

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	13 June 2023			
Members	Mr G. Willett(GW) Chair Mr D. Cheema(DC) Cllr B. Fraser (BF) Mr. P. Mayhew-Smith(PM-S) Group Principal / CEO Mr M. J. Stone (JS) Ms C. Streliaev-Pivetta (CS-P)			
In Attendance	Ms S. Marfe(SM) Director of Marketing and Student Recruitment Mr J O'Shea (JO) Principal, Kingston and South Thames Colleges Ms S. Muncie(SM) Vice Principal - Curriculum & Quality Ms J. Percival(JP) Vice Principal - Curriculum & High Needs Mr J. Pemberton-Billing(JP-B) Principal, Carshalton and Merton Colleges Ms H. Meredith (HM) Head of Governance			
Key Meeting Outcomes				
	The meeting took place remotely by Teams.			
1	WELCOME, APOLOGIES, DECLARATION OF INTEREST			
1.1.1	Apologies were received from Prof Laville and Ms Savage and from Ms Raphael-Reeves who normally attends meetings.			
1.1.2	Members confirmed that they did not have any pecuniary or other interest in any agenda item.			
2.	MINUTES OF MEETING OF 9 MAY 2023 AND MATTERS ARISING			
2.1	<u>Accuracy.</u> The minutes were accepted as an accurate record.			
2.2	<u>Matters arising</u> The Action Log was reviewed and updates below were discussed and noted:			
	The Digital team to give QLS more detail on the impact of digital at the June meeting.	JAM	June 2023	See Item 6.1
	A showcase on the use of digital technology, including some students, should be included at the Governors' awayday in November	JAM	November 2023	Noted
	Difficulty in accessing the remote desktop to be sorted for governors by IT giving access given to by providing a remote desktop widget for governors	HM	June 2023	Actioned
	Value Added Report deferred to next meeting	HM	June 2023	Deferred to next meeting
	GW asked JP to reflect on the terminology 'high needs' and language used with students.	JP	March 2023	See update below
	JP confirmed that the college does not use the terminology 'High Needs' with students. A Day 42 strategy has been developed with more inclusive language so that students do not feel labelled or that they have been referred to in detrimental terms. The term 'probationary period' for the first 42 days is being changed to 'settling in'. The committee commended this as a positive and affirming approach.			
3.	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.			
4.	Strategic Objective – CURRICULUM DEVELOPMENT STRATEGY TO DELIVER GROWTH & CONTRIBUTE TO LSIPs			
4.1	STCG ACCOUNTABILITY AGREEMENT PM-S presented the Accountability Agreement confirming that there were no changes made to the version shared with and approved by the Corporation on 25 May 2023. Two points made by Governors at that meeting are being considered further by the college: 1. That schools are not included in LSIPs despite offering T levels			

	<p>2. That Wandsworth is not in the SLP area . STCG is making sure that STC engages in the Central London Forward LSIP bid which covers Wandsworth.</p> <p>At a recent meeting with partners in the SLP it was agreed that STCG will be the lead partner for the SLP bid for grant funding through the LSIF.</p> <p>PM-S recommended allowing additional time for discussion of this at the July Corporation meeting and that governors should keep a watching brief on this.</p> <p>JS asked about measures for success and whether STCG will be accountable in any way for the other colleges in the SLP. PM-S confirmed that STCG will need to define an expenditure plan and set of measurables for the LSIF bid in September. PM-S anticipated that the most difficult issue will be galvanising the low number of unemployed people in the SLP area to return to the workforce.</p>
4.2	<p>CURRICULUM STRATEGY ACTION PLAN</p> <p>The Committee reviewed a progress update of the Curriculum strategy 2019-2024. PM-S reported that the next curriculum strategy will need to set out more clearly how the curriculum offer responds to the needs of the economy and workforce.</p> <p>It was <u>resolved</u> to note the update</p>
4.3	<p>T LEVEL IMPLEMENTATION STRATEGY</p> <p>CV presented an update report. The list of qualifications to be defunded from September 2025 had been delayed but was anticipated will include engineering and construction courses.</p> <p>The number of applications for Care T level was lower that would have been expected for the CACHE childcare course which is being defunded. HH agreed to share a case study with CV on a school in Wandsworth which ran the childcare T level in the first wave. The outcome of was not as intended as most of the students progressed to university rather than into work.</p> <p>The number of applications for business BTEC at Kingston college has increased significantly.</p> <p>The committee agreed that parents' and students' knowledge of T levels needs to improve. CV explained that the Group needs to create a more in-depth five-year plan for T levels incorporating engineering and construction.</p> <p>CV reported on additional funding for T level delivery including :</p> <ul style="list-style-type: none"> • £345k SEA funding which is being spent on the purchase of specialist equipment for course delivery. • £550 per learner for supporting industry placements. • £750 for English and maths- per subject per learner. <p>It was <u>resolved</u> to note the update and GW thanked CV for this report and ongoing work.</p>
4.4	EMPLOYERS PARTNERSHIP
4.4.1	<p>EMPLOYERS' SURVEY- JOS confirmed that this was the same survey data as presented to the Corporation on 25 May. The team were disappointed with the response rate (38 replies) and will repeat the survey to try to improve the response rate and gather more feedback.</p>
4.4.2	<p>CRM UPDATE- PM-S had nothing further to report since the original CRM system being investigated had been discontinued. The College is starting the project again and is to trial another system. The college has been advised caution as some other colleges have found that the administration of a CRM system can exceed the worth of the system.</p>
4.4.3	<p>EMPLOYER FORUM- PROGRESS UPDATE</p> <p>The Group will be continuing with Employer Advisory Board meetings next year.</p>
4.5	<p>SCHOOL PARTNERSHIPS - UPDATE</p> <p>SM presented an interim update report on schools partnership work. A review of the full year's work and the impact of this will be presented to the committee next term. JS commended SM</p>

