

NON-CONFIDENTIAL MINUTES OF THE LEARNER EXPERIENCE COMMITTEE MEETING HELD ON 16 NOVEMBER 2017

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| Present: | Jan Fielding (<i>Chair</i>) |) |
| | Don Logan |) External Governors |
| | Andrew Wren | Principal & Chief Executive |
| In attendance: | Lorraine Falle | HE Student Governor |
| | Jeff Chadd | Assistant Principal; Head of Sixth Form |
| | Mark Nicholson | Deputy Principal, Curriculum and Quality |
| | Mark Preston | Quality Manager |
| | Jo Anson | Director of HE & Adult |
| | Karen Johnson | Interim Clerk to the Corporation |

PROCEDURAL ITEMS

LE/17/076 The Chair drew Governors' attention to the two paragraphs at the top of the agenda, formerly agenda items reminding Governors of their responsibilities and to declare any interests relevant to agenda items, and that this also included responsibilities around Equality, Diversity and Inclusion

APOLOGIES FOR ABSENCE

LE/17/077 Apologies for absence were received from Caroline Vernon.

MINUTES OF PREVIOUS MEETING

LE/17/078 **Resolved:** The minutes of the previous meeting, held on 5th October 2017 were agreed as a true and accurate record and duly signed by the Chair.

MATTERS ARISING

Committee Action Checklist

LE/17/020 HoA to notify the Clerk of the attendance figure without unauthorised absence. The Principal advised that the College do have this figure and absence whether authorised or unauthorised is always monitored and any issues are taken up with the relevant HoA. **Action: Completed**

LE/17/042 The Committee had asked that the Annual Report as presented to the previous Committee be updated to include greater scope of items received by the Committee over the previous year. **Not completed due to change in clerking arrangements.**

LE/017/072 Clerk to liaise with Deputy Principal and Quality Manager regarding focus groups and learning walks for this academic year. **Action completed – on agenda.**

OFSTED SUPPORT & CHALLENGE VISIT NOVEMBER 2017 – KEY POINTS

Including Ofsted Learner Survey Outcomes

LE/17/079 The Principal advised that the visit had been positive and outlined the feedback which had been provided at the end of the visit, the inspectors had noted that the merger had been a positive process and had not adversely affected students. A small number of recommendations were made: For the college to visit similar colleges who had merged with a view to sharing expertise and improve Furness towards outstanding.

A variation between work scrutiny and feedback across the sites had been picked up as an area to focus on for consistency.

English and maths - advice had been given around timetabling being more focussed to encourage higher attendance.

The College agreed with the recommendations made and would be taking these forward.

LE/17/080 Resolved: The Committee noted the positive report and expressed their congratulations to the senior team and wider College staff regarding the positive outcome and the hard work involved in the lead up to the Ofsted visit.

LE/17/081 Ofsted Learner Survey outcomes, the Quality Manager distributed an updated version which included additional numbers who had subsequently completed the survey. Of the nine performance indicators, six have improved over the past 12 months.

LE/17/082 The Committee questioned the response to the question “My work is not assessed” which appeared to be lower than that of the previous survey. It was raised that this would be monitored and had been analysed and was felt to be due to the differences in timing of the survey compared to the previous year which may have been before those students joining in September will have been assessed for the first time and so had noted a negative response for this particular question.

LE/17/083 Resolved: The Committee noted the survey.

SELF ASSESSMENT REPORT & ASSOCIATED QUALITY IMPROVEMENT PLAN

The DP C&Q presented the Self Assessment report and associated quality improvement plan and drew the Committee’s attention to:

LE/17/084 An overview of self assessment grades against the key judgements which were all graded as good

The Committee questioned why some outstanding grades had not been awarded.

The DP C&Q advised that within these grades there had been some significant movement towards outstanding but it was felt that these areas still remained good.

LE/17/085 Curriculum area grades – 2 outstanding, 9 areas good, 2 requires improvement. The Committee pointed out that the associated QUIP needed to reflect comprehensive actions required to improve those areas identified as requiring improvement.

LE/17/086 An overview of progress made, key strengths and weaknesses within the report were outlined and discussed.

The Committee queried what level of scrutiny which will be put in place to improve apprenticeship achievement rates. The DP C&Q advised on the interventions and resourcing which the College has put in place to assist with this, as well as some explanatory detail regarding the local apprenticeship landscape which had resulted in some difficulties.

