

**SANDWELL COLLEGE**

**Minutes of the LQCC meeting held on**  
**Wednesday 20 June 2018 at 4.30pm**

Present:                   K Ellis                                   (Independent) (Committee Chair)  
                               P Murphy                               (Independent)  
                               G Pennington                       (Principal)

Apologies:               R Goodby                               (Independent)

In attendance:         D Holden                               Vice Principal  
                               J Stevens                              Exec Director, Quality & Academic Standards  
                               E Scotford                             Clerk to the Corporation

		<b>Action</b>
L18.1	<b><u>Welcome</u></b>	
	The Chair welcomed all present to the meeting and introductions were made.	
L18.2	<b><u>Declarations of Interest</u></b>	
	There were no declarations of interest.	
L18.3	<b><u>Apologies</u></b>	
	Apologies had been received from Raffaella Goodby and were accepted by Governors.	
L18.4	<b><u>Minutes of the previous meeting – 4 October 2017</u></b>	
	The minutes were approved as a true and accurate record and were signed by the Chair.	
	RESOLVED THAT: the minutes be approved	
L18.5	<b><u>Matters Arising</u></b>	
	There were no matters arising.	
L18.6	<b><u>Programme Standards Review – Childcare</u></b> Joe Whitelock, Assistant Director, Health & Social Care, Early Years and Public Services and the Head of Childcare gave a presentation on Early Years & Education (copy of presentation attached to the minutes for reference). Key points highlighted included:	
18.6.1	16-18 destinations – 80% go to university with 20% going into relevant employment	
18.6.2	Foundation degree – the top-up degree provision is with Wolverhampton University.	
18.6.3	16-18 projected achievement rates were outlined with 70-80% expected to achieve. Data demonstrates that achievement rates have been well above	

	average for the last 3 years. The College is performing particularly well in this programme area.	
18.6.4	Action taken to maintain quality and performance was highlighted which detailed that staff are fully aware of their students' needs, identifying those of risk at failing and inputting strategies to support them. There are good cross-curricula links with staff, e.g. English and maths. Whole team meetings take place enabling course standardisation, with different strategies across the areas being shared as good practice.	
18.6.5	In response to a Governor's query, the Assistant Director clarified the demanding work experience requirement for all students which reflects the robustness of the qualification: i.e. 300 hours in 3 different settings and 3 different age groups. Students have to meet the vocational element as well as the academic element of the course. They are assessed in the workplace. Professional observations of case studies form part of the portfolio with the awarding body stipulating the exact requirements. This helps students develop as early years practitioners.	
18.6.6	Employability skills are to be updated. Paediatric first aid has been identified as particularly useful so will be included, this gives an additional qualification. It has been run as a pilot this year by the College's own teachers who have been appropriately trained to deliver this course.	
18.6.7	Governors asked if the course included working with children with special needs. JW confirmed it did as learners had specifically asked for that pathway.	
18.6.8	The staff team was outlined. The College has supported staff to progress in their role, example given of one particular teacher who was a former student. There are many opportunities for staff to progress within the College.	
18.6.9	Enrichment opportunities were outlined. Governors asked if there were any challenges to forging links with local employers. The College explained it had a database of over 400 employers with whom it works. Employers advise the College of the skills they require and the College embeds these into the curriculum. Employers have also supported students by running mock interviews.	
18.6.10	External Verifiers visits – the College has received an Outstanding grade with no major areas highlighted for attention, indeed the College has been invited to join their advisory board to share good practice and develop new qualifications, with a further suggestion that it be the lead academy for Early Years due to the quality of its provision.	
18.6.11	Attendance – the 3-year trend shows the department has the top attendance levels of all departments and is in the top 3 departments for English and maths.	
18.6.12	Developments for 2018-19 were highlighted: <ul style="list-style-type: none"> <li>- The College advised of its intention to recruit more males for youth work and learning mentor roles.</li> <li>- The College is interested in undertaking an international charity project and is looking at ways to fund it.</li> </ul>	
18.6.13	Governors expressed their appreciation for the presentation and asked that their thanks be passed on to the whole team for their hard work.	

	RESOLVED THAT: the presentation be received.	
L18.7	<b><u>Provisional Success Rates 2017/18</u></b>	
	The Vice Principal presented the provisional success rates for 2017/18. Key points included:	
18.7.1	The Ofsted inspection had commented that College reports to Governors required more detail but it was reluctant to do so on forecast success rates and explained the reasons why. The provisional information was therefore presented as a summary, actual success rates would be presented as a summary accompanied by an appendix of all success areas in due course.	
18.7.2	The Vice Principal pointed out that a conservative view had been taken of the success rates.	
18.7.3	16-18 overall was estimated at over 87%, which was significantly ahead of the national average (N/A) of 82%.	
18.7.4	L3 has been challenging because of variable results at AS level. It has been a good cohort this year following the College's move to increase entry requirements for AS students for subjects where failure rates had been high. Mentoring support has been enhanced, being provided by the College as well as former students who have returned to support current students.	
18.7.5	This year, based on mock results and individual assessments points during the year, the College is fairly confident that AS would exceed last year's results but the exact position was not yet known due to a number of variables.	
18.7.6	The Vice Principal pointed out this had been the first year of linear A2.	
18.7.7	For adults 19+, 93.5% was estimated. The College is reluctant to predict an increase but estimates it might be a little above last year's figure.	
18.7.8	Apprenticeships – the College acknowledged it needed to improve on its apprenticeship provision. Overall, there was a 3-year downward trend which needed to be reversed. National averages are also low.	
18.7.9	Timely success rates – the College is reversing the trend with a couple of percentage points increase on last year.	
18.7.10	Overall, a positive picture for English and maths – turnout for this year's exams for GCSE has been good, with increased commitment and effort from students. Forecast success rates show English holding steady with maths increasing its percentage of pass rates. A number of initiatives have been successful in maths.	
	RESOLVED THAT: the report be received.	
L18.8	<b><u>Quality Improvement Plan – Impact Statement</u></b>	
	The Executive Director, Quality & Academic Standards, presented the Quality Improvement Plan Impact Statement. Key points were:	
18.8.1	English and maths have seen improvements in behaviour, attendance and results.	

