

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	5 March 2024		
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	For presentation pre-meeting on Digital Tools :		
	Ms C. Lamb-Evans (CLE)	Head of Digital Innovation, Services and Transformation	
	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.		
	<p>Digital Practice demonstration</p> <p>The meeting was preceded by a demonstration of Digital Practice at STCG led by CLE focussing on the introduction of the use of AI by teachers and students including:</p> <ul style="list-style-type: none"> • TeacherMatic AI platform for educators has 40 AI tools • TeacherMate- the next generation platform has 80 tools AI tools. • The Multilingual Learner AI portal – allows automatic translation in 140 languages for ESOL students. • A High Needs Support Calculator been created in house • Quality Reports moved to PowerBI- so they can be accessed by all staff at anytime • The next plans are to roll out increased use of Generative AI <p>MS commended the ambitious presentation and JS commended the college for keeping such a close eye on these developments.</p> <p>MS suggested seeing how the use of AI can give time back to teachers to allow them to focus on teaching. JAM will share a link to a video by David Wise answering this for all governors.</p> <p>JS asked the team to think about how they can aggregate the impact of these developments for learners.</p> <p style="text-align: right;"><i>CLE left the meeting at 17.38 pm</i></p>		
A.	WELCOME, APOLOGIES, DECLARATION OF INTEREST		
A..1	Apologies were received from Prof Laville.		
A. 2	Members confirmed that they did not have any pecuniary or other interest in any agenda item.		
B.1	<p>MINUTES OF MEETING OF 30 JANUARY 2024 AND MATTERS ARISING</p> <p><u>Accuracy.</u> The minutes were accepted as an accurate record.</p> <p><u>Matters arising</u> The Action Log was reviewed and updates below were discussed:</p>		
	MS will report back to the Audit Committee about Probationary Observations not being completed	M Savage	March 24 Next week
	NTI reports - to use the QASR in future RAG rated for every meeting. Deep dive reports on NTI areas to come to QLS occasionally.	JM	Ongoing To be discussed under Item 1.2 JAM confirmed that the QSAR is a summary only – the detail about NTIs needs an update from the relevant VP
	College to set a defined timeframe for what NTI intervention looks like and how long that lasts.	CPs/ JM	March 24 See Item 1.2

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	See Item 2.2
FE mid-year survey to be brought to the March meeting-	JM	March 24	See Item 2.4
Term 3 survey for leavers will be ready Sep/ Oct meeting	JM	Oct 24	
PM-S suggested holding a Strategic planning day in the early Autumn involving governors.	PM-S HM	Sep/ Oct 24	

1. Strategic Objective1 – RAISE STANDARDS OF EDUCATION

1.1 QUALITY ASSURANCE SUMMARY REPORT (QASR)

JAM presented the RAG rated summary report covering the first half of this term highlighting key points assessed as shown below

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

Quality Assurance	Data Source	RAG Rating
Term 1 QMAP Summary	Internal – QMAP spreadsheet	Green
Progression (R14)	MIDES	Green
Recruitment Change (R04)	MIDES	Green
In-year Retention (R04)	MIDES	Green
External Quality Assurance - Report Summary	Awarding Bodies	Green
Enhanced Quality Support - NTIs	Internal – various	Amber
Learner Satisfaction	Internal – Mid-year Survey	Green
Term 2 Group IQAR	Internal	Green

Teaching, Learning & Assessment	Data Source	RAG Rating
Lesson Observations – Strengths/AfIs + Compliance	Internal	Green
TLC Drop Ins – Strengths/AfIs	Internal	Green
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	Green
Access Arrangements – timely compliance with entry deadline	Internal – Exams Data	Red
Timely achievement claiming	Internal – Exams Data	Amber

Progression

Fewer adults returned in 2023-24 lower than benchmarking for other London Colleges. JS asked why progression to a higher level seemed a bit low and why more students ‘progress’ to the same level; JP confirmed that this includes students progressing to the second year of their course. JS asked for governors to be able to see that students who should be progressing to a higher level are doing so.