LE/17/087 The Committee accepted and approved the self assessment report and QUIP as presented to the Committee, subject to the amendments raised, and recommended the SAR for full Board approval

6TH FORM COLLEGE UPDATE

LE/17/088 The Assistant Principal – 6th Form, updated the Committee on key activity over the current term.

- The Open Evening had taken place yesterday evening, similar attendance figures to last year, feedback is currently being analysed.
- Annual Prize Awards – smaller number of prizes will be awarded but of a more substantial monetary value. The main award will be £1000, ranging to £100. 27 prizes in total will be awarded across a range of criteria.
- Oxbridge applications – 6 students are making applications.
- Recorded assessments – 1 and 2 have been completed with assessment 3 being imminent (end of November, beginning of December). A total of 6 in year 1, with 5 being carried out in year 2.

LE/17/089 The Committee questioned if there had been any areas of concern regarding the analysis of performance after assessment 1 and 2. The AP 6th Form raised that a full review is scheduled to be carried out after assessment 3.

LE/17/090 Work scrutiny – as a result of the Ofsted visit and preparations for this, improvements will be made to work scrutiny, a proforma has been developed to assist with consistency.

LE/17/091 Independent learning – implemented at Rating Lane this academic year.

The Committee questioned what independent learning meant for students and were advised that students are given a period of time each week solely for independent learning, this is in the form of a set piece of course related work carried out independently by the student whilst being supervised. Students are expected to attend, classes are staffed with attendance being logged.

LE/17/092 Staffing changes:

Computer Science – strengthened staffing has been put in place, students have been timetabled additional hours, feedback from parents and students has been positive.

Subject leaders and link tutors – due to the changes in structure and duties of some key staff in these roles since merger, minor changes will be proposed ensure that capacity is retained to deliver some aspects of these roles with a presence at Rating Lane.

LE/17/093 Resolved: The Committee noted the report.

HE ANNUAL SUMMARY AND REVIEW FOR 2016-17

LE/17/094 The Director of HE & Adults presented the annual summary and highlighted the following key points:

- The report summaries each Annual Report of all HE courses undertaken at the College
- Only course which is indicating concerns is year 1 of H&SC
This will be very closely monitored and scrutinised. A learning mentor for HE is in place and will assist learners with some aspects where appropriate
- Student satisfaction – MEQ summaries comparing this year performance with previous year
- As a response to some issues raised last year, interventions have been put in place to increase student satisfaction in those areas which were identified as requiring improvement last year
- Actions within the report are in hand are under review

LE/17/095 The Committee queried if the actions within the report are in hand and the Director of HE & Adults advised that this was the case.

- Course developments included UCLAN revalidation of all course, top up in health 7 students, business management 11 students, higher apprenticeship in business management is still under discussion, higher apprenticeship in project management was approved. Not all higher apprenticeships have been fully formalised under the changes to apprenticeship frameworks.
- Silver award on the TEF – best HE provider in Cumbria. This is valid for three years.
- Destination of learners (DHLE) – positive into employment.

LE/17/096 The Committee asked for clarification that the outcomes of the review is fed into the self assessment report and were advised that the analysis does feed into specific areas of the SAR and associated QUIP.

LE/17/097 Resolved: The Committee accepted the Report and recommended for approval by Board.

ANNUAL STAFF DEVELOPMENT REPORT

LE/17/098 The Director of HE & Adults, who also has cross college responsibility for CPD, presented a report which highlighted the key focus of CPD activities undertaken over the previous academic year. In addition, taking place in the current academic year is a comprehensive aspiring manager programme in place which is a talent management/succession planning project.

LE/17/099 The Committee suggested that in future the report included a more comprehensive update of the activity carried out for mandatory training, which is perhaps not carried out externally, but forms part of inset day activities for example and is applicable to all staff.

LE/17/100 Resolved: The Committee noted the report.

ANNUAL REPORT ON EOS – TEACHING, LEARNING & ASSESSMENT

LE/17/101 The Head of Quality presented an analysis of observation grades for TLA over the past academic year.

Key points:

- Observation grade profile over four years
- Outstanding had dropped by 1%
- No difference between any curriculum areas
- Key points of what effective teaching and learning looks like at Furness College, which includes areas of strengths and weaknesses.
- Target of 83% observations to be good or better.
- Actual 87% of observations graded good or better
- No inadequate grades.

LE/17/102 The Committee questioned if the newly merged process for TLA Observation across both sites is now in place and were advised that this had now been approved by the Unions concerned, the amended policy and procedure (following union negotiation) is now ready for formal SLT approval with suggested observation dates for this academic year being set up.

