

SANDWELL COLLEGE

Minutes of the LQCC meeting held on
Wednesday 3 October 2018 at 4.30pm

Present:	K Ellis P Murphy G Pennington	(Independent) (Committee Chair) (Independent) (Principal)
Apologies:	J Stevens	Exec Director, Quality & Academic Standards
In attendance:	Ellie Harbinson D Holden E Scotford A Sheridan S Thomas	Y2 Sport student (Item 5 only) Vice Principal Clerk to the Corporation Assistant Principal, Curriculum & Student Studies Head of Section - Sport / Travel, Aviation and Hospitality (Item 5 only)

		Action
L18.18	<u>Welcome</u>	
	The Chair welcomed all present to the meeting and introductions were made.	
L18.19	<u>Declarations of Interest</u>	
	There were no declarations of interest.	
L18.20	<u>Apologies</u>	
	Apologies had been received from Julia Stevens. Raffaella Goodby did not arrive.	
L18.21	<u>Minutes of the previous meeting – 20 June 2018</u>	
	The minutes were approved as a true and accurate record and were signed by the Chair.	
	RESOLVED THAT: the minutes be approved	
L18.22	<u>Matters Arising</u>	
	There were no matters arising.	
L18.23	<u>Programme Standards Review: Sport</u>	
18.23.1	Presentation given by Scott Thomas, Head of Section - Sport / Travel, Aviation and Hospitality. In attendance, Ellie Harbinson, Y2 Sport student. (A copy of the presentation is attached to the minutes for reference).	
18.23.2	The department had had a very successful year and was looking to rebrand itself to the Institute of Sport.	
18.23.3	There are plans to diversify into other sports including both individual and team sports.	

18.23.4	The mission statement was outlined. It was intended that the department would allow opportunities and internal progression for L1 to L5 students.	
18.23.5	The current position on student numbers was detailed. A female football team has been developed. A large proportion of learners are 16-18.	
18.23.6	An overview of achievement data for 2017/18 was given. The West Bromwich Albion programme is a positive investment for the students. The College has a particularly good partnership with WBA and very impressive results have been achieved.	
18.23.7	The Sports Department is a good, strong, growing, young team. The members and structure of the team were outlined. PGCE students from different sports backgrounds have now joined the team.	
18.23.8	Courses now offered were highlighted. A Health and Fitness Centre has been developed.	
18.23.9	Partnerships and links forged were outlined. Governors' attention was drawn in particular to Pro Level Performance who work with a range of organisations and a range of student athletes; and Film My Match which provides an opportunity to undertake video analysis of all matches; Aston Villa – Andy Taylor is considering starting up a football programme. ST advised that he had held a meeting with Cadbury staff who were very receptive to the ideas presented. Sport England funding to Easter was being explored.	
18.23.10	HNC and HND programmes have been mapped out as a good progression route.	
18.23.11	Governors asked if students were assessed and supported at the application stage. ST explained that the interview process was key as a good idea could be gained of the sports students were involved and interested in could be gauged at that point. There was also good support from the Enrichment team.	
18.23.12	An outline was given of the different sports which offered by the College. Activities are run at lunchtimes and after college.	
18.23.13	Governors asked if the College was able to identify barriers to the students' progress. ST explained the facilities available. They are used to move students forward, examples given of the venues used. Two under-19 teams do education off site. Some students have secured professional contracts.	
18.23.14	Recent overseas visits to Barcelona, Spain and Goa, India were outlined. These had been very positive experiences for the students, many of whom have not left the local area before. The students had provided sports sessions, activities and coaching which were linked with the curriculum and the higher sports leaders qualification.	
18.23.15	Employability and work experience opportunities were detailed. The College worked with a range of businesses: local, international and large business. It has built up particularly good relationships with some gyms. Examples of work experience case studies were given.	
18.23.16	Student achievements were outlined. The College works hard to provide a timetable which is flexible around the students' training and academic needs.	
18.23.17	Plans for curriculum development and future ideas were given. Higher	

