

**SANDWELL COLLEGE**

**Minutes of the LQCC meeting held on**  
**Wednesday 22 January 2020 at 4.30pm**

Present:	K Ellis R Islam N Makin P Murphy G Pennington	(Independent) (Committee Chair) (Student Governor - Cadbury) (Independent) (Independent) (Principal)
Apologies:	None	
Absent:	T Lawrence	(Student Governor)
In attendance:	D Holden E Scotford A Sheridan J Stevens  Angela Tombs  Liane McGee	Vice Principal Clerk to the Corporation Assistant Principal, Curriculum & Student Studies Principal, Cadbury College and Exec Director, Quality & Academic Standards Assistant Director, Student Services (Item B19.56 only) Programme Achievement Manager (Item B19.56 only)

		<b>Action</b>
B19.51	<b><u>Welcome</u></b>	
	The Chair welcomed all present to the meeting.	
B19.52	<b><u>Declarations of Interest</u></b>	
	Neil Makin declared an interest as a potential Trustee of Employability UK. Peta Murphy declared an interest as a seconded employee to Coventry University.	
B19.53	<b><u>Apologies</u></b>	
	There were no apologies. Tiantie Lawrence, Student Governor - Sandwell, did not arrive.	
B19.54	<b><u>Minutes of the LQCC meeting held on Wednesday 2 October 2019</u></b>	
	The minutes were approved as a true and accurate record and were signed by the Chair.	
	RESOLVED THAT: the minutes be approved.	
B19.55	<b><u>Matters Arising</u></b>	
19.55.1	Point L19.40.3.4 – copy of submission to be sent to the Chair – actioned.	
19.55.2	Point L19.40.3.12 – the Chair would meet with HB before the Board meeting on 14 October 2019 – actioned.	

19.55.3	Point L19.41.1.11 and L19.41.1.12 – DH to bring improvement plan for apprenticeships including analysis down to assessor level to the next meeting – deferred to the next meeting. Clerk to note for agenda.	Clerk
19.55.4	Point L19.41.1.13 – apprenticeships presentation to be made to the next meeting – deferred to the next meeting. Clerk to note for agenda.	Clerk
19.55.5	Point L19.41.2.7 – JS to report against the Cadbury action plan by giving a short update at the October Board meeting with a further update at the next LQCC meeting – actioned.	
19.55.6	Point L19.43.2.1 – presentation from Student Services to be made to a future meeting – actioned and on the meeting agenda.	
19.55.7	Point L19.46.2 – list of KCSIE policies and associated links to be provided to Governors by DH – actioned.	
19.55.8	Point L19.47 – review of Committee effectiveness – Governors to complete and return the review form to the Clerk – actioned.	
B19.56	<b><u>Student Services Presentation</u></b> Presented by Angela Tombs, Assistant Director, Student Services, and Liane McGee, Programme Achievement Manager. A copy of the presentation is attached to the minutes for information.	
19.56.1	Student Services provide a framework and support to maximise students' achievement potential.	
19.56.2	A Welfare team of 5 is in place. Example given of their support to a homeless student.	
19.56.3	The work of the Student Attendance team was outlined.  Governors asked if a first day call was made if a student failed to arrive. AT explained the procedure which is followed and how the Pro Monitor system works.	
19.56.4	A new role of Student Support Officer has been introduced and its responsibilities were detailed. Student Support Officers develop a good rapport with the students and can signpost to other relevant staff and departments for support. It is hoped the team of 3 will soon be extended to 6.  Governors asked if the Student Support Officer covered Central St Michael's as well as the main campus. AT advised that they mainly cover the main campus due to the sheer number of students but can be deployed to Central St Michael's if required.	
19.56.5	Mentors and their work were explained. Support comes from Crunch and a new women's group that meets on Wednesdays which aims to stop girls becoming involved with gangs.	
19.56.6	LM outlined the work of the team of 4 Programme Achievement Managers, who are student champions and work with all other support departments in the College, with a strong focus on pre-Day 42 support.  No student can be taken off a course by an academic staff member until a full investigation has taken place and the removal has been approved by the Programme Achievement Managers.	

19.56.7	Additional management responsibilities were outlined.	
19.56.8	New information packs to give to parents on home visits have been developed with Marketing to explain the work of Student Services.	
19.56.9	Programme Achievement Managers work hard to ensure students maximise their achievement potential and are authorised to challenge Heads of Department and every level of management.	
19.56.10	LM has produced a Tutorial Scheme of Work to help keep students on track.	
19.56.11	The work of the Careers team was detailed. A Link Governor for Careers is needed as a requirement for Gatsby. Governor volunteer requested.	Govs
19.56.12	Black Country Colleges Hub 2 is in place to improve college links with industry.	
19.56.13	680 UCAS applications were completed by the closing date w/e 17 January 2020. The College has an excellent record for its students being accepted into HE, with higher numbers than many other local colleges.	
19.56.14	With reference to apprenticeships, Governors asked if there was any particular expertise or group who may be appropriate to target for apprenticeships who may not have previously have considered this route.  AS advised that Progression Weeks outline all the options available to L3 students which includes apprenticeships. There need to be more L4 apprenticeships to meet student need for those not wishing to take the university route.	
19.56.15	There are approximately 10 Student Union representatives, with approximately 60 student representatives across the College.  There is a contribution to the Student Union from the College but it works hard to be self-funded.	
19.56.16	Bhervinder Singh, Student Liaison Officer, is employed by the College, term time only.	
19.56.17	Student Voice is important. Suggestions for more healthy food options will be followed up by the College.	
19.56.18	JS confirmed that a similar approach was taken at Cadbury.	
19.56.19	The annual One World event will also take place at Cadbury this year. Date to be advised to the Clerk for circulation to Governors.	DH/ Clerk
19.56.20	Partnership work was outlined.	
19.56.21	Projects were detailed.	
19.56.22	Clubs running in college were highlighted.	
19.56.23	Governors noted that the College invests in this area which clearly makes a difference to the students and their experience of the College, but asked how the Student Services department would prove their impact if budget cuts were necessary in future.	