16-18 Recruitment - There was a higher percentage increase in recruitment at STCG than at all GFE and Greater London colleges.

All learners/all levels	STCG	All GFE	Greater London	RAG
All Levels	+13.6%	+6.5%	+5.4%	Green

Adult Recruitment

There was a higher percentage in recruitment at STCG than at all GFE and all Greater London colleges.

All learners/all levels	STCG	All GFE	Greater London	RAG
All Levels	8.8%	5.0%	6.4%	Green

Retention

In year retention is good and is comparable for 16-18 and Adult learners

IQAR mock inspection across the Group in January. The three review themes were **behaviour and attitudes, meeting skills needs** and **teaching, learning and assessment**. The review saw a small amount of progress from the previous year but did not really see good progress. JS asked the reasons for this. JAM confirmed that there is more work to do with getting increased involvement from employers.

Developmental Observations

Have been carried out against key Teaching and Learning Standards – Standards Met and Best Practice. JS asked whether the findings are broadly where they are expected to be? JAM confirmed that they are. The impact on learning is also coming out of more deep dives

TL Coaches do drop ins for working out what CPD is needed and identify strengths. 1428 staff had attended CPD sessions shown in the report. Staff find the regular CPD days useful and positive.

Exams

RAG rated green. Lots of exams and assessments taking place throughout the year. The deadline for exam Access arrangements is 31 January and all students needing extra arrangements have now been sorted – this is a huge piece of work.

JS commended the college on this particularly positive report

It was **resolved** to note the report

CS- P joined the meeting at 5.55pm

1.2 & 1.3

QUALITY IMPROVEMENT ACTION PLAN (QIAP) PROGRESS UPDATE

1.2

Notice to Improve (NTI) Updates

There was some confusion about whether NTI updates were being taken from the QIAP for this meeting and so there were separate reports for only a few NTI areas. ACTION: JO and JS to discuss NTI reporting before the next meeting.

JO shared the QIAP on screen and NTI areas were discussed and key points below noted:

Business at STC

36% pass rates last year. Appointed a new Team leader, appointed new staff, schemes of work have been rewritten. Key points on impact

- Exam attendance 84-100%
- Year 2 exam attendance was 100%
- Attendance by students is still too low 76% in Year 1, Year 2 down 4% from last year
- Retention is good
- Monitoring and assessment schedules really tight
- Exam results come out in March with retakes in May
- Forecasts 56% and 65% this year- still very low but much higher than last year

HH asked whether quality of teaching is better this year? JO confirmed that this is now significantly better than in previous years.

Construction at STC

Last year 20% Electrical pass and 18% pass in plumbing. National AR for electrical 63% is the target this year. Discontinued plumbing this year. Electrical reduced from 2 groups to one. A lot of T & L support. Re-scoped scheme of work to push practical to start of course.

Level 3 Retention is 88% up from 83%

Attendance 86% for 16-18 but 73% for 19+ brings down the average attendance

Current forecasting 68%

Level 3 being defunded next year and Merton and CC are running the T level next year

Level 2 Electrical changed the exam board and 93% pass rate in Level 2 Electrical this year.

JS commended this work.

Kingston Engineering

Low achievement rate last year

Target 85% Achievement Rate this year: Term 1 forecast AR 92%, Term 2 Forecast 89% AR Retention is 91%

New Team Leader started in February.

Working on driving up attendance further.

MS asked about the disconnect between the QSAR and the QIAP: the QASR indicated limited evidence that KC Engineering learners are on track. JO explained that in January the team forecast very high AR and the Quality Team challenged that and reduced the forecast (considering the inaccuracy of their forecasting last year.)

A Levels

Retention is very high currently 97%
The January exam results were still awaited.
Very close monitoring is taking place.
Started AS Business at the CIC – attendance 95% very pleased with how that is going

Construction at Carshalton College

JP Retention is up against last year including one group of L3 carpenters at 100%
Attendance is above last year but still not where we want it to be.
Construction teaching needs to be more engaging and the team have put in a bid for digital including VR technology and work around EVs. HH reported from her recent visit to the construction department that the manual systems for reviewing progress and the facilities and technology looked very dated. HH asked how near the college is to current day employability skills? JP confirmed that Motor vehicle is very behind and a capital bid has been made to buy a couple of EVs. The College is now working with Kia and McLaren.

