

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)

Otherwise stated)

Meeting Title	Quality. Learning and Standards Committee														
Date	17 October 2023														
Members	Mr M J Stone (JS) Chair Ms H. Harper(HH) Ms H. Laville (HL) Mr. P. Mayhew-Smith (PM-S) Group Principal / CEO Ms M. Savage(MS) Ms C. Streliaev-Pivetta (CS-P)														
In Attendance	Mr R. Greenaway(RG) Deputy CEO Ms A. Khorram Interim Vice-Principal - Curriculum and High Needs Ms S. Marfe(SUM) Director of Marketing and Recruitment Mr D. McClymont (DMcC) Vice-Principal – Curriculum and Standards Ms J. Morrison (JM) Vice- Principal - Quality and Innovation Ms S. Muncie(SM) Vice- Principal - Curriculum & Quality Mr J O'Shea (JOS) Principal, Kingston and South Thames Colleges Ms J. Percival(JP) Interim Principal, Carshalton and Merton Colleges Ms H. Meredith(HM) Head of Governance														
Key Meeting Outcomes															
	The meeting took place virtually.														
A 1	WELCOME, APOLOGIES, DECLARATION OF INTEREST There were no Apologies as all members were present. Members confirmed that they did not have any pecuniary or other interest in any agenda item.														
A.2	ELECTION OF CHAIR AND VICE-CHAIR Mr Stone was elected as Chair of the Committee and Ms Harper as Vice-Chair for 2023-24.														
A.3	MINUTES OF MEETING OF 13 JUNE 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: <table><tr><td>HH agreed to share a case study with CV of a childcare T level run at a school in Wandsworth.</td><td>HH / CV</td><td>Actioned: Case Study shared with CV</td></tr><tr><td>GW asked for final list of dates re the self-assessment cycle to be available for the July 2023 Corporation meeting.</td><td>JAM</td><td>Final dates were shared with Governors</td></tr><tr><td>A showcase on the use of digital technology including some students should be included at the governor's away day in November</td><td>JAM</td><td>Governors to meet with students at awayday and see IT in use in lesson drop ins</td></tr><tr><td>PM-S suggested reviewing these risks in more detail in November and that looking at risks should be included in the discussion at the SAR validation.</td><td>PM-S</td><td>Risks to be considered at awayday</td></tr></table>			HH agreed to share a case study with CV of a childcare T level run at a school in Wandsworth.	HH / CV	Actioned: Case Study shared with CV	GW asked for final list of dates re the self-assessment cycle to be available for the July 2023 Corporation meeting.	JAM	Final dates were shared with Governors	A showcase on the use of digital technology including some students should be included at the governor's away day in November	JAM	Governors to meet with students at awayday and see IT in use in lesson drop ins	PM-S suggested reviewing these risks in more detail in November and that looking at risks should be included in the discussion at the SAR validation.	PM-S	Risks to be considered at awayday
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A.4	TERMS OF REFERENCE AND SELF-ASSESSMENT OF WORK OF COMMITTEE FOR 2022/23 Members discussed the performance of this committee 2022-23 and concluded: <ul style="list-style-type: none">The committee met the Terms of Reference during the previous year;The half termly frequency of meetings works well to allow governors to keep up to date with curriculum planning and monitoring during the year and so will be continued;Virtual meetings are an effective use of time and so the meetings will be kept virtual apart from the face to face November meeting following the CSAR validation;The Chairing last year by Graham Willett was excellent;The committee has the right number of members (9) – although there are 3 vacancies since the summer – the committee agreed to leave its membership as 9;The Committee asked for more frequent Learner Voice Reports in 2023-24JS asked whether students could be invited to talk to the committee; PM- S felt that this would be too challenging for students. HM and PM-S reported that a session for														

governors to meet students at STC is planned at the Governors' Awayday. The Committee asked the college to continue to provide as many situations such as that where governors can meet with students.

Terms of Reference

It was **resolved** to recommend the Terms of Reference (as attached to these minutes as Appendix 1) without any amendment for approval by the Corporation.

