

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	30 January 2024		
Members	Mr M. J. Stone (JS)	Chair	
	Ms H. Harper(HH)		
	Prof 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 J. Morrison(JM)	Assistant Principal – Quality and Innovation	
	Ms J. Percival(JP)	Interim 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. The meeting was recorded so that it could be observed subsequently by the Reviewer as part of the External Board Review.		
A.	WELCOME, APOLOGIES, DECLARATION OF INTEREST		
A.1.1	There were no apologies as all members were present.		
A.1.2	Members confirmed that they did not have any pecuniary or other interest in any agenda item.		
	MINUTES OF MEETING OF 20 NOVEMBER 2023 AND MATTERS ARISING		
	<u>Accuracy.</u> The minutes were accepted as an accurate record.		
	<u>Matters arising</u> The Action Log was reviewed and updates below were discussed:		
	Members requested more frequent Learner Voice Reports	JM	Termly
	The college to continue to provide as many situations such as that where governors can meet with students - Need to finalise date(s) for governors to visit Carshalton College to meet some students	JP HM	Dec 2023
	SAR judgment re contribution to meeting skills needs. Governors asked for that judgment to be reviewed following current mapping activity taking place to assess that judgment accurately	JO/ JP	Nov 23
	QIAP to be more pro-active this year. MS and JS also asked that this should give more prominence to value-added and A Level plus programme	JO/ JP JM	Dec 23
	Overall, the risk levels around each of the risks should be reviewed; PM-S confirmed that these were due to be reviewed by GLT the following day.	PM-S	Nov 23
			CC visit 6/2/24, governors invited to student council meetings and link governor visits been taking place
			Actioned
			See Agenda Items 1.2, 1.3.4 and 2.3
			JS asked about the GLT review. RG confirmed no significant changes were made to the Risk Register. JS pursued this further under agenda Items 1.1 and 1.3 re the need to take swifter action for NTI areas to improve
B	REVIEW OF BOARD ASSURANCE RISK AREAS (PART 1)		
	The Committee reminded itself of the two risks allocated to it for review as below:		
	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	QUALITY ASSURANCE SUMMARY REPORT (QASR)		
	JM shared the QASR on screen and reported that Exams have been added to this. The RAG rated summary table to 22 nd December 2023 shown below was discussed:		

Quality Assurance	Data Source	RAG Rating
2022/23 In-Year Retention & Pass Rates (R14)	MIDES	Green
2022/23 GCSE English & Maths (R14)	MIDES	Green
2022/23 BTEC Grade Profile Report	MIDES	Green
External Quality Assurance - Report Summary	Awarding Bodies	Green
Enhanced Quality Support - NTIs	Internal – various	Amber
Learner Satisfaction	Internal – Induction Survey	Green
College/Group SAR validation grades	Self Assessment Reports	Green
Term 1 Forecast	Internal – ProTarget	Green
Term 1 IQAR (Apprenticeships)	Feedback Reports	Amber

Teaching, Learning & Assessment	Data Source	RAG Rating
Lesson Observations – Strengths/AfIs + Compliance	Internal	Amber
TLC Drop Ins – Strengths/AfIs	Internal	Amber
CPD Activity – events and attendance	Cascade	Green

Exams	Data Source	RAG Rating
Exam attendance	Internal – Exams Data	Green
Exam registrations – timely compliance with entry deadline	Internal – Exams Data	Amber
Access Arrangements – timely compliance with entry deadline	Internal – Exams Data	Amber

Overall GROUP QUALITY ASSURANCE for this period is rag rated as:

	Summary RAG Rating
Quality Assurance	Green
Teaching, Learning & Assessment	Amber
Exams	Amber

- 2 EQA reports had taken place and the Quality Team are tracking the recommendations.
- An IQAR on Apprentices did not see as much progress as wanted. There was some progress on EPAs but not on recording of Off the Job (OTJ).

