

SANDWELL COLLEGE

Minutes of the LQCC meeting held on
Wednesday 17 June 2020 at 11.00am

Present:	P Murphy K Ellis N Makin	(Independent) (Committee Chair) (Independent) (Independent)
Apologies:	R Islam G Pennington	(Student Governor - Cadbury) (Principal)
Absent:	P Sola	(Student Governor - Sandwell)
In attendance:	D Holden E Scotford A Sheridan J Stevens	Vice Principal Clerk to the Corporation Assistant Principal, Curriculum & Student Studies Principal, Cadbury College and Exec Director, Quality & Academic Standards

		Action
L20.1	<u>Welcome</u>	
	The Chair welcomed all present to the meeting. Apologies were received from Graham Pennington and Raisha Islam and were accepted by Governors. Phil Sola did not attend.	
	RESOLVED THAT: Apologies were accepted	
L20.2	<u>Declarations of Interest</u>	
	Neil Makin declared an interest as a Trustee of Employability UK. Peta Murphy declared an interest as a seconded employee to Coventry University.	
L20.3	<u>Minutes of the LQCC meeting held on Wednesday 22 January 2020</u>	
	The minutes were approved as a true and accurate record and were signed by the Chair.	
	RESOLVED THAT: the minutes be approved.	
L20.4	<u>Matters Arising</u>	
20.4.1	Point 19.55.4 – DH to bring improvement plan for apprenticeships including analysis down to assessor level deferred to the next meeting – actioned. Further deferral necessary due to Covid-19. Governors asked that a report be produced for the next meeting, appreciating the current challenging situation with a number of apprentices currently furloughed and the difficulties in finding work experience opportunities in the current landscape. Governors wanted to understand the position of apprenticeships in September. Apprenticeships will have a vital role in youth unemployment which will be high on the Government’s agenda. The Government has	

	<p>promised every young person will be given an apprenticeship but finding placements will be very difficult.</p> <p>The College advised that the Sales team constantly monitors the employer market however they have been furloughed at present because employers are also on lockdown and furlough.</p>	
20.4.2	Point 19.55.4 – apprenticeships presentation to be made to the next meeting – deferred to the next meeting – actioned. Further deferral necessary due to Covid-19.	
20.4.3	<p>Point 19.56.11 – Link Governor for Gatsby required – volunteer required – outstanding. No expressions of interest received.</p> <p>The Vice Principal explained the role would entail the Link Governor overseeing the College’s work towards compliance with the 8 Gatsby points. NM volunteered.</p>	
20.4.4	Point 19.56.19 – annual One World event to take place at Cadbury this year – date to be circulated – event cancelled due to Covid-19.	
20.4.5	Point 19.57.5 – mitigating action to improve the performance of Afro-Caribbean students – will continue to be monitored.	
20.4.6	Point 19.58.3 – update on new quality framework – see Quality report.	
20.4.7	Point 19.60.6 – Governors representations to be included in feedback on the QAA report – actioned.	
20.4.8	Point 19.60.11 – further update on QAA to be given to the Board – actioned.	
20.4.9	Point 19.61.5 – Prevent referral figures to be included in future Safeguarding reports – actioned.	
L20.5	<p><u>GCSE/A Level grade submission and update on vocational boards</u> Presented by the Vice Principal</p>	
20.5.1	There have been no exams or assessments in college since March. Students in the final year of their course will be completing. Centre assessed grades and historical data for A levels and GCSEs was included for information. Vocational deadlines are imminent so data was not included.	
20.5.2	An explanation was given of the 3 approaches to determining grades.	
20.5.3	Teachers have used information about students: work throughout the year; attendance; predictions; units already completed, to determine a grade for submission to the exam board, with evidence in place to support the decision.	
20.5.4	Adapted assessments have been used to determine grades for practical assessments. This only applies to a few awarding bodies. The Vice Principal explained the process for adapted assessments: the student talks through the process they would have followed for the practical assessment. This is not ideal as some students have better verbal communication skills whilst others have better practical skills.	

