

# MINUTES

## Standards & Performance Committee Meeting

**Date:** Wednesday 20<sup>th</sup> January 2021  
**Time:** 2.00pm  
**Venue:** Video Conference

### Present:

Sue Lomax (Chair)  
Andrew Fawcett  
Chris Ball  
Bill Webster (Principal)  
Dave Haslam  
Gill Waugh  
Rebecca Davison

### In Attendance:

Deborah Bradburn (Clerk to the Board)  
Mark Burgoyne (Deputy Principal)  
Joanne Green (Director of Quality)  
Karen Westsmith (Director of Adults & H.E.)  
Tracy Clarke (Director of MIS)  
Kate Wallace (Director of Apprenticeships)

## 1. SECTION A - BUSINESS MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

### 1.1 Welcome to Members/Officers

Members were welcomed to the meeting, which commenced at 2.10pm.

### 1.2 Apologies for absence

Apologies were received and accepted from Josue Losasa and Sharon Marriot.

### 1.3 Declarations of Interest

Members were invited to declare any interests in relation to any item on the agenda.

No interests were declared.

### 1.4 Request for an item to be unstarred

No requests were received.

### 1.5\* Minutes of the previous meeting held on 3<sup>rd</sup> November 2020

The minutes of the meeting held 3 November 2020 had been previously circulated to members for consideration.

**Agreed:** that the minutes are approved as a correct record and authorised for publication.

### 1.6 Matters arising from the previous minutes

The action progress log was presented.

## 2. SECTION B - COLLEGE MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

### 2.1 Progress Reports

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## (i) Adults & HE

The following update was provided by the Director of Adults & H.E:

- There had been a 1% increase in achievement. Due to non-publication of national rates for 2019/20 the College could not compare its adult achievement rates to other providers.
- Retention was high with the expectation that retention would fall due to the impact of COVID-19.

The College experienced challenges with adult learners due to a number of learners on Level 1 provision that experienced digital illiteracy and/or digital poverty. The College was doing everything possible to achieve the target of 75%.

GMCA would not clawback funding provided that colleges could evidence their approach and efforts to maximise recruitment.

### Governor Questions

- Would the College be able to deliver the adult programmes given the low recruitment?  
A lot of work had been put into the curriculum with marketing materials distributed. Lockdown had meant that start dates required review and had been moved to Easter.

The College had provided online courses and hoped to generate 85% of the adult budget. GMCA were content with a 75% achievement. The scale of retention was high and after Easter the College was confident that it would achieve the recruitment and achievement rates expected.

- Had there been any programme timeline issues?  
Learners had experienced challenges with course deadlines that had been moved.

### **RESOLVED:**

The Committee noted the report and congratulated the College on its marketing and social media campaign.

## (ii) Community Learning

The following update was provided by the Director of Adults & H.E:

- The quarterly report provided information on the performance of the community learning contract delivered by the College and detailed the demographics, attendance and unemployment data.

### **RESOLVED:**

The Committee noted the report.

## (iii) Apprenticeships

The Director of Apprenticeships presented the report with the following points highlighted:

- A limited number of apprentices were awaiting results with an apprenticeship achievement rate of 77.8%.
- There had been 85 withdrawals in the 2020/21 data. The College continued to work hard to support apprentices via online classes to enable progression, where possible.
- The employer engagement team and work based tutors were working closely with employers to ensure apprentices were supported and employer business needs were met.

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- The extra incentive scheme for employers that recruited new apprentices had been extended until the 31st March 2021.

The College would continue to observe the Ofqual review and any similar apprenticeship discussions and report back to the Committee in due course.

## **Governor Questions**

- Had the employer incentive scheme made a difference?  
Yes, it encouraged employers to recruit but the process was not clear. The College worked with employers to guide and assist them through the process.
- What was the retention at Shockout Arts?  
Performance boards continued and retention was good following the latest SAR panel.

## **RESOLVED:**

The Committee noted the information provided in the Apprenticeship Update report.

## **ACTION:**

Deputy Principal to provide a copy of the Shockout Arts SAR to the Committee.

### **(iv) Maths and English**

The Deputy Principal presented the report with the following points highlighted:

- The College exercised social distancing and had established 'learning bubbles' at class level. The College tried to maintain the bubbles with learning later moved online with the overriding priority being learner safety.
- Learners that were not fully engaging with remote or online learning continued to be contacted. The College had established a new process for those hard to reach learners and ensured that the process was followed as there was the potential risk to funding.

## **Governor Questions**

- Did the College know how other colleges were doing?  
Other colleges had also experienced difficulty in learner engagement and non-completion of work. Some learners responded better to face-to-face learning and looked forward to it resuming as they were experiencing lockdown fatigue.
- What was taking place in the work environment if difficulties were not course related?  
Hairdressing recruitment had seen an incremental decline due to COVID-19. Potential learners did not want to move into the sector as they had observed hairdressers being furloughed.

## **RESOLVED:**

The Committee noted the information provided in the Maths and English Update report.

### **(v) 16 – 19 Study Programmes**

The Deputy Principal presented the report with the following points highlighted:

- Many areas achieved the targets set with little reduction in funding. Funding received was similar to that in the previous year.
- Difficulty with placements continued with the College working with learners to ensure that they had a full study programme.

