

# MINUTES



## STANDARDS AND PERFORMANCE COMMITTEE

**Date:** 30<sup>th</sup> January 2019  
**Time:** 5.00pm  
**Venue:** Boardroom

### **Present:**

Andrew Fawcett, Sue Lomax (Chair), Kate Flood, Dave Haslam,  
Bill Webster (Interim Principal)

### **In Attendance:**

Fatema Hussein (Clerk to the Board)  
Joanne Green (Director of Quality)  
Karen Westersmith (Director of Adults & H.E.)  
Tracy Clarke (Director of MIS)  
Sharon Marriot (Director of Curriculum)  
Kate Wallace (Director of Apprenticeships)

### **1. Apologies for Absence**

Apologies were received and accepted from Gill Waugh.

### **2. Declarations of Interest**

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

No interests were declared.

### **3. Minutes of the Meeting Held on 26<sup>th</sup> September 2018**

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

### **4. Matters Arising from the Minutes**

#### Item 8 16-18 Study Programmes

The Director of Quality confirmed that an enrolments comparison for 2017/18 and 2018/19 would be provided at the next meeting.

### **ACTION:**

**Director of Quality / Clerk – agenda**

## 5. Learner Voice – Start of Course Survey

The Director of Quality presented the report and the following points were noted:

- There had been a significant increase in the number of respondents in comparison to last year
- Satisfaction rates had improved and enrichment was the only area which remained below 90% satisfaction
- Food was always an area that elicited a lot of response and the current catering contract was being reviewed
- Upgrades had been undertaken to IT systems and Wi-Fi and there had been no issues raised in relation to these in this particular survey

### **Governor Questions:**

- Why had there been a five points drop in the last question about studying in class and at home?

It was not clear why this had dropped but would be monitored

### **RESOLVED:**

The Committee noted the results of the learner satisfaction survey

## 6. Achievement Data 2017/18

The Director of MIS presented her report and the following points were noted:

- A target of 86% achievement was proposed for 16-18 provision and 84% for adults for the 2018-19 academic year
- The overall achievement rate for 2017-18 was 84%
- There had been a decline in the number of enrolments for the LA Community Learning contract
- This was due to the removal of short courses and an increase in more accredited provision
- An achievement target of 90% was being proposed for the community learning contract

### **Governor Questions:**

- Was College expecting to see a big variation in the number of enrolments for accredited learning?

College had to work to Council priorities and the number would not increase vastly

- Would any funding requirement need to be met?

There were no funding requirements for this provision

### **Agreed: The Committee approved the 90% target for the Community Learning Contract**

### **H.E. Provision**

- Retention and achievement for H.E. provision was calculated differently to the University but College was working with them to align this
- A new target for H.E. provision would be provided at the next Committee meeting

### Apprenticeships

- Whilst achievement in apprenticeship provision has been declining, College had a clear focus to remove learners who were still on programme but beyond their planned end date
- As a result, only 22 learners had been taken forward from 2017/18
- A target of 69% was proposed for overall achievement and 64% for timely
- This would put College above the national achievement rate

### **Governor Questions:**

- Was College being too optimistic with the target?

The College was striving to achieve above the national benchmark and this would also be expected by Ofsted

- How much provision was below minimum standards?

This was currently 40%

A Governor suggested that it would be useful to have details on minimum levels of performance in future reports

### **Agreed: The Committee approved the apprenticeship targets**

## **7. Maths and English Update**

The Director of 14-19 presented the report and the 2017/18 achievement data, and the following points were noted:

- The prior attainment of learners in English and Maths was very low compared to the national average
- 60% of learners had enrolled with no qualification in English and Maths compared to the national average of 26%
- GCSE Maths and English 9-1 achievement for 16-18 learners had improved and was in line with national averages
- GCSE 9-4 achievement had declined in English and improved slightly in Maths
- Level 1 and 2 functional skills achievement rates had declined for adults
- The pace of progress was not sufficient and the recruitment of skilled Teachers was an issue
- A Functional skills pass only attracted half the marks of a one grade improvement in GCSE
- 61% of entries in 2017/18 were for Functional Skills, and as a result, the reported progress measure was significantly depressed
- Proposed reforms to be implemented in September 2019 would make this qualification even more challenging
- A decision had therefore been taken to move all provision to a full GCSE offer for 2018/19 with the exception of Entry Level and Level 1 community learning
- The move to a full GCSE offer would have a significant impact on achievement in 2018/19
- The impact was expected to be negative for 9-1 achievement and positive for the national progress measure

- This was due to the profile of learners that would be added to the GCSE cohort as a large number of learners will have a very low prior attainment level
- However, the accountability headline measure for 16-18 English and Maths would show significant improvement

### **Governor Questions**

- Had the majority of learners attended Schools in Bolton?