Electrical at Merton College

The focus is on making sure that students are really prepared for the synoptic assessment this year. Students have taken a formal mock exam and have been given an action plan on how to improve.

Apprenticeships

JP confirmed that compliance around apprenticeship provision paperwork has been an ongoing battle and that the Group is making some progress, but there are plans to introduce a central team for monitoring compliance and to improve the MOT process to make this more transparent and to look at every year of an apprenticeship (not just the final year) and to improve accuracy of forecasting. JS asked about timescale and leadership of this – JP confirmed this will be for the next academic year to be managed by the new Head of Apprenticeships.

Changes are being planned to safeguarding arrangements for apprenticeships and the College will deliver tutorials and online modules on Reporting, Relationships and Resilience.

JS asked whether the software is now settled. JP confirmed that the central tracking team software is on its way and a couple of groups at Carshalton are currently piloting this. JS asked about the timescale for rolling that out- that will take place next year.

Notice from DfE Failure to meet Minimum performance threshold for apprenticeships 2022-23

The Committee received a letter from the DfE to PM-S (29 February 2024) advising that the DfE had identified some areas of apprenticeship provision at STCG which did not meet the DfE's minimum performance thresholds in 2022/23, including the QAR which for 2022/23 was 54.7%. As a result, the DfE will continue to monitor the apprenticeship performance at STCG throughout this year.

PMS reported from a meeting with the college DfE Account manager who considered this an amber rating - an improvement letter rather than an intervention letter.


Children Looked after (CLA)

JP reported that Attendance of CLA is 3.5% below other students. CLA are a focus in MOT meetings. JS asked how many CLAs there are – JP confirmed about 240.

CS-P asked whether PEP meetings are taking place and about the quality of these meetings. JP confirmed that there is now a tracker for PEP meetings at CC and MC and the impact is an improvement at CC and MC from regular tracking and monitoring of targets set as part of PEPs

JS asked the Committee whether the presentation of the QIAP was sufficient for NTI updates. JP suggested lifting the updates on the NTI s from the QIAP as a separate report on NTIs. The Committee agreed this suggestion noting that governors prefer to be able to read reports in advance of the meeting.

It was **resolved** to note the QIAP progress update.

<p>1.4 1.4.1 1.4.2 1.4.3 1.4.4</p>	<p>WORK EXPERIENCE (WEX) UPDATE JO presented a report detailing percentages of students who have participated in Employability Activities and Work Experience with examples of the activities and employers involved and details of the employability weeks which are taking place at each college. JS commended the work being done and asked about the lower percentages at KC – JO confirmed that there is planned WEX taking place at Easter. JP reported that the College is looking at a new system for WEX called Connect. PMS commended the case studies suggested including some evaluation of the quality of the work placements .JP agreed to do more work to ensure that WEX is really meaningful. JS suggested adding to the action tracker how to assess quality of WEX in future. It was resolved to note the report.</p>						
<p>2.</p>	<p>Strategic Objective 2 IMPROVE STUDENT ENGAGEMENT, ATTAINMENT, ATTENDANCE RATES, DEVELOPING LEARNING AND PASTORAL PRACTICE</p>						
<p>2.1</p>	<p>KPI Dashboard</p> <p>ATTENDANCE JO shared attendance data from the live KPI Dashboard showing overall Group attendance at 80.9% - lower than this time last year (81.6%) but showing CC 3% higher than last year</p> <p>16-18 is 0.2% higher than this time last year 19+ is lower at all colleges than last year at 82% this year compared to 85% this time last year</p> <p>JO thought that a different way of marking registers this year was making it difficult to compare with last year. PM-S asked JO to analyse this in more detail</p> <p>RETENTION Retention currently 97% CC currently 97% last year - this time last year this was at 86% a significant increase</p> <p>It was resolved to note these updates.</p>						
<p>2.2</p>	<p>Valued Added (VA) – update on alternative to ALPs JO presented a paper on alternative VA packages being looked at. This will take some time to go through a procurement process so won't be in place for this September.</p> <p>It was resolved to note this update.</p>						
<p>2.3 2.3.1 2.3.2</p>	<p>Pastoral practice – update on new strategies / resources JO presented a paper from CV providing an overview of the pastoral care provision at STCG which is delivered by Pastoral Tutors. Student feedback on the pastoral tutorial is good – findings from a recent survey are shown below.</p> <p>49 class representatives (99 were sent the survey) expressed their views and feedback on tutorials</p> <p>6. Do you feel the pastoral tutorial gives you useful information?</p> <p>More Details Insights</p> <table data-bbox="478 1792 798 1904"> <tr> <td>● Yes</td> <td>35</td> </tr> <tr> <td>● No</td> <td>4</td> </tr> <tr> <td>● Maybe</td> <td>10</td> </tr> </table> 	● Yes	35	● No	4	● Maybe	10
● Yes	35						
● No	4						
● Maybe	10						