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## RESOLVED:

The Committee noted the information provided in the 16 – 19 Study Programmes Update report.

### (vi) T Level Update

The Deputy Principal presented the report with the following points highlighted:

- T Levels were the most significant change to the sector. Plans were in place with the process being managed effectively. The T Level programme needed to be embedded into existing College programmes and opportunities explored with the University.
- The College would need to review how it would deliver T Levels in the event that there was not the physical accommodation available. If the College bid was successful accommodation would not be available until September 2022. Some T Level provision overlapped with the current College Level 3 provision or replaced it.

## Governor Questions

- Had the College kept up to date with the changes?  
The College was working with other colleges and another 2020 provider to gain intelligence on the process and their experiences.
- What response had the College had following its T Level marketing campaign?  
It was too early to tell. It was important for the College to launch information on explaining T Levels.
- Could the College create educational advertising for parents and learners?  
Yes, the issue was how to target and reach parents as the education decision makers. The marketing plan would have to be a long term strategy with a government focused T Level campaign.
- Did the College send T Level information to secondary schools?  
Information had been provided to school careers advisors with school Heads keen to engage and transition groups being established.

## RESOLVED:

The Committee noted the information provided in the T Level Update report.

## ACTION:

Director of 14 – 19 to liaise with Gill Waugh to explore T Level collaborative opportunities.

**(Mrs Gill Waugh left the meeting at 3.30pm)**

## 2.2 Student Destinations Report

The following update was provided by the Director of MIS:

- There had been an increase of 17% in learners advancing to higher education through UCAS. The largest increase was that of learners going to the University of Bolton. Half of the overall increase was for 18 year old learners with substantial increases in the 20-23 and 30 to 39 age groups.

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- The destination of learners was recorded on a termly basis. The quality improvement target was to achieve 45% yield on destination surveys with work ongoing to revisit those that had not replied.
- Positive destinations were recorded at College level and at each qualification. The data included end of course destinations in addition to actual destinations.

## **RESOLVED:**

The Committee noted the student destinations report.

### **2.3 Enrolments Overview 2020-21 Update**

The following update was provided by the Director of MIS:

- The College had 2297 EFA funded learners. This was ahead of the College external allocation of 2243 and approximately 90 ahead of the same number of funded learners last year.
- 255 learners were funded on courses through advanced learning loans. Funding achieved was £555k and 80% of target with an additional 35-40 learners to be accounted for.

### **Governor Questions**

- Would the College retain its funding allocation?  
The young person funding was secured with a variable related to the adult education budget. The College had been a predicted surplus of £400k with the difference being COVID-19 related costs.

The Committee noted that when matters settled there would be a skills shortage and the College would need to be ready in order to capitalise on the opportunities available.

## **RESOLVED:**

The Committee noted the enrolments overview 2020-21 update.

### **2.4 Annual External Quality Assurance Reports 2019-20**

The Director of Quality presented the report with the following points highlighted

- City & Guilds carried out most reportable external quality assurance (EQA) visits to review internal quality assurance. As a result of COVID-19, Pearson and other quality assessors conducted fewer visits/sampling and applied centre assessed grading.
- Two external verification reports that had not achieved Grade 3 or above were already improved with one awaiting sampling.

## **RESOLVED:**

The Committee noted the annual external quality assurance report.

### **2.5 Self-Assessment Report (SAR) 2019-20**

The Director of Quality presented the SAR with the following points:

- The College continued to self-assess as good overall with outcomes improved for all reporting lines. The journey to outstanding continued with more curriculum areas self-assessed as outstanding.

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## RESOLVED:

The Committee noted the self-assessment report and with minor amendment recommended it for approval by the Board.

## ACTION:

Clerk / Board Agenda

### 2.6 Start of Course Survey 2020/21

The Director of Quality presented the survey with the following points highlighted:

- The response rate was low compared to normal but understandable in the context of curriculum changes as a result of COVID-19.
- Satisfaction levels were in line with previous surveys with 90% positive satisfaction. The response with less than 80% satisfaction related to online learning that underlined the challenge to ensure provision was accessible and the to a high standard.
- Digital blended learning champions were appointed in each subject area.

## RESOLVED:

The Committee noted the start of course survey.

### 2.7 Link Governor Scheme

The Clerk presented the report with the following points highlighted:

- The scheme and roles were discussed at the November Board meeting with the proposal that it was a standing item on the Standards and Performance Committee agenda to review and have oversight of the operation of the scheme.

## RESOLVED:

The Committee noted the link governor scheme report.

## ACTION:

- Clerk and Directors to review governor link engagement
- Clerk to provide link governor guidelines

### 3. SECTION C - UNIVERSITY GROUP MATTERS - FOR CONSIDERATION UNLESS INDICATED OTHERWISE

### 4. SECTION D - ANY OTHER BUSINESS

#### 4.1 AoC Beacon Award

- The College in collaboration with Hopwood Hall was shortlisted for an AoC Beacon Award in mental health and wellbeing. The submission was a College collaborative effort with a number of individuals credited for their contribution.

## ACTION:

'Journey to Being Trauma Informed' map to be circulated to the Board.

### 5. SECTION E - FUTURE MEETINGS

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Tuesday 16<sup>th</sup> March 2021 at 2.00pm

There being no further business to discuss, the meeting closed at 4.15pm