USP College Corporation
Quality Committee

Minutes of the Meeting held on Tuesday 2 October 2018

Seevic campus
Meeting commenced: 16.10hrs
Meeting ended: 17.35hrs

Present

Alex Dobinson	Independent Member	Chair
Shri Footring	Independent Member	
Carol Skewes	Independent Member	
Julie Snelling	Staff Member	

Apologies for Absence

Dan Pearson	Principal and Chief Executive
Daryl Cortez	Student Member
Elisha Deller	Student Member

In attendance

David Dolling	Vice Principal Quality (VPQ)
Steve Watterson	Associate Director Quality Improvement (ADQI)
David O'Donovan	Interim Head of Teaching & Learning (HTL)

Clerk

Sue Glover	Clerk to the Corporation

QC01.18 **Declaration of Interest**

Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

There were no declarations of interest.

QC02.18 **Apologies for absence**

Apologies for absence were received from

Dan Pearson
Daryl Cortez
Elisha Deller

AGREED
The Quality Committee accepts the apologies for absence.

QC03.18 **Appointment of Chair of the Committee**

The Clerk advised members that as this was the first meeting of the Committee under the new committee structure of the Corporation Board a Chair of the Committee is to be appointed.

Members were advised that in accordance with the Terms of Reference for the committee, the Chair of the Committee is appointed by the Corporation from among the independent members of the Committee. It was agreed by the independent members that Alex Dobinson should be appointed Chair of the Quality Committee.

RESOLVED

The Quality Committee recommends to the Corporation Board that Alex Dobinson is appointed Chair of the Committee

QC04.18 **Quality Task and Finish Group**

Members received the minutes from the meeting of the Quality Task and Finish Group held on 22 May 2018.

It was noted that this group had been established under the previous governance structure to assist the College and its governance with the monitoring of the quality of provision and the performance of all areas of the curriculum. The actions arising from the meeting have been incorporated into the College's Quality Improvement Plan which is monitored by this committee.

AGREED

The Quality Committee agreed to receive and note the report.

QC05.18 **Quality Performance**

The Complaints Summary for 2017/18 was presented at the meeting and it was agreed that this item would be taken first under this section of the agenda.

Complaints Summary for 2017/18

The VPQ presented for consideration a report detailing the College's compliments and complaints received during 2017/18.

Members reviewed the detail of the report, noting that

- Formal complaints have reduced by 32%
- Recorded informal complaints have increased from 32 to 58
- Compliments have reduced from 13 to 6

In discussion, members were advised that

- the reduction in formal complaints is due to a change in the process which now allows for local managers to promptly deal with issues before escalation
- this process also serves to mitigate complaints being closed post deadline
- the reduction in compliments is mainly due to the system in place not being able to capture these robustly

Members were advised that going forward the College anticipates a greater number of informal complaints as a result of the new policy. This is a marked difference from previous years in which formal complaints were not routinely logged.

AGREED

The Quality Committee agreed to receive and note the report.

QC06.18 **Teaching and Learning Update**

The HTL presented for consideration a report providing an overview of the standard of teaching and learning across the College during 2017/18.

Members were advised that

- all teachers have been formally observed at least once during the year
- the main strengths have been in 'engagement' and 'skill development'
- the improvement actions through Teaching Improvement Practitioners (TIPs) have been effective and the main areas in need of improvement are within 'progress'
- evidence demonstrates there is stronger teaching and learning at Seevic campus

The Committee reviewed the detail of the report, noting that

- all standards improved significantly between February and July 2018
- 'progress' and 'meeting individual needs' remain the focus of improvement

The Collaborative Professional Reflection Cycle together with a questionnaire designed to help teachers re-engage with the CPD process was presented at the meeting. Members were advised that these are intended to help support the self-assessment process for teachers.

Members discussed the issues raised and in response to questions were advised that

- Most of the improvement activity has been bespoke and supported by the TIPs as a result of Learning Walks, observation information, results and student feedback
- All teachers found engaging with TIPs to be helpful and supportive
- There has been feedback from staff regarding the observation process which has resulted in a new process being developed and is contained within the College's revised Quality Strategy
- The 'GoTo Teachers' initiative helps to support teachers in specialist areas, such as those dealing with Higher Needs students
- There is a positive feeling among teachers and a 'Hearts and Minds Strategy' is being devised to support the wellbeing of staff

Members agreed that progress has been made throughout the year in the areas requiring improvement and noted that a number of college wide improvement initiatives are being fully relaunched in October.

AGREED

The Quality Committee agreed to receive and note the report.

