



**USP College Corporation
Quality Committee**

**Minutes of the Meeting held on Tuesday 17 October 2023
Meeting held via Microsoft Teams
Meeting commenced: 16.00hrs
Meeting ended: 17.30hrs**

Present

Ian Hockey	Independent Member	Chair
Nicola Curtis	Independent Member	
Clare Smith	Staff Member	
Nick Patterson	Staff Member	
Toni Lewis	Student Member	
Evie Naylor	Student Member	

Apologies for absence

Vikki Liogier	Independent Member
Dan Pearson	Principal and Chief Executive

In attendance

Clare White	Deputy Principal Corporate & Student Services
Jon Briggs	Vice Principal Quality & Curriculum
Mark Silverman	Interim consultant
Craig Davidson	Assistant Principal Student Experience
Andy Shepherd	Head of Student Services (item 8 only)

Clerk

Sue Glover	Clerk to the Corporation
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The Chair of the Committee welcomed everyone to the meeting in particular the two new student members who were attending their first meeting of the Committee.

QC.30.23 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.

QC.31.23 Apologies for absence

Apologies for absence were received from

- Vikki Liogier
- Dan Pearson

The Quality Committee agreed to accept the apologies for absence.

QC.32.23 Unconfirmed minutes of the meeting held on 20 June 2023
The minutes of the meeting were approved and signed as a correct record.

QC.33.23 Matters arising and action points from the minutes of the previous meeting
Members reviewed the action points arising from the meeting. The Chair of the Committee advised that he would be visiting the College in the next few weeks to review the processes in place in relation to the Digital and Monitoring Standards and will report on the outcome to the December Board.

It was agreed there were no other matters arising from the previous meeting.

QC.34.23 Year-end Key Performance Indicators (KPIs)
The Vice Principal Quality & Curriculum presented a report detailing the KPIs for achievement, retention and pass rates in 2022/23.

Members were advised that KPIs have

- increased from 2021/22 and are just below 2018/19 values, with achievement and retention above the national averages and pass rate just below
- there were no significant achievement gaps between different ethnicities
- female students had a 1.8% higher achievement rate than male students
- high needs were 1.5% lower achievement than non-high needs, Education Health and Care Plans and Free School Meals – no difference

The Committee considered the detail of the report, noting that

- Level 1 achievement remains high and above the national rate
- Level 2 demonstrated improvement, particularly in retention although vocational achievement was below average
- GCSE English and maths grades increased and remain just above national figures
- Level 3 retention, pass rate and achievement increased from last year
- A level achievement increased significantly to 91% from 86.7% and is now well above the national average of 84.5%
- Level 3 vocational achievement also increased to 86.1% from 80% last year and is above the national average of 82.1%
- Value added measures show room for improvement, with A levels in the bottom quarter nationally and declines in Level 3 vocational value added after introducing mandatory exams

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

- The focus on exam preparation and technique helped to improve pass rates and therefore achievement
- Value added has begun to rebound and further analysis has identified best practices to build on
- Level 4 performance is an action to be addressed under Value Added

Members agreed that the report had given a clear summary of the achievement, retention and pass rates of students. It was pleasing to note that Level 1 achievement is above the national average and the rise in Level 3 retention, pass rate and achievement, in particular the significant increase in A level achievement.

Agreed

The Quality Committee agreed to receive and note the report

QC.35.23

Teaching and Learning 2022/23 and focus for 2023/24

The Head of Quality presented a report detailing Teaching and Learning in 2022/23 and the focus for the 2023/24 academic year.

Members were advised that

- all teaching staff are assigned a RAG rating based on learning walks, student feedback and quality reviews, which gives guidance for the allocation of Teaching Improvement Practitioners (TIPs)
- 915 learning walks were conducted in 2022/23 across all curriculum areas, hygiene factors, IDAC implementation and innovation were assessed and areas requiring development were identified for TIP support
- 58 staff completed a 6-week TIP cycle of individualised coaching and mentoring last year, and a TIP calendar was developed covering active learning, stretch and challenge, holistic learning

The Committee reviewed the detail of the report, noting the key areas for development

- Revised learning walk process to better identify staff support needs
- Training and resources on active learning, student-led approaches, stretch and challenge, questioning techniques
- Reduced number of TIPs but increased remission with a clearer structure and initiatives linked to strategic priorities
- Introduction of the 'one thing' initiative which would foster self-reflection, peer learning and tangible teaching improvements

The Committee agreed that there was a very robust process in place for supporting teachers, which enables the College's quality team to quickly identify where additional support for teachers is required. Members recognised the sector wide challenges on recruiting high quality staff, and the fact that recruiting a higher number of unqualified staff results in a high proportion of teachers being RAG rated red or amber in the initial stages of employment.

