



MINUTES

- PRESENT:** Jean Cook – Chair
Frances Wadsworth (Principal)
Suzanne Hughes
- ALSO ATTENDING:** Andy Smith (Deputy Chief Executive)
Ann Monaghan (Vice Principal)
- CLERK:** Evan Williams
- APOLOGIES** Gordon Smith
Craig O'Donnell
Clare Mackie
Anita McGowan
Laura Cassaretto
Soria Burbossa
- QUORUM** The meeting was quorate throughout
- TIMING** 6.05pm – 7.47pm

16.16.	<p>Apologies for absence</p> <p>Jean Cook welcomed Suzanne Hughes to her first Croydon College Learning and Quality Committee (LQC) meeting. Apologies were as noted above.</p>	
16.17	<p>Declaration of interest</p> <p>There were no additional declarations of interests</p>	
16.18	<p>Minutes of the meeting held on 22 November 2016</p> <p>The minutes were approved and signed by the Chair as an accurate record, with two amendments: 16.5 delete D to read VPCQ 16.12 Jo to read Julie</p> <p>Action – Clerk to check dates of relevant College meetings and circulate to Governors.</p>	
16.19	<p>Matters arising from the minutes not already on the agenda</p> <p>There were no matters arising that were not already covered on the agenda.</p> <p>All actions were complete as detailed in the table below.</p>	

LQC meeting 22 November 2016			
Item	Action	By whom	Status
16.4	Data from the national Quality and Achievement Rate (QAR) report presented to the Chairs Strategy Group to be circulated to the LQC committee members	VP	Action Complete
16.5	The Chair of LQC would report on the SAR validation process and meetings to full Board	DCE	Action complete
16.8	Clerk to ensure Board members have sight of HEFCE Quality assurance documentation for ratification	Clerk	Action Complete

16.20	<p>Spring Quality and Performance Update</p> <p>a Position Statement including teaching, learning and assessment. Ann Monaghan, Assistant Principal – spoke to the report.</p> <p>AM advised that the report evaluated the teaching, learning, assessment, personal development and welfare for the college’s FE and HE provision in February 2017. The report included a summary of actions taken to monitor, support and evaluate teaching, learning and assessment, including learning walks, graded lessons observations and wider checks on teaching.</p> <p>AM advised that the report and observations focused on three key themes of English & maths, challenging marking and the promotion of British Values.</p> <p>The Chair referred to page 15 of the report and enquired about how the College was progressing with work placements. AM advised that a large number of students were benefiting from meaningful work experience placements. The College had engaged with the National Citizen Service (NCS) which was proving very successful. She also advised that 60 LI and ESOL students had benefited from work placements in the College. The Principal advised that the programme of staff commercial upskilling was still proving to be a success.</p> <p>AM advised that the College had been successful in developing work experience links for high level students with Capita.</p> <p>There were no further questions, the Chair thanked AM for her report.</p> <p style="text-align: center;">The Committee received the report.</p> <p>b. Outcome for Learners: Mid-Year review of targets Andy Smith, Deputy Chief Executive, spoke to the student performance report.</p> <p>AS advised that there were five census points during the academic year at which programme teams predict the outcome of each student’s</p>
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learning aims. The grade options are green – pass, amber at risk and red – fail. The aim of census point three is to pick up on any issues or those at risk and identify interventions.

My Progress Tracker is also being used; all students have their own page which where they can monitor their own progress.

The Chair enquired about the five census points and the benefits of the committee having an email update from each census point. AS advised that the census points benefit from a contextual update and that the raw data would be of little use. AS recommended that LQC considers census point 4 predictions at its next meeting in June 2107.

There followed a robust discussion based on English, maths, apprenticeship and functional skills results.

There were no further questions, the Chair thanked AS for his report.

The Committee received the report

c. Stakeholder Feedback termly report.

Ann Monaghan, Assistant Principal – spoke to the report.

AM advised that members of the LQC committee had requested regular updates on student feedback. This was the 2nd termly report which updated Governors on different levels of feedback gathered and used by managers across the College. She informed the committee that the feedback in the report was mainly from students and that the College was looking at ways of capturing more feedback from employers and staff. She advised that the FE student feedback was collected via student representatives and via “Go Out And Listen” (GOAL)

The Chair enquired about HE feedback. AS advised that he Programme Boards and the Student Council were well attended and that the College found “you said, we did” a useful HE communication tool. He advised that in order for this to be effective it needed a rapid response from the College.

A discussion ensued focusing on feedback initiatives used by employers.

AM advised that there had only been four formal complaints between November 2016 and February 2017.

There were no further questions, the Chair thanked AM for her report.

The Committee received the report.

d. Progress Measures report.

Ann Monaghan, Assistant Principal – spoke to the report

AM reminded the committee of the move toward progress measures rather than outcomes. She advised that the new Performance measures included progress measures for A/AS/Academic performance; Applied general performance and English and maths performance.