	education is flourishing. The College's acquisition of the Aquatics Centre would be particularly beneficial in providing a good base for the College.	
18.23.18	<p>Ellie Harbinson, L2 student, explained her background and championship achievements in boxing and kick boxing, as well as her future study and career aspirations.</p> <p>In response to a Governor's query, Ellie outlined the support the College had been able to provide: in funding to support her travel and accommodation; in adapting her timetable to enable her to balance her academic studies and training requirements – all of which had been essential in helping her to pursue her potential. Her positive experience of the College meant she would recommend it to other students.</p>	
18.23.19	Governors were impressed with the Department's links. ST advised that the team was diverse and had a range of backgrounds in different sports. The department was looking to diversify even further.	
18.23.20	Governors recommended that the Department's success stories be published in staff and student newsletters.	
18.23.21	The format of the Governors Annual Strategy Day would be adjusted to include opportunities to meet students and gain an insight into their college experience. Direct presentations from students would also be built into the day.	
18.23.22	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> The presentation be received. 	
L18.24	<u>Provisional Success Rates</u>	
18.24.1	The Vice Principal presented the provisional success rates and tabled the multi-year overall analysis for 2017/18. This should address the Ofsted inspection's comment that more detail should be provided for Governors' reports.	
18.24.2	Format explained by the Vice Principal with a suggestion that further detailed analysis be postponed until the final success rates were available.	
18.24.3	Success rates are broadly similar to the previous year, with the exception of maths which had dropped from 26.2% to 18%. A direct comparison with the previous year was difficult due to a change of syllabus. The new syllabus is very different and includes multiple exams. The final position in maths should be around 20%. It was noted that the national average for maths has fallen to 18% for FE colleges. The Vice Principal pointed out that the students taking the course were those who had not passed their exams in school after 2-3 attempts which reflected their ability levels?? The increase in students required to take English and maths was highlighted: currently standing at 450 this year. The College puts new students on Functional Skills courses to get them up to GCSE standard. A bridging qualification is then undertaken to get them to GCSE instead of L2 Functional Skills.	
18.24.4	The Principal advised that the College had not experienced students dropping out because of the requirement to do English and maths as many now realised the importance and necessity for this and were keen to achieve and progress.	
18.24.5	The Vice Principal pointed out that 1200 took the GCSE this year, with 2300 doing Functional Skills. The College achieved an exceptional 79% against the national average of 62.7%, meaning it is probably in the top performing	

	2% of colleges in Functional Skills.	
18.24.6	English will be up with maths slightly down but still above national average and the borough average. The College's Functional Skills results are good. The College is above national average across all age ranges and all levels.	
18.24.7	The College's A level results are slightly up and above national average.	
18.24.8	Apprenticeships is an area of focus but the College is above national average??	
18.24.9	This year's A2 results achieved 40% at A and B grade.	
18.24.10	The Principal advised that, because of the merger with Cadbury College, Sandwell was likely to have a monitoring visit within 12-18 months of the merger. With Ofsted's move to campus based inspections, it was possible this would focus on Cadbury.	
18.24.11	It will be challenging to get the results back up when they are combined after the merger. The Principal advised that Cadbury had decided to remove AS levels. AS levels are lower but can be used to assess the strength of the student to pass the A level which might lead to some students continuing who are likely to fail the final exams. This means the existing results look stronger than they are. The Vice Principal cautioned that it could have a big impact next year.	
18.24.12	Governors asked if Sandwell planned to reintroduce AS and A2s at Cadbury. Discussion took place on the current Cadbury provision. Governors recommended that some way of differentiating between Sandwell's and Cadbury's results was employed.	
18.24.13	Governors were asked to review the detailed report outside the meeting and refer any questions direct to the Vice Principal.	
18.24.14	Governors asked on what basis English and maths were linked to some subjects. The Vice Principal advised that some students required English and maths in order for progression, e.g. childcare and nursing. The College runs access courses to enable this. Most 16-18 courses do English and maths over a period but this requires refinement.	
18.24.15	Apprenticeships have been challenging for the College for a number of years. The Principal advised of the College's intention to strengthen the leadership of apprenticeships. Once the financial position is more clear, following completion of enrichment and a settling of student numbers, relevant appointments can be considered.	
18.24.16	The Principal advised that developments needed to be balanced between Sandwell and Cadbury. Sandwell has committed to support Cadbury and improve its position but this will require some investment by Sandwell.	
18.24.17	The College's 19+ provision is outstanding regarding outcomes at over 90%.	
18.24.18	RESOLVED THAT: <ul style="list-style-type: none"> The provisional success rates be received and monitored. 	
L18.25	<u>Quality Improvement Plan – Impact Statement</u>	
	RESOLVED THAT: the Impact Statement was received and noted.	
L18.26	<u>Annual Reports 2017/18</u>	

