

SANDWELL COLLEGE

**Minutes of the LQCC meeting held on
Wednesday 30 September 2020 at 3.30pm**

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

Apologies: R Islam (Student Governor - Cadbury)

In attendance: P Geary Vice Principal, Quality
N Gultasib Traineeship Co-ordinator (item 14 only)
D Holden Vice Principal, Curriculum
M Mathews Head of Adult Skills (item 14 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

		Action
L20.24	<u>Welcome</u>	
	The Chair welcomed all present to the meeting. There were no apologies.	
	RESOLVED THAT: Apologies were accepted.	
L20.25	<u>Declarations of Interest</u>	
	There were no declarations of interest.	
L20.26	<u>Minutes of the LQCC meeting held on Wednesday 17 June 2020</u>	
	The minutes were approved as a true and accurate record and were signed by the Chair.	
	RESOLVED THAT: the minutes be approved.	
L20.27	<u>Declarations of any new personal or business interest or conflict with any agenda item</u>	
	There were no declarations.	
L20.28	<u>Minutes of the LQCC meeting held on Wednesday 17 June 2020</u>	
	RESOLVED THAT: The minutes were approved as a true and accurate record for signing by the Chair.	
L20.29	<u>Matters Arising</u>	
L20.29.1	Point 20.4.3 – NM was appointed as the Link Governor for Gatsby. It was confirmed that his role with Employability UK would not be a conflict of interest.	

L20.29.2	<p>Point 20.6.7 – online learning during lockdown report to be included in the Board meeting pack for 6 July 2020 for information – actioned.</p> <p>Governors asked for an update on online and blended learning at the next meeting. The VP, Curriculum would invite Mark Salter. Clerk to note for agenda.</p>	VP, Curr Clerk
L20.29.3	<p>Point 20.8.8 – Mark Salter to be invited to a future meeting to give an update on high needs and EHCP students – outstanding. The VP, Curriculum would invite Mark Salter to the next meeting. Clerk to note for agenda.</p>	VP, Curr Clerk
L20.29.4	<p>Point L20.11 – Programme Standards Review – Apprenticeships – outstanding – Governors asked that this be prioritised for the next meeting on 20 January 2021.</p> <p>The VP, Curriculum, gave assurance that the achievement rate was still above National Average (NA) although timely has increased.</p>	VP, Curr
L20.30	<u>Covid-19 update</u>	
L20.30.1	Governors noted the latest college update had been given to the Special Board meeting on 22 September 2020 and there had been few changes or developments since that date.	
L20.30.2	<p>The VP, Curriculum, highlighted 3 areas which had worked particularly well.</p> <p>The College has pursued more face to face contact with students than other institutions. This was important because there are a number of learners who need this extra support. This will stand the College in good stead at the end of the year. Blended learning is being developed.</p> <p>Staggered start times have worked particularly well and there has been an improvement in students' punctuality.</p> <p>The year has started well with students in classes. The reconfiguring of some of the social areas to computer areas has increased IT capacity and has led to a calmer atmosphere and improved student behaviour in college.</p> <p>The College has worked to alleviate any concerns of adult learners returning to college and reassure them that the safety measures in place will minimise any risks.</p>	
L20.30.3	<p>The College has been impressed with students' resilience and their positive return and how they have seized the opportunities provided for them by the College.</p> <p>Governors acknowledged the need to recognise the effort of students next year.</p>	
L20.30.4	RESOLVED THAT: Governor received the Covid-19 update.	
L20.31	<u>2019/20 Provisional Results, Outcomes and Actions</u>	
L20.31.1	Detailed success rates are in the process of being analysed and the final report will be ready for review at the next LQCC meeting or the December Board meeting. Additional comprehensive information had been circulated to Governors before the meeting for information.	

