

SANDWELL COLLEGE

Minutes of the LQCC meeting held on
Wednesday 2 October 2019 at 4.30pm

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

Apologies: N Makin (Independent)

In attendance: D Holden Vice Principal
H Brown HE Manager (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
One student HE – Sport (Item 5 only)
S Thomas Head of Section, Sport and Travel

		Action
L19.36	<u>Welcome</u>	
	The Chair welcomed all present to the meeting. There were no apologies.	
L19.37	<u>Declarations of Interest</u>	
	There were no declarations of interest.	
L19.38	<u>Minutes of the LQCC meeting held on Wednesday 19 June 2019</u>	
	The minutes were approved as a true and accurate record and were signed by the Chair.	
	RESOLVED THAT: the minutes be approved.	
L19.39	<u>Matters Arising</u>	
	There were no matters arising.	
L19.40	<u>Programme Standards Review – HE</u>	
	Presentation given by Heather Brown, supported by one student. (A copy of the presentation is attached to the minutes for reference).	
19.40.1	<u>QAA/HE</u> Data includes courses that have finished. Growth in achievement over the last 3 years was detailed which has been aided by the growth in HE in Sport and other subject areas.	
	HND Sport achieved success rates of 100% last year.	

19.40.2	2019/20 courses Sport and Football are new courses, all of which hit the high 90s% or 100% except Photography but student numbers on the course were small.	
40.2.1	Sport has the largest number of students and the highest achievement rates.	
40.2.2	HNC Travel and Tourism has 11 students, HNC Sport has 39.	
40.2.3	A brand new cohort of HNCs is in place. All HNCs have progressed to HNCs.	
40.2.4	Student view will be taken on where to grow provision.	
40.2.5	At present, the College grows from its own L3 students. This has been successful in Sport and Public Services creating an intake for the College.	
40.2.6	Governors asked how many students actively enrolled on the courses. HB confirmed they were: Photography – 37 overall, split between 20 HNC and 17 HND; Sport/Football – 39 overall, Public Services – 35, Travel and Tourism – 11.	
40.2.7	Wolverhampton University's franchise qualifications have not started yet so no numbers are available but they are expected to be smaller to year on year at about 20 per year, 40 in total.	
40.2.8	Travel and Tourism starts w/c 4 November 2019.	
40.2.9	Governors acknowledged that the College had helped to raise students' aspirations and expectations and inspired them to access these courses.	
19.40.3	QAA Inspection The inspection will focus on 4 themes (selected from 8-9 themes): recruitment and admissions; student engagement; appeals and complaints; student support to achieve outcomes. Having selected these 4, inspectors are not allowed to look at other themes although the College is prepared if they do try to divert to other themes.	
40.3.1	The College explained its systems and processes which are in place and support all themes.	
40.3.2	Governors asked if the inspection would focus on specific themes or all 4. HB advised that they would look at all 4 and it would be their decision if they wanted to focus on a particular area, whilst acknowledging that the theme 'student support to achieve outcomes' will be a key area.	
40.3.3	The inspection will include speaking to a large number of students.	
40.3.4	The inspection will take place on 23 and 24 October 2019. The inspectors may want to meet with a Governor. Copy of submission to be sent to the Chair of Governors via the Clerk.	HB Clerk
40.3.5	The student described his background and experience of the College so far. Although previously being a student of Walsall College, he knew of Sandwell College as the college teams play against each other. The College has a good reputation because of its links with West Bromwich Albion. Living locally, it was feasible for him to choose Sandwell. The teachers and the College have been really helpful. It was useful to be provided with the experience of working in the field he wanted to pursue, i.e. working in a	

