

SANDWELL COLLEGE

Minutes of the LQCC meeting held on
Wednesday 21 June 2023 at 3.30pm

Present: K Ellis (Independent) (Committee Chair)
A Khodavardar Student Governor, Sandwell
N Makin (Independent)
G Pennington (Principal)

Absent: A Mohamed Student Governor, Cadbury

In attendance: M Cori
D Holden Vice Principal, Curriculum
M Johal Department Head
M King Department Head, Creative Industries
E Scotford Clerk to the Corporation
J Stevens Principal, Cadbury College and Vice Principal, Quality
Selection of ESOL students

		Action
L23.15	<u>Welcome and Apologies</u>	
	The Chair welcomed all present to the meeting. There were no apologies. Ahmed Mohamed did not arrive.	
L23.16	<u>Declarations of any new personal or business interest or conflict with any agenda item</u>	
	RESOLVED THAT: NM advised that he was no longer a Trustee of Employability UK. Register of Interests to be updated.	Clerk
L23.17	<u>Minutes of the LQCC meeting held on 9 March 2023</u>	
	The minutes were approved as a true and accurate record for signing by the Chair.	
	RESOLVED THAT: the minutes be approved.	
L23.18	<u>Matters Arising</u>	
23.18.1	Minute No. L23.7.6 – Ofsted update to be included on next meeting agenda – actioned, see agenda item no. 6.	
23.18.2	Minute No. L23.7.10 – SAR to include references to the importance of the skills agenda – actioned.	
L23.19	<u>Programme Standard Review: ESOL</u> Presented by Manjit Johal, Department Head (Copy of presentation attached to the minutes for reference)	
19.1	Governors posed a series of questions to a number of students about their experience of the College; their courses and their future aspirations.	
19.2	The students came from a variety of overseas backgrounds and explained their route to identifying the right educational pathway for them supported by staff. Students were unanimous in their praise of the staff and college for	

	<p>the excellent care, support and teaching they had received since joining. This confirmed the strength of the student/tutor relationships at the College. Students reported that everyone was treated with the same respect and helped to achieve.</p> <p>Their time with the College varied from 2-3 years. All students highlighted how safe they felt in the College and the positive atmosphere and good behaviour in place. Some students had begun their education journey in the College at L1 and some higher. Some were training to gain UK qualifications in their existing profession. Many were pursuing careers in the medical/health sector, e.g. doctor, dentist, pharmacist, gynaecologist. All had benefited from the excellent support in developing their language, written and presentation skills, many of whom had no English before arriving. The students were pursuing a number of career paths and all expressed how confident they felt in achieving them thanks to their experience at the College.</p>	
19.3	Governors thanked the students for explaining their inspirational personal stories and background. Governors were moved by their determination to succeed and the barriers they had overcome and were pleased they felt so well supported by all tutors and staff in the College.	
19.4	Governors thanked the tutors who had served the students so well by making them feel safe and secure and developing their language skills so effectively.	
19.5	<p>Governors were interested that a number of the students were looking to start or continue careers in the medical or health sector given the College's plans to work with the health sector which meant they would be well placed for their aspirations.</p> <p>Governors were pleased to note the dedication of staff who were so supportive of students and wanted them to succeed in their chosen career path and believed this passion for success characterised the College.</p>	
19.6	Governors thanked the students and staff for attending.	
19.7	RESOLVED THAT: Governors received a presentation from the ESOL department.	
L23.20	<u>Post Inspection Action Plan</u>	
20.1	The Post Inspection Action Plan (PIAP) had been developed to address the actions arising from the Ofsted inspection as previously advised to Governors.	
20.2	The actions for 16-18 year old students were a main area of focus and would be addressed in the usual college cycle.	
20.3	The College acknowledged its collation of destination data could be improved for the next inspection, but pointed out the challenges in tracking students after they had left.	
20.4	In response to a Governor's query about the role of the middle leader, the College confirmed that the Quality team monitored staff and quality of teaching and reported to SLT on their findings and this was included in the PIAP.	
20.5	Governors noted the importance of the skills agenda for the local area and West Midlands more generally for both 16-18 and adult learners, and the plan to implement a new management structure across the Skills Provision and asked to see the new organisation chart for the College highlighting those areas.	

