

Minutes Quality, Learning and Standards Committee at Merton College, Monday 20 November at 4.45pm (the meeting started early)

(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	20 November 2023			
Members	Mr M. J. Stone (JS)	Chair		
	Ms H. Harper(HH)			
	Mr. P. Mayhew-Smith (PM-S)	Group Principal / CEO		
	Ms M. Savage(MS)			
	Ms C. Streliaev-Pivetta (CS-P)			
In Attendance	Ms J. Morrison (JM)	Vice- Principal - Quality and Innovation		
	Mr J O'Shea (JO)	Principal, Kingston and South Thames Colleges		
	Ms J. Percival (JP)	Interim Principal, Carshalton College and Merton College		
	Ms H. Meredith(HM)	Head of Governance		
Key Meeting Outcomes				
A	WELCOME, APOLOGIES, DECLARATION OF INTEREST			
A.1	Apologies were received from Prof Laville and the Deputy CEO who normally attends committee meetings.			
A.2	Members confirmed that they did not have any pecuniary or other interest in any agenda item.			
B.	MINUTES OF MEETING OF 17 OCTOBER 2023 AND MATTERS ARISING			
B.1	<p><u>Accuracy.</u> The minutes were accepted as an accurate record to be signed by the Chair.</p> <p><u>Matters arising</u></p> <p>The Action Log was reviewed and updates below were noted:</p>			
	Members requested more frequent Learner Voice Reports	JAM	Termly	Ongoing
	The Committee asked the college to continue to provide as many situations such as that where governors can meet with students	CPs	Ongoing	Since last meeting –governors met with students at STC on 6 November and visit to CC being set up + Link Governor visits taken place
	JS asked for the committee to have a report during the year on what is happening for CLAs.	JP/ AK	Termly	This will be reported on under NTI process
	JP to provide some suggested dates for governors to visit Carshalton College and meet some students.	JP / HM		Dates been offered – just needed to be finalised
	The college might need to bring an awareness of the complaints system to the students at STC	JO DMcC		Being actioned
	Send governors an update on enrolments after the day 42 Census returns	PM-S		Update given at Awayday 6 Nov + at this meeting see Item 3.1
	Update reports on A levels will come to every future QLS committee meeting as A Levels will be an NTI area	JO	Termly	This will be reported on under NTI process
B.3	BOARD ASSURANCE RISK AREAS (PART I)			
	JS reminded the Committee of the two risks allocated to it, to be mindful of during the meeting:			
	<ul style="list-style-type: none"> • the risk attaching to a poor Ofsted result; • The risk relating to declining student numbers. 			
1.	Strategic Objective 1			
	RAISE STANDARDS OF EDUCATION ACROSS THE GROUP			
1.1	SELF ASSESSMENT (POST-VALIDATION REVIEW)			
1.1.1	VALIDATED GROUP 2022/23 SELF ASSESSMENT REPORT			
	8 governors had participated in the Group Self-Assessment Report validation event for most of the day. All of the committee members present attended the validation and found this a positive and sufficiently robust process for reviewing performance and progress across the Group.			
1.1.2	The validation panel agreed the grades in the report as shown in the table below apart from the judgment on the contribution to meeting skills needs. Governors asked why the proposed			

grade for that had increased from 'reasonable' last year to 'strong' and for that judgment to be reviewed following current mapping activity taking place to assess that judgment accurately.

	2020/21	2021/22	2022/23	RAG
Overall Effectiveness	2	2	2	Green
Education programmes for young people	2	2	2	Green
Adult learning programmes	2	2	1	Green
Apprenticeships	3	2	3	Yellow
Provision for learners with high needs	3	2	2	Green
Quality of education	2	2	2	Green
Behaviour and attitudes	2	2	2	Green
Personal development	2	2	2	Green
Leadership and management	2	2	2	Green
Contribution to meeting skills needs (sub-judgement)		Reasonable	Strong	Green

1.1.3

JS thanked the team at college for their work in preparing the SAR reports and the validation process and asked for the committee's thanks to be passed on to colleagues and PM-S thanked the committee for the enormous amount of time and the detailed level of scrutiny which they had given to the grades in the SAR.

1.1.4

It was **resolved** to note the report and to recommend the SAR to the Corporation for approval.

1.2

VALIDATED QUALITY IMPROVEMENT ACTION PLAN 2022/23

1.2.1

The QIAP will be prepared taking into account the feedback from the validation and will be presented for approval by the Corporation on 7 December 2023.

1.3

QUALITY IMPROVEMENT ACTION PLAN 2023/24

JAM confirmed that the College QIAPs will be combined into one overarching document this year. In response to challenge at the SAR validation from governors the QIAP this year will be a more pro-active than reactive document. MS and JS also asked that this should give more prominence this year to value-added and more prominence to the A Level plus programme. .