	<p>AT advised that Ofsted now focuses on behaviour and development. New systems were being put in place to monitor and record numbers assisted by the department as well as feedback from learners.</p> <p>AS explained the current spreadsheet which monitors at risk' students and their level of achievement by the end of the year following intervention by the Student Services department.</p>	
19.56.24	Governors thanked AT and LM for their presentation and asked that their appreciation for the hard work and success of the department be passed on to their colleagues.	
B19.57	<b><u>College SAR 2018/19</u></b>	
19.57.1	It was noted that the SAR had been presented to the Board in December 2019. DH/JS welcomed any subsequent questions which the Committee wished to raise.	
19.57.2	JS clarified that the SAR 2018/19 was based on the old framework, this year's SAR will be based on the new framework and will be a hybrid between the 2 years. The next version will available for the LQCC meeting in June 2020.	
19.57.3	Governors pointed out that the introduction currently refers only to the high levels of deprivation in Sandwell and does not include Birmingham. This will be addressed in the new version.	
19.57.4	Governors highlighted that Cadbury has varying degrees of outcome so the section needs more detail on which areas will be the focus for development in order that the action plan can monitor any improvements which result.	
19.57.5	<p>Governors noted that Afro-Caribbean students were not performing well and recommended that mitigating action should be mentioned.</p> <p>DH advised that the College had engaged the services of a Mentor who specialises in support for Afro-Caribbean students who runs activities to inspire and improve outcomes for that group. The College hopes to include support from others who know and understand the Afro-Caribbean culture and will use the Programme Achievement Managers to support them.</p> <p>DH explained that over half of the staff in Health and Social Care were Afro-Caribbean and the visibility of those staff in these positions helps to motivate and inspire students from a similar background.</p>	
19.57.6	Governors were pleased to note the positive feedback from students that their induction programme had helped prepare them and ensure they were on the right course.	
19.57.7	<p>Cadbury outcomes for learners' overall achievement for learners was 77.6%, lower than the college's achievement figure compared with the previous year.</p> <p>JS explained that this past year was the first year all students did A level with no AS level. Results had already declined from the previous year but the real comparison will be the academic year 2019/20.</p>	

19.57.8	Governors asked if the College planned to reintroduce AS levels. JS advised that they had already been reintroduced for some subjects.  Governors suggested point 7.4 be updated to reflect this.	
19.57.9	It was noted that point 5.12, the HE section, will need to be rewritten in light of future decisions which might be necessary.	
B19.58	<b><u>Quality Report</u></b> Presented by JS.	
19.58.1	3 quality visits have taken place recently with no actions or recommendations raised. JS explained the involvement of the Internal Verifiers and how robust the process was.	
19.58.2	The student survey was included and will be combined into one overarching document for all campuses. Key points were highlighted:  Programme of study – 97% of students state they are satisfied with their course.  85% received an assessment plan at the beginning of the year.  It was noted that terminology needs to be better explained to students to ensure their full understanding.  Positive responses had been received across 16-18 and adult learner groups.	
19.58.3	A new quality framework has been developed to work alongside the existing one. 'Deep dives' have commenced in areas. An Ofsted inspector has trained college staff to do these. It provides a good idea of what will happen in an inspection and how to handle the process.  An update will be given in the next report.	JS
19.58.4	Training on quality has been very thorough and reassuring and has been delivered at curriculum meetings and with middle leaders.	
B19.59	<b><u>Adult Education Provision Report</u></b> Presented by AS.	
19.59.1	ESOL and programmes for the employed received the same budget as last year of £3.7 million. The College recognises the need to work with the West Midlands Combined Authority (WMCA) to achieve more growth. The WMCA came into force in March 2018 and all adult funding budgets are now held by them.	
19.59.2	Achievement for L1 and L2 adult learners was down last year which was disappointing but was still high and well above national average. An action plan has been put in place.	
19.59.3	The College wants £300k to deliver programmes to upskill lower paid workers who want to progress in their jobs and careers. The College delivers short 6-week courses in HR, business marketing, team leadership and management. The courses are well supported and the pre-Christmas marketing campaign resulted in a high level of interest.	
19.59.4	The December monitoring review by the WMCA confirmed it was satisfied with the College's provision. It was happy with student numbers and	

	funding to date, the achievements in English and Maths and the programmes being run.	
19.59.5	Details of the adult education budget were given by AS.	
19.59.6	There is a big cohort of English and Maths learners for evening provision.	
19.59.7	Adults need English and Maths qualifications as achievement levels are low in this area.	
19.59.8	The College is engaging with employment centres in Birmingham. Further discussions on funding will take place.	
19.59.9	Andy Street, Mayor, is scheduled to visit the College. The College will demonstrate to him how the Industrial Strategy cascades down to learners.	
B19.60 NFP		
B19.61 NFP		
B19.62	<b><u>Risk Management Monitoring Report</u></b>	
	Governors noted the latest version of the Risk Management Monitoring Report. An additional risk has been added relating to the QAA report.	
B19.63	<b><u>Policies and Procedures</u></b>	
	There were no policies or procedures to review or approve.	
B19.64	<b><u>Any Other Business</u></b>	
	There was no other business.	
B19.65	<b><u>Determination of Confidential Items</u></b>	
	B19.60 and B19.61	
B19.66	<b><u>Date and time of next meeting</u></b> <b>Wednesday 17 June 2020, 4.30pm</b>	

The meeting ended at 6.05pm