

SANDWELL COLLEGE

**Minutes of the LQCC meeting held on  
Wednesday 19 June 2019 at 4.30pm**

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

Apologies: None

In attendance: D Holden Vice Principal  
M King Head of Performing Arts (Item 5 only)  
E Scotford Clerk to the Corporation  
A Sheridan Assistant Principal, Curriculum & Student Studies  
J Stevens Principal, Cadbury College and Exec Director,  
Quality & Academic Standards  
2 students Performing Arts

		Action
L19.22	<b><u>Welcome</u></b>	
	The Chair welcomed all present to the meeting. There were no apologies.	
L19.23	<b><u>Declarations of Interest</u></b>	
	There were no declarations of interest.	
L19.24	<b><u>Minutes of the LQCC meeting held on Wednesday 23 January 2019</u></b>	
	The minutes were approved as a true and accurate record and were signed by the Chair.	
L19.25	<b><u>Matters Arising</u></b>	
	There were no matters arising.	
L19.26	<b><u>Programme Standards Review – Performing Arts</u></b>	
	Presentation given by Michelle King, supported by 2 students. (A copy of the presentation is attached to the minutes for reference).	
19.26.1	Summary of work, projects and initiatives over the last couple of years was given, including examples. Future plans were also outlined.	
19.26.2	The majority of the fashion students have secured places at university.	
19.265.3	It is the third year of the theatrical hair and make-up course interest in which continues to grow.	
19.26.4	The recent production of The Wiz was the first full production, it was directed by staff all other tasks were student led. The intention is to perform a full scale musical each year.	

19.26.5	Film and TV students have 100% achievement and retention rates. The accreditation is Level 3. Many students are going on to university. The College is building up links with the BBC, Channel 4 and other professional organisations. A film screening takes place tomorrow of short films created by students.	
19.26.6	MK explained how the acting course operated.	
19.26.7	An art mural has been designed and created by the College's students as part of outreach in the community. The students have been working with dementia patients and children in the community. The project has attracted press coverage.	
19.26.8	Music students went to BIM, a new music studio in Birmingham which works with famous recording artists. The College will become a feeder college for them. After attending the BIM workshops, many of the students have been inspired to go on to university.	
19.26.9	Students from the College performed at the West Bromwich Christmas Lights switch-on alongside celebrities. This will be repeated this year.	
		PM arrived
19.26.10	Student numbers were outlined. The department is looking to increase to over 400 students next year. Adult courses are an area for expansion.	
19.26.11	Art and Design has been an expanding department with 2 classes now in place at L3.	
19.26.12	Curriculum overview given of Visual Arts and Performing Arts.	
19.26.13	L4 Art and Design will run for those students who do not feel university-ready.	
19.26.14	Governors asked if the department ran any A level courses. MK advised that, whilst L3 was an A level equivalent, A levels were offered in Film and Media, Art and Theatre Studies at Central Sixth.  The department shares facilities with the Arts course and some collaboration has taken place.	
19.26.15	An explanation was given of the other avenues and career paths students can pursue in the industry.	
19.26.16	The focus for next year includes the department exploring increased teaching provision next academic year and the addition of a L1 course to bridge the gap.	
19.26.17	Governors asked if any other students were involved in The Wiz production. MK confirmed they were not as the production was part of the course. However, a music club has been set up by the Student Union and Creative Arts Club so there are opportunities for students outside the curriculum to take part in various creative activities. The department works with students from all backgrounds and also uses drama as a way of dealing with behavioural issues.	
19.26.18	The One World event took place this week which was an opportunity for all students to contribute and showcase their own cultures.	

19.26.19	A comparison to other colleges' achievements in this field was given. The College's mission is to be top in this field.	
19.26.20	Governors acknowledged that the focus was on excellence: students will be working with some of the best people nationally and internationally.	
19.26.21	Examples of success stories were detailed. Thanks to the efforts and involvement of James Knapp, Oxford University and the Birmingham Rep were so impressed with the students that it has asked to work more closely with the College.	
19.26.22	Music is a growing area with a third more students recruited than previous years and even more applications received this year.	
19.26.23	Staff successes were outlined. An event is being planned which will invite primary and secondary school teachers in to see the courses and career opportunities available in the Arts.	
19.26.24	Employer links were detailed.	
19.26.25	An overview was given of upcoming projects and events.	
19.26.26	In response to Governors' requests, the students present gave an overview of their experience of their courses and the achievements they had gained during their time with the College. Both were very positive about their time with the College and the opportunities it had provided.	
19.26.27	Governors asked what the students intended to do after college. Both advised that they were going to universities specialising in their particular areas of interest and advised that their course and the College had helped them develop their skills much more widely than they had expected.	
19.26.28	Governors asked if financial support was an issue when pursuing a career in the Arts. MK admitted it was a big problem. To get into the West End the usual routes would be via drama school, private schools and Conservatoire training which was expensive. The course includes details of salary expectations and training opportunities. Funding is difficult for many students. There is a scholarship for students who go to university. A student has been nominated for such a scholarship but this is dependent on demographic and background. Students also need excellent attendance rates.	
19.26.29	A Governor involved in the field of theatre and education, detailed the photography pop-up shop at a recent local festival. The College gives its students the opportunity to try a variety of different aspects of the arts world to demonstrate that there are far more roles in the theatre than just principal roles. Governors were pleased to hear that the College gave its students such a good grounding and foundation.	
19.26.30	Governors asked what the main challenges were and what additional support the department needed. MK explained that it needed more space, more music studios, more staff and more facilities which would then prompt even more growth. The theatre needs adapting to a higher spec. The marketing side is developing but needs to be driven by the Performing Arts Department itself.	
19.26.31	Governors suggested school teachers be targeted to inform them of what was available as there were areas some students might not be aware of.	