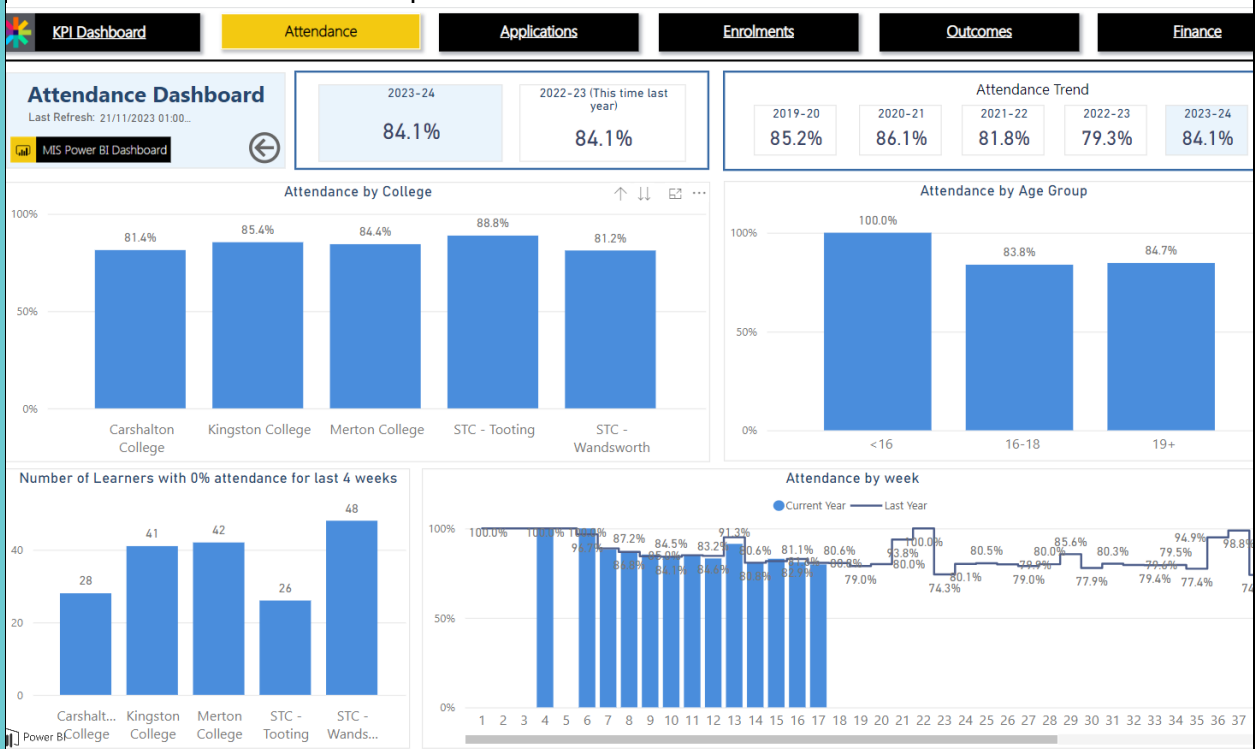
Strategic Objective 2

IMPROVE STUDENT ENGAGEMENT, ATTAINMENT, ATTENDANCE RATES

2.1

ATTENDANCE DATA - JP-B presented live attendance data from the dashboard as below

2.1.1



2.1.2

The line shows the comparison week by week with the previous year showing that overall attendance this year is slightly below the same time last year. JP reported that attendance for English and Maths is about 10% below overall attendance. JO reported that other colleges are finding the same issue. JS asked what the college is doing to address this and was told that