	2022/23 T3 RAG	2023/24 T1 RAG
Preparation for EPA	Amber	Green
Recording of OTJ	Amber	Amber
Progress reviews	Amber	Amber
Feedback to apprentices	Amber	Amber
Teaching, learning and assessment	Amber	Amber
Post apprenticeship progression	Red	Red

- The Committee asked what is being done about areas not moving out of being NTIs – JM confirmed that GLT are discussing what intervention to introduce to achieve quicker results. This was discussed further under Agenda Item 1.3.

Term 1 forecasts.

- The Committee heard that tough conversations around the accuracy of forecasting had taken place comparing last year's forecasts with actual outturns with some of the colleges. Last year CC forecast 86.2%; outturn 77.7% mainly due to retention issues. JM reported that the Term 1 Carshalton and Merton forecasts were overly optimistic.
- **Apprenticeships Term 1 forecasts** had been adjusted down from 69.3% to 57.1%. JS asked the reason for this significant reduction and questioned the basis on which the forecast of 57.1% was made. JP had asked for the forecasts to be reduced manually by the same percentage that the forecasting was below outturn last year. JP felt that 57.1% is therefore a more accurate forecast. JS asked about the frequency of forecasting; JP confirmed that this is monthly. JS asked when governors can be assured that forecasts will be robust enough without subtracting a percentage; JP replied that this depends on what the MOTs are showing. Several apprenticeships did not complete EPAs in year last year and were carried over. JP confirmed that she expects the college to make more accurate forecasts in future.

Lesson observations

- Had been looking at teaching standards around best practice and standards met. Where these identify that development is required this is used as the focus of CPD.
- JS asked whether 13% of observations identifying a need for TLA development is higher than previously. JM thought not; the reason was these observations were early in the year. If 85% or above had standards met or were meeting best practice, then this was not an area

of concern. However, Teaching and Learning coaches use the findings from observations to target CPD to ensure improvement.

- HH challenged why probationary observations were overdue in November. JM reported that a new online tracking and monitoring system allows their completion to be monitored and chased and that several have been completed since the report was written. MS reported that the Audit Committee hears similar issues about the college being good at putting compliance processes into place but not so good at ensuring compliance with processes. MS will report this back to the Audit Committee.

TLC Drop Ins – Strengths/Afls

The Teaching and Learning Coaches conduct informal drop ins on staff to identify trends and CPD needs across the group. Emerging themes from these:

Emerging Strengths	Emerging Areas for Development
<ul style="list-style-type: none"> • Lessons are generally well paced • High needs learners are well integrated and supported by the teacher • Good use of verbal feedback in lessons by teachers • Improving use of targeted questioning by teachers 	<ul style="list-style-type: none"> • Lesson Objectives often not shared with learners • Where objectives are shared they are too task based • Limited development of maths skills within vocational lessons seen • Too many lessons do not set high enough expectations to challenge learners • Inconsistent checking of learning within lessons • Limited evidence of embedding wider aspects of PD including British Values, EDI etc

CPD Activity – Events and attendance

A huge number of support and online CPD webinars had been delivered by the TLA & Digital Pedagogy team. By Christmas 73 sessions had been delivered to 943 attendees.

Exams The report also now also includes

- Exam Attendance figures
- Registration and Exam Entry Deadline Compliance
- Access Arrangements Deadline Compliance – a huge task

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

1.2
1.2.1

QUALITY IMPROVEMENT ACTION PLANS (QIAP)

JM presented the new Group QIAP; this had been developed at the request of this committee (previously there were separate QIAPs for each college) . This includes:

- Attendance
- Apprenticeships
- Value Added
- Meeting skills needs
- NTI areas – which are reviewed each month
- Children Looked after – the college had not finished populating this

1.2.2

JS commended this as a very useful development and asked if this report can be used for QLS meetings instead of officers writing separate reports. JM confirmed this and that this can be accessed by governors as a live report on STCG online in the SAR area.

