

QUALITY, ENHANCEMENT and STANDARDS COMMITTEE

Minutes of a Meeting 2.00pm Wednesday 7th March 2018 Gordon Canning Room

Present: Mr David Crawford (DC)(Chair)
Mr Russell Marchant (RM)
Mr Chris Moody (CM)
Professor Ron Ritchie (RR)
Professor Ian Robinson (IR)
Mrs Rosie Scott-Ward (RSW)
Dr John Selby (JS)
Ms Claire Whitworth (CW1)

In Attendance: Ms Lucy Dumbell (LD)

Apologies: Mr Alejandro Arguelles-Bullon
Dr Beri Hare
Ms Hannah Knaggs

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
1.	<p>The Chair welcomed Ms Lucy Dumbell to the meeting.</p> <p>Apologies</p> <p>Apologies were received from Mr A Argüelles-Bullon, Dr B Hare and Ms H Knaggs.</p>		
2.	<p>Declaration of Interest. Paper QES02/03/18.</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. Paper QES03/03/18.</p> <p>Minutes of the meeting held on the 13th November 2017 were agreed to be a true and accurate record and signed by the Chair.</p>		

		ACTION	ACTION DATE
4.	<p>Matters Arising</p> <p>4.1. (5.1.) The FE Self-Assessment Report was approved by the Corporation on the 7th December 2017.</p> <p>4.2. (6.3.) The HE Assurance Statements were approved by the Corporation on the 7th December 2017.</p> <p>4.3. (6.3.) The revised format for Assurance Statements will be brought to the June Meeting.</p> <p>4.4. (7.2.) Information on Equality and Diversity Week was sent out on the 23rd January 2018.</p>	RSW	27/06/18
5.	<p>5. FE Reports.</p> <p>5.1. Discuss A Level Update Report. Paper QES05.1/03/18.</p> <p>CW advised that A Levels remain under scrutiny and explained that we are now moving in to year two since establishing the expectations and standards expected. CW advised that year one students are making better progress than in previous years but year two are still making variable progress. CW advised that there is considerable intervention work taking place with first years coming out of this process earlier than second years. In response to DC CW did not think 31% of students currently on intervention measures was high as this has dropped from 44% in December. Also in response to DC CW believed that it could be equally as high in future years as this was a key feature of continuous improvement. RR questioned the resourcing of the intervention particularly in subjects of concern. CW outlined the process and stressed that she was confident the correct level of resource was in place. CW advised that the formal maths review is still in operation with improvements being seen with the quality of delivery. RR questioned if in subjects with limited expertise had we considered support from outside and CW responded that there were now only two subject areas with one lecturer and believed that we have the expertise. JS questioned the level of support given to these two members of staff and CW outlined the ways that this was given. IR questioned the prognosis in some of the subject areas such as Maths. CW replied that she was comfortable with the progress particularly with first years but still too early to predict results. CM Advised that he has concerns of outstanding observation grades linked to subject areas not doing so well and gave physics as an example. CW advised that there has been improvements in stretch and challenge but agreed that we now need to see the assessment. In response to JS CW advised that the Academy fully supported putting academic studies before the Academy. RM added that more changes are being made for the next academic year to help Academy students. All first year athletes will be in one accommodation block and there will be an earlier curfew. RR questioned how we measure the quality and progress of homework sessions. CW advised that all</p>		