	the VP Curriculum and High Needs has been put in charge of identifying strategies for how to improve this across the Group. HH mentioned an AoC pilot with 14 colleges looking at strategies for how to improve English and Maths attendance. JO pointed out that as the college has thousands more students re-taking English and Maths GCSEs this year attendance at English and Maths this year is better than last year, otherwise the overall attendance rates would have dropped further below last year's.
2.1.3	JS asked the reason for the drop in attendance rates at STC this year and JO was disappointed with attendance at STC which he explained was due to English and Maths attendance. The Committee discussed other ways to improve attendance such as blended learning options (which governors had seen in action at the awayday at STC) and making more use of technology in the classroom to make lessons more engaging for students.
2.1.4	Governors also noted a 1% increase in 16-18 attendance and commended the college on this increase.
2.1.5	It was RESOLVED to note this update.
2.2	LEARNER VOICE – LEANER INDUCTION SURVEY FINDINGS - these were not available by the date of the meeting
2.3	LINK GOVERNOR SCHEME REPORT
2.3.1	19+ and Employer related skills The Committee reviewed a report from JS including new management arrangements with the integration of Business Partnerships into Schools Partnerships.
2.3.2	JS reported that the (small) solar panels introductory course had been discontinued. There is a firm desire to improve two-way communication between business partnership activity and mainstream curriculum with greater consideration being given to the initial offer, the availability of appropriate mainstream qualifications, staff skills and the job market.
2.3.3	The new Head of Employability is looking at opportunities to build on links with NHS and opportunities to work with NCFE. Some of this is delivered on-line. MS asked why the AAT on-line offer with an external partner was not successful. JO confirmed that this was because it was entirely online and instead a new inhouse hybrid course is to be rolled out to replace this. JAM also reported on the need for increased use of online provision when the English and Maths GCSE exams take place as there will not be enough classroom space on those days.
2.3.4	The School is also responsible for identifying Work Experience placements for 16-18 STC students and is on track to meet the 95% target for 23/4. Employer Panels will continue this year and governors are welcome to attend.
2.3.5	The School of Adult Education has over 2000 enrolments and a consistent record of meeting or exceeding its achievement rate targets. The School also manages Adult Education contracts from Wandsworth and Merton which have both been assessed as Good by Ofsted. The Merton offer may have to evolve to include more provision related to employability.
2.3.6	It was RESOLVED to note this update
3.	Strategic Objective 3 GROW OUR PROVISION
3.1	2023/24 Enrolments - updates since last meeting
3.2	A presentation on enrolments was given to governors at their Awayday on 6 November. JO shared the live KPI dashboard with the committee at the meeting showing 16-18 numbers as 5234 which is still more than 600 above the funding allocation. JS congratulated the college on this recruitment which PM-S confirmed is that the top end of the range in terms of percentage increase for all colleges.
4.	REVIEW OF BOARD ASSURANCE RISK AREAS
4.1	Members reviewed the two risk areas allocated to the committee and the assessment of the level of risk for each as shown below:

Severity of Risk		Minor < 19	Medium 20-34	Critical >35
Level of Assurance		High	Medium	Low
Risk Areas		Risk Assessment		Overall Assessment of Assurance Level
		Cross Reference to Risk Register	Net	
Poor Ofsted or OfS/TEF Result		14a, 14b,16,18	32	
Declining student numbers or either planned student targets not achieved or opportunities not realised		1,2,3a,3b,4	49	

4.2

MS asked what impact attendance could have on an Ofsted inspection and JO confirmed that the current attendance rates are in line with those at other colleges which have been graded Good by Ofsted. The Committee felt that overall the risk levels around each of the risks should be reviewed and PM-S confirmed that these were due to be reviewed by GLT the following day.

4.3

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.

5.

Quality Assurance Summary Report (QASR)
JAM tabled and presented the QASR. Key points highlighted include:

In-year Retention R13 (MIDES)
Post 42-day Retention for 16-19 learners is **comparable** to all GFE & London colleges.

GCSE English & maths report (R13) 2022/23
GCSE English

- High grade pass rate **similar** to that of GFE Colleges and Greater London Colleges
- Progress at Grade 3 **better** than that of GFE Colleges and Greater London Colleges

GCSE Maths

- High grade pass rate **similar** to that of GFE Colleges and Greater London Colleges
- Progress at Grade 3 **similar** to that of GFE Colleges and Greater London Colleges

NTI Area	Activity	Impact	RAG
Apprenticeships	Additional review meetings in Sept/Oct to discuss and confirm 2022/23 achievement	2022/23 achievement lower than forecast for majority of year. Late withdrawals, failing EQA and unable to book EQAs early enough identified as main reasons	RED

NTI reports now also include Children Looked After (CLA) and A levels.
CPD delivered to staff; HH asked whether there have been any CPD sessions on value added and stretch and challenge. JAM confirmed that there are no separate sessions on these but they feature in other training including at the recent CPD day.

T LEVELS AND THE ADVANCED BRITISH STANDARD
Governors received and noted:

- Letter from Minister to T Level providers regarding the Advanced British Standard
- DfE Advanced British Standard - Stakeholder engagement pack

PM-S reported that the Advanced British Standard would give bigger funded programmes for 16-18-year olds with an additional 200 funded hours a year but it is a ten-year project. There would be an impact from that on teaching space requirements.

	<p>DATE OF NEXT MEETING</p> <p>Next meeting to be held on Tuesday 30 January 2024 @ 5.30pm.</p>
	<p>JS thanked everyone for their time particularly thanking all governors and officers who attended the SAR validation for most of the day of this meeting.</p> <p>The meeting closed at 5.30pm.</p> <p>Signed:Date:.....</p>

Action points		Responsible	Deadline	Signed off
1.	Members requested more frequent Learner Voice Reports	JAM	Termly	
2.	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	
3.	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	
4.	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 JAM	Dec 23	
5.	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	