

## CANTERBURY COLLEGE

### Minutes of the MEETING OF THE QUALITY COMMITTEE MONDAY, 10 JUNE 2016 AT 3PM IN ROOM J221

**MEMBERSHIP:** Barry Brooks (Chair), Alison Clarke, Paul Barrett, Martyn Rogers, Alfie Harvey, vacancy

**Advising:** Jade Sewell                      Business Development Team Leader, The Key  
Adrian Powell                      Consultant to the Further Education Sector & OFSTED  
Inspector - Learning & Skills  
Keith Turner                      DP FE Curriculum & Quality  
Mark Hill                      Director of Business Development & Associated Services  
Lut Stewart                      Director of Student Support Services  
Lauren Anning                      Dean of Higher Education

**In Attendance:** Joanna Denness                      Assistant Principal  
Amanda Fordham                      Assistant Principal  
Coral Shubert                      Assistant Principal  
*Angela Tithecott*                      *Assistant Principal*  
Anna Webber                      Faculty Head for Higher Education  
Sharon Hollingsworth                      Clerk to the Corporation

*Italics denotes absence*

#### 713 APOLOGIES

- i. Apologies were received from Angela Tithecott.

#### 714 DECLARATION OF INTEREST NOTED

- i. There were no declarations of interests received.

#### 715 MINUTES OF THE MEETING OF 3 MAY 2016 RESOLVED

- i. Subject to the removal of bullet point 4 at minute number 707 "a reduction in 16-18 income lead to a critical net to recruit a higher proportion of 19+ learners", the Minutes of the meeting were agreed as correct and signed by the Chair.

#### 716 MATTERS ARISING NOTED

- i. All matters had been taken into the Agenda.

#### 717 FURTHER EDUCATION UPDATE NOTED

- i. The Deputy Principal presented the Committee with the summary key headlines from the FE data scorecard and emerging in-year risks. Members discussed the report noting in particular that:
- KPI dashboard and emerging in-year risk were scrutinised by the Committee. The DP reported a similar picture to that reported at the last meeting.
  - A Member suggested that it would be worth thinking about comparing against the target figure rather than the census point to provide a better assessment, as the target is more challenging.
  - 19+ retention is a serious concern in some areas. Close monitoring through Performance Boards and actions developed specifically to maximise achievement for each individual learner.
  - A Member queried the accuracy of the 19+ retention data for Access as it was detailed differently within the report at 86.4% and 80.4%. The DP said that he would check the figure.
  - Level 4 Diploma in Counselling will be removed from the curriculum offer for 2016/17 as it does not lead to positive progression.
  - 16-19 Study Programme success will need to be reported by area going forward, including English and maths. A Member recommended that Study Programme data should be presented at the beginning of the report to enable effective drill down by the Committee.
  - Overall English and maths attendance continue to be a cause for concern. Although following a concerted effort by the team overall attendance rates for English is moving upwards. Overall attendance rates for maths are down against target in some areas.
  - Overall the quality of teaching, learning and assessment is showing signs of improvement. In particular, new advanced Learning Practitioners assigned to support maths teachers in functional skills with clear objectives is having a positive impact.
  - Some areas are significantly below the student satisfaction target for outstanding teaching, learning and assessment and the DP and APs continue to address the areas.

- ii. The DP steered Members through the brief summary of other risks identified from the 2015-16 Quality Improvement Plan. Members discussed the key concerns, noting in particular:
- Leadership and Management strategies are working well, a more consistent approach to the embedding of quality improvement has closed the gaps between the highest and lowest performing curriculum areas. Most teams are heading in the right direction to develop consistency across the College, however despite intensive input this year some areas including Hair and Beauty still continue to make slow progress.
  - A Member queried how the FS data was presented. It was suggested that the AP should provide a breakdown of FS by level. The AP offered to provide the Committee with a breakdown at following the meeting.
  - Timeliness of written feedback has declined slightly in 2015-16 and is the area requiring most improvement. Members learnt that the data was based on the SVP2, the recent SVP3 should be more positive. There had been a change in delivery which should help to manage written feedback in a timely way.
  - Whilst the quality of teaching and learning appears to have improved, learning walks and the observation profile of internal inspections suggests that there is still some grade inflation in lesson observations. SMT will be considering how the teams observe next year.
  - The target for attendance will increase to 93% in 2016-17.
  - The target for attendance at English and maths will increase to 90% in 2016-17.
  - Predicted success rates for vocational qualifications in curriculum areas that have underperformed shows considerable improvement in 2015-16. The monitoring of students more carefully through the year and the setting of robust targets has been a significant factor in improving this performance.
  - The DP expressed a high level of confidence with the predicted rates in respect of the outcomes for learners' data.
  - A Member queried the Swale – Community Learning predicted success data. It was reported that the NEETS provision was incredibly high last year which will lead to a drop in performance this year.