18.26.1	Complaints	
	The total of 19 complaints related to those which went through the College's official complaints procedure. Minor complaints usually logged on the complaints register will be included in this report in future. The majority of complaints related to a specific area: apprenticeships, because those undertaking them are mainly adults and are more likely to complain than 16-18 year olds.	
	The Principal referred to the quality improvement and self assessment plans which had college-wide themes but some were curriculum specific, asking if areas in 'special measures' were included. The Vice Principal advised that they had not been included in recent times because most areas were not underperforming: the College was aware of a couple of areas which were not performing well and an action plan was in place to address them. The Vice Principal agreed to badge them as 'special measures' in future and report to the LQCC.	
	The Vice Principal pointed out that every A level subject has a separate action plan. Governors welcomed sight of these too to enable them to increase their scrutiny in order to contribute to generating positive outcomes.	
	RESOLVED THAT: the annual Complaints report was received.	
18.26.2 NFP	<u>Student Disciplinary Actions</u>	
L18.27	<u>HE update</u>	
18.27.1	An HE update based on 2017/18 data was given by J Whitelock, Assistant Director, Health & Social Care, Early Years and Public Services.	
18.27.2	Recruitment – there were 95 new starts last year. Student retention was 87%, with achievement at 95%.	
18.27.3	Next year's focus will be retention to impact on overall success rates.	
18.27.4	Positive feedback on the HE Centre has been received from both students and staff. The provision of an HE laptop trolley has been very positive. Staff are engaged with peer observations which is useful support for them with their academic teaching.	
18.27.5	Students comment favourably that they feel they are having a full HE experience and find lesson content challenging.	
18.27.6	Next year's action plan was outlined and will focus on: retention; access to computers (a recurring request from students); HE specific CPD including academic research; adequate HE rooms. Development of the HE Centre will continue.	
18.27.7	Office for Students (OfS) – the College is awaiting a reply to its application for registration to the OfS. This mirrors the experience of other educational institutions including universities, with hardly any confirmed on the Register yet. No further information has been requested for several weeks. The College understands there is a huge backlog in the application system. The Principal was concerned that the College's application might be adversely affected by the QAA report. The Vice Principal advised that he	

	<p>had contacted Eversheds whose advice had been to wait until the registration element had been completed when the next steps would become more obvious. JW reassured the Committee that none of the OfS paperwork had made any reference to the QAA report.</p> <p>In response to a Governor's query, JW confirmed that this year's cohort would be able to proceed as registration was not actually needed until September 2019: the College had applied for early registration.</p>	
18.27.8	<p>New courses introduced are HNC and HND Public Services. The approval letter from Pearsons has been received giving full approval for the courses to be run. The Principal expressed concern that the full signed contract should be provided for the Board of Governors via the LQCC?? rather than just the approval letter so as to avoid a similar situation arising to the QAA audit. The Vice Principal and Assistant Director explained the procedure: the signed contract was in place, with each different course element requiring an approval letter. In future, the signed contract would be brought to the LQCC meeting with the accompanying approval letter to provide the Board oversight required. The Vice Principal was to scan and email a copy of the contract to LQCC members on 4 October. The arrangements for delegated authority for the contract process were also to be checked.</p>	VP
18.27.9	<p>In response to a Governor's query on the Coventry University connection, the Principal advised that the College no longer had a relationship with the University because of this matter.</p>	
18.27.10	<p>Approval of HNC Travel and Tourism is awaited. The course will run from September 2019.</p>	
18.27.11	<p>The College was exploring progression agreements with universities.</p>	
18.27.12	<p>The Chair thanked all staff involved for their hard work.</p>	
18.27.13	<p>RESOLVED THAT: the HE update be received</p>	
L18.28	<p><u>Policies</u></p>	
18.28.1	<p><u>Safeguarding</u></p>	
	<p>The policy had been updated with recent changes in the Keeping Children Safe In Education (KCSIE) legislation which mainly focused on enhanced reporting requirements; a slight change in DBS checks for staff; slight expansion of areas included in the definition of safeguarding; a new category of county lines.</p>	
	<p>Name of Safeguarding Governor to be changed from Teresa Hurst to Ken Ellis.</p>	
	<p>RESOLVED THAT: Governors approved the policy.</p>	
L18.29	<p><u>Any Other Business</u></p>	
	<p>Governor membership – Neil Makin of Cadbury College's Corporation had expressed an interest in joining the Sandwell Board as Cadbury's representative. He was also interested in becoming a member of the LQCC.</p>	

L18.30	<u>Determination of Confidential Items</u>	
	Point L18.26.2 – Student Disciplinary Actions	
L18.31	<u>Date and time of next meeting</u> Wednesday 23 January 2019, 4.30pm	

The meeting ended at 6.35pm