It was confirmed that they had

- Was the LA aware of this data?

College was unsure if they were

- What would be the potential impact of a decline in the 9-1 and 9-4 progress measure?

This could be an issue for Ofsted. However, when compared against the profile of the learners attending the College, the progress data was positive

- Was any data available on the communities the learners were from as a high number of learners whose first language was not English may have an impact on the data?

There was a proportion of learners whose first language was not English

- Were there any other initiatives that could be undertaken at a community level to support these students?

Community learning classes for parents were offered as well as ESOL classes. There was also a need to ensure that College had appropriately qualified staff to teach English and Maths

- The attainment profile in Bolton was not much worse than other parts of Greater Manchester. What were the reasons for College not being able to attract the more able learners?

The level 3 profile had been gradually improving but the learner profile for Maths and English GCSE was not good. There was very strong competition in the post 16 market in Bolton and the College offered a curriculum that attracted particular types of learners

- What role did the work based tutors play in monitoring Maths and English attendance for apprentices?

The work based tutor would follow up on any attendance issues and was the link with the employer. Attendance was also monitored at performance board meetings

- What proportion of non- achievement on functional skills was as a result of poor attendance?

A high proportion. College was front loading English and Maths and recruiting with integrity. Any learners that were not suitable would not be put on an apprenticeship

### **RESOLVED:**

The Committee noted the report and agreed that the College had a very inclusive policy and provided opportunities for all learners regardless of previous attainment.

The Chair suggested that whilst 9-1 achievement was important, there should be a greater focus on learner progress going forward

## **8. Teaching and Learning Assessment Report**

Governors reviewed the report that had been circulated by the Director of Quality who reported that:

- College had met the key challenge in improving the quality of Community Learning provision delivered on behalf of Bolton Council, which had been graded as Good in the inspection last term.
- The only areas which were still rated as requiring improvement were Apprenticeships and Adult Learning
- The aim was for them to be good by the end of the current academic year.

### **RESOLVED:**

The Committee noted the teaching, learning and achievement successes in 2017/18 as detailed in the report.

The Principal reported that:

- College had been shortlisted for the AOC Beacon awards for its innovative use of technology
- JISC had invited the College for this to be used by the Secretary of State for Education as an exemplar case study at a recent technology show
- A £10 million fund for innovation was available and College had become eligible to submit a bid to access some of this funding
- He had also met with Amazon who were interested in working in partnership with the College to further develop the Chatbot service

The Principal thanked Aftab Hussain and the team for the fantastic work they had undertaken in the development of this technology.

## **9. Apprenticeship Update Report**

The Director of Apprenticeships presented her report and the following points were noted:

- Overall apprenticeship achievement (best case) was 73.7% with 149 learners still to achieve
- Timely achievement was 70.8%
- Work was being undertaken to switch from frameworks to standards as increased funding was received for the standard
- A decision had been taken not to offer a plumbing apprenticeship at present
- There had been an error in the funding that had been reported and this was as a result of ESFA significantly overstating the funding value within the current academic year
- Interventions had been put into place to rectify this
- The contract for non-levy employers had been extended to 2020
- Efforts were being made to encourage early achievers as this would put the College in a good position for funding
- The aim was to try and maximise the value received from Apprenticeships

### **Governor Questions:**

- Were any courses not on Standards?

It was confirmed that Plumbing and Accounting were still on the framework

- How much did College receive from the levy employers?

£118,000 in income to date had been received for 16-18 and £104,000 for 19+

### **RESOLVED:**

The Committee noted the report and agreed that the timely achievement rate needed to increase.

### **Verification Reports**

The Committee agreed that management should only report by exception. The Director of Quality agreed to provide a summary report for the next meeting.

### **ACTION:**

- **Director of Quality**
- **Clerk / Agenda**

## **10. Terms of Reference**

The Committee was referred to the draft terms of reference. The Clerk explained that although they had been updated at the last meeting, some further amendments were proposed to ensure that there was some consistency with the other Board Committees.

The terms of reference were reviewed and some amendments proposed.

**Agreed:** that they were recommended to the College Board for approval.

### **Clerk / Board Agenda**

## **11. Date of Next Meeting**

Wednesday 12<sup>th</sup> June 2019 at 5.00pm

The Chair proposed that the Committee met four times a year and that another meeting was scheduled before June. It was agreed that another meeting would be arranged but that it should be held before the next Board meeting.

It was also agreed that the Committee met at 5pm for all future meetings.

There being no further business to discuss, the meeting closed at 6.30pm