The student members commented on their experience in the last year, advising that the quality of teaching has been very good and have been given as much support as required in order to achieve. They also felt that there had been an appropriate level of challenge given to students.

The Committee welcomed the positive responses by the student members and asked if some examples of the CPD opportunities given to teachers could be brought to the next meeting to help give a better understanding to members.

The Committee agreed that the college continues to be very proactive in addressing issues with teaching staff. The focus for 2023/24 will be the continuing professional development of teaching staff leading to better outcomes for both staff and students so that college continues to deliver a high-quality provision for its students.

Agreed

The Quality Committee agreed

- to receive and note the report
- examples of CPD opportunities to be brought to the next meeting

QC.36.23 Complaints Summary for 2022/23

The Vice Principal Quality & Curriculum presented a report detailing the College's complaints received during 2022/23.

Members reviewed the detail of the report, noting that

- there were 38 informal complaints received in 2022/23, which was a slight decrease from the previous year's total of 44
- 71% of informal complaints were curriculum related, with 29% related to admissions, exams, facilities and external student behaviour
- The STEM area received most curriculum complaints, consistent with the prior year
- The most common curriculum complaint topics related to teaching quality and staff interactions

In discussion, members were advised that

- Teaching quality issues were predominately due to high use of temporary staff from recruitment challenges
- Additional training for STEM and A level teachers on best practices for teaching, student engagement and communication is being developed
- Addressing those areas where complaints have emerged will be a priority for 2023/24
- Formal complaints are dealt with through the College's complaints policy and procedures

The Committee agreed that there is a robust process in place to deal with complaints and that everything has been done to address the issues raised in 2022/23.

Agreed

The Quality Committee agreed to receive and note the report.

QC.37.23 Quality Strategy

The Vice Principal Quality & Curriculum presented, for approval, the College's Quality Framework Strategy, which set out the

- Key Performance Indicator targets
- Key Quality Performance measures of
 - Intent
 - Implementation
 - Who and when
- Key Quality timeline dates

Members were advised that the College's quality framework aims to support delivery of the college's career focused learning strategy through robust quality assurance and improvement aligned to the student journey.

The Committee reviewed the detail of the document, in particular the top line outcome KPIs for 2023/24. It was agreed it was a very comprehensive document that clearly sets out the College's strategy for improvement.

Resolved

The Quality Committee approves and recommends to the Corporation Board for approval the Quality Strategy

QC.38.23 College Improvement Priorities

The Vice Principal Quality & Curriculum presented a report to consider, for approval, the priorities for quality improvement.

Members were advised that the College is developing detailed problem statements and improvement plans to enhance provision and outcomes. The following key priorities have been identified based on review of 2021/22 performance indicators, which will form the basis of curriculum level and college wide quality improvement plans (QIPs):

- Improve value added, particularly at A Level to meet benchmarks
- Increase stretch and challenge through staff development on questioning techniques, lesson planning, peer observation
- Raise GCSE English and Maths grade 4+ scores by 5%
- Improve GCSE English and Maths attendance to match main qualifications
- Renewed attendance strategy to increase college attendance to 90%

Members reviewed the detail of the report, noting the approach being taken to develop priorities, commenting on the importance of ensuring students understand the needs and importance of these and that they are embedded in curriculum.

In discussion, members agreed that the areas for improvement were appropriate, clear and concise and are clearly linked to priorities.

Resolved

The Quality Committee approves and recommends to the Corporation Board for approval the College Improvement Priorities as presented

QC.39.23 Careers and Skills Education update

The Vice Principal Quality & Curriculum presented a report, which provided an update on the progress made by the College against the agreed KPIs with the Employer Involvement Strategy.

Members were reminded that the strategy was developed in response to the Skills for Jobs white paper and subsequent Local Skills Improvement Plans to ensure the College is meeting the local and national skills needs of employers and ensures the College is prepared for the new 'Meeting Skills Needs' focus in the Education Inspection Framework.