20.5.5	Some practical assessments have been postponed, e.g. animal care.	
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20.5.6	A level and GCSE predictions have now been submitted. Students rankings have also had to be produced for all A level and GCSE subjects. This was challenging given the number of students. Awarding bodies will analyse all grades and ranking. It is not known if they will then moderate results based on a Centre's results in previous years. Results will be released on the planned results days in August.	
20.5.7	Pearsons, awarding body for vocational qualifications, is operating 2 phases: firstly, submission of unit grades for each unit to the awarding body; secondly all grades are amalgamated into an overall grade for the qualification. This has to be completed within a tight deadline by the end of w/c 15 June. The grades will probably be moderated based on past results of the Centre.	
20.5.8	The College has ensured the accuracy of the predicted grades awarded based upon the available evidence.	
20.5.9	The Vice Principal explained the difference between a pass rate and an achievement rate.	
20.5.10	Central St Michael's cohort this year was very good. There was an improving trend in pass rates. The College does not anticipate any moderation of the predictions for Central St Michael's given that 2018/19 achieved 97.4% and 100% was predicted this year.	
20.5.11	Governors asked if there was any indication that the awarding bodies were erring on the side of students. The Vice Principal advised that no information had been released yet and any statements have been cautious.	
20.5.12	The subject breakdown will be reviewed in more detail after results day. Governors will be kept informed.	
20.5.13	In answer to a Governor's query, the Vice Principal explained that a framework had been produced including a number of criteria for teachers to use to calculate the pass rate and grade. This was then submitted to the Head of Centre and from there to a cross college panel. The assessment framework and the clear policy and structure of decision-making will form an evidence base for any grade queries or referrals.	
20.5.14	The Vice Principal stressed that all information was confidential until results day.	
20.5.15	RESOLVED THAT: Governors received the report on GCSE/A level grade submission and the update on vocational boards.	
L20.6	<u>Online learning during lockdown including good practice</u> Presented by the Vice Principal	
20.6.1	The scale of the College's online provision was outlined. College staff and students have adapted quickly and well to online learning. Students are continuing to learn and submitting work at this time. The number of students participating is a credit to students and staff. 0.5 million minutes of lessons have been delivered. A million learning minutes have been delivered into the community during lockdown.	

	<p>This gives reassurance that while access may not be ideal, over 93% of students have accessed online learning since March. Students are taking every opportunity to engage with their learning with some using their mobile phones.</p> <p>Those students who have no access to IT or are vulnerable have been provided with laptops and dongles.</p>	
20.6.2	For new applicants, Cadbury and Central St Michael's already have programmes up and running for every course offered by the College which are downloadable, interactive PDFs.	
20.6.3	Online learning and 'meet your teacher' sessions are also being put on the website. Up to 700 applicants have engaged across Cadbury and Central St Michael's. The same approach is to be launched at Sandwell.	
20.6.4	Moving forwards lessons will continue until Friday 19 June. All students will receive 2 lessons per week in each subject. Student feedback states they have enjoyed BBB lessons; they want to have a purpose and this fulfils that need. The College will continue to engage with students over the summer.	
20.6.5	Governors asked if students had unique log-ins. The College confirmed they did and it was able to track how many students had engaged with online learning.	
20.6.6	<p>Governors were impressed with the statistics of student engagement and with how staff were supporting students and asked if there would be some recognition of this in September.</p> <p>The College agreed that staff and students had adapted very quickly to this way of working.</p>	
20.6.7	Governors recommended the report be included in the full Board meeting pack for information. Clerk to note for agenda.	Clerk
20.6.8	Governors congratulated the College on its impressive and professional virtual tours of the College campuses.	
20.6.9	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> • Governors received the report on online learning during lockdown • Governors recommended the report be included in the full Board meeting pack for information. Clerk to note for agenda. 	Clerk
L20.7	<p>Quality Report Presented by the Exec Director, Quality & Academic Standards</p>	
20.7.1	The 'deep dive' was not able to be carried out because of Covid-19. The alternative work which was currently in place was detailed.	
20.7.2	The Laser programme was due to be launched physically but was changed to a virtual launch.	
20.7.3	The College plans to run online live and interactive lessons as well recorded sessions.	
20.7.4	This year's data will not be considered by Ofsted. They will challenge how the College can demonstrate progress, particularly at Cadbury.	

