

BOSTON COLLEGE**MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON 13 JUNE 2018**

1. PRESENT

Stephen Brown (Chair), Steve Crozier, George Harrison, Jo Maher, Chris Pett, Harley Smith, Ben Webb and Helen Wright

Also in attendance: Janet Hemmant (Clerk to the Corporation), Richard Chambers (Head of Curriculum), Craig Gosling (Head of Quality) and Vicki Locke (Vice Principal: Curriculum & Quality).

Apologies for absence were received from Helen Mather.

Attendance 88.8%

2. ACTION LOG

The committee noted that there were no outstanding items on the action log.

3. MINUTES

The Minutes of the meeting of the committee held on 18 April 2018 were reviewed and approved.

In response to a query from Stephen Brown about an advisor for Hair and Beauty, it was noted that this had not yet happened and it was agreed that this should be added to the action log. Helen Wright asked if this was an issue needing follow up and the committee was advised that it arose from the Hair and Beauty self assessment last year.

Stephen Brown asked about resources for Spalding, the committee was advised that the Library move had not yet been finally sorted. Jo Maher advised that as a holding position the College would make appropriate resources available within the Spalding Centre in September. It was agreed that this should also be added to the action log. Helen Wright asked what students the college have in Spalding, Jo Maher explained the recruitment in Spalding and that the College was working with SHDC to increase the provision there. She told the committee that revenue was needed to put in staff to pump prime the Spalding provision.

Stephen Brown asked about security at the Sam Newsom Centre. Richard Chambers advised that the receptionist was now full time and that the College was looking into door entry control options. Harley Smith advised that in his opinion security had improved.

4. QUALITY AND STANDARDS KEY PERFORMANCE INDICATORS 2017-18

Members received a report from the Vice Principal: Curriculum and Quality on key performance indicators.

Vicki Locke explained that the KPIs were shown as at the end of May and that she had picked out the key factors to note on the executive summary. In terms of retention she advised that College performance was at the same level as last year and that the teams

were working hard on achievement. In response to a query from Stephen Brown, Vicki explained the meaning of the asterisks against the KPIs for English and maths progress

Jo Maher advised the committee that, if the College's performance warrant it, Ofsted could be invited to come in in less than the standard five year interval. Stephen Brown commented that punctuality and behaviour as reported was good and Helen Wright asked whether there would be further changes to the RAG rating as the end of the year approached. It was confirmed that there would be some further changes. Stephen Brown suggested that it would be interesting to correlate forecast performance and actual achievement.

Chris Pett asked if the A-Level grades changed this year and it was clarified they hadn't, however the GCSE grade changes that commenced last year for English and maths had been extended to more subjects this year. Vicki advised that the changes could affect the intake. Helen Wright asked about value added and whether it was now easier to assess. Vicki suggested that the College had a better view of performance through VITAL but not particularly on value added. Jo Maher explained that there were too many variables to correlate value added scores and Steve Crozier commented that what learners did at school might not predict future performance because they take different subjects at College. Jo Maher commented that English and maths progress is particularly key to performance.

Helen Wright asked about when the next reporting on KPIs would be available to the committee. It was noted that the next meeting was in November but that interim information would be shared in the meantime such as AS pass rates. Stephen Brown commented that information continues to come in until the final ILR is submitted.

5. TEACHING AND LEARNING UPDATE

Members received a report from the Vice Principal: Curriculum & Quality on the outcomes of lesson observations and the quality of teaching and learning assessment.

Vicki Locke presented an almost end of year summary of teaching and learning. She reported that staff were feeling more confident about being observed and the use of progress measures. It is important to have confidence in the way in which teaching and learning is assessed. Some teachers have been seen more than others, generally staff are engaging well with advanced practitioners. There are very few staff under-performing.

Chris Pett asked about link APs and whether there were enough of them for the number of staff. Vicki advised that she felt that numbers were appropriate at the present time but if the curriculum grows an AP for Higher Education would be desirable. Jo Maher advised that the College had bid for funding which would allow an AP in digital work and was also bidding for a Centre of Excellence in maths. Whenever possible the College will invest in quality. Vicki also advised that the College was looking at learning in the workplace with an additional team member.

Steve Crozier asked about the difference between last year and this year's ratings. Vicki explained that the continuous approach to performance was a change and that the College was looking to move away from four grades potentially. From a staff perspective the system records learning taking place in each session. Jo Maher explained how the system is working as a holistic approach whilst still temperature checking performance.