Key changes between the processes are the removal of the pre observation meetings between the observer and observee, a cross college observation team is in place.

Every member of teaching/assessing staff will be observed over a year in some format but this is a risk based approach with either a walk through observation or a formal observation. The key change is that any lesson over a set observation week can be observed, rather than an identified session.

LE/17/103 Resolved: The Committee noted the report.

The Director of HE & Adult left the meeting

The Head of Quality left the meeting

STUDENT DESTINATION ANALYSIS

LE/17/104 The DP C&Q presented a report which analysed the sustained student destination of leavers for the academic year 2015-2016.

The Committee were reminded that this is a sustained measure of destination and is for Channelside learners only as it pre dates the point of merger. Key points were:

- 96.4% positive destination with no significant difference between the previous year.
- Entry level is under represented in positive destination with the higher level of achievement indicating a higher level of positive destination.
- No significant difference between positive destination data by general or learning difference.

LE/17/105 Resolved: The Committee noted the report.

ANNUAL EQUALITY & DIVERSITY DATA REPORT

LE/17/106 The DP C&Q presented the key points of the data analysis which measures performance against the College's equality objectives.

Each equality objective was viewed in turn with the performance by gender, age and learning difference.

- Gaps had been closed against all objectives with the exception of apprentices.
- Students from areas of deprivation – the gap has narrowed but has not closed.
- Increase by 4% the retention rate of female students in the first year of a two year L3 programme – there is a 14.3% gap between male and female.

There will be a full analysis undertaken as to the reasons behind this but at the present time it is not clear.

LE/17/107 The Committee discussed the potential reasons for the gap in retention of females students on 2 year L3 programmes, and it was raised that this is likely to be because of the recent reforms in A levels whereby students are tested at the end of the 2 year programme which is a typically less popular with female options.

LE/17/108 Resolved: The Committee noted the report.

PERFORMANCE MONITORING REPORT

LE/17/109 The DP C&Q presented the report, which identifies the key areas for improvement identified in the SAR and QUIP and monitors improvement against these. This is also aligned to the corporate objectives.

LE/17/110 The Committee queried the reasons for the sharp decline in craft engineering apprenticeships and were advised that this is typically due to local SMEs taking on less apprentices for a variety of reasons, along with fewer engineering companies in the local area.

LE/17/111 The Committee questioned if there was any indication of the national position of the A level results from this academic year. The AP 6th Form advised that the value added had been checked and was still high in comparison to the local area but a full picture will not be known until the national results are published in January 2018.

LE/17/112 **Resolved: The Committee noted the report**

EQUALITY, DIVERSITY & INCLUSION COMMITTEE MINUTES

LE/17/113 The DP C&Q presented the minutes of the meeting held on 3 October 2017 and highlighted the key points around each of the College's equality objectives. The Committee had discussed the analysis of the annual report on EOS and the outcomes of the Q3 learner survey in detail

LE/17/114 **Resolved: The Committee noted the minutes**

LEARNER VOICE, TERMLY REPORT ON COMPLAINTS, COMMENTS & COMPLIMENTS

LE/17/115 The DP C&Q presented the report and provided an overview of the complaints which had been received and progress in meeting a satisfactory resolution.

LE/17/116 The Committee were updated on the progress made in establishing a formal Student Union in college and the Committee were pleased to note that a Student Liaison Officer has been appointed to continue to drive student activity across the merged campus for the 2018-19 academic year. The Committee also received an overview of the range of media stories which had promoted the college recently.

LE/17/117 **Resolved: The Committee noted the report.**

ITEMS FOR THE NEXT AGENDA

LE/17/118 The Committee discussed themes for learning walks for this academic year and agreed that these should be around English and maths, with the continued focus on the area along with the new structure

LE/17/119 The Committee discussed the curriculum area update for the next meeting and agreed that they would like an update from the new head of English and maths who was due to start in January 2018.

LE/17/120 The Committee also asked if they could have an update on ProMonitor.

CONFIDENTIALITY

The Committee agreed that there were no items which needed to be classified as confidential.

DATE OF NEXT MEETING

The date of the next meeting was agreed as **15th March 2018**.

ANY OTHER BUSINESS

There were no other items of business.

MINUTES APPROVED

Signed _____ Jan Fielding, Chair of LE Committee

Date _____ Subject to Amendments / No Amendments