	Staff development continues and the College will continue to prepare staff for Ofsted during this time. The College is moving forward with the College SAR.	
20.7.5	<p>Governors asked if there was any indication of when Ofsted inspections would restart.</p> <p>The College advised that no announcements had been made yet other than inspections had been cancelled for this academic year. With the present situation, it seems unlikely they would recommence at the beginning of the new academic year as not all students will have returned at that point. Also, the inspection framework does not align with the restrictions created by Covid-19, e.g. behaviour around the College so it is difficult to know what an inspection would be able to measure.</p> <p>Governors supported the College's continued focus on Ofsted preparation and staff development.</p>	
20.7.6	Governors asked if all staff were involved in professional development. JS confirmed that all teaching staff were involved in teaching pedagogy across the campuses. Teaching staff have been set a completion date of Christmas 2020. The programme will continue to develop. The Quality team has quickly adapted all material into a virtual learning environment which has been a great achievement.	
20.7.7	<p>Governors asked if any teaching staff had been recruited for the new academic year and, if so, how many and how many vacancies remained.</p> <p>JS advised that the College needed to first identify its needs in the new environment as it is not yet clear what students will want from their courses as things are changing rapidly. Online interviews and enrolment are taking place. The College would like a return to classroom based learning but will also develop its blended learning model. It will then be able to better plan staffing levels and recruitment. Existing staff will be able to manage in the meantime. The College will continue to recruit staff to areas with known staff shortages in preparation for September, e.g. Early Years.</p>	
20.7.8	RESOLVED THAT: Governors monitored the Quality report.	
L20.8 NFP	<p><u>CONFIDENTIAL</u> <u>Safeguarding Report to cover the period from lockdown</u> Presented by the Vice Principal</p>	
L20.9	<p><u>STANDING ITEM</u> <u>HE update</u> Update given by the Exec Director, Quality & Academic Standards</p>	
20.9.1	The deregistration letter had been submitted to the OfS but the deregistration process is a very complicated process. The Exec Director, Quality & Academic Standards, has a phone conference on 18 June 2020 to discuss next steps.	
20.9.2	HNC students will all complete their courses.	
20.9.3	A couple of meetings have taken place with Wolverhampton University, involving the Vice Chancellor, which have considered a number of potential joint projects including digital media and health.	

20.9.4	A positive meeting has also been held with Newman College which is local to Cadbury. Initial ideas include progression arrangements and franchise provision.	
20.9.5	Both avenues prove the College can still deliver HE even when not on the HE register. With hindsight, it is better for an FE college to partner with a university which has the relevant infrastructure and can quality assure and provide guidance and an overall framework. The College cannot because it is only a small proportion of its work.	
20.9.6	The College could be the first college to voluntarily deregister.	
20.9.7	Governors supported the direction the College was taking and understood the rationale involved.	
20.9.8	RESOLVED THAT: <ul style="list-style-type: none"> • Governors received the HE update • Governors supported the direction the College was taking and understood the rationale involved 	
L20.10	<u>Committee Terms of Reference</u>	
	RESOLVED THAT: Governors reviewed and approved the Committee terms of reference.	
	<u>AGENDA ITEMS DEFERRED DUE TO COVID-19</u>	
L20.11	<i>Programme Standards Review – Apprenticeships (mins of meeting held on 22 January 2020 refer) Including Apprenticeships improvement plan and including analysis to assessor level</i>	
L20.12	<i>Provisional Success Rates 2019/20</i>	
L20.13	<i>Quality Update/Quality Improvement Plan Impact Statement</i>	
L20.14	<i>Quality Strategy 2019/20 and Annual Report and Review</i>	
L20.15	<i>Success targets 2020/21</i>	
L20.16	<i>Outcome of visits by external verifiers</i>	
L20.17	<i>Risk Management Monitoring Report</i>	
L20.18	<i>Equality and Diversity Report</i>	
L20.19	<i>Areas of teaching and learning; staff development; priorities and outcomes for learners</i>	
L20.20	<u>Policies:</u> None this time	
L20.21	<u>Any Other Business</u> There was no other business	

L20.22	Determination of Confidential Items L20.8 - Safeguarding report	
L20.23	<u>Date of Next Meeting:</u> Tbc	

The meeting ended at 12.15pm