Planned Business for the Year

It was **resolved** to agree the proposed Planned Business for the year.

**B.
B.1**

REVIEW OF BOARD ASSURANCE RISK AREAS (PART 1)

The Chair reminded the Committee that the two risks allocated to it for review are:

1. the risk of a poor Ofsted inspection or OFS result and
2. the risk of declining student numbers.

1.

STRATEGIC OBJECTIVE 1 – RAISE STANDARDS OF EDUCATION

1.1.1

2022/23 ACHIEVEMENT DATA (PENDING ILR HARD CLOSE)

JO presented headline achievement data which had been circulated in advance

	Group	CC	KC	MC	STC
Overall Achievement (all ages/all qualifications)	86.4	77.8	87.5	84.4	87.1
HNS Overall Achievement (all ages/all qualifications)	82.7	77.3	80.5	86.2	88.8
HNS Vocational Achievement (all ages/all qualifications)	89.3	79.6	89.5	86.3	90.2
BAME Overall Achievement (all ages/all qualifications)	86.3	78.5	88.8	82.5	86.2
White Overall Achievement (all ages/all qualifications)	87.0	77.4	85.9	87.5	83.8
GCSE English/Maths (16-18)	83.7	78.2	85.0	86.6	82.9
HNS GCSE English/Maths (16-18)	81.9	76.5	82.7	83.3	85.7
GCSE English/Maths High Grades (16-18)	18.6	9.7	24.3	17.4	14.5
HNS GCSE English/Maths High Grades (16-18)	9.1	5.3	11.5	12.7	7.1
Functional Skills English/Maths (16-18)	75.4	64.2	72.5	73.4	87.5
HNS Functional Skills English/Maths (16-18)	64.1	53.8	32.4	80.0	91.1
Apprenticeships	54.1	40.3	59.3	50.0	66.7

1.1.2

16-18-year olds

- The Group overall Achievement rate for 2022/23 for 16-18 at 82.9% was an increase of almost 4% on the previous year (79%)
- Carshalton College still needs to improve its 16-18 achievement
- High Needs 16-18 at 82.5% increased by 5% on the previous year (77.8%)
- Children Looked After and Care Leavers (CLA) at 77.5% increased by 5% on the previous year (72.3%)

1.1.3

19+

- The Group overall Achievement rate for 2022/23 for 19 + at 88.1% was an increase of almost 3% on the previous year (85.3%)
- For outstanding grades at Ofsted achievement rates would have to reach 90% but achievement at this level would be considered a strong Good Ofsted grade
- CLA at 19+ achievement rates at 67.3% dropped by 2% (69.8%)

1.1.4

English and Maths GCSE

- Overall 16-18 Maths and English achievement rates at 83.7% were down 0.5% on the previous year (84.6%) but 4% above National Figure
- 19+ achievement roughly the same as the previous year.

