

QUALITY, ENHANCEMENT and STANDARDS COMMITTEE

Minutes of a Meeting 2.00pm Wednesday 28th June 2017 Gordon Canning Room

Present:

- Mr David Crawford (DC) (Chair)
- Ms Louise Cox (LC)
- Dr Beri Hare (BH)
- Mr Chris Moody (CM)
- Professor Ron Ritchie (RR)
- Professor Ian Robinson (IR)
- Mrs Rosie Scott-Ward (RSW)
- Dr John Selby (JS)
- Ms Claire Whitworth (CW)

Apologies:

- Mr Russell Marchant
- Ms Zoe Nicholls

Minutes: Mr Rob Lee

| | | ACTION | ACTION DATE |
|----|--|--------|----------------|
| 1. | <p>The Chair opened the Meeting by congratulating Mrs Rosie Scott-Ward and her team on being awarded Gold Standard for the Teaching Excellence Framework.</p> <p>Apologies</p> <p>Apologies were received from Mr R Marchant and Ms Z Nicholls.</p> | | |
| 2. | <p>Declaration of Interest. QES02/06/17.</p> <p>The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.</p> | | |
| 3. | <p>Minutes of the Last Meeting. QES03/06/17.</p> <p>Minutes of the meeting held on the 14th March 2017 were agreed to be a true and accurate record and signed by the Chair.</p> | | |

| | ACTION | ACTION DATE |
|--|--------|-------------|
| <p>4. Matters Arising</p> <p>4.1. (5.4) Follow-up from TDAP Report.</p> <p>IR questioned whether there had been any follow-up on areas for improvement outlined in the TDAP Report. The Clerk advised that he had reported to the Chair of Corporation on the outcome of the governance issues raised and it had been felt that no further action should be taken. RR believed that this Report should be noted by governors in order to complete the audit trail.</p> <p><i>The Clerk will make arrangements for the Report to be circulated.</i></p> | Clerk | 13/07/17 |
| <p>5. FE Reports.</p> <p>BH felt that the quality of Reports had considerably improved but there were a large number with lots of information and whilst this was not a criticism there could be a case of amalgamating some of these Reports. BH felt that the reports should focus on what is good, what is not so good and actions required. IR, however felt that to receive smaller reports against specific subjects made it easier to understand and focus. RR agreed but believed that the reports should be more specific on what was required from the governors, scrutiny and challenge, approve actions, information or simply to note. DC believed that all this is the next step but the papers presented are much improved and more focused.</p> <p>5.1. Discuss the outcomes from the Landex Peer Review 2017. Paper QES05.1/06/17.</p> <p>CW advised that the Landex Peer Review is to support colleges in advancing the quality of their provision and to determine whether the institution fulfils Landex membership requirements. The outcome of the review is very positive with very few recommendations. BH noted that there were a number of comments about the inclusion of data and thought that this might be an area for improvement in reports with data all appearing in one place. IR noted that there were some comments relating to self-criticality and that we want to be academically self-critical but we need to make sure we keep the appropriate balance with continuous improvement. RR agreed and stated that there is a slight concern that there is not more encouragement for self-criticality and we must not become complacent. CW agreed that there needs to be a balance with self-improvement and training will be made available for middle managers. JS was pleased to see that one of the recommendations was that we should improve our data analysis and CW confirmed that a new appointment for a data analyst was in the budget. In response to DC CW confirmed that the staff had found this a very useful process as it enabled them to articulate our key strengths.</p> | | |