	<p>for some spectacular breakthroughs of comparative application data from feeder schools, particularly when the team had just one member.</p> <p>It was resolved to note these updates</p>
5.	Strategic Objective – ENHANCE THE QUALITY OF EDUCATION
5.1	GROUP CURRICULUM REPORTS
5.1.1	<p>ATTENDANCE</p> <p>JOS presented current data from the KPI dashboard showing that although attendance has been a significant issue all year recent initiatives have started to have an impact in stopping further decline in attendance rates.</p> <p>The Committee were pleased to note good attendance at recent GCSE Maths (93%) and English(90%) exams. JAM reported proposals under the IR to move exams to sit under Quality next year. This will result in more data on attendance at exams in the QSAR in future.</p> <p>In the QSAR report attendance at Carshalton (77.8%) was rag-rated red. JS asked why attendance at CC is lower than at the other colleges. JP-B and JP confirmed that this is due mainly to issues in the construction and beauty departments.</p>
5.1.2	<p>RETENTION</p> <p>Retention was at 93.8% which is higher than the previous two years and almost comparable with pre COVID. GW commended the college for this encouraging news.</p>
5.1.3	<p>QUALITY ASSURANCE SUMMARY REPORT (QSAR) INC FORECAST ACHIEVEMENT RATES 2022-23</p> <p>The report detailed summaries of Quality assurance activity across many college areas including teaching and learning observations, drop ins by teaching and learning coaches and Enhanced Quality Support.</p> <p>The group IQAR this term found good progress around sequencing and curriculum intent and how this meets skills needs but needed to see more evidence of implementation.</p>
5.1.4	<p>WEX- UPDATE</p> <p>CV presented a work experience update report with data and links to good news stories about WEX/ employability activity involving college students.</p> <p>GW asked why completion of WEX was lower at STC (68%) than the other colleges (above 80%). This was due to different projects with level 1 and 2 students. WEX is continuing this term and next year STC will focus on these students participating in WEX earlier.</p> <p>HH asked how the college assesses the quality of work placements. CV confirmed that the employability teams visit placements, use the Grofar App and gather feedback from students to form their assessment.</p>
5.1.6	<p>LINK GOVERNOR REPORTS</p> <p>Members received Link Governor reports from HH, JS and KS and thanked them for these.</p> <p>KS also suggested that there should be a link between student governors and the student council and that student governors could attend student council events and feedback to governors on issues which they wish to praise or raise. Governors discussed that student governors may not have enough time to do that and thought that if the Learner Voice Policy was going to be changed to incorporate this, the student governors would need to be consulted on this change.</p> <p>It was resolved to note these reports</p>

5.2	NOTICE TO IMPROVE (NTI) UPDATES – CROSS GROUP
5.2.1	<p>APPRENTICESHIPS</p> <p>SM presented an Apprenticeship update report. Points highlighted:</p> <ul style="list-style-type: none"> • Updates on 2 standards at risk: Plumbing and Domestic Heating Technician at Carshalton and Engineering Technician at Kingston • Forecast achievement rates- 60% across the Group. <p>DC suggested commissioning an external review of apprenticeship provision. PM-S reported on proposals in the IR for a new structure for central management of apprenticeship provision to address issues relating to the high standard of compliance required. College staff have responded to the IR saying that they think apprenticeships are spread too thinly over too many standards and frameworks. In relation to DC's proposal about reviewing this provision there was discussion about whether such a proposal is straying into an operational decision. It was agreed that any decision to review this provision should be made by the SLT.</p> <p>BF asked whether the college works with local authorities and housing associations for apprenticeships. SM confirmed that the group works with LB Merton for business apprenticeships and LB Wandsworth for civil engineering apprenticeships and PM-S encouraged BF to give any relevant contact details to the college employability team.</p> <p>It was <u>resolved</u> to note this report.</p>
5.2.2	<p>HIGH NEEDS</p> <p>JP updated the committee on the focus for the team for next year on student outcomes.</p>
5.2.3	<p>CONSTRUCTION AT CARSHALTON</p> <p>SM presented an update report. Additional sessions took place during half term targeting students who were behind with practical assessments and additional weekly revision sessions are taking place for targeted students for theory exams.</p>
5.2.4	<p>CONSTRUCTION AT SOUTH THAMES COLLEGE</p> <p>DM presented a report which updated the committee on action taken to address the issues of poor achievement and lack of compliance with key quality processes.</p> <p>The achievement forecast for construction is 74.7% but the team are pushing for achievement to be 80% +.</p> <p>Practical exams have been going well but theory exams are proving tougher and several students have had to resit these.</p> <p>The team are losing two lecturers but have managed to recruit two strong replacements.</p>
5.3	<p>OFSTED INSPECTION UPDATE</p> <p>JOS presented a report summarising inspection grades from recent Ofsted inspection reports.</p> <p>JOS suggested that Ofsted appear to be switching their focus from achievement rates to behaviours and highlighted the recent inspection report for EKC (East Kent) Group which was judged outstanding in all areas despite achievement rates not being very good. Their students' good behaviours, motivation to learn, skills development and skills opportunities featured hugely in the outstanding judgment. JOS reported that the college is thinking about how best to present the SAR next year to highlight similar strengths across STCG.</p> <p>It was <u>resolved</u> to note this update.</p>
5.4	<p>PROPOSED QUALITY ASSURANCE SELF ASSESSMENT CYCLE & PROCESS 2022/23 & 2023/24</p> <p>JM presented the proposed 2022/23 Quality Self-Assessment and Forecasting Cycle which was still in draft pending agreement of internal college dates. GW asked for final list of dates to be available for the July Corporation meeting.</p>