L20.31.2	The report was based on Centre Assessed Grades (CAGs). There were 2 notable increases: in A level results at Sandwell and Cadbury; and GCSE results grade 3 and above.	
L20.31.3	Overall data demonstrated that: L1 is work in progress but currently stands at 85%. The College was not able to convert all in-year courses because some of the courses were due to be delivered during the lockdown period. Awarding bodies would not allow this. L3 had increased again. At Cadbury, AS results were very strong. A2 had dipped due to legacy issues. Retention at AS and the pass rate for L3 had increased.	
L20.31.4	Adult achievement rates are strong and have improved particularly at L2 and L3. The timely achievement rate has increased. Achievements are still being put on the system. Short courses have not been included in estimates so far.	
L20.31.5	In response to a Governor's query, the VP, Curriculum confirmed that retention rates would be reported to the next meeting when the picture has settled and numbers have been reported to the funding authorities. Retention rates will be separated out in the College SAR.	
L20.31.6	Governors noted the continued improvement in success rates year on year combined with increasing student numbers.	
L20.31.7	RESOLVED THAT: Governors received the 2019/20 provisional results, outcomes and actions.	
L20.32	<u>Annual Reports 2019/20</u>	
L20.32.1	Student Services	
32.1.1	The Programme Achievement Managers (PAMs) are committed and tenacious in supporting students at risk of withdrawing.	
32.1.2	Governors noted Michael Jennings-Bell had been recruited to support difficult students some of whom may have been excluded or have behavioural problems or other challenges.	
32.1.3	Governors received clarification that the Aspire to HE work with Dan Howells of the University of Wolverhampton, was aimed at those would not normally take the university route, e.g. disadvantaged, Free Schools Manager or from specific schools.	
32.1.4	Governors recognised the considerable support work which takes place to enable students to achieve.	
32.1.5	RESOLVED THAT: Governors received the Student Services Report.	

L20.32.2	Student Disciplinary Actions	
32.2.1	<p>The number of exclusions has increased from 39 – 62. This is because a number of incidents have involved groups of students. The recording process has improved which is also reflected in the increase in numbers. A number of groups have demonstrated poor behaviour affecting other students' learning which led to their exclusion. The College takes a firm stance on such situations. The VP, Curriculum, confirmed he was satisfied with the exclusions made this year. The appeals process was explained. The College takes a strict student-centred approach when considering reinstatement.</p> <p>5 College Ambassadors have been appointed this year to ensure students are safe and behaviour is appropriate in college and around the town. They patrol the town and talk to staff in local businesses. Any poor student behaviour is reported back to the College. This initiative is working very well.</p>	
32.2.2	RESOLVED THAT: Governors received the Student Disciplinary Actions Report.	
L20.33	<u>Quality update</u>	
L20.33.1	Teaching and Learning – Summary Report 2019/20	
33.1.1	<p>The number of curriculum reviews, lesson observations and deep dives were outlined, some of which had been deferred by lockdown.</p> <p>Staff development, including uptake levels, were detailed. The approach continues to evolve with college investment in resources and technology, and staff being trained in how to deliver learning on Zoom. Further update to be given at the next meeting.</p>	VP, Qual
33.1.2	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> • Governors received the Teaching and Learning Summary Report. • Further update on staff development including the online approach to be given to the next meeting. 	VP, Qual
L20.33.2	Complaints Annual Report 2019/20	
33.2.1	There had been few complaints during the year. 9 formal complaints were received with 8 resolved pre-Covid and the final one resolved in September. This demonstrates curriculum teams are very effective at resolving issues before they reach the complaint stage.	
33.2.2	RESOLVED THAT: Governors received the Complaints Annual Report.	
L20.33.3	Outcomes of visits by external verifiers	
33.3.1	6 external samples were collected during 2019/20 with no actions or recommendations arising.	
33.3.2	A couple of academic appeals were received which were addressed through the internal process and subsequently rejected by the College as the evidence provided did not meet the strict parameters of the grounds for appeal.	

33.3.3	<p>Governors reminded of their request to be provided with exemplars of deep dives to aid their understanding of the process and highlight which areas were strong and which were in need of development.</p> <p>The College explained that deep dives formed part of the new Ofsted Inspection Framework which had been interrupted by Covid. Work could be supplied but will have changed as the original deep dives were experimental and centred on educating staff on the process. The College assured Governors that it assesses itself through its SAR and QIP and identifies areas for improvement and the measures being taken to address them.</p>	
33.3.4	RESOLVED THAT: Governors received the outcomes of visits by external verifiers.	
L20.34	<u>Quality Strategy 2020/21</u>	
L20.34.1	The Quality Strategy has been simplified and streamlined and will be rigorous in improving the quality of the student experience and helping the College prepare for its Ofsted inspection.	
L20.34.2	The 4 key aspects of the approach were outlined: Curriculum Reviews, Strategic Review Groups, Staff Development and Live Self-Assessment, underpinned by a continual focus on inspection preparation.	
L20.34.3	The College is working on a set of KPIs to measure the impact of the strategy and on developing and embedding the College's confidence, mindset and belief in its status as an Outstanding college in its approach to the inspection.	
L20.34.4	Governors highlighted the need for them to be involved in inspection preparation as they would be interviewed as part of the process and wanted to enhance their understanding of the rate of progression and destinations.	
L20.34.5	RESOLVED THAT: Governors received and approved the Quality Strategy 2020/21.	
L20.35	<u>Safeguarding Annual Report 2019/20</u>	
L20.35.1	The report outlined the support provided for students during Covid. Staff have worked extremely hard and have been very effective in maintaining contact with students, particularly the vulnerable, during this time ensuring they receive funds, income and food.	
L20.35.2	Safeguarding is outstanding in the College.	
L20.35.3	There had been no change in the analysis of safeguarding issues since the June LQCC meeting.	
L20.35.4	The Safeguarding team had been joined by a former college security guard who had a particular interest in safeguarding. He knows the students and will be trained to become a full member of the team. He had already made some innovative suggestions.	
L20.35.5	Governors believed the outstanding nature of the College's safeguarding provision was testament to its staff, in particular the Safeguarding team.	
L20.35.6	RESOLVED THAT: Governors received the Safeguarding Annual Report.	
L20.36	<u>Risk Management Monitoring Report</u>	

