Minutes Quality, Learning and Standards Committee

(All resolutions passed were the unanimous decision of the Quality, Learning and Standards Committee members present unless otherwise stated)

Meeting Title	Quality. Learning and Standards Committee
Date	9 May 2023
Members	Mr G. Willett(GW) Chair Cllr B. Fraser (BF) Ms H. Harper(HH) Mr. P. Mayhew-Smith(PM-S) Group Principal / CEO Mr M. J. Stone (JS) Ms C. Streliaev-Pivett (CS-P)
In Attendance	Mr D. McClymont(DM) Vice Principal - Curriculum & Standards Ms S. Marfe(SuM) Director of Marketing and Student Recruitment Ms J. Morrison(JM) Vice Principal - Quality and Digital Innovation Ms S. Muncie(SM) Vice Principal - Curriculum & Quality Ms J. Percival(JP) Acting Principal – Carshalton and Merton Colleges Mr J. O'Shea (JOS) Principal, Kingston and South Thames Colleges Ms H. Meredith (HM) Head of Governance

Key Meeting Outcomes	
	The meeting took place remotely by Teams.
1. 1.1.1	**WELCOME, APOLOGIES, DECLARATION OF INTEREST** Apologies were received from Mr Cheema, Prof Laville and Ms Savage. Stella Raphael-Reeves and Charlotte Veale who normally attend meetings also sent apologies.
1.1.2	Members confirmed that they did not have any pecuniary or other interest in any agenda item.
2. 2.1	**MINUTES OF MEETING OF 9 MARCH 2023 AND MATTERS ARISING** <u>Accuracy</u>. The minutes were accepted as an accurate record to be signed by the Chair. <u>Matters arising</u> The Action Log was reviewed and updates below were noted:

QIAPs to be RAG rated for the next meeting	JOS	March 2023	
GW asked JP to reflect on the terminology 'high needs' and language used with students.	JP	March 2023	
Achievement Rate benchmarking data to be shared with this committee as soon as this is available.	JOS	March 2023	Access had been given to KPI dashboard to governors but governors had not been able to access this due to difficulty in accessing this via remote desktop. IT helpdesk to be asked to provide a shortcut.
The Digital team to give QLS more detail on the impact of digital at the June meeting.	JAM	June 2023	
A showcase on the use of digital technology, including some students, should be included at the Governors' awayday in November	JAM	Nov 2023	

2.2	**RISKS REQUIRING ADDITIONAL ASSURANCE** The Audit Committee had asked Committees to consider any additional internal audit or other external assurance reports which they would like to have commissioned. The Committee considered this during the meeting and discussed this again at the end of the meeting.
3.	**Strategic Objective – ENHANCE THE QUALITY OF EDUCATION**
3.1.4.a	**GROUP CURRICULUM REPORTS** **ATTENDANCE** JOS shared live attendance data from the KPI dashboard and presented a report on attendance showing how this compared to previous years reporting that: • As a result of a significant number of initiatives to address attendance this has improved in the last 6 weeks and 16-18 attendance for year to date has improved to 78.8%. • There remains a serious issue with low attendance in English and Maths • A Day 42 Strategy has been developed for next year so improve attendance from Day 1 for new students

| | JS asked whether any in-year benchmarking is available on attendance data. JOS confirmed that anecdotally attendance is low at other colleges (and schools nationally).

JM suggested that teachers can show that learners are still engaging with learning (even when they do not attend lessons) by evidencing when students access Moodle and Teams.

CS-P suggested asking for strategies for improving attendance from other colleges and JOS confirmed that this has already been done as part of the many initiatives being used at college.

BF reported from speaking to students at the Student Conference that they knew that they should be attending college and asked therefore what else can be done to encourage students to attend college. JM reminded governors that many students have part time jobs because of the cost of living crisis. HH referred back to the reasons for low attendance reported to the last meeting and asked what the college was doing to address those aspects within its control. JP reported on the work being done to ensure that lessons are good so that students are engaged and want to be in lessons. JOS reported that two CPD days have been spent on how to improve teaching and that as much as is possible has been done to improve timetabling to make this more student friendly. PM-S also reported on sharing of good practice from Merton College across the Group and that the Group needs to review the recruitment of teaching staff as one of the issues has been for some groups where students have been without permanent teachers.

