

NON-CONFIDENTIAL MINUTES OF THE LEARNER EXPERIENCE COMMITTEE MEETING HELD ON 28TH MARCH 2018

Present:	Jan Fielding (<i>Chair</i>) Don Logan Andrew Wren	External Governor External Governor Principal & Chief Executive
In attendance:	Mark Nicholson Mark Preston Hilary Gregory Karen Johnson	Deputy Principal, Curriculum and Quality Quality Manager Head of Area – English & maths Acting Clerk to the Corporation

PROCEDURAL ITEMS

LE/18/01 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/18/02 Apologies for absence were received from Caroline Vernon, Lorraine Falle (HE Student Governor), Callum Slater (FE Student Governor), Liz Kershaw and Jim Rawnsley (Staff Governors)

MINUTES OF PREVIOUS MEETING

The minutes were agreed as a true and accurate record.

LE/18/03 **Resolved: The minutes of the previous meeting, held on 16th November 2017 were agreed as a true and accurate record and duly signed by the Chair.**

MATTERS ARISING

LE/18/04 The matters arising from the previous meeting had either been completed or were on the agenda for discussion.

LE/18/05 The Committee questioned the recommendation from the post merger Ofsted visit around visits to another College and asked for a progress update. The Principal advised that a College had been identified and a visit would take place with key staff.

LE/18/06 The Committee noted that they had received an update on the outcome of Subject Reviews following assessment period 4 at their last meeting and asked if this could be an agenda item at appropriate times in the academic year.

Resolved: Clerk to note on the Cycle of Business for the Committee and note for the agenda for the next meeting

CURRICULUM AREA UPDATE

LE/18/07 The Head of Area for English & maths, Hilary Gregory, provided an update on the area with the following key points:

- programme of CPD has been put in place for the team, sharing of good practice,
- method of functional skills delivery for work based learners have been reviewed with action plan put in place
- change of exam board from Edexcel to AQA for GCSE maths, after consultation with learners. Focussing on WBL with the possibility of changing to another awarding body
- sharing of good practice and models of delivery
- attendance incentive launched to encourage attendance – certificate of achievement for all and voucher raffle for those applicable learners

- lots of learning walks to gain knowledge of the area, what is happening in the classroom, get to know the area and team well
- identification of strengths and weaknesses, and identify areas for development and good practice
- review of timetabling of classes has taken place and for the future will be revised to time sessions at times which will increase attendance, rather than having some stand alone lessons which take place out of the normal curriculum periods which is having an effect on attendance for some learners
- WBL – drop in sessions have been trialled with positive effect. Options for the various modes of delivering this for WBL have been explored, for example delivery chunks of provision with an exam within this period of time
- use of mobile phones is having an effect on the focus of some learners in lessons and the best approach to this is being explored
- the impact that not achieving functional skills has on the achievement of the full apprenticeship framework
- progress is being made towards achieving the targets which had been set as part of the Quality Improvement Plan. Attendance is the biggest barrier to success at the present time, the team are working hard to resolve this through changing attitudes and the perception of functional skills. As outlined earlier incentives are in place and for next year, re timing of lessons within the timetables

LE/18/08 The Committee referred to the current performance as noted in the performance monitoring report and asked if the interventions put in place are likely to have an impact on final attendance and achievement figures for this year. The HoA advised that there is a constant and consistent approach to learners and attendance, and utilisation of ProMonitor to record non-attenders for example and any action required. Until the end of the academic year and once results are known then the impact of these will be known but early indications are that this is having an effect and as outlined earlier there are additional improvements identified for the next academic year. The Committee were advised that the challenges the College has is a sectoral problem, with achievement and attendance being a national issue, and that the College performance is above the national average

LE/18/09 The Committee questioned if learners are initially assessed at entry and the HoA advised that this does take place and identifies the level the learner is enrolled on.

LE/18/10 Resolved: The Committee thanked Hilary for the overview and developments within the English and maths area at the College

Q1 LEARNER SURVEY ANALYSIS

LE/18/11 The Head of Quality, Mark Preston, provided an analysis of the Q1 learner survey which had taken place during the Autumn Term. The following points were noted:

- The number of questions had been revised (shortened) on the previous year and the survey was carried out across both sites

CHANNELSIDE

- 76% response rate (557) – the Committee noted that at 76% the response rate appeared low and were advised that the number of responses received was of a sufficiently high number to analyse, there is a focus on reminding students to complete the survey whilst it is live via PPCs which had been more effective at Rating Lane than Channelside, it was felt this was due to PPCs having been in place for longer during the period of the survey at RL than Channelside
- 96% overall satisfaction
- Gender – no significant disparity of responses
- Self identified disability – no significant disparity of responses

RATING LANE

- 94% response rate – the Committee noted the very high response rate
- 97% overall satisfaction
- Gender- no disparity of responses
- Self identified disability – the small number involved in each of these areas (some 3 responses) had affected the response rate within some areas which was due to the small number involved rather than their being an issue in the relevant area

LE/18/12 Resolved: The Committee noted the outcomes of the Q1 learner survey

PROMONITOR OVERVIEW

LE/18/13 The Committee had previously requested an overview of ProMonitor, which is the system used by the College to monitor and track student progress. Mark Preston updated the Committee on the various ways in which the system is used to assist staff at the College around the monitoring of student progress and other key areas which the system is able to track.

