

**CANTERBURY COLLEGE**

**Minutes of the MEETING OF THE QUALITY COMMITTEE  
TUESDAY, 3 MAY 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 Tithcott Assistant Principal  
Anna Webber Faculty Head for Higher Education  
Lindsey Biggs Apprenticeships Manager  
Sharon Hollingsworth Clerk to the Corporation

*Italics denotes absence*

**701 APOLOGIES**

- i. Apologies were received from Adrian Powell, Jade Sewell and Alfie Harvey.

**702 DECLARATION OF INTEREST  
NOTED**

- i. There were no declarations of interests received.

**703 MINUTES OF THE MEETING OF 7 MARCH 2016  
RESOLVED**

- i. The Minutes of the meeting of were agreed as correct and signed by the Chair.

**704 MATTERS ARISING  
NOTED**

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

**705 QAR DATA 2014/15**

- i. The Committee was presented with the QAR Data for 2014/15. The Committee expressed serious concern over the published results for last year, particularly given the drive on quality improvement and financial expenditure last year on quality improvement by the Academic Team.
- ii. The Chair asked the Deputy Principal and Assistant Principals to explain why performance had declined in 2014/15 when outturn predictions during last year were thought to have been greater.
- iii. The Committee spent considerable time interrogating last year's figures, seeking explanations as to why the actual success rates for 2014/15 were so much lower than the predicated rates. The DP and AP's reported and discussed a number of causes that had had an impact on the outturn results, the most significant of these related to GCSE English and maths. Members raised concern that a number of the reported issues had been similar to those issues reported in the previous years.
- iv. The DP told the Committee that the 2014-15 results were no longer relevant and that the 2015/16 success rates would be very much better.
- v. The DP explained that during 2014/15 he and his team had dealt with a range of issues in respect of the performance of curriculum managers and staff; in changing systems and processes and had a number of new staff in place. The DP and APs told the Committee that they were more confident that this year will achieve better results. The DP emphasised that systems and processes are very different this year and referred specifically to the Performance Boards. The Boards had been significant in flagging up issues to be addressed and this had been extremely useful to all involved in the process.
- vi. The Committee discussed the issues with 19+ and the urgent need for the College to address the problem. The DP and AP's accepted that a lot more work needs to be done to bring about improvements.
- vii. The Committee questioned whether there would be any inadequate curriculum areas at the end of 2015/16. The DP reported that based on in-year performance he did not anticipate any inadequate areas. The Committee stressed the importance and need for robust predictions this year.
- viii. The Committee discussed the importance of the performance data from this academic year

and how critical it will be for the next Ofsted inspection.

#### **RESOLVED**

- i. The QAR 2014/15 results to be RAG rated and reference to the current year to be included.
- ii. Robust predicted success rates to be produced in time for the Chair of the Quality Committee to present to the Corporation at their meeting on 26<sup>th</sup> May 2016.

#### **706 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:
  - The revamped style of reporting is much clearer and welcomed by the Committee.
  - Retention at Level 3 19+ is a problem mainly as a result of programmes in Access to HE, Beauty and IT Academy. Close monitoring through Performance Boards is in place which has resulted in the stabilisation of courses.
  - Retention at Level 4, Diploma in Accounting and Diploma in Counselling are significantly below benchmark. L4 Accounting has now moved to full cost recovery from September 2016 and L4 Counselling will be removed from the curriculum offer for 2016/17.
  - Moderation of observations through the internal quality audit suggest a level of over grading for some observations. Too much teaching, learning and assessment is passive and staff lack aspiration. The DP reported that there will be more cross curriculum observations in the next academic year to address the problem.
  - There is an urgent need for managers to frequently drop in on teaching sessions to help raise the consistency of professional teaching and learning standards across all areas of the curriculum.
  - The DP is hopeful that the predicted achievement rates for IGCSE English and GCSE Maths will be achieved. The DP told the Committee that students are better prepared this year for their exams.
  - Overall College attendance to date is up on last year.
  - Whilst attendance rates for English and maths overall are improving, they still need to improve further given that English and maths targets will be higher for next year.
  - Student focus groups are taking place with students from those curriculum areas that are significantly below the student satisfaction target.
  - Generally, positive progress has been made against the Quality Improvement Plan.
  - Section Managers continue to manage all aspects of their study programmes and are taking responsibility for the success of their students.