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<p>sessions are staffed and have specific targets but we do not measure quality or impact.</p> <p>5.2. Discuss Quality of Teaching, Learning and Assessment Update Report. Paper QES05.2/03/18.</p> <p>CW advised that the new Teaching, Learning and Assessment Strategy has been implemented effectively as planned. The no notice observations, validated by the Landex co-observation process in the autumn term reflected 82% good or better delivery. CW outlined the different stages of the process and confirmed that a full report will come to the next meeting. DC noted that the Landex Report suggested there should be a greater emphasis on teaching and in some areas the teaching was formulaic with too many handouts. CW advised that these areas were being actioned and the formulaic teaching was mainly confined to Animal Management.</p> <p>5.3. Discuss Quality Improvement Plan Update Report. Paper QES5.3/03/18.</p> <p>CW advised that the paper gives an interim update to the Quality Improvement Plan and shows the areas that are progressing well and those that still require close monitoring. In response to IR CW advised that we are moving to an electronic solution for tutorial target setting as part of the broader MIS project. RSW confirmed that we are moving away from purely paper to an electronic solution. In response to RR CW advised that all students have work experience and targets are set with tutors with the student advising the employer. The next stage is to communicate directly with employers to provide them with targets who will then be able to grade against overall and individual targets. In response to RR CW advised that ICE gives administrative support but overall responsibility is the tutors.</p> <p>5.4. Review performance to KPI targets. Paper QES05.4/03/18.</p> <p>CW advised that the Report updates College and Department performance to targets. CW outlined those areas that were progressing well and those areas that are currently not achieving target. In response to JS CW confirmed that performance was not against the most recent national rate but against the target set at the beginning of the year.</p>		
<p>6. HE Reports.</p> <p>6.1. Discuss Annual Quality Report and Agree Action Plan. Paper QES06.1/03/18.</p> <p>RSW advised that this is the first time this Report has been produced but going forward it will come to the November Meeting as evidence for governors to give assurance to the Office for Students. RSW advised that</p>		

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<p>the Report brings together a number of reports and should give governors satisfaction on our quality. RSW advised that it outlines the areas in which we are doing well and those we need to look at in the future. RSW advised we have made progress with our data but there is still some way to go. IR stated that this is an excellent Report and gives confidence that it had been correct to sign-off the Quality Assurance Statement at the end of last year. In response to RR RSW confirmed that the Report had gone to the Academic Board which had resulted in some amendments. RR believed that this should have been captured in the Report or Cover Sheet. RR noted that Student Surveys had an Amber RAG Rating and questioned whether this was due to process or outcomes. RSW replied that both had had a part and explained the reasons. RR felt that this section therefore needed to be clearer. In response to DC RSW outlined the face to face time that was available to students with their lecturer. DC was surprised at the low number of cases of plagiarism and LD outlined the process and the support that was given to students. JS noted that an area of concern was the 7.5% of students who were non-completers. RSW outlined the different attitudes amongst students by gender and how we are trying to overcome this. Male students are more than twice as likely to non-complete as opposed to female students. Both RR and JS agreed with IR that this was excellent Report.</p> <p><i>The Annual Quality Report was noted and resulting Action Plan approved.</i></p> <p>6.2. Review Performance to KPI targets. Paper QES06.2/03/18.</p> <p>RSW updated the performance to Targets on retention and Tariff on Entry. The methodology of calculating tariff on entry has been changed with the conversion for historical purposes not exact. RSW advised that module achievement with one module to be added was 86% against a target of 85%. In response to RR RSW confirmed that KPIs in a slightly different format are discussed by the Academic Board.</p>		
<p>7. Cross College</p> <p>7.1. Review Report from Students' Union. Paper QES07.1/03/18.</p> <p>RSW advised that the Students' Union has improved enormously this year and added value to the student experience. RM agreed and advised that elections were taking place for officers for next year and it was the strongest list we have had and FE students had been encouraged to participate. DC noted that parking was an issue and RM acknowledged this and outlined some of the actions that had been taken and improvements to the shuttle bus service were being looked at for next year. RR suggested that the Students' Union could look at sponsorship for the teacher awards. RM agreed and thought this could also apply to other student activities.</p>		

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	<i>Review sponsorship opportunities for Students' Union events.</i>	RM	ASAP
8.	Any Other Business		
	<p>8.1. HE Prospectus</p> <p>JS believed that the new HE Prospectus was very impressive but felt that the information on the red pages difficult to read and they carried important messages. RSW advised that this can be amended on a re-print.</p>		
9.	<p>Dates of future meetings-all commence at 2.00pm. New dates in red</p> <p>Wednesday 27th June 2018 Thursday 15th November 2018</p> <p>Thursday 7th March 2019 Tuesday 25th June 2019 Tuesday 5th November 2019 (from Thursday 21st November 2019)</p>		

Mr David Crawford
Chair Quality Enhancement and Standards Committee

27th June 2018