

**B O S T O N C O L L E G E****MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON  
24 JANUARY 2018****1. PRESENT**

Stephen Brown (Chair), Steve Crozier, George Harrison, Jo Maher, Chris Pett and Ben Webb.

Also in attendance: Janet Hemmant (Clerk to the Corporation), Fiona Grady (Vice Principal: Curriculum & Quality).

Apologies for absence were received from Helen Mather.

Attendance 86%

**2. ACTION LOG**

Members reviewed the committee action log and noted that the VITAL presentation for Corporation members would take place at the Governor CPD event.

**3. MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2017**

The Minutes of the meeting held on 22 November 2017 were reviewed and approved subject to a change to item 9 to explain that it was statistical reasons making it impossible to record confidence intervals in respect of survey outcomes.

**4. 2017-18 QUALITY IMPROVEMENT PLAN**

Members received a report from the Vice Principal: Curriculum and Quality.

Fiona Grady advised the committee that the update showed that generally progress was as expected on the Quality Improvement Plan. She told members that AS Level mocks had had good pass rates but whilst the high grade predictions were very high at 32% there was a need to be cautious about this.

Stephen Brown asked about the use of Moodle across all subject areas to extend learning. Fiona explained that this was about independent access and was not yet 100% covered.

The committee was advised that functional skills maths was not being delivered to a significant number of learners at Level 2 since most had been moved over to GCSEs. Progress was being closely monitored. Fiona advised that the recent GCSE re-sit results had been better than the national average and better than last year with the following outcomes:

	<b>% High Grades</b>	<b>November 2016</b>	<b>National Average</b>
Maths	27%	19%	29%
English	62%	43%	39%

The committee noted that English and maths remained a key national focus and Stephen suggested that the committee should continue to receive reports on this element of work. Chris Pett asked about performance and Jo Maher advised that performance was sound

and that the college had been asked to contribute to research on how it was managing to perform so well. Jo feels that outcomes are close to peak performance in this area.

Moving on to performance in Hair and Beauty, Fiona advised that the team were engaging well with improvements but that there was still a need to look at theory sessions. She advised that the College was getting an external advisor to look at industry standards and was also looking at best practice models elsewhere.

With regard to the target to improve performance in electrical and construction the committee was advised that final year in electrical was a little behind in progress but learners would complete and achieve although some would not be timely. Motor Vehicle learners would also complete.

Fiona advised the committee that long adult retention was sound and that she would be looking further at progress. Fiona advised that the target to improve the quality of assessment feedback and target setting for apprentices was going quite well with several actions still being progressed. With regard to improving apprentices and employers awareness of safeguarding, British values and Prevent, the College is putting together an employer pack and also putting on an event for employers to meet the Learner Services team. Stephen Brown commented that the use of VITAL to show apprentices' start point in English and maths was interesting. Jo Maher commented that developing systems of tracking is critical and that Vicki Locke is piloting this with the Apprenticeship team.

## **5. KEY PERFORMANCE INDICATORS 2017-18**

Members received a report from the Vice Principal: Curriculum & Quality.

Fiona Grady represented the report and drew members attention to a few key points. She advised the committee that enrolment levels had been disappointing which has a financial impact. Jo Maher advised that it is very clear that to get the outstanding requires investment and therefore the college needs to look at increasing sources of funding to maintain quality.

Fiona advised that attendance is always challenging. Jo Maher commented that the College cannot be seen to endorse anything less than 90% attendance.

Fiona advised that teaching and learning performance was satisfactory and that feedback from learner views surveys was quite strong.

## **6. APPRENTICE SURVEY**

Members received a report from the Head of Quality which was presented by Fiona Grady.

Fiona advised the committee that the surveys asked different questions at different stages and that this explains some variances in the pattern of responses. Stephen Brown commented on some highly positive aspects of the survey outcomes such as employers contributions to reviews and levels of satisfaction.

Fiona advised that some actions were to be taken in response to the survey including more concentration on team events and ICT Functional Skills.

Stephen Brown commented that the report was well crafted. Jo Maher advised that this was part of the College pushing to outstanding and making progress and that the Apprenticeship team were very clear of this objective.

Chris Pett asked if the effort put into Quality was having a wider effect. Jo advised that the College was tackling some challenges including performance against the Adult Education Budget which was requiring increasing sub contracting. Recruitment levels had an impact

on utilisation and the College was looking at using capacity to increase quality. She advised that the curriculum is lean and efficient and the College is looking at other efficiencies.

## **7. TEACHING AND LEARNING UPDATE**

Fiona Grady presented information on behalf of the Head of Quality. She advised that there had been 233 visits of which 14% were highly positive, 70% were positive and 15% were concerns but with no significant concerns.

Ben Webb reported on how the new system was settling in and how it is less judgemental and more developmental. Stephen Brown said that it will be interesting to hear more about this. It is planned to cover all areas within the year other than maths and English which was covered in depth at inspection. Ben commented that the new system is a more holistic approach. Out of 20 visits, 15% were highly positive, 80% were positive and 5% were concerns. There were no significant concerns.

Members were advised that an AP is working with the Apprenticeship team. Ben is working on Educational videos and resources and work is being carried out with English and maths teachers to get greater contextualisation. There is a lot of staff development planned for the February half term.

## **8. RISKS AND GOOD NEWS**

Fiona Grady advised the committee that the College had applied for teaching framework recognition and that the outcome of this was likely to be known in May or June. A recent HEFCE visit had gone well and Jo Maher has been invited to the launch of the Office for Students. The HEFCE visit did not really have a defined outcome but it was agreed that the outcome letter should be added to the minutes as an appendix.

Jo Maher advised that the College had been invited to apply to pilot T-Levels and needed to submit an expression of interest by the end of February. This will be reviewed in detail at SLT and would be in digital education. The College is also looking at piloting mental health support which would create some resources and is in talks with Microsoft about becoming a digital innovation hub. Jo advised that there would be an Institute of Technology meeting the following week and the College was also bidding into Adult Flexible working funds.

It was noted that there would be some risk due to the change in Senior Leadership when Fiona Grady leaves.

The committee thanked Fiona for her hard work and commitment over the years that she has worked at the College as Vice Principal: Curriculum & Quality.

## **9. NATIONAL CONTEXT**

Chris Pett asked about the potential of recent cabinet changes. Jo Maher advised that when the EMAT grant is cleared the College will issue an invitation to Ann Milton to visit. She commented that any changes were unlikely to be increasing funding at present. The only change possibly on the horizon, which could help, would be an adjustment to the conditionality requirement.

## **10. NEXT MEETING**

It was noted that the next meeting of the committee would take place on 18 April 2018.