	professional environment in a football club. Teachers are able to provide the information he needs.	
40.3.6	<p>Governors asked if he received the support he needed at induction to feel comfortable and confident and able to concentrate on his studies.</p> <p>The student confirmed he had received good support - the group chat at induction went well, it explained how the course would operate as well as the top quality work experience opportunities available. He has already started his work experience working with a college coach on Tuesdays focusing on recruiting people into the Academy.</p>	
40.3.7	Governors recognised the College pathways were very useful in assisting students to place themselves they wanted be in the future as well as doubling up with practical work experience.	
40.3.8	The College had addressed the work/life balance as outlined by ST: the timetable runs over 2 days which gives students 3 days to work on assessment work, as well as the opportunity to embark on developmental and coaching work: this has been its recipe for success. The department is currently looking at the UEFA qualification.	
40.3.9	<p>Governors asked if the College supported students in diversifying into other opportunities.</p> <p>The student explained he had chosen this particular course in case he eventually decided not to work in football - having an HND means he could branch out into sports development.</p>	
40.3.10	Governors noted that the curriculum allows students to achieve as many qualification and experience as they can. The student confirmed multiple sport pathways were available.	
40.3.11	On behalf of Governors, the Chair thanked the student and staff for attending and HB for a thorough and clear presentation.	
40.3.12	The Chair would meet with HB before the Board meeting on Monday 14 October 2019.	Chair
	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> • Governors received the HE Programme Standards Review • The Chair would meet with HB before the Board meeting on Monday 14 October 2019. 	
	HB, ST and the student left the meeting	
L19.41	<u>2018/19 Provisional Results, Outcomes and Actions</u>	
	The results were tabled with apologies for the lateness of issue due to an external audit.	
L19.41.1	Sandwell	
41.1.1	<p>Positive results were outlined:</p> <p>Sandwell – all achievement rates in 2018/19 for L1, L2 and L3 were above National Average (NA).</p>	

	Other levels were very positive – L3 saw the biggest movement with a 1.5% improvement in achievement rates. L2 has remained the same. A dip had been expected at L2 because of the volumes on GCSE but that has not materialised.	
41.1.2	L1 saw a dip of around 2%. L1 provision consists mainly of entry and L1 Functional Skills qualifications. There were 800-900 entrants for English and Maths equating to 1600 qualifications at L1.	
41.1.3	Functional Skills exams have become even harder which affected L1 results.	
41.1.4	A levels were very successful this year for 2 reasons: AS results this year have improved to 7% above NA, 8% above sixth form NA. A2 results were already high and have improved again to 9%-11% above NA in the face of more difficult exams.	
41.1.5	There was a slight dip in adult success rates to around NA for L1 and L2 and around NA at L3. NAs were high generally. The results are expected to be over 90%. Reasons for the dip were outlined. Functional Skills – adults took the exams as well which had an impact. Programmes for the unemployed can be challenging because of the nature of the people who take the qualifications. The cohort varies widely. The age range is from 19 to 50 plus. L3 adults – were made up mainly of 19 year olds across curriculum areas. The dip was because of the small numbers involved which affects the average if they fail. The College is looking at L3 adult performance across all subject areas. Strategic Review Groups are being held over the next couple of months to examine the difference between this year and last year and compare to NA.	
41.1.6	Apprenticeships update given. Overall figures relate to those who start courses and pass at some point. Timely figures relate to those students who finish by their predicted end date.	
41.1.7	Apprenticeship achievement rates are above NA but NAs are poor at present. There has been a downward trend over the years. The position has been static for a couple of years. To address the issue a new Head of Apprenticeships has been appointed from another FE college with experience in managing the quality and volume of apprenticeships. The Vice Principal is now managing apprenticeships which will help raise their profile in the College. DH is meeting with whole teams to motivate them and ensure they realise that although numbers are small they are very important for the College.	
41.1.8	The figures are forecasts as the final ILR has not yet been submitted.	
41.1.9	Pass results stand at 70.2% which relates to the percentage of completed apprenticeships - those who were due to leave in 2018 or earlier have now passed their courses.	
41.1.10	Governors commented that drop-out rates were not the issue in apprenticeships. The College confirmed that the issue was English and	