19.26.32	Governors thanked MK and her team for being such an inspiration to students and asked that their appreciation be passed on to the team.	
	MK and students left the meeting	
L19.27	<b>Provisional Success Rates 2018/19</b> Presented by the Vice Principal	
19.27.1	Provisional success rates this year – health warning given regarding external exams. 16-18 – L2 – a fall of 1% is likely. There are no specific problems this year but L2 results are based on the number of people taking GCSEs and there have been many more students entered in GCSEs than previous years. GCSE success rates affect the College’s overall success rates.  It is a similar picture for L1 – L1 Functional Skills where averages are very low. There are more students taking L1 Functional Skills this year.  Overall 16-18 is in line with last year.	
19.27.2	L3 – excellent results were achieved in 2017/18 at just over 91%. They will still be high this year and maintaining a 91% success rate will be difficult but is still likely to be 8% above national average.	
19.27.3	Apprenticeships have been the College’s Achilles heel for the last couple of years. There has been no big improvement but it is maintaining standards in an environment where success rates in the sector are not good. More recently the College has recruited a very experienced Apprenticeships Manager who is likely to make a positive impact. The Vice Principal will directly line-manage the Apprenticeships Manager.	
19.27.4	The main issue relating to GCSEs is the number of students achieving grades 4-9 – the data includes what the College predicts they will achieve which is likely to be above national average but exactly how far above will not be known until the results come out.	
19.27.5	The January resits results were the best ever and a number of passes for this year are already in place.	
19.27.6	In response to a Governor’s query, JS advised that the Cadbury cohort at L3 was estimated to be better than last year at 93/94%.	
19.27.7	Governors recommended that combined data including Cadbury be provided in future. The Vice Principal confirmed this would be provided for the Board meeting.	
19.27.8	Governors recognised the difficulties involved in apprenticeships. The College explained it was a difficult issue to turnaround in a short period of time. Governors suggested the focus be on actions and the impact of actions taken, which at present show slight progress.  The Principal advised that he now chaired the College’s Apprenticeships Development Group which met fortnightly to personally drive improvements in this area.	
19.27.9	In response to a Governor’s query, the College advised that there were no AS students at Cadbury.	

L19.28	<b>Quality Update</b> Presented by Principal, Cadbury College and Exec Director, Quality & Academic Standards	
19.28.1	A combined Quality Strategy will be in place for Sandwell and Cadbury in future.	
19.28.2	Staff have been observed with most being Good or Better. Directed development has taken effect.	
19.28.3	Learners enjoy their learning and are respectful and polite in lessons. This will be a focus for the new Ofsted framework.	
19.28.4	Teachers' use of practical skills has evolved naturally this year.	
19.28.5	Areas for development are: stretch and challenge; more digital resources; more standardisation of marking of work and feedback to students; introduction of Pro Monitor.	
19.28.6	Areas of focus were outlined: <ul style="list-style-type: none"> <li>• Cadbury is to be aligned ready for Ofsted in a couple of years' time.</li> <li>• There is a big opportunity to develop staff enthusiasm in teaching and learning.</li> <li>• The Quality Strategy is to be aligned across the College so that it is Ofsted-ready.</li> </ul>	
19.28.7	Governors referred to Q&As being highlighted as the main form of assessment when teaching. The Principal, Cadbury College and Exec Director, Quality & Academic Standards clarified this related to questioning between teacher and learner.	
19.28.8	Governors observed that positive aspects relating to Cadbury were: there were some pockets of good and effective planning; some good practice had been observed and would be built on.	
19.28.9	In response to Governors' queries, the Principal, Cadbury College and Exec Director, Quality & Academic Standards clarified that all targets will be set for teachers in terms of aspirational targets; internal improvements have taken place this year but there remain pockets of practice which require improvement; data collection will be aided by the move to Pro Monitor which is more user-friendly.	
19.28.10	In response to Governors' observation that the report had a negative slant, the Vice Principal explained that the College had a relentless focus on improving quality (as had been quoted by Ofsted) and it was highly critical of itself, with internal observations often being more critical than Ofsted inspectors – the report reflected this style.  The College now focuses more on learning walks as this gives a better view of the quality of teaching and learning which needs to be consistently good. The College advised that Governors would be reassured by the evidence gained from the learning walks.	
19.28.11	Governors stressed that the report highlighted some basic areas, e.g. not setting aspirational targets and engaging the students, and stated that middle leadership need to take responsibility for this and bring in senior	