It was **resolved** to note the report. |

| 3.1.4a | **RETENTION**
JOS confirmed that in year Retention remains high although this is below benchmarking data in the NARTs with the highest gap in Adult retention (93% against National rate 97%).
The report (@ 21 April) shows the figures below and the live data was close to these levels:

Retention – All Ages¤	94.4¤
Retention (HNS)¤	93.2¤
Retention (BAME) ¤	94.6¤

It was **resolved** to note the report. |

| 3.1.4a | **REVIEW OF ACHIEVEMENT RATES 2021/22 AGAINST NATIONAL ACHIEVEMENT RATE TABLES (NARTS)**
The full 2021/22 National Achievement Rate Table had been published by the DfE . This is the first full data set published since 2018/19.

The GFE headline National Achievement Rate averages shown below show that NA:
- declined by 3% for 16-18 and all learners –STCG 16-18 was 2.1% below the NA
- improved by 1.2% for adult learners – STCG Adult was 0.7% below the NA
- Overall the combined STCG AR was 0.7% below the overall NA

16-18	2021/22 National Average Achievement Rate %	Annual Change	STCG 2021/22 Achievement Rate %	+/- 2021/22 national average
Group	81.1	-3.0	79.0	-2.1
CC	81.1	-3.0	77.0	-4.1
MC	81.1	-3.0	79.4	-1.7
KC	81.1	-3.0	80.3	-0.8
STC	81.1	-3.0	76.8	-4.3

Adult	2021/22 National Average Achievement Rate %	Annual Change	STCG 2021/22 Achievement Rate %	+/- 2021/22 national average
Group	86.7	+1.2	85.3	-1.4
CC	86.7	+1.2	77.8	-8.9
MC	86.7	+1.2	86.0	-0.7
KC	86.7	+1.2	89.6	2.9
STC	86.7	+1.2	84.3	-2.4

All	2021/22 National Average Achievement Rate %	Annual Change	STCG 2021/22 Achievement Rate %	+/- 2021/22 national average
Group	83.8	-1.0	83.1	-0.7
CC	83.8	-1.0	77.2	-6.6
MC	83.8	-1.0	82.5	-1.3
KC	83.8	-1.0	84.2	0.4
STC	83.8	-1.0	83.4	-0.4

GW asked why Carshalton is underperforming relative both to National Averages and the other colleges within the Group. JP attributed this to significant under-performance in Construction which is an NTI area this year. There were significant staffing problems. JS asked why Carshalton is so different and JP explained about culture issues including in relation to teaching staff work with HNS which has received additional support this year.

It was **resolved** to note the report.

KS joined the meeting at 6.05pm

3.1.4a

QUALITY ASSURANCE SUMMARY REPORTING (QSAR)
JAM confirmed that the QSAR RAG rates college data against National benchmarks with the summary assessments shown below:

2022/23 MIDES R06 Recruitment & Curriculum Report	(Good)
2022/23 MIDES R06 In-Year Retention Report - Post 42 Day Retention	(Requires Improvement)
2021/22 National Achievement Rate Tables (NARTs)	(Requires Improvement)
Attendance	(Good)
Retention	(Good)
Probation Observations	(Good)
Development Observations	(Good)
EQA Report Summary (Feb – March)	(Inadequate)
Enhanced Quality Support	(Requires Improvement)
HE Forecast	(Good)
Term 2 FE Forecast	(Requires Improvement)
GROUP QUALITY ASSURANCE	(Requires Improvement)

Key:

Good	(green)
Requires Improvement	(yellow)
Inadequate	(pink)

3.1.4.b

FORECAST ACHIEVEMENT RATES 2022-23
The report detailed Term 2 forecast achievement rates, including HE forecasts. Heads of School and College VPs have reviewed all forecasts and adjusted these where appropriate.