L20.36.1	The VP, Curriculum, confirmed he had reviewed the Risk Management Monitoring Report in detail with the Exec Director, Finance & Resources. There are currently 2 strands to the Report: the standard report and a separate Covid risk management report which continues to evolve.	
L20.36.2	There had been no changes to the standard Risk Management Monitoring Report presented to the July Board meeting.	
L20.36.3	The latest version of the Risk Management Monitoring Report, including Covid, will be brought to the full Board meeting in October.	
L20.36.4	RESOLVED THAT: Governors received a verbal update on the Risk Management Monitoring Report.	
L20.37	<u>STANDING ITEM: HE update</u>	
L20.37.1	The OfS has now appointed a Head of Deregistration. The College has effectively left the OfS Register but has not yet received an official letter or certificate confirming its deregistration as the OfS is in the process of developing a process for deregistration.	
L20.37.2	RESOLVED THAT: Governors received the HE update.	
L20.38	<u>Policies</u>	
	There were no policies to review/approve.	
L20.39	<u>Programme Standards Review: Programmes to Employment</u> Presented by M Mathews (copy of presentation attached to the minutes for reference)	
L20.39.1	The presentation outlined the aspects of the departments work; success rates; recruitment figures; the structure of the team; the strengths of the department; the external agencies it works with; its geographical spread; its responsiveness to government policy changes and funding; wellness provision, its work with the West Midlands Combined Authority; and its areas of focus moving forwards.	
L20.39.2	The department in its current form is now in its fifth year and now serves nearly 3,000 students.	
L20.39.3	The focus of the department has changed since Covid and it has now been rebranded from Programmes for the Unemployed to Programmes to Employment to better reflect the client group it serves. During Covid, it has helped people with Universal Credit claims, including the self-employed and whole family units previously employed in family businesses.	
L20.39.4	The department runs programmes in ESOL, hospitality, customer service, personal resilience, business admin, IT and since Covid, 50+ computing for the terrified with the increased use of technology and home working.	
L20.39.5	Provision has been adapted to blended learning, with full delivery being carried out at present supported by online learning.	
L20.39.6	The curriculum is delivered live in 14 community venues risk assessed as open for business. Delivery has restarted in those venues predominantly for ESOL and Functional Skills. New initiatives are being developed	

	including tackling obesity and healthy wellbeing.	
L20.39.7	Sandwell Youth Hub – the College has the honour of being the first Youth Hub in the local authority and is the flagship because of its partnership working with ex-offender and probation services. The initiative is able to make a significant offer for young people 16-24 in its pre-apprenticeships and traineeships.	
L20.39.8	Headstart – the department is offering pre-apprenticeships. It is difficult for employers to commit to take apprenticeships at the moment but this may improve. It offers a bespoke programme for autistic 16-24 year olds.	
L20.39.9	Progression rates for all have been put in place to maximise progression opportunities for the learners.	
L20.39.10	Adult Construction Gateway explained.	
L20.39.11	Impact and talent match funding – the College can provide a package of support for the learner, e.g. to cover the costs of DBS checks, childcare and travel.	
L20.39.12	Prison and Probation Services – the College provides provision in these settings. The services run training days for those prisoners with release dates within 3 months and promote the College's courses.	
L20.39.13	The DWP offer was explained and examples of provision given.	
L20.39.14	West Midlands Combined Authority (WMCA) flexibility funding allows the College to help those affected by the Covid situation and furloughed staff with provision including L3 teaching and learning qualifications, L2 book-keeping qualifications. Workers from a range of occupations are looking to gain qualifications.	
L20.39.15	Success rates for last year – retention stood at 96%, with achievement of qualifications outstanding at 92% compared to a national average of 86% for females and 85.3% for males.	
L20.39.16	Recruitment – has increased to 2712 from 2647 the previous year. There are up to 41 full traineeships which it is hoped will double this year. The team is working with the Apprenticeships team to help their students to progress. If students do a traineeship, the College can provide financial support for DBS checks, etc.	
L20.39.17	The members of the team and its structure were outlined. The approach is to talent match and maximise their strengths. The team has employed previous learners and trainees.	
L20.39.18	The strengths of the department were detailed. <ul style="list-style-type: none"> • Working with external agencies to develop a curriculum that meets the needs of communities and employers. • Staff with a wide array of specialism and qualifications to teach up to Level 7. • Fully developed geographical cover for both the Black Country and 	