- Schedules units and assessments and monitors the progress of learners
- 5889 instances of user log in – 192 individuals so far this year – all teaching staff plus a number of other staff, for example PPCs and managers.
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- Each student has their own ILP on the system.
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- 59 staff have responded so far to a survey on the usage of ProMonitor – the survey is still open and not yet complete. 87% of staff currently agree that this is useful them in their role. Further developments include refresher training, greater coverage of assessment marking at unit level and further work on reporting.
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- The Committee raised that it would be useful to see how ProMonitor is used live and it was suggested that this could form part of a future learning walk.

LE/18/14 **Resolved: The Committee noted how ProMonitor is utilised effectively in the College**

LE/18/15 **Action: Use of Promonitor to be incorporated into a future Learning Walk MP to factor this into the schedule for the next academic year**

PERFORMANCE MONITORING REPORT

LE/18/16 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. The following key points were made:

- Apprenticeship achievement is a key focus for improvement – a high level tracking system is now in place to closely monitor apprentices individually

LE/18/17 The Committee questioned the number of apprentice starts and asked if in light of the changes to apprenticeships is this still having an effect on the number of SMEs engaging in the process,

The DP C&Q responded that a higher number of apprentices are now coming on board primarily due to our involvement with a funded project under the FEDF/Coastal Communities Fund

- Adults – looking at a more agile and flexible offer to increase learner numbers in this area, which is already having a positive effect on numbers
- English & maths – the new HoA is having a positive effect
- Observations – same process now in place across each site, windows for observations are now provided for staff rather than advance notification of the exact lesson to be observed
- Value added – a number of underperforming A level subjects has had a negative effect on this. This is being closely monitored with this year's performance in mind.

LE/18/19 The Committee questioned if the impact of the linear A levels had had an effect on this and were advised that despite this some areas had lower value added which did impact on the overall value added of the college.

LE/18/18 The Committee questioned the lower than target learner numbers across various funding streams, and were advised of the in year interventions to increase this, however, the local demographics are such that the number of school leavers is declining and in addition a higher number of school leavers are choosing to undertake an apprenticeship.

LE/18/19 Resolved: The Committee noted the report

EQUALITY, DIVERSITY & INCLUSION COMMITTEE MINUTES

LE/18/20 The DP C&Q presented the minutes of the meeting held on 9 March 2018 and highlighted the key discussed at the meeting, which included:

- The annual equality report had been discussed and received at the meeting – with the main gaps being around apprenticeships. The equality objectives for the college will be updated in line with this. (Note: The report is on the agenda of this meeting for discussion)

LE/18/21 Resolved: The Committee noted the minutes

EQUALITY, DIVERSITY & INCLUSION POLICY

LE/18/22 The reviewed policy was presented to the Committee for approval with a note that the policy is required to have the Committee’s approval on an annual basis. The DP C&Q raised that there had been no significant amendments to the policy, any amendments were around ensuring that the content regarding organisation structure and strategy is up to date.

LE/18/23 Resolved: The Committee approved the Policy

Annual Equality Report

LE/18/24 The DP C&Q advised that out of 5 objectives, three were achieved, The remaining two are around 16-18 apprentice achievement and the retention of females after year 1 on two year linear programmes. These will be revised and carried forward to the objectives for the upcoming academic year.

On analysis the achievement of apprentices is as a result of the significant apprentice growth in Health and Early Years sectors which do not have a employability requirement of the achievement of functional skills as ability to work in the sector thereby leading to non achievement of the framework standard but does not affect employment opportunities in the sector. In addition these sector typically have a high turnover of employees.

The retention of females after year 1 on two year linear programmes is as a result of these programmes proving less popular with females than males. As outlined earlier these will form the focus of corporate objectives for the upcoming academic year.

LEARNER VOICE, TERMLY REPORT ON COMPLAINTS, COMMENTS & COMPLIMENTS

LE/18/25 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 update on developments and progress within the newly set up Furness College Student Union and the Student Representative body which had been established for some time. The report also included an overview of Focus Groups held this year with learners, along with a schedule for the coming terms.

LE/18/26 Action: Clerk to send dates of planned Focus Groups to the Committee

LE/18/27 Resolved: The Committee noted the report.

ITEMS FOR THE NEXT AGENDA

LE/18/28 The Committee discussed themes for the next meeting and suggested an update from the Head of Business Development around apprenticeships.

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 **Tuesday 19th June 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