College	2021/22 Enrolments	2021/22 T1 forecast	2021/22 T2 forecast	2021/22 Actual AR%	2022/23 Enrolments	2022/23 T1 Forecast	2022/23 T2 Forecast
CC/MC	3,927	89.3	87.0	80.5	3,968	88.5	83.4
KC	6,895	86.7	86.3	84.2	6,543	89.2	88.7
STC	9,486	91.4	87.7	83.4	8,722	89.1	88.3
GROUP	**20,266**	**89.3**	**87.1**	**83.4**	**19,233**	**89.2**	**86.8**

The forecast for the Group overall Achievement rate figure is 86.8%.

It was **resolved** to note the report.

3.1.5

VALUE-ADDED
This was deferred to the next meeting as there was no report.

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3.1.6	**MID YEAR POSITION STATEMENT** JO presented a Mid-Year Position Statement which had been seen by governors already at the March Corporation meeting. Two areas had been downgraded to Grade 3 Requires Improvement : for Apprenticeships and Behaviour and Attitudes, due to low attendance. It was **resolved** to note the report.
3.1.7	**LEARNER JOURNEY INTERNAL AUDIT REPORT** The Committee received an Internal Audit report which reviewed the learner journey from application through to enrolment, induction and the first few weeks at the College including the process of converting enquiries to applications and applications to enrolments. The report had already been reviewed by the Audit Committee who asked for this also to go to this Committee. The review found that the majority of control areas established were operating well and no errors were found within the Kingston sample. However, some issues were identified at the other Colleges relating to : - Errors in registration information for some learners. - Not all students being followed up to ensure that they complete an induction checklist confirming they have read key College documents. It was **resolved** to note the report which the committee considered to be generally positive.
3.1.8	**LINK GOVERNOR REPORTS** The Committee received : - a Link Governor report on **Careers** and - A report from the link governor for **Student Voice** - A report from the Link Governor for **Outcomes** who in response to the report was subsequently invited to the student conference on 3 May to meet with students It was **resolved** to note these reports.
3.2 3.2.1	**MID-YEAR (NTI) UPDATES – CROSS GROUP** **APPRENTICESHIPS** SM presented the Apprenticeship update report SM updated the committee on the 2 key standard areas are of concern: - plumbing and Domestic Heating Technician at Carshalton and - Engineering Technician at Kingston. The report detailed interventions put into place to support both areas and forecast achievement rates. Group Forecast achievement rates for apprenticeships are 60% **Apprenticeship Survey Summary** Key findings from this are shown below. Actions to respond to areas of concern identified have been added to the QIAP including a new annual Apprenticeship CPD Day being included as part of the Group CPD events. GW thanked SM for all of the work included in the report and asked for the Committee's thanks to be passed to the apprenticeship team.

	Responses Received (Group)	Responses Received (College)	Satisfaction Rates TLA	Areas of Concern
	138 (41%)	CC: 40 (29%) KC: 72 (45%) STC: 24 (65%)	Q1 I am enjoying my apprenticeship: 90%. Q11 My teacher/assessor help me to develop targets and actions to improve: 76%. Q22 Overall, I am happy with the way I am being taught: 75%. Q23 Overall, I feel I made the right choice in attending this College to study an Apprenticeship: 100%.	Q2 I receive clear information about the work (assignments/homework) that I am expected to complete: Male 80%/ Female 73%. Q3 I am happy with the support I receive to help me succeed in developing knowledge, skills and behaviours for my apprenticeship: 76%. Q5 I am given clear and constructive feedback that helps to improve the standard of my coursework and homework: 74%. Overall, results were mostly lower this year in comparison to 21/22.

| 3.2.2 | **HIGH NEEDS**
JP presented an update report

In year attendance and retention
Group Attendance for HNS, including maths and English, remains 2% above non HNS. Attendance for HNS to maths and English is currently 4% above all students

	HNS	Non HNS
Excluding M&E	85%	83%
M & E	75%	71%
Gap	10%	13%

The difference between vocational and maths and English attendance for HNS is currently 10%. Although this is too large a gap it is less than the gap for all students which is currently 13%.