	The College agreed to provide a copy.	JS
20.6	<p>Governors asked if there was a gap in the market for overseas students wanting to transition their medical qualifications for the UK which could be addressed by the new medical training facility.</p> <p>The College agreed and noted the suggestion.</p>	
20.7	RESOLVED THAT: Governors received and discussed the Post Inspection Action Plan.	
L23.21	<u>Quality Strategy 2023/24</u>	
21.1	The Quality Strategy 2023/24 and its rationale were presented to Governors. The 4 key strands to ensure quality assurance and improvement across the College were: College Self-Assessment and Post Inspection Action Plan; Internal Curriculum Review; External Quality Assurance Review; External Quality Assurance. The Strategy was based on the education improvement framework with a deep dive review being undertaken on each department across the College.	
21.2	<p>Ian Smith, specialist external consultant, would be used to review the apprenticeship improvement plan and its effectiveness. This was an area for improvement arising from the Ofsted inspection.</p> <p>The College was also working with a number of exam boards to review the quality of its provision.</p>	
21.3	<p>The 4 key strands had served the college well so it was proposed they should continue to be pursued to provide consistency and continuity of the approach to quality improvement.</p> <p>Governors agreed this was sensible.</p>	
21.4	RESOLVED THAT: Governors approved the Quality Strategy 2023/24.	
L23.22	<u>Achievement targets 2023/24</u>	
22.1	<p>Governors noted the significant gains made against national benchmarks in a short period of time and asked that their thanks and appreciation be passed on to staff.</p> <p>The College explained the processes in place to help realise the achievement rates. e.g. mock exams, given there were external factors which would make them difficult to predict, i.e. changes to grade boundaries for GCSEs and A levels this year back to pre-Covid levels which could impact on student grades. The new curriculum was also in place this year.</p>	
22.2	<p>Governors recognised the challenges related to apprenticeships.</p> <p>The College advised that last year it was the highest performing in the West Midlands. There had been a change to standards that had end point assessments and the College suggested highlighting comparators on standards to frameworks. Standards were lower so it could be useful to benchmark more.</p>	
22.3	RESOLVED THAT: Governors received and approved the achievement targets for 2023/24.	

L23.23	<u>Quality assurance</u>	
23.1	The College outlined external quality assurance activity to date involving: Pearson Quality Management Review for centre numbers 20669 and 20167; Pearson Work Based Learning Annual Review; Ascentis Quality Management Review; Pearson Termly T Level Monitoring Reviews. There were no actions arising from any of the reviews.	
23.2	Governors expressed their congratulations for the outstanding reports from independent organisations.	
23.3	RESOLVED THAT: Governors received the quality assurance report.	
L23.24 NFP	<u>Safeguarding report</u>	
24.6	RESOLVED THAT: Governors received the safeguarding report.	
L23.25	<u>Risk Register – committee areas of responsibility</u>	
25.1	The only change to the Risk Register since the last update was the impact of grade boundary changes on achievement rates. The Covid risk had dropped to almost zero.	
25.2	Curriculum reform was included as requested at the last meeting. A T level curriculum action plan had been compiled. The Committee would receive updates on the plan from next academic year as this was a business critical issue.	
25.3	RESOLVED THAT: Governors monitored the Risk Register.	
L23.26	<u>Policies</u>	
26.1	<u>Safeguarding</u>	
	The Safeguarding Policy would be presented to the next meeting.	
26.2	<u>Equality & Diversity</u>	
	RESOLVED THAT: Governors approved the policy.	
L23.27	<u>Committee Terms of Reference</u>	
	RESOLVED THAT: Governors approved the Committee Terms of Reference.	
L23.28	<u>Committee Effectiveness</u>	
	RESOLVED THAT: Governors would complete and return to the Clerk the Committee effectiveness questionnaire.	
L23.29	<u>Any Other Business</u>	
	There was no other business.	
L23.30	<u>Determination of Confidential Items</u>	
	Minute No. L23.24	

L23.31	<u>Date and time of next meeting</u>	
	Wednesday 27 September 2023, 3.30pm	

The meeting ended at 4.55pm