<p>1.1.5</p> <p>1.1.6</p> <p>1.1.7</p> <p>1.1.8</p> <p>1.1.9</p> <p>1.1.10</p>	<ul style="list-style-type: none"> • 16-18 English and Maths high grades dropped 10% and 19+ dropped 9% as a result of moving students from Functional Skills to GCSEs to give them a qualification. <p>Overall Achievement Rates</p> <ul style="list-style-type: none"> • Excluding English and Maths the overall achievement rates have increased by 2% to 87.7% (from 85.9% last year) <p>MS congratulated the college on the overall success story from these significant improvements from the previous year</p> <p>Apprenticeships Overall Achievement rates at the date of the meeting were 54%; national benchmarks for apprenticeships were awaited.</p> <p>MS asked about the context for the results from Carshalton College which performed less well than the other colleges. JP reminded the committee of the issues in the first term at Carshalton last year and the impact of the retention rates there (due to excluding students at the end of the first term) on achievement rates. The paper for construction NTI shows an Increase of 10% in pass rates.</p> <p>JS asked for officers' views on any emerging issues that the committee should be concerned about and JO and JP confirmed these as:</p> <ul style="list-style-type: none"> • Carshalton College performance -in particular 16-18 retention • Retention in some apprenticeships • Kingston A Levels - see minutes of discussion of these at agenda items 3.2.5 - 3.2.7 • Kingston Engineering • STC Business • STC level 3 Construction <p>It was <u>resolved</u> to note these reports and data.</p>
<p>1.2</p> <p>1.2.1</p> <p>1.2.2</p> <p>1.2.3</p> <p>1.2.4</p>	<p>2022/23 NOTICE TO IMPROVE (NTI) UPDATES</p> <p>HIGH NEEDS – NTI area JP presented the update report highlighting improvements in English results last year and GCSE high grades, particularly Maths, to be a key focus this year</p> <p>HH asked what the problem is with Maths and how the college plans to address this. JP reported that some students almost have a phobia of Maths and the college is working hard to improve their attendance at maths classes by being more imaginative about lessons including having a dedicated specialist subject teacher for Maths for HNS.</p> <p>JS asked what the college is planning to do to support CLA? JP confirmed plans to focus on CLA at team meetings to plan support for them. JS asked for the committee to have a report during the year on what is happening for CLAs.</p> <p>APPRENTICESHIPS SM presented the Apprenticeship update report. The Committee noted that Apprenticeship Achievement rates at 54.6% dropped from the previous year (55.4%) and were lower than forecast. JAM confirmed that Apprenticeships will therefore remain as an NTI area. SM encouraged governors to look at the tabs on the achievement rates tables as there are some areas at or above benchmark- although achievement at Carshalton is still an issue.</p> <p>CONSTRUCTION AT CARSHALTON COLLEGE JP confirmed that Achievement rates are not high enough but that pass rates increased by 10%. JP invited governors to visit Carshalton College to see the improvements for themselves and agreed to provide some suggested dates for governors to visit Carshalton College and meet some students.</p> <p>CONSTRUCTION AT SOUTH THAMES COLLEGE DMcC presented an update report showing significant increases in Achievement in some courses E.g. a 26.6% increase in L2 Tech Cert in Plumbing, but significant weaknesses in other areas including:</p>

1.2.5	<ul style="list-style-type: none"> • Level 2 Electrical installation • Level 3 Plumbing- which has now been dropped as result • Level 3 Electrical SM -there is is a national issue about the exam paper and the AoC are holding discussions about this with the awarding body <p>The report identified actions being implemented to turn around these areas including a focus on attendance and plans to 're-energise' the provision through the LSIF bid to create a Green construction room along with relevant training rigs.</p> <p>JS commented that the report showed spectacular movements in results in both directions.</p> <p>NTIs for 2023/ 24</p> <ul style="list-style-type: none"> • Kingston A Levels • Kingston engineering • Retention in 16-18 at CC • STC Business • STC level 3 Construction <p>CS asked whether HNS will be removed from the NTI process this year- JO and JP hoped so but that will depend on the decision to be made at the CSAR validation.</p>
1.3	<p>OFSTED REPORT ELMWOOD NURSERY, CARSHALTON COLLEGE</p> <p>The nursery Ofsted Inspection Report was received by the Committee. JS congratulated the nursery on the report which reads very well indeed and HH offered her congratulations explaining that the report read more like an Outstanding report than a Good report.</p>
2.	<p>Strategic Objective 2 IMPROVE STUDENT ENGAGEMENT, ATTAINMENT, ATTENDANCE RATES</p>
2.1	<p>LINK GOVERNOR REPORTS</p>
2.1.1	<p>JO thanked governors for attending the SAR process meetings. HH reported on attending the School SAR process at STC which she found impressively productive and informative and found observing the process very helpful. JS had attended the same event and agreed with HH's report. CSP reported on attending the KC event and reported that all Heads made a massive improvement in their SARs since last year</p>
2.1.2	<p>JS commended the college for robust nature of the SAR process.</p>
2.2	<p>ANNUAL REVIEW OF COMPLAINTS AND APPEALS 2022/23</p>
2.2.1	<p>JAM presented a summary of Complaints and Appeals for 2022/23.</p>
2.2.2	<p>HH noted that many of the complaints related to NTI areas. JS asked if the college has identified trends from complaints which concern the college. JAM confirmed that there were some complaints around facilities but these are reducing.</p>
2.2.3	<p>JS thought there were a relatively low number of complaints for an organisation of this size but asked about the low number of complaints at STC. JO thought that the college might need to bring an awareness of the complaints system to the students at STC.</p>
2.2.4	<p>It was resolved to note this report.</p>
3.	<p>Strategic Objective 3 – CURRICULUM AND GROWTH STRATEGY</p>
3.1	<p>2023/24 ENROLMENTS UPDATE (DATA DASHBOARD) RG presented the latest enrolment data update as below.</p>
3.1.1	<p>16-18 ESFA funding target 4641, number of 16-18 students enrolled at date of meeting 5427- so at the Day 42 census this might be about 600 more than the funding target. The report included details of activities by the Schools Partnership Team this year – which the college believes is one of the key factors for the increase this year</p>