| | ACTION | ACTION DATE |
|--|--------|---------------|
| <p>5.2. Discuss developments made to A Level provision. Paper QES05.2/06/17.</p> <p>CW advised that the paper outlines the developments that have been made to A Level provision within the last 12 months and future plans heading into next academic year. CW advised that quality of teaching, learning and assessment has significantly improved and this has been supported by Landex co-observations. In response to DC CW agreed that teaching has been a strength this year. CW further advised that interim progress monitoring demonstrates that 6 subjects are performing well, 11 subjects are making progress although still performing below our expectations and targets and 12 subjects continue to be of concern. IR and CM were not clear on what the progress report by curriculum area was showing as it was difficult to interpret the statements in italics as to whether they were positive or negative. RR agreed as this progress chart seems to be giving mixed messages and needs to be re-configured as it is confusing with different subjects being reported on the same line. In response to DC CW agreed that there are still too many subjects of concern but they have reduced. CM observed that the chart on quality of teaching needs clarification and CW confirmed that the data is for teaching that has been graded as good or better. JS advised that he would expect to see improvements in year 1 not year 2 but there is still a number of subjects in year 1 of concern. BH agreed and questioned that with 100% of teaching good or better why year 1 is not improved more. BH also believed that the report could be more focused as it contains too much "management information" that is not necessary for a report to governors. CW believes that all possible has been implemented to move this area forward and to bring it in line with the strong performance of our BTEC provision but felt that the culture change within the Department needed more time to have significant impact on improved results.</p> | | |
| <p><i>The above discussion will be taken into account when producing the next report.</i></p> | CW | When Required |
| <p>5.3. Discuss developments made to Maths and English provision. Paper QES05.3/06/17.</p> <p>CW advised that this paper outlines the developments that have been made to Maths and English provision within the last 18 months and future plans heading into next academic year. CW advised that the key messages are</p> <ul style="list-style-type: none"> • It is anticipated that Maths GCSE performance will have improved significantly this year and should perform in line with the currently available national rates. • It is anticipated that English GCSE will be lower than last year's high performance although still in line with the currently available national rates. | | |

| | ACTION | ACTION DATE |
|--|-----------|----------------------|
| <p>5.5. Discuss Annual Update on SEND provision. Paper QES05.5/06/17.</p> <p>CW advised that this paper summarises the work undertaken by the Learning Support Department during this year and is a key area for Ofsted. CW advised that we are now working on the data that needs to be supplied and IR believed that once this is available it will give governors the information to scrutinise and challenge. CW outlined the improvements that had been made and the impact this has had on students. An area of focus has been Sport and there has been a narrowing of the gap in performance between those in receipt of Additional Learning Support (ALS) and those not requiring it. CW advised that we will be self-assessing this area as outstanding and this judgement was supported at the recent Landex Peer Review</p> <p>5.6. Discuss progress made in Personal Development, Behaviour and Welfare activity of students. Paper QES05.6/06/17.</p> <p>CW advised that this paper outlines the progress that we have made with advancement of the personal development, behaviour and welfare of students this year and provided a summary of key developments planned for the following academic year. CW advised that we are now formalizing the process and judging impact. In response to DC CW confirmed that staff are happy operating in these areas and they are supported by the Wellbeing Team. CW advised that we will self-assess ourselves as outstanding in this area.</p> <p>5.7. Discuss DfE Data Summary. Paper QES05.7/06/17.</p> <p>CW advised that this paper provides a summary and interpretation of the recently released Department for Education (DfE) Performance Tables. The first version of this paper focused on value added and average grades for 2015/2016 student cohorts and was presented to the March 2017 QuEst Meeting. The additions provided in this paper for completeness relate to achievement related data released in April 2017. CW advised that a comparison with competitor organisations has also been provided within this paper. JS was not clear on the figures as they look quite different from those issued in March. CW advised that they are not a complete data set and outlined those students not included. BH questioned the outcomes to this report and felt there should be a summary and actions. CW advised that this will be captured in the Quality Improvement Plan. RR believed this to be an example where clarification was needed on the purpose of the paper and what is required from governors.</p> <p><i>The above discussion will be taken into account when producing the next report.</i></p> | <p>CW</p> | <p>When Required</p> |