What the students want to know more about;



How would you rate the availability and accessibility of support services (e.g., counselling, career guidance, tutoring);



2.3.3

The aim is to standardise good practice across the Group into one system. PM-S suggested that the Group needs to decide whether to draw together a homogenous offer or continue with divergence with different offers across the Group.

2.3.4

JS reported on his recent visit to some very good pastoral work at CC and that the approach by CC was being influential across the Group. HH suggested evaluating the models and working out where there is good practice and why.

2.3.5

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

2.4

LEARNER VOICE- FE MID YEAR STUDENT SURVEY FINDINGS

2.4.1

JAM reported findings that Learners continue to enjoy their courses, are happy with the way they are being taught, feel safe and that they made the right choice in attending STCG. There is little fluctuation for HNS and CLA/CL learners against the overall Group satisfaction rating.

Cross Group ratings are shown below- these were broken down for the committee by college, gender and student categories.

2.4.2

Overall Rated Highly

- Q 1 I am enjoying my course 93%
- Q23 Overall, I feel I made the right choice in attending this College 93%
- Q18 I understand the importance of democracy, freedom of speech, tolerance, the rule of law and individual liberty 97%
- Q19 I know where to go and who to see if I am concerned about myself or others feeling safe at College and /or outside College 96%
- Q22 Overall, I am happy with the way I am being taught 92%

2.4.3

Aspects to Improve

Not all learners are confident of their Maths FS outcomes or feel that they have had access to work experience opportunities or advice for post-college options. HNS and CLA/CL learners' ratings are slightly higher than the Group picture on most of these questions. Less strong responses about tutorials or one to ones- students don't seem to understand the question. JS agreed that this seemed to be a statistical anomaly

Q8 I have an individual (1-2-1) meeting on my progress at least once per term 71%

Q7 the quality of teaching on my Maths FS/GCSE course is of a good standard and I am confident in the progress I am making 80%

Q20 My employability skill development and work experience /Industry Placement opportunities have been good 83%