3.1.2	<p>HNS</p> <p>Funding target 750. The College expects that final numbers will be around 730</p>
3.1.3	<p>APPRENTICESHIPS</p> <p>Enrolments are likely to be about 200 new starts below target</p>
3.1.4	<p>HIGHER EDUCATION</p> <p>The target for the current year was significantly down on previous year and although the target has been achieved active enrolments by year end could be below target with an impact on funding</p>
3.1.5	<p>AEB GLA FUNDED</p> <p>Students enrol during the year. Last year exceeded target so the college is fairly confident about meeting the target for this funding stream. JS commented on having heard from an AoC Briefing meeting about a risk that the London Factor might disappear for funding for adults from 2024-25. RG confirmed that this represents a 30% supplement on some courses and that if this happens the College will need to find new ways of filling that funding gap</p>
3.1.6	<p>JS congratulated the Group on this very good set of enrolment figures paying particular tribute to SUM and the Schools Partnership Team for their work in building relationships with schools. JS congratulated their team for the astonishingly good set of figures with increases in applications from all but 2 schools.</p>
3.1.7	<p>PM-S confirmed that this is may end up at 12-15% above target and will be one of the best enrolment results in London. PM-S paid tribute to the huge collaborative effort behind this outcome and agreed to send governors an update after the day 42 Census returns.</p>
3.1.8	<p>It was resolved to note this update.</p>
3.2	<p>CURRICULUM, INNOVATION AND T LEVELS</p>
3.2.1	<p>JO presented a report highlighting the following which the committee discussed:</p> <ul style="list-style-type: none"> • Despite significant growth in recruitment there has been a down turn in T- Level and A Level programme enrolment; • T-levels are throwing up recruitment and quality issues nationally. STCG has had to review future delivery based on demand, GCSE entry criteria, retention and pass rates. There is a complete lack of awareness of the qualification nationally; • Due to low results in the first year of the reintroduction of A levels at KC, the college has ensured this year that enrolment is thorough and entry criteria adhered to. Coupled with the fall in GCSE grades nationally, this has reduced the pool of potential students.
3.2.2	<p>MS asked about the impact of the lack of knowledge and interest in T levels and whether STCG has to stick with offering T levels? JO reported that instead of 100 students a year previously taking Level 3 CACHE childcare courses STCG has just 7 students doing childcare T level. Many students fail to meet the entry criteria to access T levels. PM-S has challenged the DfE about what will happen to these students if this rate of de-funding of alternative Level 3 qualifications continues. HH asked whether STCG is thinking about increasing Transition years for T levels to make them a 3-year programme – as some other colleges are doing. JO reported that even at colleges with that option, uptake of childcare T levels is very low.</p>
3.2.3	<p>JO reported that some T level course retention rates nationally were only about 70%. PM-S reported that the government is not yielding on their time frame. The Prime Minister had just announced plans for T Levels and A Levels to be wrapped into an Advanced British Standard but this would take at least 10 years to come into effect if the current government remains.</p>
3.2.4	<p>JO reported that STCG will be running engineering T levels from 2024-25. JS asked whether the college will be ready for that in terms of teaching and HH asked what the college is doing with engineering employers to prepare for T level work placements needed for engineering? JO confirmed that the college needs to prepare for these lengthy work placements in advance.</p>