| | ACTION | ACTION DATE |
|---|--------|-------------|
| <p>5.8. Review Employer Engagement for 2016/2017. Paper QES05.8/06/17.</p> <p>CW advised that external stakeholder engagement continues to be very strong and continuously developing as demonstrated by the detail of this report and this judgement is reflected in the Landex Peer Review. CW advised that this paper provides an overview of the FE employer and external stakeholder engagement undertaken during 2016/2017. It also includes details of industry engagement for curriculum enhancement in support of the student experience and industry engagement to support curriculum shaping. CW advised that it gives details of external exposure that the FE Management Team have had to ensure that an appropriate level of knowledge of the current and future external educational environment is maintained within the Team to help inform FE developments. JS believed this to be a very impressive report. RR questioned the overlap with HE partnerships and whether this was a challenge and how it is internally shared. RSW advised that there are joint FE/HE Career Days and it all works through the College Innovation, Careers and Enterprise Centre (ICE). RSW advised, however, that it is a challenge as level and departments are different as may be the points of contact. RR questioned whether we should be identifying the core partners and RSW responded that there is no formulated list as this is managed through the process.</p> <p>5.9. Note External Moderation Reports. Paper QES05.9/06/17.</p> <p>CW advised that this paper provides a summary of the External Moderation reports as required by the QuEST Terms of Reference. IR was not sure from the diagram outlining the Quality Cycle how the process worked but it was thought that this was an internal document and governors did not require this level of detail.</p> <p>5.10. Discuss Blended Learning Annual Report. Paper QES05.10/06/17.</p> <p>CW advised that this paper provides an update on the work undertaken by the Blended Learning Team during 2016/2017 across FE, HE and Business Support. CW advised that the strategic focus for FE is on creation of appropriate interactive content to support teaching, learning and assessment. The primary focus of HE has been on the initial set up and development of Moodle use with teaching staff following last year's transition from the UWE Platform, Blackboard to Hartpury Moodle, with a particular focus on online assessment submission. CW confirmed that staff use of Moodle is continuing to increase albeit at a slower pace compared to the significant increase last year. IR believed this obviously to be work in progress but questioned if we knew the end game and where we are going strategically. RSW advised that we have a Digital Strategy Group chaired by the Principal which has a real opportunity to shape the</p> | | |

| | ACTION | ACTION DATE |
|---|--------|---------------|
| <p>future. RSW advised that we have taken 4 years to come from Blackboard to Moodle and believed that we are 5 years behind the HE sector. RR believed this to be a very important area and Corporation need to be aware of what we are doing and would like the Principal to report on the Digital Strategy Group. In response to JS CW confirmed that it was the FE Agriculture Department that had received a TES Awards nomination for "Outstanding Use of Technology for Improving Teaching, Learning and Assessment".</p> | | |
| <p><i>The Principal will be asked to make a Report to Corporation on our Digital Strategy.</i></p> | RM | 12/10/17 |
| <p>5.11. Discuss new requirements for ESFA subcontracted provision. Paper QES05.11/06/17.</p> | | |
| <p>The new requirements for ESFA subcontracted provision were noted.</p> | | |
| <p>5.12. Review preliminary analysis of results from on-programme survey. Paper QES05.12/06/17.</p> | | |
| <p>CW advised that as part of the formal FE Student Voice process, an on-programme student satisfaction survey has been conducted and this report provides the key headline findings. The headline data suggests overall a high level of student satisfaction and we are now reviewing the data below to ensure all students and groups are being heard. CW advised that all student feedback collected during the academic year is analysed during the summer and will feature in the Self-Assessment Report as evidence to support the judgements that we make and also feature in the Quality Improvement Report (QIP) to continue to drive forward improvement. CW outlined the areas which showed a fall on last year. BH noted that there were some actions from the report in the summary but would like to have seen a clear action list.</p> | | |
| <p><i>The above discussion will be taken into account when producing the next report.</i></p> | CW | When Required |
| <p>5.13. Review performance against KPIs. For 2016/2017 and agree template for 2017/2018. Paper QES05.13/06/17.</p> | | |
| <p>CW outlined the key data and confirmed that final data for the year will come to the next meeting. CW proposed that the format of the 2017/2018 KPIs remains the same as the current year with the addition of in year retention. CW advised that the summary KPI sheet is designed for the QuEst audience and associated monitoring purposes with a breakdown by department so that performance at departmental level is available for scrutiny. The KPI document for Corporation is a summary version of the QuEst headline KPI sheet, with no changes to the current year proposed.</p> | | |