**718 BUSINESS DEVELOPMENT PERFORMANCE UPDATE REPORT  
NOTED**

- i. The Director of Business and Associated Service presented the Committee with the summary headlines relating to Apprenticeships. Members noted in particular:
- Key strategic activities of the Directorate and the summary RAG ratings of progress year to date.
  - Year to date overall success is 74.3% and Timely 50.7%, which were above the census point for 2014/15.
  - Overall 16-18 success currently sits at 70.1% which reflects a positive three-year improvement trend.
  - 16-18 Timely success rates are a problem. An initial forecast of 60% was reported which would reflect 1.7% below national provider rate.
  - Functional Skills results combining last year's early achievers and this year's achievers are 60% vs 58% for the same time last year.
  - Apprenticeship income has performed above original SFA allocation levels. Overall 2015/16 income is currently estimated as at least £1,227,782 less achievement and will exceed the 14/15 outcomes.
  - The College gained an extra £146,000 for 16-18 and £25,000 for 19+ from the SFA for Apprenticeship provision. The College has the potential to deliver a further £65k of adult apprenticeships activity with an estimated potential outturn of £1.4m by August 2016. This would be approximately a 20% increase on 14/15.
  - Apprenticeship recruitment is going well. Internal progression to apprenticeships is currently 9.2%.
  - Active Links Advisers have supported 1385 learners with work experience placement support with 825 employers engaged, of which 652 are providing work experience placements.
  - The 2015/16 SFA Employers Survey Outcomes were encouraging.
  - Committee Members were complimentary in regard to the efficiency gains by switching to social media and the work undertaken to delivering the Marketing and Communications Strategy given the difficult financial position of the College.
  - International project work has generated a £5k increase in like for like activity compared to 2014/15.
  - A review is currently underway in respect of the Business Training Centre.
  - Year to date the Food Hall service is performing very strongly. The net profit margin has increased from 9.8% to 15.3%.

**719 HIGHER EDUCATION UPDATE REPORT  
NOTED**

- i. The Dean of Higher Education (HE) presented, for consideration and discussion, the Higher Education update report noting in particular:
- The College received confirmation that the interim QAA review of Higher Education went exceptionally well. As a result, there will only be a one-day review (not two) and only two reviewers not the three/four. This will be on the 11th July (six months earlier than the deadline date). Members congratulated the Dean and the HE Team on the positive outcome.
  - Members noted the progress made up to 27 May 2016 against the HE Enhancement Action Plan.
  - HE collaborative arrangements with East Kent College continue to work well and are moving forward in a positive way. The QAA will need to be informed of the partnership working in July. The Dean explained that what the QAA see at Canterbury College, must be evident at East Kent College.
  - UCAS applications are on par with 2015 for direct applications. UCAS Extra is open and applications continue to come in slowly.
  - The Committee noted the Student Voice requests/issues and actions taken.
  - No complaints had been received since the last meeting of the Quality Committee.

**720 STUDENT SUPPORT SERVICES REPORT  
NOTED**

- i. The Director of Student Support Services presented the Committee with the summary headlines in respect of the key priorities and activities since the last meeting. Members noting in particular:
- The Directorate had taken part in four internal inspections leading on the Ofsted strand of Personal Development, Behaviour and Welfare. Students had rated this element as high.
  - More work needs to be done to communicate Prevent, in particular to students with learning difficulties, and there needs to be a focus on Prevent in risk assessments in relation to work experience.
  - The Students' Union (SU) achievement of the NUS Green Impact Excellence Award was noted.
  - The SU Activities Manager has secured a 2 day per week secondment with the NUS.
  - Members enquired how the College is evidencing the new British Values (BV). The Director explained that BV are being promoted through the enrichment programmes, however it was recognised that there are opportunities to promote in the curriculum and these will be better highlighted next year. A Member suggested that learning walks are the ideal way to review what is happening across the College. The Committee acknowledged that BV are a challenge college-wide across the FE sector.

**721 INTERNAL INSPECTION REPORTS  
NOTED**

- i. The Internal Inspection reports were noted by the Committee.  
ii. There were no matters arising to note.

**722 SELF-ASSESSMENT AND REVIEW OF THE TERMS OF REFERENCE  
NOTED**

- i. The Search and Governance Committee will be proposing changes to the governance structure at the meeting of the Corporation on 30<sup>th</sup> June 2016.

**RESOLVED**

- i. The Committee agreed to defer the self-assessment and review of the terms of reference pending the outcomes from the review of the governance structure.

**723 CYCLE OF BUSINESS REPORTING  
NOTED**

- i. The Search and Governance Committee will be proposing changes to the governance structure at the meeting of the Corporation on 30<sup>th</sup> June 2016.

**RESOLVED**

- i. The Committee agreed to defer the review of the cycle of business reporting pending the outcomes from the review of the governance structure.

**724 DATE OF NEXT MEETING  
RESOLVED**

- i. The next meeting is scheduled for **Monday 3 October 2016 at 3:00pm.**

**725 EVALUATION OF THE MEETING**

- i. Members noted the evaluation report.
- ii. The evaluation of the meeting was completed by members of the Committee.

The Chair advised the Committee that he had decided to step down from his Governor role at the College and explained that the meeting would be the last Committee meeting that he would be chairing. The Chair thanked the Principal and Deputy Principal and wished them well in their new endeavours. The Chair thanked the wider teams and was grateful for the work put in over the years.