1.2.3

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

1.3

NOTICE TO IMPROVE (NTI) UPDATES – REPORTS FROM NTI AREAS FOR 2023-24

The committee discussed with officers the best format for reporting on NTI areas. After discussion it was agreed to use the QASR (updated every 6 weeks) RAG rated for every meeting and in addition to

- Have deep dive reports for this committee on NTI areas occasionally to provide assurance about action being taken;
- set a defined timeframe for improvement of NTI provision E.g. a year/ 18 months setting out what intervention looks like and how long that lasts. JS tasked the College with looking at that and proposing a timetable for that.

	The College Principals presented NTI reports. Key points are noted below.
1.3.1	<p>APPRENTICESHIPS</p> <ul style="list-style-type: none"> Recruited new Head of Apprenticeships – reviewing MOT process and tracking to ensure compliance tightened Expanded tracking at CC for OTJ. Reviews in line with MOTs expanded across all provision.
1.3.2	<p>CONSTRUCTION AT CC</p> <ul style="list-style-type: none"> Retention significantly increased -Overall retention 98.6% (last year 83.3%) Attendance up by 1% on last year Attendance for CLA and HNS considerably better than this time last year- focus this year on eliminating equalities gap <p>Issues are teaching and learning issues</p> <ul style="list-style-type: none"> Multiskills – capability issues Bricklaying – long term sickness absence issues
1.3.3	<p>L3 CONSTRUCTION AT STC</p> <ul style="list-style-type: none"> New plumbing lecturer resigned so took the opportunity to cut L3 plumbing provision. (L3 is not a trade requirement for Plumbing) Electrical Installation: rationalised the offer to support more discerning recruitment. Level 3 reduced from two groups to one. Level 2 reduced from three groups to two. Attendance up a little with intervention around that taking place. Mock results had achievement around 50%. Last year overall achievement was 18% so a step in the right direction. <p>JS asked what to expect next time JO suggested a full set of mock results for the whole cohort.</p>
1.3.4	<p>A LEVEL+ (SOCIOLOGY AND BTEC PATHWAY) - KC</p> <ul style="list-style-type: none"> Staffing issues- some new teaching staff on psychology and sociology- struggling with second year psychology due to staff illness, new staff member starting 1st February. Attendance up this year JS asked whether more rigorous admission requirements had a noticeable impact. JO reported that mock exam results seemed positive, but he has asked for them to be marked against awarding body marking schemes JS asked about withdrawal rates. JO agreed to provide like-for-like comparisons to the March meeting together with a full set of mock results
1.3.5	<p>ENGINEERING- KC</p> <ul style="list-style-type: none"> JO Reported on issues with timeliness of unit completion and exam results Term 1 forecasting too high – team have been asked for more accurate Term 2 forecasts New Head of School with a full staffing team this year <p>JS asked what to expect next meeting. The committee will receive mock results and where students are with unit completion</p>
1.3.6	<p>ELECTRICAL – MC</p> <ul style="list-style-type: none"> Sequencing has been changed to prioritise completion of practical assessments and synoptic assessments this year. All practical and synoptic assessments had already been completed. The focus this term is preparation for the Electrical exam – each topic (3 teachers) has been taken by a different teacher to give focus. Mock results 53% of students passing strongly, 18% a couple of marks short of passing, 29% failed. <p>JS asked what to expect next meeting. JP: to look for the number of students failing to reduce.</p>
1.3.7	<p>BUSINESS- STC</p> <ul style="list-style-type: none"> New team leader 2 new lecturers Attendance up Exam attendance massively up from January 2023 anticipate better results from that <p>JS asked what to expect next time. JO tracking coursework unit completion during the year. The Team have been asked to push for higher values in coursework for next two terms: and to raise the ALPS score</p>
1.3.8	<p>CHILDREN LOOKED AFTER (CLA)</p> <p>Overview & Risk rating (AMBER / RED)</p> <ul style="list-style-type: none"> CLA Attendance rates at Kingston and STC are concerning – offset by positive attendance at CC/Merton. The overall attendance variation between the 16-18 cohort is relatively stable compared to December for 16-18 but remains below the 16-18 attendance %. The withdrawal of in-care & leavers during the 42-day period is subject to review. PEP completion % completion is being compiled at each college for this term.