#### **707 BUSINESS DEVELOPMENT PERFORMANCE UPDATE REPORT**

- i. The key strategic activities of the Directorate of Business Development and Associated Services and the summary RAG ratings of progress year to date were noted by the Committee.
- ii. At the last Quality Committee meeting the Committee discussed and stressed the importance of the College being well prepared for the forthcoming changes to the delivery of Apprenticeships. The Director of Business and Associated Service presented the Committee with the summary headlines relating to Apprenticeships. Members noted in particular:
  - The College continues to build on last year's improvements against National Provider Group benchmarks and year to date in most areas.
  - 16-18 headline rates are below national benchmark when electro-technical is not accounted for.
  - There remains too much variation in success rates across the frameworks.
  - The Director stated that tracking this year is going well and an overall outturn of 73.4% is anticipated along with a 5% increase in 16-18 rates (excluding electro-technical)
  - The impact on employers relating to the drop out of learners was discussed. The most vulnerable learners are 16-18, and as a result the College will work to increase the proportion of 19+ learners.
  - Smart Assessor provides a useful interface between the College, the Employer and the Learner and enables early intervention.
  - Sub-contractor growth is being progressed.
- iii. The Apprenticeship Reform update was received by the Committee. A number of briefing sessions and news updates have been held by the Directorate. Members were mindful of the problems associated with the larger employer in respect of finding ways of recouping the apprenticeship levy. The Committee stressed the importance of building strong partnerships to address the problem.
- iv. Committee Members were complimentary about the detail contained within the report.

*The Apprenticeships Manager left the meeting at this point*

#### **708 HIGHER EDUCATION UPDATE REPORT**

- i. The Dean of Higher Education (HE) presented, for consideration and discussion, the Higher Education update report noting in particular:
- Huge progress has been made in respect of the QAA Improvement plan. QAA Review Manager is satisfied with the evidence being provided by the College and gave very positive feedback.
  - The overview of Student Voice mechanisms, actions and effectiveness following a request from the Committee at the last Quality Committee meeting.
  - Proposal to change the marking deadlines within the HE Faculty from September 2016. The Dean reported that following consultation with University of Kent, it is proposed that HE adopts a timescale to allow marking and feedback to be returned within 3 working weeks of submission.
  - Collaborative working with East Kent College is working well. East Kent College are currently writing content for Pearson programmes which is hoped will be validated by July for September starts.
  - The Dean will undertake the role of Chair of EKC HE Academic Board from September 2016.

**RESOLVED**

- i. The Committee agreed to the proposal relating to the marking and feedback of HE students work, to be returned within 3 working weeks of submission with effect from September 2016.

**709 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 noted in particular:
- The Safeguarding update.
  - The Student Counselling service continues to receive high volumes of referrals, a waiting list is in operation.
  - Student Union elections took place in March with 10 new officers being elected.
  - Student Information Children in Care staff were awarded Runners Up for Student Support Services Team of the Year at the NAMSS Annual Conference on 14 March 2016.

**710 INTERNAL INSPECTION REPORTS**

**NOTED**

- i. The following reports were taken as read by the Committee.
- ii. The Deputy Principal reported that the internal inspections had been a useful exercise for all involved in the process, and plans to re-visit areas were underway.

**711 DATE OF NEXT MEETING**

**RESOLVED**

- ii. The next meeting is scheduled for **Monday 13 June 2016 at 3:00pm.**

**712 EVALUATION OF THE MEETING**

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