

B O S T O N C O L L E G E**MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON 18 APRIL 2018**

1. PRESENT

Stephen Brown (Chair), George Harrison, Jo Maher, Helen Mather, Chris Pett, Harley Smith and Ben Webb.

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

Apologies for absence were received from Steven Crozier.

Attendance 87.5%

The Chair welcomed Harley Smith to his first meeting of the committee.

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 24 January 2018 were reviewed and approved.

It was agreed that an additional VITAL presentation should be made to governors who had been unable to attend the CPD event in March. ●

The committee noted that the arrangements for an external advisor to look at Industry Standards in Hair and Beauty had not yet happened and that the College was using City and Guilds and other avenues to identify a suitable advisor since the original arrangement had fallen through.

4. 2017-18 QUALITY IMPROVEMENT PLAN

Members received a report from the Vice Principal: Curriculum and Quality which was presented by Vicki Locke.

The committee noted that AS pass rates were still looking very positive and were currently predicted to be 99% although this was likely to be reduced at the actual examinations. Apprenticeships had also shown real improvement in electrical although the constructions apprenticeships were more challenging as a number of apprentices had lost their jobs. Vicki explained that the College was looking at traineeships as a pre-apprenticeship model in this area which had been seen as working well elsewhere. Apprenticeships overall are looking very good. Apprenticeship performance by sub-contractors was on track and should be over 90% success. The committee noted that sub-contracting apprenticeships are not likely to be continuing as the rules have changed.

In Hair and Beauty it was noted that a lot of work was still continuing with the Programme area and that significantly better results are forecast than last year.

In English and maths the committee noted that there was a push on achievements of qualifications in this area.

5. KEY PERFORMANCE INDICATORS 2017-18

Members received a report from the Vice Principal: Curriculum & Quality which was presented by Vicki Locke.

Vicki advised the committee that retention was currently alright but could not afford to drop. Areas where performance was below expectation were apprenticeship retention, HE satisfaction and EV reports. Two EV reports have caused concern and the Quality team is working with the area. Vicki noted that there was not undue concern overall.

Jo Maher pointed out to the committee that in the context of the curriculum restructure performance is good. There is a new culture and training being implemented to drive forward to Outstanding.

Stephen Brown asked Harley Smith about attendance on his course and Harley advised that it was a comparatively small group and attendance was mixed.

Chris Pett asked about 16 – 19 enrolments. It was noted that it was too late to hit the target for 2017-18 and is currently too early to predict next year's figures. Jo Maher advised that the new website launch will give better tracking from application through to enrolment. Application numbers currently look good and the College is working on conversions to enrolments. The integration of the website and internal data will help monitoring. Vicki Locke advised that the College is working hard on progressing learners. Jo confirmed that demographically it is currently the bottom of the trough of potential learners. She will be updating the Corporation on the implications of this and other financial factors such as the Living Wage.

6. HE SURVEY 2017-18

Members received a report from the Head of Quality.

Vicki Locke advised the committee that overall the survey demonstrated some very positive feedback with 19 of the 27 aspects surveyed achieving a satisfaction rating of 4.18 or higher. There had been a decrease in overall satisfaction with some learners being unhappy about staffing issues. Areas for improvement have been identified and meetings with learners and programme area managers arranged. The College is pushing on with Office for Student changes.

Stephen Brown asked about Library facilities for HE learners on other sites than the main Rochford campus. Vicki explained that the College was looking at deployment of resources and addressing in particular the issue of resources at Spalding Centre.

Stephen Brown asked about capital allocations and Vicki Locke advised that the College was looking at allocating 2 pool computer rooms to increase the resource to be booked out.

7. MID-YEAR SURVEY 2017-18

Members received a report from the Head of Quality which was presented by Vicki Locke.

The committee noted that the overall response rate had increased 10% from 2016-17 to 85%. Vicki Locke advised the committee that the College is pleased with areas where

satisfaction had improved and that where there were issues identified this was being picked up at Performance Monitoring.

The committee noted the aspects where satisfaction had improved and was especially high and the 4 areas where there were inconsistencies or a low level of satisfaction. Stephen Brown commented that he was pleased with the improvement in the return of marked work and with the provision of information about progression and employment opportunities.

Chris Pett asked about security. Jo Maher advised the committee that the College now had full-time security cover in term time which had been well received. 3 guards operate on rotation which is a considerable improvement although not perfect because there are so many different buildings. Harley Smith asked about security at the Sam Newsom Centre and Jo advised that the College was looking at swipe card access and had already increased reception cover at the Centre. Richard Chambers is addressing this.

Chris Pett asked about some of the Engineering feedback which was sometimes not good. Vicki Locke advised that there was a small team in this area and some ongoing challenges. Robust Management is in place and Jo Maher explained that the College is looking at alternative job roles and internships to help with staffing issues. Richard Chambers commented that the creation of the EMAT Centre will act as an incentive to recruitment in this area.

8. TEACHING AND LEARNING UPDATE

The Head of Quality provided a verbal update to the committee on Teaching and Learning.

She advised that the new observation process was going really well with 17% highly positive sessions. A new initiative was an invitation to take tea and cakes with the Principal for those with the highest outcomes. The staff are engaging very well with the new process. Jo Maher commented that the College had pulled together all new starters and staff had given examples of Teaching and Learning developments. Richard Chambers commented on the staff preparedness for Ofsted. Vicki advised that there is still work to be done as the College is always seeking to improve but there is a high level of positivity about the process.

The committee was advised that each teaching area has a formal Quality Monitoring Review (QMR) window and that all areas are visited. Ben Webb commented that the link AP system works well.

Jo Maher advised that Quality and Health and Safety are working together to get a better Health and Safety culture tying in with the QMRs to embed it. The Health and Safety Committee has been increased to cover all areas and funding has been secured through the Charlie Waller Trust for mental health support. Supporting staff wellbeing and preventative work to address potential issues is being managed by Julie Hebdige in the Quality team. This will run as an evidence based project.

Stephen Brown commented that it would be useful to have information on the future direction of this in the next report and it was noted that Phil Peatling in the Quality team had gone to be trained to become a Microsoft in Education trainer to enhance standards.

9. OFFICE FOR STUDENTS

Members received a report from the Head of Quality.

Vicki Locke advised the committee that the Office for Students was replacing HEFCE that there is quite a lot of change with an increased focus on students. The College is working

on submission for registration at the end of May. Jo Maher commented that there were management and government conditions on this work and that there would be a £20,000 cost next year associated with the Office for Students registration. It was noted that the Quality review arrangements are not yet clear.

10. NEXT MEETING

It was noted that the next meeting of the committee would take place on 13 June 2018.