Retention for HNS is currently 98% (94% for all students).

BTEC Exam results
HNS did not perform as well as other students in January BTEC exams. Whilst the number of passes is comparable with their peers the number of near passes is much greater for HNS and high grades are significantly less for high needs. This will be an area for development in 23/24. |
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| 3.2.3 | **CONSTRUCTION AT CARSHALTON COLLEGE**
SM presented an update report. The team is focussed on the following key areas:
- Attendance
- TLA
- Staffing
- Progress Monitoring

Attendance
Term 2 YTD attendance held at 81% up to the last 3 weeks of Term 2, this is a significant improvement on YTD attendance at the start of the term (65%.) Interventions are in place for all students with attendance below 90% including ABC meetings, regular contact with parents and parent/tutor meetings.

Teaching Learning and Assessment Is improving following learning walks

Staffing - A more stable team in place and recruitment to permanent vacant posts has been successful. Lecturers recruited to Tutor/Assessors for electrical and plumbing, start dates May 2023. Second week of Term 3 full complement of staff in place for the first time this academic year. New teachers are working at pace with groups where achievement is low, specifically pathways and multi skills groups. |
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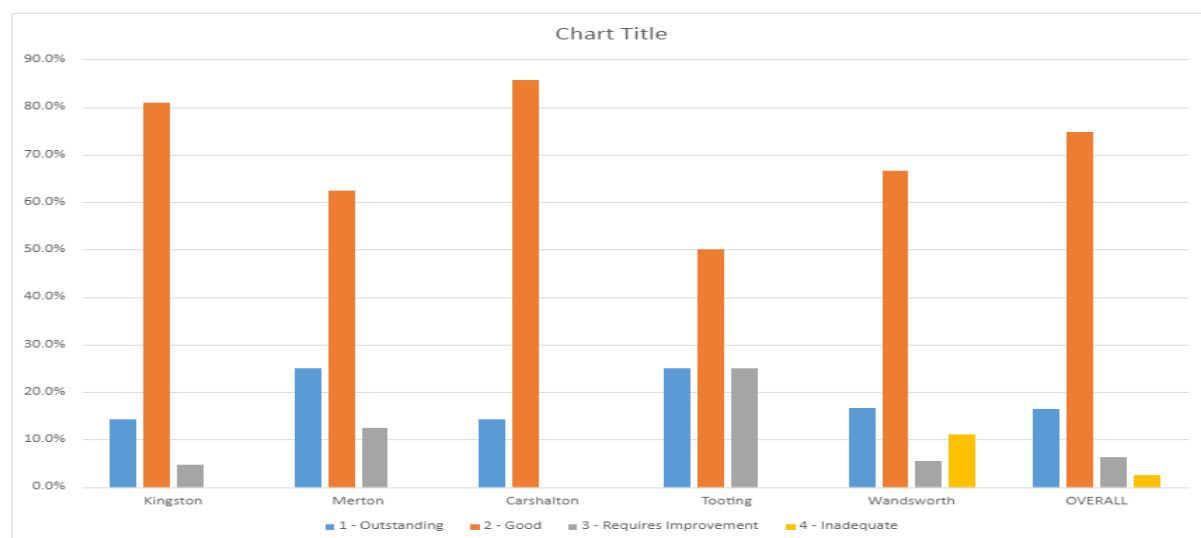| 3.2.4	**CONSTRUCTION AT SOUTH THAMES COLLEGE** DM presented an update report T2 achievement forecast for Construction is 74.7%. (Actuals for 21/22 were 71.6%.) DM was quietly optimistic that this will be significantly better than last year. Extra revision sessions have been put on for learners on exam-based courses as well asking teams to run catch-up coursework sessions throughout T3. The Team are pushing for achievement to be 80%+. Key risk areas are the Tech Certs and Tech Dips in Electrical & Plumbing as well as the L1 Dip in Electrical. Multiskills is looking very strong at 88% for L1 and 93% for L2. It was **resolved** to note all of the NTI reports
3.3	**TEACHING LEARNING AND ASSESSMENT : CPD UPDATE** JAM gave an update from the QASR on lesson observations. Governors have previously asked how they can be sure that teaching is good. Probationary observations are graded and the report confirmed that overall Group **Probationary observations in 2022/23** are graded as **Good.**