• In-Care / CL cohort on-going focus in MOTs
 JS asked who is managing this group. The VPs ensure that outcomes are monitored and actioned at CMT and DW manages the oversight of the cohort for the group

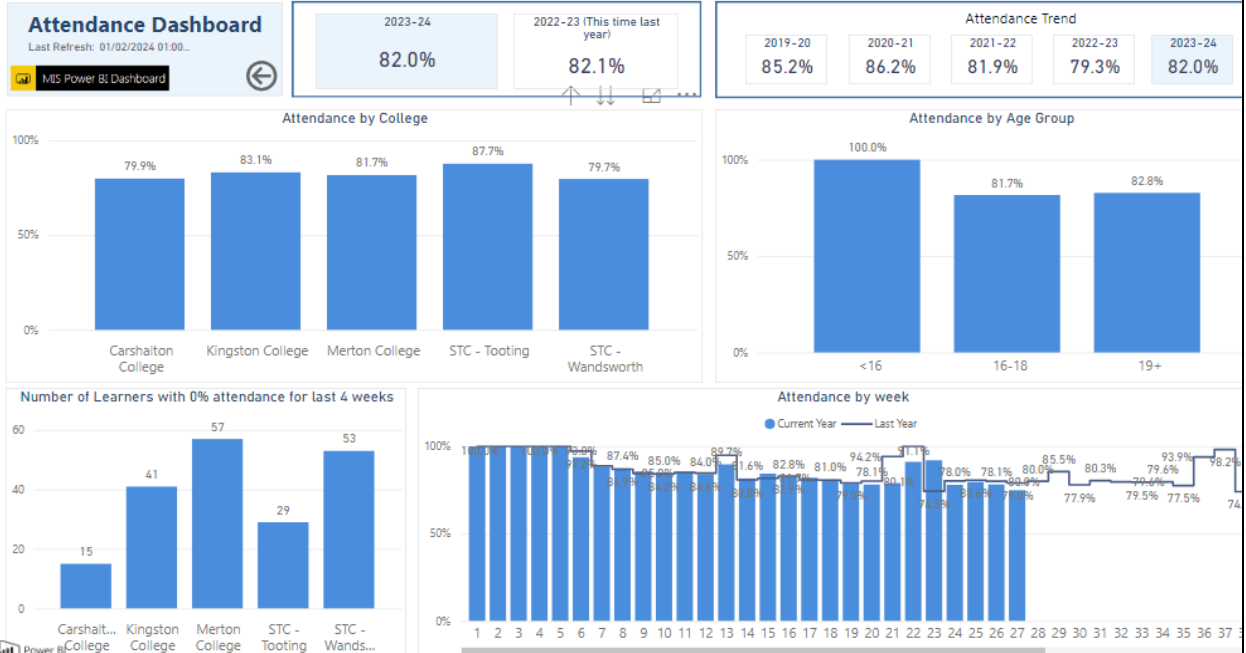
JS thanked the team for this very informative update.

It was **resolved** to note the NTI update reports.