Members considered each of the ten KPIs and the RAG rated progress, noting that good progress continues to be made.

The Committee thanked the Vice Principal for the update and agreed this helps to demonstrate that the College has strong partnerships and collaborations across schools, community and employers. There is strong alignment to priority skills needs supported by a strong pipeline of employer partnerships.

Agreed

The Quality Committee agreed to receive and note the report

Jon Briggs left the meeting

Andy Shepherd joined the meeting

QC.40.23 Annual Safeguarding Report for 2022/23

The Head of Student Services presented, for consideration and acceptance, the Annual Safeguarding Report for 2022/23.

Members were advised that

- the annual safeguarding report reviews the work undertaken in relation to Safeguarding including Prevent throughout the year
- the report provides assurance to the Board that the College is compliant with its responsibilities in relation to Safeguarding including Prevent and that appropriate actions are being taken in relation to safeguarding students, staff and visitors to the College

Members reviewed the detail of the report, noting

- there has been an increase on the previous year in interventions across both campuses
- cases are divided between 'Safeguarding', a student who requires intervention which if not provided could escalate and result in the impairment of their safety, health and development, and 'Wellbeing' intervention to promote a more positive and happy life, these would normally be shorter and deal with issues such as relationship difficulties, stress, low self-esteem
- there have been no referrals to Prevent during the year
- there has been an increase in the number of students accessing the wellbeing provision across both campuses, with the majority of this at the Seevic campus, which has resulted in the recruitment of an additional Wellbeing Adviser
- the level of mental health issues with anxiety continuing to be the main reason for seeking support
- the level of Safeguarding and Prevent awareness training undertaken by all staff and the additional training undertaken by the Designated Safeguarding and Deputy Safeguarding Leads
- the measures in place for the Corporation Board in relation to its responsibilities for Safeguarding including Prevent

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

- the main reasons for intervention are around wellbeing issues in general, such as problems at home, relationships, financial issues
- to cope with the workload, the safeguarding team has recently recruited a new member for the team, there are also a number of trainee student counsellors available to offer support to students
- the senior management team recognises the support required for the wellbeing team and makes it a priority that they all have supervision

Members commended the report, particularly the level of support that is given to students by the Wellbeing Team. The Committee recognised the high level of training undertaken by the safeguarding team against a whole range of activities and considered that the report gives a level of confidence to the Board that statutory duties relating to safeguarding are being met. The Chair of the Committee advised that, in his capacity of Link Governor for Safeguarding, he would be visiting the College to review the central records and will report on the outcome to the December Board.

The Committee asked that thanks are passed to the Safeguarding team on behalf of the Board for the tireless work they do to ensure the safeguarding of all students.

Resolved

The Quality Committee agreed to accept and recommend to the Corporation Board for acceptance the Annual Safeguarding Report for 2022/23

QC.41.23 Committee Effectiveness

The Clerk presented the outcomes from the Committee's self-assessment for 2022/23.

Members were reminded that the Board had conducted its annual self-assessment over the summer, which included a self-assessment of the performance of each of the committees. The Board agreed that each Committee should consider the outcomes of its own self-assessment at the autumn meetings.

The Committee reviewed the outcomes, noting

- the overall assessment of the Committee's performance is Good/Outstanding
- the impact the committee has made in the last twelve months
- the areas suggested of how performance might be improved

In discussion, members concluded that the Committee continues to fulfil its function as a key committee of the governing body – an observation which had been cited by Ofsted during their inspection in November 2021. The Committee will continue to play a proactive role in enhancing the student experience through its oversight of challenging targets for student retention and achievement as well as other appropriate curriculum development and management activities.

Agreed

The Quality Committee agreed to receive and note the report

QC.42.23 Any Other Business

There were no items of any other business.

QC.43.23 Schedule of Quality Committee meetings 2022/23

Wednesday 6 December 2023

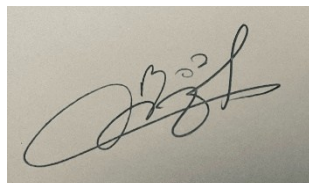
Tuesday 5 March 2024

Tuesday 18 June 2024

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

SIGNED AS A CORRECT RECORD:

DATE: 6 December 2023

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to be 'J. J. J.' or similar, written over a light-colored background.