2.4.4	<p>Q21 The College gives me helpful information, advice and guidance on what I can do next after my course 86%</p> <p>JS asked why the response rate was lower than last year (715 less responses) and JAM attributed this to fatigue around doing surveys.</p>
2.4.5	
2.4.6	<p>JS asked have the College produced publicity about 'you said we did'? PMS confirmed this had been done</p>
2.4.7	<p>JS thanked JAM for this very comprehensive report</p>
	<p>It was resolved to note the findings from this learner survey.</p>
2.5	<p>LINK GOVERNOR REPORTS</p>
	<p>The Committee received:</p>
	<ul style="list-style-type: none"> • a Link Governor report on Careers from Jim Marshall • From HH on a visit to Carshalton College • JS reported on a visit to CC and noted the focus on English and Maths, Apprenticeships and Attendance • MS on Digital at MC – reported on rich variety of things and on visiting the Aurora Centre. MS suggested sharing the recommendations from the Virtual Learning Environment Review and doing more testing of our digital solutions with learners.
	<p>JS thanked governors for these reports.</p>
	<p>It was resolved to note these reports.</p>
3.	<p>Strategic Objective 3 CURRICULUM & GROWTH STRATEGY</p>
3.1	<p>Curriculum Planning Update 2024/25</p>
	<p>JO presented projections for student numbers for 2024-25.</p>
3.1.1	<p>16-18 Forecasting 5680 for 2024-25 - quite a significant increase (381) due to increased internal progression from increased enrolment 22/23 and further increased applications.</p>
	<p>JS commended the college on this success story.</p>
3.1.2	<p>JS asked whether the forecast increase at Carshalton is over optimistic in view of last year's shortfall. JP anticipates that gold internal progression applications will be much better for 2024-25.</p>
	<p>Adult numbers forecasts are looking very healthy</p>
	<p>Adult AEB increasing in ESOL KC and a small increase at STC.</p>
	<p>The Group has asked for £11.8m, circa, 4% increase in allocation (£460k). Any unfunded increase will reduce sub-contracting thus increasing contribution.</p>
	<p>Loan funded dropped by 120. But number claiming National Skills Fund gone up by almost a corresponding number by which that has gone down.</p>
	<p>KC looking to grow 5th Floor Health courses</p>
3.1.3	<p>HE</p>
	<p>Forecast to reduce further from 461 this year to 394 for 2024-25. Strategic Review of HE taking place currently. HE Committee is looking at this very closely and has steered this review process.</p>
3.1.4	<p>Apprenticeships numbers agreed at 219 new apprentices in 2024-25.</p>
	<p>JP confirmed that the focus this year has been on LSIP priorities,</p>
	<p>At KC focus on engineering, HR and Business Admin management qualifications</p>
	<p>At STC focus on Construction and Mammography to create specialisms and to work with employers to grow those in each of the colleges</p>
3.1.5	<p>High needs numbers are not expected to grow significantly in 2024-25.</p>
3.1.6	<p>It was resolved to note this update.</p>

4.	Strategic Objective 4 DELIVER A SUCCESSFUL RESPONSE TO THE LSIP
4.1	Review of STCG Accountability Agreement and Duty to Review how well STCG is meeting skills needs – update
4.1.1	PM-S had updated the Accountability Agreement with progress to date and confirmed that new initiatives are going really well. E.g. the College hosted the first Solar Panel Fair at STC last week
4.1.2	PM-S confirmed that short term the LSIF is driving change but the issue will be what will happen when the LSIF funding ends at the end of March 2024.
4.1.3	JS commended the Group for this very encouraging work.
4.1.4	It was resolved to note this update.
	DATE OF NEXT MEETING - Tuesday 7 May 2024 at 5.30pm The meeting closed at 7.30 pm Signed: Date:

Action points		Responsible	Deadline	Signed off
1.	JAM to share a link to a video by David Wise on AI/ digital for all governors	JAM		Actioned
2.	MS will report back to the Audit Committee about Probationary Observations not being completed	M Savage	March 24	
3.	NTI reports - to use the QASR in future RAG rated for every meeting. Deep dive reports on NTI areas to come to QLS occasionally.	JM	Ongoing	
4.	Term 3 survey for leavers will be ready Sep/ Oct meeting.	JM	Oct 24	
5.	PM-S suggested holding a Strategic planning day in the early Autumn involving governors.	PM-S / HM	Sep/ Oct 24	Not being planned now
6.	JO and JS to discuss NTI reporting for the Committee before the next meeting. Suggested lifting the updates on the NTI s from the QIAP into another report on NTIs.	JO/JS/HM	April 24	
7.	JO to analyse in more detail idea that a different way of marking registers this year was making it difficult to compare attendance data with last year.	JO	April 24	
8.	MS suggested sharing the recommendations from the VLE Review and doing more testing of our digital solutions with learners.	JAM	April 24	