	management when necessary. The Principal, Cadbury College and Exec Director, Quality & Academic Standards agreed and confirmed that the message would be reiterated to staff.	
19.28.12	Governors asked for an update on Hair and Beauty. The Vice Principal advised that a high quality manager had been put in charge of the department, supported by the Assistant Principal, Curriculum & Student Studies. This had ensured that all issues had been addressed by the time of the EV visit.	
19.28.13	<p>Governors asked what happens when learning is not good enough and what interventions are put in place. The Vice Principal advised that the College knows how to manage, teach and motivate challenging students to improve their performance. Disciplinary sanctions are taken against students when absolutely necessary. Home visits on attendance are carried out by the College team. The quality of learning relates to teachers' ability to motivate students.</p> <p>The Principal advised that the College had outstanding pastoral systems with many individual support systems in place for learners as well as study support. This triangulates with success rates. The College has doubled in size over the last 5 years and success rates have still improved. Learner progress is monitored on a weekly basis in depth and detail.</p> <p>Governors acknowledged that robust monitoring and intervention processes were in place.</p>	
19.28.14	Governors strongly recommended that the report's narrative should be accompanied by data to more clearly evidence the comments made. The College agreed that the report would be more analytical in future.	
L19.29	<b><u>Quality Strategy 2019/20 and Annual Report and Review</u></b> Presented by the Vice Principal.	
19.29.1	<p>The Quality Strategy has been based on the new Ofsted inspection framework and relevant changes are included. Internal performance data will be used in future. KPIs will continue to be assessed by the SLT reporting systems. Quality will be externally validated.</p> <p>The main issue for Ofsted will be a review of what the College is doing and why. Learners also need to demonstrate they have discussed what their ultimate goal is and an assessment will be made as to whether the College advising them correctly, particularly re. employment destinations and recording of details.</p> <p>Governors commented that progression rates need to be quantified and reported to the Committee. The Principal confirmed that this was discussed with SLT and he was comfortable that Governors were receiving the appropriate information.</p>	
L19.30 NFP	<b><u>CONFIDENTIAL: Safeguarding Report</u></b> Presented by the Vice Principal.	
L19.31	<b><u>STANDING ITEM: HE update</u></b> Presented by the Vice Principal	
19.31.1	The College has now received its registration with OfS (Office for Students).	
19.31.2	It was acknowledged that a more detailed regular report was needed. The Principal advised that talks were underway with the University of	

	Wolverhampton who had been very supportive in this process. Meetings have taken place with Aston University but they have a niche provision. Engagement with BCU is difficult as it is more fragmented. The Principal is due to have a further meeting with the Vice Chancellor. BCU has an exceptional Fashion Department which would be a good link for the College.	
19.31.3	Greater focus on HE is needed.	
19.31.4	OfS has great expectations of governance and expects Governors to receive regular reports on progress and quality monitoring. Its quality regime is totally different to FE.	
19.31.5	An HE Co-ordinator is to be appointed, probably a part-time HE expert, to provide external advice, particularly around a CPD programme and expectations.	
19.31.6	The Risk Register has been updated with risks added relating to curriculum as well as a quality and support section on HE.  Governors recommended that governance be included in the HE Risk Register.	
19.31.7	The focus on recruiting HE students has changed to concentrating on internal progression as the main source.	
19.31.8	Governors suggested they receive reports on current provision and numbers and a report on performance. The Vice Principal confirmed that full reports had been given at previous meetings which had included curriculum details and numbers on the courses. The Vice Principal would report back on exam and progression rates.	
19.31.9	The Principal suggested future meetings include a training element on HE provision and the new inspection framework. External consultancy and advice to be taken as appropriate.	
19.31.10	It was agreed that: <ul style="list-style-type: none"> <li>• Governors would receive training on the OfS style</li> <li>• Reports to the committee would be more robust and include metrics</li> <li>• Governors to meet with the team to demonstrate involvement</li> <li>• Governors would receive training around the new inspection framework</li> <li>• Governance would be included in the HR Risk Register</li> </ul>	
L19.32	<b><u>Committee Terms of Reference</u></b>	
	Governors reviewed and approved the Committee terms of reference.	
L19.33	<b><u>Any Other Business</u></b>	
	There was no other business.	
L19.34	<b><u>Determination of Confidential Items</u></b>	
	<ul style="list-style-type: none"> <li>• Safeguarding report</li> </ul>	
L19.35	<b><u>Date and time of next meeting</u></b> <b>Wednesday 2 October 2019, 4.30pm</b>	

The meeting ended at 6.35pm