	Maths Functional Skills were not front-loaded and changes in assessors and assessments were not carried out in a timely manner. The College is working to improve this situation.	
41.1.11	DH to bring to the next meeting an improvement plan for apprenticeships which will include analysis down to assessor level. Clerk to note for agenda.	DH Clerk
41.1.12	Governors acknowledged apprenticeships was an ongoing issue which the College was tackling with: appropriate action to address staff changes; and the involvement of the Vice Principal. Governors asked for an update on the action plan to be given to the next meeting. Clerk to note for agenda.	DH Clerk
41.1.13	Apprenticeships presentation to be made to the next meeting by appropriate staff. Clerk to note for agenda.	DH Clerk
L19.41.2	Cadbury	
41.2.1	Results were maximised in the previous year which meant it was difficult to achieve near NA. The results do however provide a baseline for future success.	
41.2.2	JS pointed out that previously Cadbury had kept students on who should not have been in order to maximise student numbers for this year.	
41.2.3	A number of Cadbury courses ran over 2 years so drop-out numbers have counted in Sandwell's retention rates, i.e. those students who dropped out in year 1. This was because Cadbury removed AS levels for financial reasons. Sandwell favours the inclusion of AS levels as a useful tool at a timely point in their studies to identify those students who are struggling who can then be moved to a more appropriate course.	
41.2.4	Pass rates were lower than expected with a 4% difference to the previous report in June. Cadbury staff's predictions were not accurate enough. The results will be closely analysed with staff. GP will be involved.	
41.2.5	Governors asked if there were variances in teaching from a quality perspective. JS advised that the results enable the College to identify those staff who need targeted support, example given.	
41.2.6	Governors noted that the College acts as one but recognised the challenges posed by Cadbury. The College acknowledged it faces challenges as a significant cultural change is needed amongst Cadbury staff.	
41.2.7	Governors asked that JS report against the action plan and give a short update at the October Board meeting with a further full update at the next LQCC meeting. Clerk to note for agenda.	JS Clerk
41.2.8	JS reminded Governors that a quarter of Cadbury's 40 teachers were new last year. The support plans put in place by Sandwell were outlined.	
41.2.9	Governors queried the standard of students recruited by Cadbury this year. JS outlined strategies in place to address this, explaining that Cadbury had worked hard to enrol students on appropriate courses and adjustments have been made as necessary. It has been stressed to staff that they need to know their students. Programme Achievement Managers are now in place. Work is in progress to raise the quality of teaching. AS levels have been reintroduced.	

41.2.10	Governors asked if recruitment this year had been affected by Cadbury's improved reputation since the merger. JS confirmed recruitment from local schools had been good although analysis was ongoing. The biggest change needed is a change of culture.	
41.2.11	Governors thanked all staff for their hard work and assured them of Governors' full support.	
L19.41.3	Combined 16-18 success rates	
41.3.1	Governors asked if there was value in publishing these results separately. GP advised that national data will be combined. Results need to be over 80%. Forecast results were higher than these figures which suggests that a focus on teaching staff is needed. The next inspection could focus on the success of the merger.	
41.3.2	Work is in progress on data presentation.	
41.3.3	Resources and expertise from across the institution as a whole need to be drafted in to support the Cadbury management team. The presence of some Sandwell staff on site has had a positive impact in demonstrating the standards expected of staff.	
41.3.4	Governors asked if lesson observations provided evidence of staff's approach. JS confirmed that procedures were due to start with 4 staff arising directly from the results and predictions.	
41.3.5	Governors noted that all staff receive results across all subjects which enables them to see the whole college picture which means problem areas can be identified by all.	
41.3.6	Governors recommended that the positive achievements be celebrated too.	
	RESOLVED THAT: <ul style="list-style-type: none"> • Governors received the report on 2018/19 Provisional Results, Outcomes and Actions • DH would bring to the next meeting an improvement plan for apprenticeships which will include analysis down to assessor level. • DH would bring an update on the apprenticeships action plan to the next meeting • An Apprenticeships presentation would be made to the next meeting by appropriate staff • JS would report against the action plan and give a short update at the October Board meeting with a further full update at the next LQCC meeting 	
L19.42	<u>KPIs/Forward Forecasting 'At a Glance'</u>	
	Deferred.	
L19.43	<u>Annual reports 2018/19</u>	
L19.43.1	Teaching and Learning – Summary Report 2018/19	
43.1.1	The report included highlights against the new Education Inspection Framework (EIF).	