	<p>Birmingham areas</p> <ul style="list-style-type: none"> • Responsive to changes in Local, Regional and National policy and directives impacting on the provision and curriculum plan to meet the needs of the unemployed and employers <p>MM explained the department's initiative to provide sector-based work academies which include elements of training, work shadowing or working directly with an employer with the guarantee of an interview. The College is working with GPs surgeries to recruit managers and receptionists.</p> <p>Bespoke pre-employment training can also be devised for employers.</p>	
L20.39.19	External agencies who work with the College were highlighted.	
L20.39.20	The geographical coverage of provision was explained which has a 50:50 split between the Black Country and Birmingham and Solihull.	
L20.39.21	The department's responsiveness was outlined with a 2-week turnaround with the DWP possible.	
L20.39.22	Wellness provision was explained with the national focus being on fitness including mental health wellness, obesity and Get Britain working. The Quality department is looking at how to measure soft skills as well as job outcomes.	
L20.39.23	WMCA – Construction Gateway – the College is working with Sandwell LA on this initiative which aims to train workers for vacancies within Rail, Metro and regeneration construction projects including street lighting, road works and social housing.	
L20.39.24	Areas of focus were outlined. Large numbers of 16-24 year-old learners are supported by the Sandwell Youth Hub. Each young person attracts £5k funding.	
L20.39.25	Governors congratulated the team on a comprehensive and impressive report and the amount of work and success of the department, noting that the focus was on progression routes and engagement of stakeholders.	
L20.39.26	<p>Governors noted the timeliness of the presentation, given the Government's current drive for a radical change to adult education, and asked if the College was in a position to take advantage of the anticipated upsurge in interest in adult learning.</p> <p>The College advised that it was well placed to do so and its strategic and development plans were geared to accommodating such an increase.</p>	
L20.39.27	<p>The College explained the progression route would be from entry to L2 on traineeships. The Professional Academy can take L3 to L7. The infrastructure is in place to redevelop the Phoenix Street centre for construction and the College hopes to develop new campuses.</p> <p>The College is responsive to the WMCA, many of its priorities are linked to health, construction, digital, IT, engineering. Those areas have grown this year.</p> <p>The Government is committing £2.5 billion to supporting adults over the age of 23 to gain a L3 qualification. The College is already delivering adult learning alongside its overall provision so has the resources, facilities, staff and expertise to attract funding.</p> <p>The College has developed a number of courses for young professionals</p>	

	aligned with the WMCA's priorities.	
L20.39.28	<p>Governors asked if the availability of funding was an issue for learners' progression through the College.</p> <p>The College explained that employer engagement in supporting learners was challenging and progressing learners into employment in the current Covid situation was very difficult but it worked hard to do so, providing further upskilling if necessary.</p> <p>The College advised that the top-up to Universal Credit now made apprenticeships accessible to all ages. Free L3 courses will encourage more learners to progress to this level who would previously have been deterred by having to take out a loan.</p>	
L20.39.29	<p>Governors were impressed with the team's willingness to take provision to where it was needed in the region which would be attractive to adult learners and those less likely to want to travel to learn, noting the move away from all provision being concentrated on one site and into hubs in different parts of the community.</p> <p>The College reminded that the appropriate risk assessments would need to be in place for community venues during the current Covid situation to ensure a safe environment.</p>	
L20.39.30	<p>Governors asked for a couple of case studies celebrating the work of the department to be provided for reporting to the full Board to outline this impressive and crucial aspect of the College's work which impacted so significantly on people's lives.</p> <p>MM pointed out that, across the College, approximately 30 staff members had previously been helped by the department and were now employed by the College.</p>	
L20.39.31	RESOLVED THAT: Governors received the Programme Standards Review on Programmes to Employment.	
L20.40	<u>Any Other Business</u>	
	There was no other business.	
L20.41	<u>Determination of Confidential Items</u>	
	There were no confidential items.	
L20.42	<u>Date and time of next meeting</u> Wednesday 20 January 2021, 3.30pm	

The meeting ended at 5.10pm