3.2.5	<p>A LEVELS</p> <p>JO reported that the College recruited very well for A Level pathway courses last year but some students did not have the required entrance standards. Some students were not good enough to progress to the A Level. This year the College has enforced a very strict entrance requirement to ensure that students meet the entry criteria for A Levels so that they will achieve good results and as a result has recruited 134 students against the target 200. Although conversion from application to enrolment on A Level programmes was low many applicants subsequently enrolled onto other courses at STCG.</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
3.2.6	<p>HH asked whether the A level teachers' forecasts had been accurate and JO confirmed that they were not nearly as accurate as they should have been. JS challenged what the college is doing to ensure that the quality of teaching and STCG's ability to teach A levels is as good as it should be. JO confirmed The College has been reviewing the quality of teaching and learning. In one A Level subject there has been a lot of staff sickness and teaching staff leaving at short notice and that action has been taken this year to ensure that students meet the course entry criteria and improve the teaching.</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
3.2.7	<p>JS challenged this as worrying – that not only did the college not stick to the course entry requirements last year but teaching was not good enough. JS asked for more reports on A Level provision to assure governors of improvements. JO confirmed that update reports will come to every future QLS committee meeting as A Levels will be an NTI area for 2023-24.</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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4.1	<p>The Committee received a copy of the LSIF bid for South London for which STCG is the lead bidder. ESFA have raised a number of queries about the part of the bid by STCG for capital funding to improve Hair and Beauty facilities. The aim was to draw people into the broader retail sector to give them experience to work in businesses on the high street but at the date of the meeting ESFA were challenging this and the outcome of the bid was uncertain.</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
4.2	<p>PM-S explained that the LSIF bid alone is not the answer to the LSIP. STCG is also trying to obtain other sources of funding E.g. T level development funding, GLA funding, UK based Prosperity funding and NHS development funding. Further updates on this will be given to governors at the Awayday on 6 November. An Update on the London LSIP, its process and impact by Mark Hilton of Business LDN has been arranged for governors on 26/1/24.</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
4.3	<p>JS asked for assurance about the management capacity to deal with this work while SRR is off sick. RG confirmed he has built a team to deal with this including consultancy support.</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
4.4	<p>RG confirmed that an Interim Head of Partnerships has been appointed to work on development of the Group's understanding of the needs of employers and so help to achieve a positive outcome from the LSIF bid. JS wished the college well with the bid.</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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5.1	<p>Members reviewed the two risk areas allocated to the committee and the assessment of the level of risk for each both shown amber as shown below:</p> <table><tr><td>Severity of Risk</td><td></td><td>Minor</td><td>Medium</td><td>Critical</td></tr><tr><td></td><td></td><td>< 19</td><td>20-34</td><td>>35</td></tr><tr><td>Level of 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5.2	<p>It was <u>resolved</u>:</p> <p>That the Committee was satisfied that the risk level for each of the risks is correct at the moment and that sufficient controls and/or actions are being taken to manage these risks.</p>
	<p>Governors noted two papers in the pack on Thematic review of A Levels and Dfe Level 3 Qualifications review and JAM provided a link to a report by Ewart Keep 'What's the biggest problem with T Levels' https://feweeek.co.uk/what-are-the-biggest-problems-with-t-levels/</p>
	<p>JS thanked the officers for the particularly positive meeting both on achievement and enrolment.</p> <p>The next meeting will take place in person at Merton College following the SAR validation on 22 November. The meeting closed at 8.00pm.</p> <p>Signed: Date:.....</p>

Action points		Responsible	Deadline	Signed off
1.	Members requested more frequent Learner Voice Reports	JAM	Termly	
2.	The Committee asked the college to continue to provide as many situations such as that where governors can meet with students	CPs	Ongoing	
3.	JS asked for the committee to have a report during the year on what is happening for CLAs.	JP/ AK		
4.	JP to provide some suggested dates for governors to visit Carshalton College and meet some students.	JP / HM		
5.	The college might need to bring an awareness of the complaints system to the students at STC	JO / DMcC		
6.	Send governors an update on enrolments after the day 42 Census returns	PM-S		
7.	Update reports will come to every future QLS committee meeting as A Levels will be an NTI area for 2023-24.	JO	Termly	

APPENDIX 1

Terms of Reference, Membership and Delegated Authority Quality, Learning and Standards Committee

The Committee will oversee, on behalf of the Corporation the processes of ensuring quality, curriculum planning and equality issues, ensuring that the college's activities in these areas conform to the educational character and mission of the College, as agreed by the Corporation.

