

NON-CONFIDENTIAL MINUTES OF THE LEARNER EXPERIENCE COMMITTEE MEETING HELD ON 19TH JUNE 2018

Present:	Jan Fielding (<i>Chair</i>) Don Logan Liz Kershaw Andrew Wren	External Governor External Governor Staff Governor (6 th Form) Principal & Chief Executive
In attendance:	Mark Nicholson Mark Preston Luci Ord Karen Johnson	Deputy Principal, Curriculum and Quality Quality Manager Business Development Manager Acting Clerk to the Corporation

PROCEDURAL ITEMS

LE/18/29 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/18/30 Apologies for absence were received from Caroline Vernon, Robin Casson (External Governors), Callum Slater (FE Student Governor), Lorraine Falle (HE Student Governor)

MINUTES OF PREVIOUS MEETING

LE/18/31 The minutes were agreed as a true and accurate record, subject to some minor wording to improve clarification.

LR/18/32 Following questioning the Principal advised that it is planned to hold follow up visits with other Colleges who have merged recently and we are currently in the process of liaising with similar Colleges.

LE/18/33 **Resolved: The minutes of the previous meeting, held on 28th March 2018 were agreed as a true and accurate record, subject to some rewording to improve clarification.**

MATTERS ARISING

LE/18/15	Use of Promonitor to be incorporated into a future Learning Walk. Mark Preston to factor this into schedule for next academic year.	Mark Preston

CURRICULUM AREA UPDATE – OVERVIEW OF APPRENTICESHIPS

LE/18/34 The Head of Business Development, Luci Ord, presented an overview of apprenticeships to the Committee. The key points were:

- Changes in the way apprenticeships are funded
- Apprenticeship standards introduced along with end point assessments
- The AGE grant for SMEs removed
- Mandatory 20% off the job training for all apprentices introduced – which can cause issues for employers due to the significant time this involves
- Overview of the effects nationally on the recruitment of apprentices- with the exception of higher apprenticeships, apprenticeship numbers have fallen
- Change in the assessor role to recruitment and development coaches
- Recruitment across all apprenticeship levels is strong
- More demand from large employers
- Increased demand for higher level apprenticeships
- The College offers 35 new apprenticeship standards across 15 sectors

- The Coastal Communities Fund has supported 50 small employers with an investment value of £112,000

The Committee discussed end point assessment which cannot be carried out by the employer or the training provider involved, this needs to be an independent organisation, and asked if there were any opportunities for the College. The Head of BM advised that Opportunities are around use of our facilities for end point assessment and to share end point assessment with other providers given that an organisation cannot end point assess their own apprentices

- Increased opportunities due to larger employers being levy payers, however there are challenges due to smaller employers with over 50 employees now having to contribute
- Overview of the range of the standards that the College offers
- More apprentices are using Learning Assistant than ever before to track their progress
- Introduce of Salesforce to manage apprentices progress and funding
- Opportunities for apprentices to complete additional qualifications to support their apprenticeship
- New observation structure in place for the Recruitment & Development Coaches to meet Ofsted requirements
- Discussion around the range of employers that the College works with
- Overview of Salesforce which is the contract management system that the College uses to monitor apprenticeships and performance.

The system provides assurance that each apprentice is being monitored and provides an overview of performance at any given point in time

- Around 423 learners are in the system at the present time
- Functional skills delivery for apprentices will move to a block release format with an exam at the end of each block

Following a rigorous discussion by the Committee they were assured that the actions being taken to improve performance were appropriate to drive forwards improvements in this areas.

LE/18/35 Resolved: The Committee thanked Luci for the overview of apprenticeships and developments within the area at College

ANNUAL DESTINATION SURVEY ANALYSIS

LE/18/36 The Head of Quality presented the annual destination survey analysis and provided a summary and overview of the destination data of 2016-2017 leavers. The key points were:

- The destinations of 72% of leavers have been captured to date
- 98.7% have a positive destination
- Slight increase in HE as a destination
- Breakdown of destination by level
- Analysis of destinations by each curriculum area – very positive picture across all areas
- Destinations by age, gender and learning difference: no disparity between positive destination by age, gender or by students with/without a learning difference
- Overall a very positive picture, the College is still continuing to collect destination data from leavers who have not yet responded to requests

LE/18/37 The Committee questioned if the College is able to provide should it be asked to report on specific data, for example, progressors to Russell Group Universities and were advised that the information is within the data captured and reporting on this is readily accessible.

LE/18/38 Resolved: The Committee noted the annual destination survey analysis

CURRICULUM PLANNING OVERVIEW

LE/18/39 The DP C&Q presented a summary of curriculum planning which had taken place in readiness for the upcoming academic year. This had included a comprehensive and detailed overview of the curriculum, local skills needs and indications from application forms.

The DP C&Q provided an overview of the changes by course area with the changes being directly related to demand.