Stephen Brown asked about reference to insignificant progress and when this became a matter of concern. Helen Wright asked how this related to capability and other processes in for example Hair and Beauty. Vicki explained that in Hair and Beauty the issue is about retention rather than teaching and learning.

Stephen Brown suggested that it is difficult to see how the arrangement works and how it is followed up and Vicki agreed that it could be presented differently. Stephen Brown

suggested that concerns about presentation should be addressed possibly through reporting being split across areas so that the committee is able to pick up what is good and where there are concerns. Vicki confirmed that under performance is still addressed as previously. Each area has a QMR window and the information is looked at, at Senior Leadership level. Stephen Brown suggested that the issue is how this is articulated in the report. Jo Maher suggested more visual representation of performance across the College and it was agreed that this would be useful. It was also agreed that written updates or presentations were preferable to verbal updates on this issue.

Vicki advised that the College is still very pleased with VITAL and that it had had good feedback from Inspectors. The report presented identified developments and 2018-19 priorities for VITAL. The College particularly wants to look at tracking for adult learners on discreet provision. Chris Pett commented positively on the launch of parent and employer log ins for VITAL and Harley Smith noted how useful it was for students.

Vicki explained staff development over the summer which would relate to teaching and learning and the development of joint walks with Health and Safety. Jo Maher commented on steps which the College had taken to consolidate Health and Safety and embed it more firmly across the College.

6. END OF YEAR SURVEY 2017-18

Members received a report from the Vice Principal: Curriculum and Quality on the outcomes of the end of year survey.

Vicki Locke explained that the survey had a different presentation this year resulting from a change of software. Both KPIs relating to learner satisfaction in-year had been met and 8 of 9 aspects surveyed had sustained or improved in terms of satisfaction. The only aspect where satisfaction had fallen was the availability of advice to help learners choose about further employment or further study. Helen Wright suggested that there was some conflict in the responses to the final 2 questions on the survey. Vicki suggested that some learners did not recognise advice when it came from their tutors rather than external advisors. Jo Maher commented that the College needed to get better at differentiating where advice is coming from and, in response to a question from Helen Wright, advised that external funding would provide additional resource in this area. Steve Crozier commented that the quality of advice depends on the background of the tutor where they are giving the advice. Vicki noted that the questions will be further refined next year.

7. 2017-18 QUALITY IMPROVEMENT PLAN

Members received a report from the Vice Principal: Curriculum and Quality on progress against top level improvement targets.

Vicki Locke advised the committee that most actions were progressing as planned and that most of the top level targets were on track to achieve. Stephen Brown requested that where possible learner numbers should be added to percentages in reporting so that significance could be assessed.

Richard Chambers commented on some challenges which were experienced in Construction. Changes to delivery models were being reviewed including a possibility of greater proportion of College delivery in the winter. It was noted that low numbers and long frameworks affected performance.

Stephen Brown commented that most of the targets seem to be on track and, in response to a question from Helen Wright, Vicki explained how many of the outstanding actions were likely to be complete by the end of June.

8. T-LEVELS UPDATE

Members received a presentation from Jo Maher on the introduction of T-Levels.

She explained that the College had a three year action plan to transition to T-Levels and had received £165,000 for development of placements. English and maths is funded separately to T-Levels. It was agreed that Jo would send a copy of her presentation and a copy of David Hughes presentation on this topic to members of the committee. It was noted that no urgent action was required at this time.

Steve Crozier asked if Jo thought that T-Levels were definitely going to happen. Jo advised that she thought there might be an announcement on funding linked to increase hours and that a rural uplift would help since they are expected to proceed.

9. TRITON KNOLL

Chris Pett advised the committee that Triton Knoll had mentioned its connection to the College at a recent briefing.

10. TEF

The committee noted that the College had received a Bronze rating. Everything in the outcome letter was positive and the College was therefore appealing against this rating. It was agreed that the letter should be circulated to members of the committee and noted that a paper would be presented to the Corporation meeting in July.

11. GEORGE HARRISON

The committee noted that it was George's last meeting of the committee as a student governor. The Chair thanked George for his contribution and service on the committee and wished him well for the future. George advised that he was moving on to Higher Education and some work shadowing in the College.

12. NEXT MEETING

It was noted that the next meeting of the committee would take place on 28 November 2018.