2. Strategic Objective 2 IMPROVE STUDENT ENGAGEMENT, ATTAINMENT, ATTENDANCE RATES

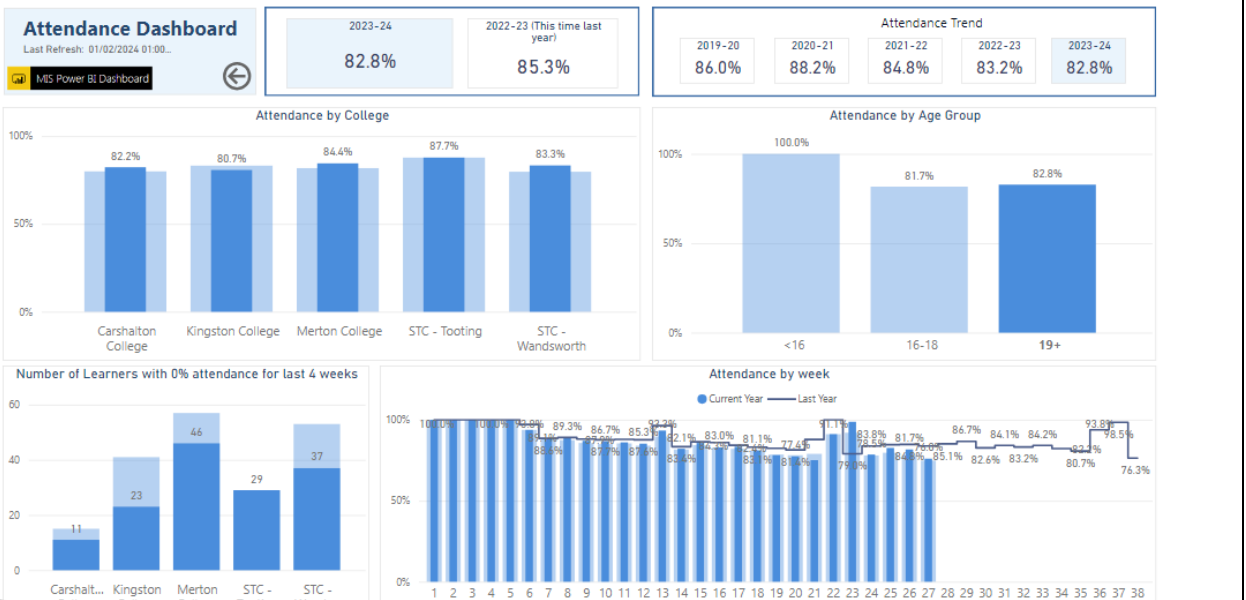
2.1 KPI DASHBOARD

2.1.1 JO shared attendance data from the live KPI Dashboard showing overall Group attendance at 82% - the same as this time last year- the Group wanted it to be higher. Carshalton attendance was up 1% with MC, STC and Tooting attendance slightly down.



16-18 attendance was just over 1 % higher than the same time last year. Carshalton 16-18 attendance was up 3% and Kingston up 2%.

Adult 19+ attendance was 2.5 % lower than this time last year. JO confirmed that the College will be looking into reasons for that and that the drop in 19+ attendance at Kingston was largely due to poor attendance on the access to HE Business course. HH asked why this attendance is so low. JO reported that those students want to attend on-line and not come into college. HH and HL suggested facilitating and tracking online attendance, if online only attendance is acceptable to the college for this course.



