



Quality Improvement Board

Minutes of the meeting held on 8 March 2016

Present:

Kate Shoemith (Chair)
Paul Archenoul
Elaine Hawkins
John Litchfield
Hilary Moore
Ali Perotto
David Wilson

Chris Bilisland (Corporation Chair)

In attendance:

Allison Howe, Clerk
Gordon Gillespie, Vice Principal Curriculum, Teaching and Learning
Sharon Achillea

Items were taken in as per the agenda

1. Presentation from students involved in the Code

Four students, two current, two former who were studying ESOL informed Governors that the Code had been a result of workshops. The Code was a story featuring the students and places in Lewisham which was aimed to teach students at secondary school about the dangers of social media and mixing with the wrong people. The students said they learned how family influences life and can help prevent bad things happening. The Group had played games to learn to gain trust while getting to know other students better. A conference of educational establishments in Lewisham had discussed the Code in the past week.

A Governor asked whether extremism was a live issue for the students. Students believed that it did have an impact. A student who wore black felt he was judged based on his clothing.

As a result of the workshops, all students realised they were vulnerable to influence even though they would not have said they were at the start. The students said they felt safe within the College. A Governor asked if students had felt concerned would they have known where to go to? Students said they did. They also recognised that their tutors were there for them.

The students were asked their general views about the College. Students said it would be useful to have cashpoints here. They also commented that attendance was really strict compared to the previous year.

The Quality Improvement Board thanked the students for attending and noted the content of the report

2. Apologies for absence

Apologies were received from Carole Kitching.

3. Declarations of interest

None.

4. Minutes of the meeting held 26 January 2016

The minutes were approved as an accurate record of the meeting subject to changes to attendance.

5. Matters arising from the minutes

The Clerk updated the Committee on progress against the actions from the last meeting

Meeting date	Action no	Action	Officer responsible	Status
28 Nov 2015	1	Results from English and maths survey to summer meeting.	GG	14 June 2016
28 Nov 2015	6	English and maths to be considered as part of the main progress board meeting	GG	Scheduled as part of the six weekly progress Boards (end of March). Committee to be informed.
28 Nov 2015	10	Programme for discussion to be drafted with relevant managers invited	GG	Remains outstanding
26 Jan 2016	1	Students involved in production of 'The Code' Book to attend Quality Improvement Board	KM	8 March 2016
26 Jan 2016	2	Attendance and punctuality data would be brought to the next meeting	GG	8 March 2016
26 Jan 2016	3	Maths GCSE A*-C results to be circulated	GG	Pending
26 Jan 2016	4	Analysis of mock GCSE maths exams to be circulated	GG	Pending
26 Jan 2016	5	Apprenticeship framework performance data to be circulated	SA	Complete
26 Jan 2016	6	Work experience feedback would be collated and	GG/SA	14 June 2016

		submitted to the Quality Improvement Board		
26 Jan 2016	7	Draft Ofsted report to be circulated	AH	Complete 30 Jan 2016
26 Jan 2016	8	Papers considering SAR grades to be mapped	GG/AH	8 Feb 2016
26 Jan 2016	9	data dashboard to be revived and submitted to the next meeting	AH/CK	Head of MIS stated that new MIS Analyst and Report Writer would look into this
26 Jan 2016	10	Quality Improvement Board would be made familiar with Pro-Achieve	GG	On agenda

6. Intervention: impact on quality, attendance and punctuality

The Head of Quality updated Governors on the interventions, attendance, work experience and apprenticeships. Since the last meeting, the College has received the monitoring visit report, the challenge needs to strike a balance between being caring and being authoritative. Changes were happening across the College.

The current position of attendance was 85.6%. The analysis focussed on the picture by faculty level. Foundation Health and Care had the highest numbers of poor attendees. A number of learners would not progress to the next semester. A Governor asked what would happen to the students who were unable to progress as this would have a knock on effect on retention. Another Governor asked whether attendance by programme include English and maths. Data was provided for vocational areas and English and maths had been separated out.

Learners who were not moving forward would not achieve their first semester qualifications due to severely poor attendance. They had new possibilities discussed with them. A Governor asked whether students had attendance expectations discussed with them at the very beginning of the course. They did, but some students lives were complex.

Young ESOL learners were highest risk as they needed to work around the College timetable. Also adult learners who needed to work in addition to attending the College were high risk. A Governor asked about whether it was possible to move hours to meet student needs. The Vice Principal Curriculum, Teaching and Learning answered that the fundamental issue was that the College had not been strict enough on attendance.

A Governor asked about the barrier to timely completion of registers. The Vice Principal Curriculum, Teaching and Learning explained that it was mainly due to non-compliance of teachers, some of who were repeat offenders. This was a constant challenge for managers. Managers were handling this in six weekly progress

reviews. The Chair of the Audit Committee stated that this was a risk for the College. The full weight of the disciplinary process would need to be invoked. A staff Governor explained there were other barriers, the boot up times of computers caused an issue. It could take 10-20 minutes in Deptford. Also, Visiting teachers providing cover were unable to submit the registers.

The Chair said there was a lot of information in the paper which could be distilled using the data tables, highlighting good practice and sharing evidence of poor practice and innovation (ACTION 1).

It was agreed that the performance of courses would be RAG rated (ACTION 2).

A Governor asked whether the work experience targets were realistic. The Vice Principal Curriculum, Teaching and Learning said he would expect 65-75% of eligible students to be undertaking work experience by the end of the year.

The content of the report was noted.

7. Self Assessment Report

The Vice Principal Curriculum, Teaching and Learning stated that all the technical changes had been made to the SAR. The comment about robust financial appraisal had not yet been included as this was waiting on the Vice Principal Finance and Resources. The SAR would be upgraded and inspectors would be provided with position papers.