6.	Strategic Objective – SIGNATURE CHANGES TO DIGITAL PRACTICE																					
6.1	DIGITAL TRANSFORMATION STRATEGY - PROGRESS UPDATE JM presented an updated Action Plan for the DTF. A new student intranet “My College Hub” is being launched in September 2023. The staff intranet STCG online was re launched this year and is now much clearer and sharper. The team will be looking at Microsoft co-pilot this year and the use of Chat GPT by teachers. The college has already subscribed to a pilot of Teachermatic an AI programme to support teachers with schemes of work. The group is to launch Windows 11 next year and will support staff in relation to this. The introduction of the KPI dashboard is a fantastic achievement. The committee had previously agreed to invite a group of students to showcase the use of digital technologies to the Governors’ November awayday. It was resolved to note this update.																					
	LEARNER VOICE POLICY The committee noted the updated policy.																					
7.	REVIEW OF BOARD ASSURANCE RISK AREAS (PART II)																					
7.1	Members reviewed the two risk areas allocated to the committee and the assessment of the level of risk for each as shown below:																					
	<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 Assurance</td><td></td><td>High</td><td>Medium</td><td>Low</td></tr></table>				Severity of Risk		Minor	Medium	Critical			< 19	20-34	>35	Level of Assurance		High	Medium	Low			
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7.2	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.																					
7.3	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																					
8.	FUTURE MEETING DATES FOR 2023-24 The meeting dates proposed were 2.5 hours long, but as recent meetings have finished in two hours it was therefore agreed to fix these for two hours from 5:30pm as below:																					
	<table><tr><td>Quality, Learning & Standards</td><td>Tuesday 17 October 2023 Monday 20 November 2023 Tuesday 30 January 2024 Tuesday 5 March 2024 Tuesday 7 May 2024 Tuesday 11 June 2024</td><td>5.30-7.30pm 5.00-6.00pm 5.30-7.30pm 5.30-7.30pm 5.30-7.30pm 5.30-7.30pm</td><td>By Teams In person By Teams By Teams By Teams By Teams</td></tr><tr><td>CSAR Validation Event</td><td>Monday 20 November 2023</td><td>11.30-4.30pm</td><td>Location TBC</td></tr></table>				Quality, Learning & Standards	Tuesday 17 October 2023 Monday 20 November 2023 Tuesday 30 January 2024 Tuesday 5 March 2024 Tuesday 7 May 2024 Tuesday 11 June 2024	5.30-7.30pm 5.00-6.00pm 5.30-7.30pm 5.30-7.30pm 5.30-7.30pm 5.30-7.30pm	By Teams In person By Teams By Teams By Teams By Teams	CSAR Validation Event	Monday 20 November 2023	11.30-4.30pm	Location TBC										
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	NEXT MEETING DATE Tuesday 17 October 2023 5.30-7.30pm			
	This was the last meeting before the end of term of office of three governors: GW, BF and DC and each was thanked for their service and tremendous contribution to the work of the committee and the quality of debate at meetings. GW was commended by the Committee for being an excellent chair.			
	The meeting closed at 7.30 pm Signed: Date:			
Action points		Responsible	Deadline	Signed off
1.	HH agreed to share a case study with CV of a childcare T level run at at school in Wandsworth.	HH / CV	July 23	
2.	GW asked for final list of dates re the self-assessment cycle to be available for the July 2023 Corporation meeting.	JAM	End June 23	
3.	A showcase on the use of digital technology including some students should be included at the governor's away day in November	JAM	November 23	
4.	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	November 23	