43.1.2	Behaviour across the campuses and high needs challenges will be areas of focus in the new EIF.	
43.1.3	More information will be incorporated into Governors reports over the year to address the new EIF.	
43.1.4	<p>Comments received in Student Voice were outlined: Good customer service is given to students across all campuses. External bodies need to see the quality of support given to students. Governors acknowledged the importance of the external view.</p> <p>A new Head of Quality has recently been recruited. Quality policies have been reviewed thoroughly.</p>	
43.1.5	The College has decided to keep separate centre numbers for each campus. Potential risks in using one centre number for the college as a whole were outlined. It will also help with the Ofsted journey to track subject progress and enable a joint staff approach to issues arising.	
	RESOLVED THAT: Governors received the annual report on Teaching and Learning 2018/19.	
L19.43.2	Student Services	
43.2.1	Governors asked that a presentation from Student Services including the work of the Programme Achievement Managers be made to a future meeting.	DH
43.2.2	Programme Achievement Managers create the academic vision with the Department Managers, examples given. Programme Achievement Managers challenge teachers and analyse the support to students. No students are removed from their course until all avenues have been exhausted.	
	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> • Governors received the annual report on Student Services • A presentation from Student Services including the work of the Programme Achievement Managers would be made to a future meeting 	
L19.43.3	Complaints	
	Complaints were at a similar level to the previous year. Many issues are dealt with informally before reaching the formal complaint stage. Governors noted that the number of complaints at 19 for the year was low for a college of this size.	
	RESOLVED THAT: Governors received the annual report on Complaints.	
L19.43.4	Employer Survey	
	This is an independent survey published on the government's website. Good response rates were received. 93% would recommend the College.	
	RESOLVED THAT: Governors received the annual report on the Employer Survey.	

L19.43.5 NFP	Student Disciplinary Actions	
L19.44	<u>STANDING ITEM: HE update</u>	
	See point 5	
L19.45	<u>Risk Management Monitoring Report</u>	
	RESOLVED THAT: Governors received the up to date Risk Management Monitoring Report.	
L19.46	<u>Policy: Safeguarding</u>	
46.1	Much pro-active work has taken place. All Safeguarding policies and procedures for Sandwell and Cadbury have now been combined into one format. All policies have been written into lecturers' contracts to reiterate that it is not enough for them to simply uphold the policies, they need to promote them too. This is particularly important for the Safeguarding policy as the safety of students is paramount. Governors should be asked to promote these policies too, particularly around Prevent, which is a statutory duty.	
46.2	The latest Keeping Children Safe in Education (KCSIE) guidance has been published with only minor changes this year. The Safeguarding policy has been updated accordingly and also now includes a section on Prevent. List of relevant policies and associated links to be provided to Governors. DH to action.	DH
46.3	RESOLVED THAT: <ul style="list-style-type: none"> • Governors would recommend approval of the Safeguarding Policy to the Board. • DH would provide to Governors a list of relevant safeguarding policies and associated links. 	
L19.47	<u>Review of Committee effectiveness</u>	
	RESOLVED THAT: Governors would complete the review form and return it to the Clerk.	Govs
L19.48	<u>Any Other Business</u>	
L19.48.1	College targets	
	The Principal suggested that the Committee should receive and had an important role to play in setting challenging and aspirational targets for the College, e.g. particularly around Cadbury results.	
L19.49	<u>Determination of confidential items</u>	
	<ul style="list-style-type: none"> • Student Disciplinary Actions report 	
L19.50	<u>Date and time of next meeting</u>	
	Wednesday 22 January 2020, 4.30pm	

The meeting ended at 6.20pm