LE/18/40 The Committee discussed the impact of not being able to offer specific courses due to no or very little demand, the Principal advised that whilst provision was not being offered due to demand the subject would remain in the prospectus for 2018/19 should demand increase in subsequent years.

LE/18/41 Resolved: The Committee noted the overview of curriculum planning

QUALITY STRATEGY

LE/18/42 The DP C&Q presented the Quality Strategy for review and approval. The DP C&Q reminded the Committee that the strategy sets out processes that the College has in place to manage, monitor and review all aspects of quality. Minor amendments had been made to update the processes that the College uses to monitor Quality.

LE/18/43 Resolved: The Committee approved the Quality Strategy and recommended for Board approval

PERFORMANCE MONITORING REPORT

LE/18/44 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. Activity at 6th Form had been included in the report.

The following key points were made:

- Apprenticeship achievement will not improve fully until 2018/19 – increased scrutiny now takes place with a new dashboard reporting system in place to facilitate this. It is likely that apprenticeship achievement will be around 71% which is lower than target but with the new interventions put in place these are expected to have a significant impact in 2018/19
- Retention on adult learner programmes – expect to close at around 93% against a target of 91%
- English & maths – early indications are that programmes will show an improvement once all results are known. Functional skills are showing a positive picture to date
- A level subjects requiring improvement/6th Form update – an overview of subjects requiring improvement due to low value added and subject reviews take place in year with any under performing subjects
- The introduction of two year linear A levels combined with a four choice offer to students in 2016 has created a situation where A level retention is well below target because students have chosen to take three of their four choices into year 2 (thereby affecting retention). Final retention is likely to be around 81%. For future years this will not be the case due to the offer now being 3 x A level with Honours Students only taking an additional subject or programme of study
Retention overall at 6th Form is 95.6%
- Teaching, Learning & Assessment currently 86% good or better. In addition to observations 105 learning walks have also taken place, with exception of any members of staff on leave - all members of teaching and assessing staff have been observed
- Higher Education was awarded a Silver rating under the TEF which is the new quality assurance process for HE
- An overview of current performance against each target within the corporate objectives was appended to the report

LE/18/45 The Committee questioned the number of hours within study programmes which are carried out under Independent Learning which is higher than target and queried the nature of these sessions. The Head of Quality advised that sessions are tutor led, timetabled sessions with work being set for learners and are a part of study programmes. Attendance is monitored in the same way as any other session.

LE/18/46 Resolved: The Committee noted the performance update and the interventions in place to manage the position regarding apprenticeships

EQUALITY, DIVERSITY & INCLUSION COMMITTEE MINUTES

LE/18/47 The DP C&Q presented the minutes of the meeting held on 11 June 2018 and brought the key points of the meeting to the Committee's attention, these included a discussion around the funding that high needs learners, with or without an EHCP receive, an update to the Committee on Prevent & Safeguarding and the numbers of learners this year who have required support, which is increasing year on year. The recording of apprentices receiving additional learner support and an update on the training package that the College currently uses for equality training which is now due for review, having reached the end of the current contract.

In addition the group had considered and agreed the Equality Objectives for the College for the upcoming academic year. These are on the agenda at today's LE Committee meeting for formal approval.

LE/18/48 Resolved: The Committee noted the minutes

EQUALITY OBJECTIVES FOR THE 2018/19 ACADEMIC YEAR

LE/18/49 The DP C&Q presented the Equality Objectives for approval and reminded the Committee that these are reviewed on an annual basis arising from the analysis of the Annual Equality Report (which had been presented at the last Committee meeting), the objectives are drawn up from those areas where the College has identified improvements could be made in relation to specific performance related to equality, diversity and inclusion. These had been discussed and agreed by the Equality & Diversity Committee as appropriate objectives for the college following a review of performance by equality strads.

LE/18/50 Resolved: The Committee approved the Equality Objectives and recommended for Board approval

LEARNER VOICE, TERMLY REPORT ON COMPLAINTS, COMMENTS & COMPLIMENTS

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LE/18/51 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, along with an overview and the detail of developments and progress within the Furness College Student Union and the Student Representative body in readiness for the start of the upcoming academic year.

LE/18/52 Resolved: The Committee noted the report.

TIMETABLE OF MEETINGS AND CALENDAR OF BUSINESS FOR THE UPCOMING ACADEMIC YEAR

LE/18/53 The Acting Clerk presented the proposed timetable of meetings and calendar of business for the upcoming year and informed the Committee that the schedule of meeting dates was of the same format as previous year, there had been some amendments to the calendar of business to incorporate those items which had been suggested for inclusion during the year, along with some additions in line with the Standing Orders of the Corporation.

ITEMS FOR THE NEXT AGENDA

LE/18/54 No items were raised in addition to normal business.

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 **Thursday 20th September 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