QC07.18 **Achievement and Value Added**

The ADQI presented for consideration a report detailing last year's achievement for the College compared to the previous year and against the national average (NA).

Members were advised that

- Retention is significantly above NA at Seevic, but is below NA at Palmers
- 16-18 overall achievement is above NA at Seevic, but is below NA at Palmers
- Value added and achievement of professional qualifications is very good at both colleges
- GCSE 4-0 grades remain above the low NA at both colleges
- Functional skills achievement remains significantly above NA at Seevic, but is only just above a poor NA at Palmers

- Achievement gaps between disadvantaged and non-disadvantaged students has closed significantly
- A level achievement and value added remain areas for improvement at both colleges

Members reviewed the detail of the report, noting the improvement priorities to

- Improve A level retention at Palmers – a new process involving Senior Management 'sign off' has been introduced in line with Seevic campus practice to mitigate this for future years
- Improve A level achievement and value added – greater emphasis on Individualised Learning in all lessons, which will need closer monitoring by all Heads of Learning (HoL) and managers through Learning Walks with a particular focus on
  - Stretching and challenging the more able students at Seevic
  - Support and challenging the weaker students to achieve at Palmers
- Improve GCSE achievement – the monitoring and chasing of attendance at classes is the responsibility of the HoL for the main aim and not just English and Maths HoLs
- Improve 19+ achievement – HoL will be asked to produce a bespoke strategy for this group, which will be impact measured, and remains a 'spotlight' focus for the year

In discussion, members commented on the gap in achievement between disadvantaged and non-disadvantaged groups being significantly closed and asked if the disadvantaged group could be broken down so that it can be seen which groups have been more successful than others, which would perhaps give some indication of what has worked well that could help to improve other areas. It was agreed that this would be presented to the next meeting.

Members also commented on the A level achievement and asked if some further work could be conducted to better understand why this is a poor area of achievement. Members suggested that the profile of the A level student needs to be understood more fully and whether the College's marketing strategy has been successful is attracting the right calibre of student. Members asked if data could be made available that would help to understand the profile of a high flying A level student and how many A level students the college attracts. In addition, it would also be helpful if there was data available to indicate why GCSE students have failed.

It was agreed that this information would be presented to the next meeting.

AGREED
The Quality Committee agree to receive and note the report and the information requested would be presented to the next meeting.

QC.08.18 **Quality Strategy**
The VPQ presented for consideration and approval the College's quality improvement strategy.

Members were advised that

- the College's quality strategy is designed to ensure the improvement priorities for student facing services, predominately teaching and learning, are met
- the changes to the previous year's strategy are
  - new observation process (CPR)
  - student appraisals
  - performance panels

Members reviewed the document and agreed that further comments would be given to the VPQ outside of the meeting and a final version would be presented to the next meeting for approval and recommendation to the Corporation Board for approval.

AGREED
The Quality Committee agreed that further comments on the College's Quality Strategy would be given to the VPQ outside of the meeting and a final version presented to the next meeting for approval

QC.09.18 **College Quality Improvement Priorities**
The VPQ gave a presentation on the Quality Improvement Priorities for the College.

Members noted the four key improvements

- Teach - Improve the consistency and quality of teaching, learning and assessment through effective staff development, performance management and sharing of best practice
- Progress - Ensure that teachers' monitoring of learners' progress is thorough and highly effective in helping learners to make the best possible progress
- Challenge - Ensure that governors of the 'new entity' provide robust challenge of leaders in order to secure excellent outcomes for learners and apprentices
- Apprenticeships - Improve apprenticeships provision to enable apprentices to make rapid progress in all aspects of their programmes and develop skills and knowledge to high industry standards

In discussion, members agreed that these were an excellent set of improvement priorities for the college.

RESOLUTION
The Quality Committee approves the four key improvement priorities as presented.

QC.10.18 **Any Other Business**
There were no items of any other business.

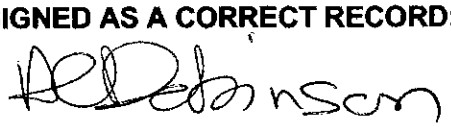
QC.11.18 **Schedule of Quality Committee meetings 2018/19**
Tuesday 13 November 2018
Tuesday 26 February 2019
Tuesday 18 June 2019

All meetings commence at 4pm

The Chair of the Committee asked if all meetings could be held at the Seevic campus and this was agreed.

As there was no further business, the Chair declared the meeting closed.

SIGNED AS A CORRECT RECORD:



DATE: 13 November 2018