	<p>English and Maths attendance has increased this year by 3% to 72% but this is still too low.</p> <p>Outcomes Retention is currently at 99% - JS commended the college for this significant achievement- incredibly high for this time of year. Last year retention finished at 91%. JP put this increase down to the very coherent 42-day strategy (see 2.2 below)- students started with good habits. PM-S urged caution as the figures include some students who have not attended for 4 weeks and potentially should have been withdrawn E.g., some ESOL students who finished courses last term and some work is needed to tidy up the data. The Committee congratulated this work which has resulted in significant improvement in retention, particularly at Carshalton.</p>
2.2	<p>DAY 42 STRATEGY- REPORT ON IMPACT AND RETENTION, IMPACT ANALYSIS JP shared a report on the impact of the Day 42 Strategy on retention of 16–18-year-olds which improved at all colleges apart from STC. 42-day data shows a significant improvement in retention for CC +3%, KC +3% and MC +4%. Further work to do at STC -1%. The issue at STC was a pilot trial of online enrolment for multiskills which didn't work as the students who enrolled on-line then did not attend college.</p> <p>Last year in the first 42 days 10% of students left the college; that has reduced to 7% this year – more in line with NA. JS commended this as a real improvement as a result of this intervention strategy.</p> <p>Preparation will soon be starting on next year's Day 42 Strategy. JS commended this successful work which the college will build on for next year</p> <p>It was resolved to note this report.</p>
2.3 2.3.1 2.3.2 2.3.2 2.3.4 2.3.5 2.3.6	<p>VALUED ADDED – UPDATE REPORT 2022-23 JS asked whether value added is as dreadful as it looks in the report or whether this is due to problems around the methodology. JO 's response was that valued added is a tool to measure distance travelled but the problem with ALPS as a measure for STCG is that it does not include 1400 STCG students E.g., in the Arts where STCG students do really well. JO agreed that the value-added ALPs grades at STCG are too low.</p> <p>JO blamed part of reason for poor VA on data collected during the enrolment process; STCG staff enter students' highest grades without listing all of their grades which skews the value-added grades. JO reported that the Group is looking at an alternative VA measure as ALPs is more suitable for schools and Sixth Form Colleges. JS asked whether there is a more suitable VA measure for FECs. JO suggested that other FECs use their own or other VA systems.</p> <p>HH agreed that the ALPs data is not a good representation but asked on the courses where VA was not good enough how that correlates with teaching and learning. JO confirmed that stretch and challenge is one of the College's strategic targets. College staff have done CPD training on pushing for students to achieve high grades. The Group needs to embed the idea with students of them having their own aspirational grades.</p> <p>PMS agreed that the Group needs a VA measure that is relevant and captures as many students as possible and that the Group needs to capture accurate qualification entry grades. HH commented that an accurate VA measure can also be very motivating for teachers to show that their students have made good progress despite poor attainment.</p> <p>MS asked about some high ALPs grades shown in the report in sport BTEC and BTEC National Extended Diploma in IT and asked how these courses achieved such high VA. JO could not explain why their VA was so good and confirmed that this will be investigated further.</p> <p>It was resolved that the college will further investigate more suitable VA measures for the Group and bring back their findings to the committee.</p>
2.4	<p>LEARNER VOICE – LEARNER INDUCTION SURVEY FINDINGS 3752 students (55%) completed the survey across the Group, up 2% from last year. Overall results were very positive, and satisfaction remained consistent, with most areas RAG rated Green and especially high satisfaction ratings achieved regarding feeling safe at college.</p>

Q 1 I feel safe when I am at College.

Carshalton College	Kingston College	Merton College	South Thames	Cross-Group
95%	96%	96%	98%	97%

Overall Rated Highly

Q4 When I first arrived at College, the staff were approachable and made me feel welcome.

Carshalton College	Kingston College	Merton College	South Thames	Cross-Group
97%	95%	95%	93%	96%

Q14 I feel that I am on the right course at the right level.

Carshalton College	Kingston College	Merton College	South Thames	Cross-Group
95%	94%	93%	94%	94%

Q1 I found the admissions/interview process helpful.

Carshalton College	Kingston College	Merton College	South Thames	Cross-Group
96%	94%	95%	94%	95%

There were also very positive ratings on friendly and welcoming staff across the Group.

Technology Access

	Carshalton College	Kingston College	Merton College	South Thames	Cross-Group
When you are out of College/At Home: Please rate your access to Technology (Computer/PC, i-Pad, Laptop, Other Mobile Technology)	Poor 8 Partial 27 Full 65	Poor 6 Partial 29 Full 65	Poor 8 Partial 30 Full 62	Poor 6 Partial 33 Full 61	Poor 7 Partial 30 Full 64

Questions around technology access revealed that 37% of learners across the Group still only have poor or partial access to technology out of College/At Home (similar to 2022/23)

Areas for improvement

Satisfaction ratings were lower regarding the new Mobile On-Boarding App. More need to be done to promote this during the 2024/25 Enrolment period. The College will investigate the reason for this which could be due to language issues.

JS commended this very positive report which echoes the position shown by the very positive retention data so far this year.

JM reported that the mid-year survey will be brought to the March meeting and a Term 3 survey for leavers will be ready September/ October.

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

2.5

LINK GOVERNOR REPORTS: CAREERS AND APPRENTICESHIPS

The Committee reviewed two Link Governor reports:

- **Apprenticeships** from Rob Foulston who reported on a positive visit to Carshalton
- **Careers** from Jim Marshall- which led onto the CEIAG policy – see 2.6 below.