College	1st Observations Completed	1st Observations Overdue	2nd Observations Completed	2nd Observations Overdue
Carshalton/Merton*	7	1	6	0
Kingston	24	2	12	0
South Thames	9	0	7	0
Group	**40**	**3**	**25**	**0**

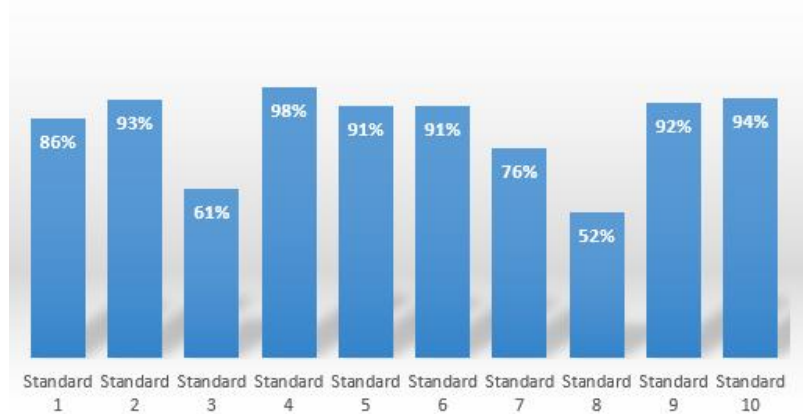** reported together in data*   *Data as at 17.04.2023*

Developmental observations are ungraded but are measured against 10 Teaching Standards:

1. Coherent Planning
2. Ambitious Expectations
3. Life in modern Britain
4. Teacher Knowledge and Skills
5. Design and use of activities
6. Checking Learning
7. Development of English
8. Development of maths
9. Environment/Classroom Management
10. Knowledge, Skills and Progress

The findings from these observations are used to inform the development of staff CPD

	Overall Group Developmental Observations are graded as **Meeting Standards/Good.** The teaching standards numbered 3 and 8 – the development of maths- need more work

Good (Stds Met + Best Practice)

	HH asked why the grade for the teaching standard around the development of maths was 52% and suggested including this in CPD. JAM explained that this related to the integration of maths into lessons and that not enough of this had been observed.

KS commented that feedback from students at the student conference confirmed that students are well supported for life in modern Britain.

JS suggested using feedback from the learning coaches about the limited use of digital platforms for further development of the Digital Strategy. JAM reported on the work being done with supporting teachers by the digital team.

KS asked about inconsistent standards of teaching around SEND. JP reported on improvements made so far in teachers accepting responsibility for HNS and that next year teaching will be adapted for all students not just HNS.

It was **resolved** to note the report |
4.	**Strategic Objective – CURRICULUM DEVELOPMENT STRATEGY TO DELIVER GROWTH & CONTRIBUTE TO LSIPs**
4.1, 4.2,4.3	**CURRICULUM PLANNING UPDATE , T LEVELS AND DEFUNDING OF BTECS and RECRUITMENT FOR 2023/4**
4.1.1	JOS and SuM reported on the number of applications received to date showing currently an increase across the Group by almost 1000 on this time last year noting that applications are up most at Kingston but down at Carshalton. Around 900 applications are for A Level pathways courses. The number of applications for T levels was lower than wanted (23 Childcare, 47 Accounting) .
4.1.2	GW commented that the A level pathway offer is not without risk, including the key risks • The quality of A level provision • The future of BTECs – which are due to be de-funded and replaced by T levels
4.2.1	JOS had reported at the last meeting that some T levels due to start in September at other colleges had been delayed by the DfE due to concerns about quality. JOS was hopeful that the Government may soon announce a delay in the defunding of some BTECs. JOS also reported that some students who would have enrolled on CACHE childcare courses are not at the required level of English and Maths to enrol on the childcare T Level. JS asked if there is a gap in progression at the end of Level 2 for some students not able to progress to T levels and JOS agreed. HH reported that some colleges are offering a bridging course for these students.
4.2.2	At a previous meeting HH had asked about the rationale for re-introducing A levels instead of introducing more T levels. HH had discussed this further with JOS and SuM and now understood that there was a clear rationale for this decision. The A Level re-introduction was guided by the research undertaken by STCG in 2021 to better understand student under-