Curriculum and Quality Responsibilities

1. To review the College experience of students at all stages of the learner journey, from pre-entry to exit.
2. To review, monitor and recommend the College Quality Improvement Action Plan for approval by the Corporation.
3. To monitor teaching & learning, enrolments, retention, achievement, success rates and destinations annually, benchmarking results against national averages where these are available.
4. To validate and recommend the College's Self-Assessment report to the Corporation.
5. To scrutinise performance against improvement targets, assessing progress against the College's Quality Improvement Plan.
6. To monitor curriculum development and innovation within the College.
7. To monitor the implementation of the Digital Transformation Strategy
8. To review, monitor and approve the College's Local Engagement Strategy.
9. To review and monitor the College's engagement with employers
10. To review, monitor and recommend the College's Learning Systems and Resources Strategy to the Corporation.
11. To review and monitor the College's Single Equality Scheme and action plan.
12. In accordance with government guidance in relation to Covid-19, to review and monitor the College Re-Opening Strategy and consider any required adjustments and/or circumstances that may have arisen in relation to but not limited to:
 - Enrolment/learner numbers
 - Vulnerable learners & SEND learners
 - Online provision

Board Assurance & Risk

1. To provide a termly opinion to the Audit Committee on risk areas and assurance levels allocated to the committee.

Proposed Delegated Authority

Authority to be delegated by the Governing Body when resolved to be required.

Proposed Membership

The Committee to consist of 9 nominated members, of whom one will be the Group Principal / CEO. Other senior management staff may not be members of the Committee but Members of the Group Leadership Team responsible for delivery of the key areas of responsibility as detailed in this document will attend all meetings of the committee and other senior managers may be invited to attend meetings as required.

Frequency of Meetings

The committee shall meet as required with at least one meeting per term.

Chair

The Committee members shall annually elect a Chair and Vice-chair at the first meeting of the academic year.

Procedural Rules

The procedural rules will be those which govern the proceedings of the Corporation.

Quorum

A quorum of the Committee shall be three members.

Clerk

The Head of Governance shall act as Clerk to the Committee.

Reporting Responsibilities

The Chair of the Committee shall report formally to the Corporation on the proceedings of the Committee after each meeting on all matters within its duties and responsibilities.

The Committee shall provide a termly opinion to the Audit Committee on risk areas and assurance levels allocated to the committee.

Revised October 2022
Next review October 2023

PLANNED BUSINESS

<u>Quality Learning and Standards</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>
Governance			
Apologies & Declarations of Interest	*	*	*
Election of Chair & Vice-Chair	*		
Minutes & Matters Arising	*	*	*
Terms of Reference, Authority & Membership	*		
Planned Business for Year	*		
Other Governance Issues	*	*	*
Link Governor Reports	*	*	*
Strategic Ambition Growth			
Update reports	*	*	*
Strategic Ambition – Digital Transformation			
Update reports	*	*	*
Strategic Ambition Partnerships			
Partnership progress update	*	*	*
Employer Engagement update	*	*	*
Standards			
Approve and recommend Quality Strategy	*		
Self-Assessment validation and approval	*		
Scrutiny of performance against targets and national averages	*	*	*
Quality Improvement Plan monitoring	*	*	*
Curriculum Development			
Curriculum Development and Innovation		*	*
Approve and recommend Employer Engagement Strategy		*	*
Approve and recommend Learning Systems and Resources Strategy		*	*
Learner Experience			
Learner Voice reports and action plans	*	*	*