



**USP College Corporation
Quality Committee**

**Minutes of the Meeting held on Tuesday 20 June 2023
Meeting held via Microsoft Teams
Meeting commenced: 16.00hrs
Meeting ended: 17.45hrs**

Present

Ian Hockey	Independent Member	Chair
Nicola Curtis	Independent Member	
Vikki Liogier	Independent Member	
Dan Pearson	Principal and Chief Executive	
Clare Smith	Staff Member	
Harvey Wayland	Student Member	
Maisie Cosby	Student Member	

In attendance

Clare White	Deputy Principal Corporate & Student Services
Jon Briggs	Vice Principal Quality & Curriculum
James Parker	Assistant Principal Quality, Performance and Innovation
Craig Davidson	Assistant Principal Student Experience
Luke Brewster	Head of HE & Access (item 5 only)
Andy Shepherd	Head of Student Services (item 10 only)

Clerk

Sue Glover	Clerk to the Corporation
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QC.15.23 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.16.23 Apologies for absence

There were no apologies for absence.

QC.17.23 Unconfirmed minutes of the meeting held on 7 March 2023

The minutes of the meeting were approved and signed as a correct record.

QC.18.23 Matters arising and action points from the minutes of the previous meeting

Members reviewed the action points arising from the meeting, noting those that will be picked up at this meeting.

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

QC.19.23 Higher Education update

The Head of HE presented a report, which provided an update on the College's higher education provision.

Members were advised on

- the level of achievement, progression and applications
- the status of partnerships with Oxford Business College (OBC) and Docklands Academy (DAL)
- 2023/24 prospects for
 - new course in HTQ Digital Technologies for England to be placed on the course file
 - validation for BA Creative Media (top up) in partnership with University of Hertfordshire
 - new partnership with Arts 1 Performing Arts College in a HNC in Performing Arts

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

- the teach-out process for OBC will complete at the end of July 2023 with exam board completion in August, an 80% achievement is projected
- DAL projected achievement is 93%
- BSc Sport & Exercise Science (Coaching) Level 5 has a projected achievement of 100%. However, there are no applications for 2023/24 as the College does not have a lecturer with relevant expertise and the course will be validated by Whittle University. However, it was encouraging to see the increased applications for the Levels 4 and 5 with Education in 2023/24

Agreed

The Quality Committee thanked the Head of HE for a very informative update and agreed to receive and note the report

Luke Brewster left the meeting

QC.20.23 Cross-college Student Survey Feedback

The Assistant Principal Quality, Performance and Innovation presented the outcomes of the student voice survey 2022/23.

Members were advised that

- the survey focussed on three key areas
 - teaching and learning
 - safeguarding and support
 - careers and next steps
- overall completion was over 75%

The Committee reviewed the detail of the outcomes, noting that

- teaching and learning responses were positive, with most students indicating satisfaction. However, there were slight declines in understanding the content clearly and the sequencing of lessons compared to the initial induction survey
- safeguarding and wellbeing received positive feedback
- careers and next steps showed a small decrease in positive responses, with areas for improvement including providing better support for understanding apprenticeship routes and assisting students who are uncertain about future career opportunities

- an analysis of the data by ethnicity revealed no major differences in teaching and learning and safeguarding and wellbeing
- students receiving High Needs funding responded slightly less positively overall, highlighting the need to ensure their full access and understanding of the survey questions

The student members commented that perhaps more research could be undertaken to establish alternative pathways to a chosen career rather than just University. It was acknowledged that CPD days help support a chosen career path.

In discussion, members agreed that the survey indicated a positive picture of student responses. It was noted that student voice action plans to address areas where positive responses were below 90% have been developed and will be reviewed in performance panels to determine impact and integrated into next year's Quality Improvement Plan as necessary.

Agreed

The Quality Committee agreed to receive and note the report.

QC.21.23

Key Performance Indicators

The Assistant Principal Quality, Performance and Innovation presented a report, which provided an update on current attendance, predicted achievement and retention and the ongoing processes to monitor them.

Members were advised that

- College attendance is currently at 90%, with Palmer's campus showing a larger negative difference compared to previous year
- projected achievement for the current academic year is 85.7%
- retention at 93.2% remains above the previous year's rate across all levels

Members reviewed the detail of the KPIs, noting that

- projected achievement with Level 1 is slightly below the previous year's high achievement and Level 2 and Level 3 surpassing the previous year's rates
- changes in vocational exam preparation have contributed to improvement achievement at Level 3
- the development of the College's attendance strategy has further enhanced student engagement and addressed key areas of concern

In discussion, members commented whether learners not attending have an opportunity to catch up and were advised that the College offers relevant support to those learners to help them achieve. The Committee agreed that the predicted achievement was very pleasing, particularly for Levels 2 and 3.

Agreed

The Quality Committee agreed to receive and note the report

QC.22.23

Destinations and Progression

The Assistant Principal Quality, Performance and Innovation presented a report, which provided an update on progression and destinations for the 2021/22 academic year.