18.8.2	Development of the ROAR (Ready to learn, On time, Always ask for help and Respect for all) initiative has been a team-wide strategy which has had a huge impact on students and seen behaviour and attendance levels improving with students taking ownership of their learning. Students now recognise there is a link between English and maths and their employability. Results look positive for August.	
18.8.3	A Pizza, Pop and Practice initiative has been set up, supported financially by the College.	
18.8.4	High grade scores within the vocational areas should be on track.	
18.8.5	Progression - exact numbers will not be known until September. A Progression Fair was held at the College attended by students and staff which has boosted progression from 80% to 85%. A further Progression Fair is planned next week to embed the initial information provided and allow for a cooling-off period for students.	
18.8.6	Teaching and learning – learning walks have been maintained but are no longer graded, the target therefore may need to be reviewed.  Staff are providing detailed feedback. Posters have been produced for the SPAG (Spelling, Punctuation and Grammar) initiative enabling a consistent message to be given to students.	
18.8.7	A levels are showing a positive direction of travel.	
	RESOLVED THAT: the report be received.	
L18.9	<b><u>External Standards Verification 2017/18</u></b> The Executive Director, Quality & Academic Standards, presented the report. See also point 18.6.10. Key points were:	
18.9.1	An excellent report was received from the External Standards Verification. The only recommendations were minor, admin related, points. Governors expressed their thanks to all staff involved.	
18.9.2	Governors noted that the L1 British Values qualification had been introduced across the College at the suggestion of students.	
	RESOLVED THAT: the report be received	
L18.10	<b><u>Quality Strategy 2018/19</u></b>	
18.10.1	The Executive Director, Quality & Academic Standards, presented the report. Key points were:	
18.10.2	The Committee recommended that HE be included in the Risk Register.	VP
18.10.3	Update on QAA to be given to the next meeting. Clerk to note for agenda.	Clerk
18.10.4	HE and Quality Strategy to be standing agenda items. Clerk to note for agendas.	Clerk
18.10.5	Apprenticeships – there is a debate on how apprenticeship standards will be monitored, explicit review needed.	
18.10.6	The Vice Principal will update the Strategy with the suggestions and bring it to the next meeting.	VP

18.10.	Apprenticeships and QAA scoring to be included as risks.	
	RESOLVED THAT: <ul style="list-style-type: none"> <li>• the report be received.</li> <li>• HE, apprenticeships and QAA scoring be included in the Risk Register</li> <li>• Update on QAA to be given to the next meeting.</li> <li>• HE and Quality Strategy would be standing agenda items</li> <li>• The updated Quality Strategy be brought to the next meeting</li> </ul>	
L18.11 NFP	<b><u>CONFIDENTIAL</u></b> <b><u>Safeguarding Interim Report 2017/18</u></b>	
L18.13	<b><u>Policies and Procedures</u></b>	
	It was noted that all HE policies would be brought to LQCC for approval.	
18.13.1	<b>Higher Education Admissions</b>	
18.13.2	<b>Course Closure Procedure at Sandwell College</b>	
	RESOLVED THAT: <ul style="list-style-type: none"> <li>• Governors approved: <ul style="list-style-type: none"> <li>- The Higher Education Admissions policy</li> <li>- Course Closure Procedure at Sandwell College</li> </ul> </li> </ul>	
L18.14	<b><u>Review of Committee's effectiveness and Terms of Reference</u></b>	
	The Chair was charged with completing the questionnaire on behalf of the Committee and reply to the Clerk.	
	RESOLVED THAT: <ul style="list-style-type: none"> <li>• the Chair complete the questionnaire on behalf of the Committee and reply to the Clerk.</li> </ul>	
L18.15	<b><u>Any Other Business</u></b>	
18.15.1 NFP	<b>QAA update</b>	Clerk
L18.16	<b><u>Determination of Confidential Items</u></b>	
	<b>Item L18.11 – Safeguarding Report</b> <b>Item 18.15.1 – QAA update</b>	
L18.17	<b><u>Date and time of next meeting</u></b> <b>Wednesday 3 October 2018, 4.30pm</b>	

The meeting ended at 5.15pm