| | ACTION | ACTION DATE |
|--|--------|-------------|
| <p><i>The KPI template for 2017/2018 was approved.</i></p> | | |
| <p>6. HE Reports</p> <p>6.1. Review preliminary analysis of results from on-programme survey. Paper QES06.1/06/17.</p> <p>RSW advised that the format of the on-programme survey evolved in light of previous feedback and for the first time was organised in-house rather than by an external consultant. RSW advised that the questions do align with changes in the National Student Survey (NSS), as well as questions we wished to ask internally. The format of the questionnaires and the timing still needs some work as the survey closed only 2 days before report was required, so analysis is on-going. RSW explained that results illustrated here relate purely to academic matters – results regarding learning resources, ICE, ASC, Placements, Student Union, Campus Experience and Accommodation will be considered elsewhere. RSW advised, therefore, that this report provides an overview of the initial numerical findings and further analysis by programme, department and individual comments will be considered through the continuous monitoring cycle, overseen by Associate Faculty Board. RSW outlined areas of strength and those that needed further work and warned that some of the results were influenced by low numbers. RR noted that there are some huge variations and RSW confirmed that further analysis will be done on these areas. CM questioned the low score on timetabling and RSW responded that HE is timetabled around FE which can mean early and late lectures with big gaps in the middle. RSW advised that there were also problems with the Student Advantage system which did not work. In response to CM the Clerk advised that he understands that initial results of room utilization survey will be in the Estates Strategic Plan that is going to the next Corporation Meeting.</p> <p>6.2. Agree Key Performance Indicator template for 2017/2018. Paper QES06.2/06/17.</p> <p>RSW advised that the KPI content had expanded significantly last year and had therefore taken the opportunity to refine the breadth of KPIs, aligning to both sector developments and strategic priorities. RSW explained each of the KPIs. IR noted that most of the proposed KPIs would only be reported on an annual basis and questioned whether governors should also know the performance against “Good Degrees”. RSW advised that this information would be included in the annual HE Quality Report. In response to RR RSW clarified the situation on overseas trips as part of the KPI for programmes with professional accreditation. In response to JS RSW advised that performance on tariff entry would also be reported in the Annual Report. JS require clarification on the students enrolling on HE courses and whether this was to us or all HE institutions. RSW advised that between the FE and HE KPIs both needed to be reported. JS agreed with</p> | | |

| | | ACTION | ACTION DATE |
|-----------|---|---------------|--------------------|
| | <p>IR's earlier comment that there were an awful lot of the KPIs that do not change throughout the year and some of those that do change such as recruitment figures are not really the responsibility of this committee.</p> <p><i>It was agreed that the proposed KPIs will be reviewed and brought back for approval.</i></p> | RSW | 13/11/17 |
| 7. | Any Other Business | | |
| | <p>7.1. Students' Union Report.</p> <p>The Report had missed the deadline for sending out with the papers and LC issued the Report which will be numbered QES07.1/06/17. LC advised that the SU Executive Committee for 2017/2018 has been elected. LC advised that the SU held its first student led teaching awards, which saw nearly 70 nominations for members of staff over 8 categories. IR believed this to be an excellent initiative particularly after such a short time. RSW would like to thank the SU for their part in the TEF submission.</p> <p><i>It was agreed that the student voice covering both FE and HE will be a standard agenda item.</i></p> | Clerk | 13/11/17 |
| 8. | Dates of future meetings-all commence at 2.00pm | | |
| | <p>Monday 13th November 2017</p> <p>Wednesday 7th March 2018</p> <p>Wednesday 27th June 2018</p> <p>Thursday 15th November 2018</p> | | |

Mr David Crawford
Chair Quality Enhancement and Standards Committee

13th November 2017