The Vice Principal Curriculum, Teaching and Learning assured Governors that the Quality Improvement Plan triangulated exactly with the SAR. The QIP picked up all the areas that needed to be improved.

The Chair pointed out that Governors responsibility to monitor progress of the College. It is not clear to Governors that the QIP was cross referenced to the SAR. Some of the data demonstrating progress had not been provided by the due dates. Governors needed to know what was due to be done, by when and whether it had been done. Governors were not in a position to say whether the College was on track using the QIP. A Governor commented that the document was hit and miss. The Personal Development and Behaviour section repeated itself.

Governors stated that they were unsure what they were needing to look at due to the lack of a cover sheet. Governors felt they could provide comments electronically to be helpful. The Vice Principal Curriculum, Teaching and Learning stated that the QIP was an internal document.

The Vice Principal Curriculum, Teaching and Learning invited Governors to cross reference the SAR to see that all the areas for improvement were contained within the QIP. While some of the authors had not yet sent in their updates, reviews would happen periodically and the boxes will be filled over time. Governors said they wanted to see progress against the areas for improvement. The Corporation Chair stated that while the Vice Principal Curriculum, Teaching and Learning might feel comfortable with the QIP, the job of Governors was not made easy, understanding the in-year progress the College had been made without data. The Vice Principal

Curriculum, Teaching and Learning explained that the Board would receive reports on key areas. The first set of reviews of the QIP were currently due.

The Vice Principal Curriculum, Teaching and Learning asked how he would like progress against the plan reported. The Corporation Chair stated that he would like a high level overview of the plan, and would speak to the Principal about it (ACTION 3)

Governors needed to understand the trends and what the barriers were to achieving improvement. It was suggested that the Committee Chair should be sighted on reports in advance of the meetings (ACTION 4).

It was agreed that the Chair would review earlier examples of the reporting that Governors wanted to see (ACTION 5).

8. Apprenticeship Development Plan Progress Report

The Vice Principal Development and Planning introduced the report. Governors asked for a review of the pipeline summary. They questioned the large numbers needed to be achieved to get the full contract value. The College had had appointed external consultants to create links with employers. There would be a large recruitment campaign in National Apprenticeship Week. QTS and Group Horizon were bringing in apprenticeships and new areas of work. It was noted that work with Lewisham Borough on adult provision on LLDD and Adult learning would bring in £250k - £700k.

The Vice Principal Development and Planning was confident of meeting learner numbers. There was a need to instil confidence in the SFA and other partners. Numbers was being monitored on a daily basis. Stakeholder engagement was beginning to bear fruit. The Vice Principal Development and Planning would be on the Southwark Chamber of Commerce Board from April onwards.

Governors asked to be kept abreast of numbers. It was noted that figures went to the SFA Case conference monthly. The Chair stated that the case conference papers would be shared with Governors hereon in.

The updated apprenticeship development plan was tabled. The Committee Chair stated that she did not wish to have papers tabled at the meeting.

The Quality Improvement Board noted the content of the report.

9. ProAchieve

The Vice Principal Curriculum, Teaching and Learning introduced the dashboard, comparing it to current data on ProAchieve, although it was noted that the dashboard contained older data than the live ProAchieve data.

Achievement was currently at 66.8%. Very short courses showed overall achievement of 89.7%

ProAchieve would be looked at each meeting and key indicators would be discussed.

The Chair asked the Vice Principal Curriculum, Teaching and Learning to flag up concerns. Overall retention was a concern at 94.9%. Headline success rate last year was 3% below the national average. While this year it was expected that retention would decrease, attendance and success rates would increase.

College success rates had improved but were still below the national average. Study programmes were on the national average. The headline figure was below on every level on the old methodology.

It was agreed that the Chair and Vice Principal Curriculum, Teaching and Learning to meet and decide what indicators are (ACTION 6).

It was agreed that the Clerk would circulate a copy of the previous dashboard (ACTION 7).

It was agreed that there was a need to look at success rates by diversity.

The content of the report was noted.

9. Any other business

The Vice Principal Curriculum, Teaching and Learning circulated a schedule of possible attendees. It was agreed that the Chair would agree schedule with Vice Principal Curriculum, Teaching and Learning (ACTION 8). Apprenticeships would be a priority.

The meeting congratulated all those involved in the National Skills Awards and the two awards the College had won.

10. Date of next meeting

10 May 2016

Action sheet

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26 Jan 2016	3	Maths GCSE A*-C results to be circulated	GG	Pending

26 Jan 2016	4	Analysis of mock GCSE maths exams to be circulated	GG	Pending
26 Jan 2016	6	Work experience feedback would be collated and submitted to the Quality Improvement Board	GG/SA	14 June 2016
8 Mar 2016	1	Paper to be distilled using the data tables, highlighting good practice and sharing evidence of poor practice and innovation	GG/JM	
8 Mar 2016	2	Performance of courses would be RAG rated on attendance	GG	
8 Mar 2016	3	Corporation Chair to speak to Principal about a high level overview of the Plan	CB/CK	
8 Mar 2016	4	Committee Chair to review papers prior to printing	KS/GG/Clerk	
8 Mar 2016	5	Chair to review previous progress reporting	KS	
8 Mar 2016	6	Chair and Vice Principal Curriculum, Teaching and Learning to agree key indicators	KS/GG	
8 Mar 2016	7	Clerk to circulate a copy of the previous dashboard	AH	
8 Mar 2016	8	the Chair would agree schedule with Vice Principal Curriculum, Teaching and Learning	KS/GG	