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

2.6

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE(CEIAG) STRATEGY AND POLICY

The Committee reviewed the Careers Education, Information, Advice and Guidance Strategy and Policy. JS suggested that the language could be tightened up in a few places- he felt that the policy suggested that careers advice was an option rather than them advice which should be supplied to every student. JS also suggested included reference to providing advice on entrepreneurship and running your own business.

It was **resolved** to note this Policy. The Committee agreed that the importance of this work is in the implementation and impact of this policy.

3. Strategic Objective 3 CURRICULUM & GROWTH STRATEGY

3.1 CURRICULUM STRATEGY
 The Curriculum Strategy and Group Strategic Plan are both due for renewal this year. The curriculum strategy will form a cornerstone of the new strategic plan. PM-S suggested holding a Strategic planning day in early Autumn involving governors. The report by PM-S set out some points which will be included in the new curriculum strategy. The Committee suggested adding the points below which PM-S agreed were all appropriate and agreed to add these:

- Sustainability
- Transferable non-accredited skills which students need to equip them for work-elaborating on the point to 'Equip students for successful and happy lives ahead'
- Using Labour Market Intelligence to respond swiftly to changing labour market needs

It was **resolved** to note this update.

4. Strategic Objective 4 DELIVER A SUCCESSFUL RESPONSE TO THE LSIP

4.1 UPDATE ON LSIF BID
 PMS confirmed that the DfE rejected the Group's bid for an LSIF grant for Health and Beauty and so the Group submitted a revised bid to transform the 5th Floor at KC into a Health and Care suite; an LSIF grant for this was approved by the DfE on 21 December 2023 as reported to governors in the Skills Update on 26 January 2024- details below:

Capital investment
 £1m investment in KC 5th Floor Health & Care facility

- A 12-bed medical, health and care simulated ward
- A home/personal health and care training facility
- 3 oversized general-purpose classrooms with space for facilitated demonstrations
- A specialist health care IT room with VR capabilities

Curriculum Design

- T Level in Health
- Access to Nursing, hybrid delivery
- ESOL+ Health offer
- A2A in Health Care / Science for adults who do not have a GCSE in English and maths
- Chartered Management Degree Apprenticeship (CMDA)
- NHS Leadership Academy licence to deliver Edward Jenner Programme

Employer Engagement to inform Curriculum Design

- Health and Care Employer Forum, February 2024

It was **resolved** to note this update.

5. REVIEW OF BOARD ASSURANCE RISK AREAS (PART 2)

5.1 Members reviewed and discussed the two risk areas allocated to the committee. The assessment of the level of risk for each as shown below:

Severity of Risk		Minor	Medium	Critical
		< 19	20-34	>35
Level of Assurance		High	Medium	Low
Assurance		Risk Assessment		Overall Assessment of Assurance Level
Risk Areas		Cross Reference to Risk Register	Net	
Poor Ofsted or OFS/TEF Result		14a, 14b,16,18	31	
Declining student numbers or either planned student targets not achieved or opportunities not realised		1,2,3a,3b,4	49	

5.2 It was **resolved**:
 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.

		DATE OF NEXT MEETING		
		Next meeting to be held on Tuesday 5 March 2024 at 5.30pm		
		The meeting closed at 7.30 pm		
		Signed:Date:.....		
Action points		Responsible	Deadline	Signed off
1.	MS will report back to the Audit Committee about Probationary Observations not being completed	MSavage	March 24	
2.	NTI reports - to use the QASR in future RAG rated for every meeting	JM	Ongoing	
3.	Deep dive reports on NTI areas to come to QLS occasionally.	CPs		
4.	College to set a defined timeframe for what NTI intervention looks like and how long that lasts.	CPs/ JM	March 24	
5.	The college will further investigate more suitable VA measures for the Group and bring back their findings to the committee and reasons why some courses had such high VA	JO/ JM	March 24	
6.	FE mid-year survey to be brought to the March meeting-	JM	March 24	
7.	Term 3 survey for leavers will be ready Sep/ October meeting.	JM	Oct 24	
8.	PM-S suggested holding a Strategic planning day in the early Autumn involving governors.	PM-S / HM	Sep/ Oct 24	