		recruitment that year. It covered topics such as reputation, STCG curriculum offer as well as competitor analysis and included surveying applicants who did not enrol at STCG who told the college that they were looking for and A Level option and a combination of subjects.
4.2.3		JOS reminded the committee that the A Level and T Level offers at STCG have been designed to ensure they do not directly compete with each other. E.g. the A Level+ Engineering pathway (A Level Maths plus BTEC in Engineering) will end once T Level Engineering launches at STCG, when BTEC engineering is defunded.
4.2.4		It was **resolved** to note this update.
4.4		**LONDON LSIP UPDATE** The Committee received the following : • South London Partnership (SLP) Local Skills Improvement Plan (LSIP) Annex Consultation Document • Response from STCG to draft SLP LSIP Annex The STCG response highlighted the need for the plan to be mindful of the need for higher levels of inclusion and social justice in the South London workforce, especially for those cohorts under-represented in the workplace, such as people with learning difficulties and disabilities and second language speakers and the over -50s. The STCG response also highlighted the omission of the creative, arts and leisure sector from the draft LSIP and the committee found this omission extraordinary. PM-S suggested that even though creative industries are not identified as a skills gap in the LSIP that STCG will still include creative curriculum as a strategic priority in its Accountability Statement and the committee supported this proposal. HH suggested that STCG link with GuildHE which has been doing work on the creative industries in HE in London.
4.5		**DRAFT STCG ACCOUNTABILITY AGREEMENT** PM-S presented the draft STCG Accountability Statement which will be finalised and presented for discussion and approval by the Corporation on 25 May. PM-S reminded the Committee that the process involves the College estates strategy and development of the curriculum needing to meet the needs of the local and national economy and local labour market. It was **resolved** to note this draft.
4.6		**EMPLOYER ENGAGEMENT STRATEGY / MEETING SKILLS NEEDS UPDATE** Governors received an update from the Business Partnership Unit. The College work with a range of local employers and stakeholders in meeting local skills needs will form the focus of the May Corporation Strategic planning session. It was **resolved** to note this update.
		RISKS REQUIRING ADDITIONAL ASSURANCE The Committee discussed any additional internal audit or other external assurance reports which they would like to have commissioned. GW suggested reviewing the accuracy and robustness of forecasting . RG suggested waiting for the results first as this review might not be needed if the forecasting proves to be accurate this year.
		DATE OF NEXT MEETING - Tuesday 13 June 2023 at 5.30pm The meeting closed at 7.30 pm **Signed:** …………………….............**Date:**……………………………

Action points		Responsible	Deadline	Signed off
1.	QIAPs to be RAG rated for the next meeting	JOS	June 2023	
2.	GW asked JP to reflect on the terminology 'high needs' and language used with students.	JP	March 2023	
3.	The Digital team to give QLS more detail on the impact of digital at the June meeting.	JAM	June 2023	
4.	A showcase on the use of digital technology, including some students, should be included at the Governors' awayday in November	JAM	November 2023	
5.	QIAPs to be RAG rated for the next meeting	JOS	June 2023	
6.	Difficulty in accessing the remote desktop to be sorted for governors by IT giving access given to by providing a remote desktop widget for governors	HM	June 2023	
7.	Value Added Report deferred to next meeting	HM	June 2023	