Members reviewed the detail of the report, noting that

- 93% of completed students achieved positive outcomes, representing a slight decrease from the previous year, but an improvement compared to 2019/20

- when considering all leavers, 86% had positive destinations, with employment showing a 6% increase from the previous year, while higher education experienced a 12% decline
- High Needs students achieved 76% positive destinations, showing consistency with the previous year's outcomes
- Free school meals eligible students experienced a slight decrease in positive outcomes compared to previous year but an improvement over a two-year period
- Internal progression data demonstrates a 67% progression rate from Level 2 to 3, aligning with Ofsted benchmarking
- UCAS applications and placement data show a national acceptance rate of 74%, with the institution experiencing a decrease in acceptance, but a slight increase in first choice acceptances

The Committee agreed that, overall, the level of intended destinations is a positive picture. It was noted that this is incorporated in the College Quality Improvement Plan as positive.

Agreed

The Quality Committee agreed to receive and note the report

QC.23.23 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 eleven KPIs and the RAG rated progress, noting that good progress has been made. However, the use of Grofar for CRM/Work placement is currently RAG rated 'red' with an achievement level of 50%. Members were advised that Grofar is used very little and had no real impact. On this basis, members suggested that consideration is given to removing this KPI.

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

QC.24.23 College Quality Improvement Plan 2022/23

The Assistant Principal Quality, Performance & Innovation presented the College Quality Improvement Plan (QIP), detailing the progress made on the key areas for improvement.

Members were reminded that the Corporation approved the College self-assessment report (SAR) and the QIP at the meeting held in December 2022. The top level SAR set the key areas for improvement in the QIP as:

- Quality of Education
- Behaviour & Attitudes
- Personal Development
- Leadership & Management

It was agreed that good progress continues to be made against the key areas, but that attendance and recruitment, retention and onboarding of new staff remain a concern and are rated 'red' as unlikely to meet target. As discussed previously, a revised attendance process has been implemented.

The student members took the opportunity to advise the Committee that there is now a formal SU Development Plan in place, which will be managed by the Student Presidents and will be presented to the Board at the next meeting on 11 July.

Agreed

The Quality Committee agreed to receive and note the report.

QC.25.23 College self-assessment for 2022/23

The Assistant Principal Quality, Performance & Innovation presented, for consideration and approval, a report giving an overview of the initial outline and timeline for the College self-assessment report 2022/23 and governor involvement.

Members were advised that the process in place for 2022/23 is designed to

- ensure ownership of standards and improvement requirements by all staff at all levels
- ensure department and whole College priorities are aligned
- allow governors to be complicit in the process and be able to monitor and challenge progress
- ensure the final SAR report is focused on improvement needs without too much distracting detail

Members reviewed the projected timeline, noting governor involvement to ensure sign off by the Board in December.

Resolved

The Quality Committee agreed to

- receive and note the report
- approve and recommend to the Corporation Board the process and initial timeline for the College SAR

QC.26.23 Termly Safeguarding Report

The Head of Student Services presented a report detailing Safeguarding and Prevent related activities during the spring term 2023.

Members reviewed the detail of the report, noting the

- Summary of wellbeing activity and support
 - the number of individual learners supported by the Wellbeing Team compared to previous year
 - the number of monthly wellbeing interventions compared to previous year

- total interventions by type during the autumn term compared to previous year
- common mental health reasons for interventions during autumn term and the highest priority reasons why support required
- common reasons for wellbeing intervention during autumn term compared to previous year
- interventions by campus
- Child Protection cases
- Children Looked After
- Prevent update
- Training status update

Members were advised that during the term, the Wellbeing Team at the Seevic campus provided support to 20% of the overall student cohort. There were more individual cases at Seevic as this is the larger campus.

There have been 19 students who have disclosed concerns around sexual incidents and/or harmful sexualised behaviour at the Seevic campus. This is a large increase on the previous year but is thought to reflect the awareness being made on raising such instances and encouragement of reporting.

Members commented on the recent awareness of the Digital Standards and Monitoring Standards. The Chair of the Committee, in his capacity as Link Governor for Safeguarding, would review the processes in place when he next visited the college and report on the outcome to the full Board.

It was noted the tremendous amount of training continuing to be undertaken by staff, particularly those involved with intervention and the wellbeing team.

On behalf of the Board, the Quality Committee asked that thanks are passed to all members of the safeguarding team for their continuing hard work and contribution to the safeguarding of students.

Agreed

The Quality Committee agreed to receive and note the report.

QC.27.23 Terms of Reference and Annual Schedule of Business for the Quality Committee 2023/24

The Clerk presented a report, which outlined the need to review on an annual basis, the Committee's Terms of Reference and Annual Schedule of Business.

Members reviewed both documents, noting minor date changes proposed, and agreed these were appropriate and there was nothing further to add.

Resolved

The Quality Committee approves and recommends to the Corporation Board for approval the Terms of Reference and Annual Schedule of Business for the Quality Committee for 2023/24

QC.28.23 Any Other Business

As this was their last meeting of the Committee before the end of their term of office, the Chair of the Committee took the opportunity to thank the two student governors for all their hard work and contribution to the work of the committee.

There were no other items of any other business.

QC.29.23 Schedule of Quality Committee meetings 2022/23

Tuesday 17 October 2023

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: 17 October 2023

A handwritten signature in black ink, appearing to be 'A. Smith', written over a light blue horizontal line.