information. She outlined the purpose of each reports and encouraged members to review them as they provided useful context to Committee discussions.

The Committee noted the additional reports provided.

Resolved: The Committee noted:
- **the Remote and Blended Learning procedure;**
- **the Fitness to Practice procedure;**
- **Preston's College approach to Quality Improvement.**

Members noted that this would be the Chair's last Quality and Standards Committee meeting as she would retire from the Board at the end of 2020.

The Principal and Chief Executive recorded thanks to the Chair of the Quality and Standards Committee and paid tribute to her contribution to the Committee and the Board and in particularly for supporting the Executive Leadership Team and the Board during the last Ofsted inspection. The Committee recorded thanks to the Chair for her contribution to the College as a Board member and Chair of the Quality and Standards Committee.

The Chair thanked the Principal and Chief Executive and members and wished the Committee and the College well for the future.

14. **Date of next meeting**

The Committee noted that the next meeting of the Quality and Standards Committee would take place on 4th March 2021.

The Chair thanked everyone for attending the meeting.

The meeting closed at 7.24 pm.