AM advised that the performance tables attached to the report highlighted the College’s performance compared to other London GFE colleges and local Sixth Form Colleges for the measures relating to Applied General (-

	<p>0.28), English (-0.33) and maths (-0.41).</p> <p>A discussion ensued regarding the measures; the relevance of the scores and how on the whole Croydon College's position was good in comparison to other London GFE Colleges.</p> <p>There were no further question, the Chair thanked AM for her report.</p> <p style="text-align: center;">The Committee received the report.</p> <p>e. Qualification Achievement Rates report 2015/16 Andy Smith, Deputy Chief Executive, spoke to the report</p> <p>AS advised the committee that the Qualification Achievement Rates report (QAR) is published annually in February or March and shows the achievement rates for both classroom based and work based qualifications. This was presented to the committee at the previous meeting.</p> <p>AS informed the committee that an error had occurred in the migration from the former College student record system to the new ProSolutions system. This upon investigation was due to a ProSolutions programming flaw. The consequence was that the figure of 52.6% overall achievement was incorrect and should be 71.4%. The College have raised this issue with both the SFA and the Data Service and after a great deal of discussion the SFA have acknowledged the flawed submission.</p> <p>There were no further questions, the Chair thanked AS for his report and for chasing both the SFA and Data Service reading this issue.</p> <p style="text-align: center;">The Committee received the report</p>	
16.21	<p>Further Education Quality Improvement Plan (QIP) monitoring Report</p> <p>The Chair thanked the team for the QIP. She advised that there would be no need to present the document and that it could be taken as read.</p> <p>The Chair asked if there were any questions relating to the QIP?</p> <p>The Chair asked about attendance as this was referred to in the QIP. AM advised that a great deal of hard work and effort had been placed on improving attendance with a number of initiatives being trialled and there had been a slight improvement regarding attendance.</p> <p>AM agreed to send the list of current notice to improve courses, with a brief summary of progress to the chair.</p> <p>There were no further questions, the Chair thanked AM for her report.</p> <p>Action AM to send the list of current notice to improve courses, with a brief summary of progress to the chair</p> <p style="text-align: center;">The Committee received the report.</p>	

<p>16.22</p> <p>a</p> <p>b</p>	<p>Higher Education</p> <p>Quality Enhancement Plan (QEP) Monitoring Report Andy Smith, Deputy Chief Executive, spoke to this item.</p> <p>AS informed the committee that the main issues were Assessment practice and feedback and the development of in English and academic literacy skills. Submission rates were also being closely monitored as student who failed to submit on time were more likely to fail the course as this often lead to exceptional demands later on the course and students often not able to cope. He advised that a recent initiative had increased submission rates to 80%.</p> <p>There were no further questions, the Chair thanked AS for his update.</p> <p>The Committee received the report.</p> <p>HEFCE Appraisal update Andy Smith, Deputy Chief Executive, spoke to this item.</p> <p>AS advised the committee that the HEFCE APR group had conducted its preliminary assessment of providers' profiles and informed the committee that the area of concern for the College was the National Student Survey (NSS). The main areas of concern for students were assessment feedback; organisation and management issues.</p> <p>AS referred the committee to pages 15/16 of the HEFCE report (attached to the paper).</p> <p>He advised the committee that these were being addressed through the QEP and programme boards and that a return to HEFCE with a deadline of 9 March was being produced.</p> <p>There were no further questions, the Chair thanked AS for his update.</p> <p>The Committee received the report</p>	
<p>16.23</p>	<p>Curriculum Strategy 2017/2022 and Curriculum planning 2017/2018</p> <p>The Chair thanked the AS for the report. She advised that there would be no need to present the document and that it could be taken as read. She asked the committee if they had any questions regarding the report.</p> <p>There were no questions. The Chair advised that it was a useful update, which would be considered <u>in depth</u> by the Board in the Strategy Workshop.</p> <p>The Committee received the report</p>	
<p>16.24</p>	<p>Safeguarding monitoring report</p> <p>The safeguarding update was to be provided to the LQC as a standing termly report. The contents of the report were noted especially the low number of referrals.</p> <p>The Principal informed the committee that students and staff often informally fed back as to how safe they felt whilst in College. This she</p>	

	<p>advised was linked to the strength of the support services in College which had apposite impact on Students.</p> <p>It was noted that all Governors had completed the ETF online Prevent Training.</p> <p>There were no further questions.</p> <p style="text-align: right;">The Committee received the report</p>	
16.25	<p>Risk monitoring report – LQ items Andy Smith, Deputy Chief Executive, spoke to the report.</p> <p>AS advised that the risks for which LQC were responsible had been reviewed and no changes to the risk register were reported. He did advise that actions which had previously been considered as remedial had been moved to controls as they had become incorporated into standard college systems.</p> <p style="text-align: right;">The Committee received the report</p>	
16.26	<p>Review of LQC Terms of Reference</p> <p>The clerk informed the committee that the committee terms of reference need to be reviewed periodically.</p> <p>Three amendments were suggested: 2. change success rates to achievement rates 5. Add AMR 15. add – feedback</p> <p>RESOLVED: that it should be recommended to the Board that the revised LQC Terms of Reference be approved.</p>	
16.27.	<p>Date of next meeting <i>20 June 2017</i></p>	
16.28.	<p>Any other business <i>Urgent matters notified in advance of the meeting</i></p> <p>The Principal circulated the Croydon College Self-Assessment report summary “flyer” to the committee members and advised that it would be handed out to all staff and the staff briefing.</p>	

Chair _____ Date _____

Actions from LQC meeting 7 march 2017

Item	Action	Status
16.18	Clerk to check dates of relevant College meetings and circulate to Governors.	
16.26	Clerk to amend LQC terms of reference for Board approval.	

