

NON-CONFIDENTIAL MINUTES OF THE LEARNER EXPERIENCE COMMITTEE MEETING HELD ON 20TH MARCH 2019

Present:	Jan Fielding (<i>Chair</i>) Caroline Vernon Liz Kershaw	External Governor External Governor Staff Governor – Support/6 th Form
In attendance:	Mark Nicholson Zee Walker Callum Slater Karen Johnson	Deputy Principal, Curriculum and Quality Director of PPQ Student Liaison Coordinator Clerk to the Corporation

PROCEDURAL ITEMS

LE/19/01 The Clerk 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, as well as Health & Safety. In addition the Chair also reminded governors of their responsibility to inform the Clerk of any in year changes to the Declarations of Interests which are completed annually by governors.

APOLOGIES FOR ABSENCE

LE/19/02 Apologies for absence were received from Abby Blakeborough (FE Student Governor) and Andrew Wren (Principal).

APPOINTMENT OF CHAIR

LE/19/03 The Clerk advised that the Chair of the Committee was scheduled for re-appointment. The current chair, Jan Fielding, expressed an interest in continuing as chair. This was seconded and approved by the members in attendance.

LE/19/04 **Resolved: Jan Fielding appointed as Chair of LE Committee until the Summer term 2020**

MINUTES OF PREVIOUS MEETING

LE/19/05 The minutes were agreed as a true and accurate record.

LE/19/06 **Resolved: The minutes of the previous meeting, held on 14th November 2018 were agreed as a true and accurate record.**

MATTERS ARISING

LE/18/72	Committee to be advised of the dates of upcoming Focus Groups with a view to governors attending if available	Head of Quality/Clerk to action
LE/18/97	A levels - The Committee asked if there were any national comparisons available on specific subjects which the Committee could consider The DP C&Q to provide an update to the next Committee meeting (March 2019) The DP C&Q advised that this is contained within the value added data, however like for like comparisons are not available as such. However, we are using the data which is available as national comparisons until this data becomes available.	DP C&Q Completed
LE/18/105	Updated executive summary of the SAR to be circulated to the Committee following incorporation of their suggested amendments	DP C&Q Completed
LE/18/115	Curriculum presentation from Deputy Head of 6 th Form to be added to the next agenda, to include some form of student related activity, for example focus group. This will be planned in to take place after Easter and before the next meeting of the Committee	Clerk Head of Quality THIS HAS BEEN RESCHEDULED POST EASTER WITH A FOCUS GROUP AT 6 TH FORM
LE/18/115	Destination report to include progression to the Top 20 universities and also an overview of the subject areas studied at HE	Head of Quality Completed

TERMS OF REFERENCE

LE/19/07 The Clerk presented the Terms of Reference for annual approval, there were no material changes to these and the content incorporated the key cyclical items for consideration of approval by the Committee, as well as any regulatory requirements.

LE19/08 Resolved: The Committee approved the Terms of Reference

PERFORMANCE MONITORING REPORT

LE/19/09 The DP C&Q presented the termly performance monitoring report and made the following key points:

- Overview of the key areas for improvement
 - Attendance rates are variable and there is a need to improve in some areas
 - Basic Skills English at level 2, maths at entry and level 2 achievement rates require improvement
 - Retention rates of female learners is lower than male learners in some A level subject areas
 - Achievement on apprenticeship programmes require improvement within Health, Early Years and ICT Sectors
 - Teaching and learning requires improvement in a minority of lessons
- Attention drawn to the QUIP (which was available for the Committee) which reflects the current progress being made against these areas for improvement, these were identified as part of the self assessment process and as such previously reported to the Committee
- Overview of the current performance within each of these areas, along with the performance against target for all of the corporate objectives
- The Committee discussed the detail of the initiatives which had been put in place and the positive impact that these were having towards improvement

The LE Committee asked if a live demonstration of NEXUS be provided to full board to demonstrate the depth and breadth of data that this provides at any given point in time.

Action: Clerk to note for agenda

Action: DP C&Q to provide an overview at Board meeting 27.3.19

- Governors queried the process around the Functional Skills exams and the variances between the different processes and timescales of different awarding bodies. The DP C&Q advised that the Head of Area for English & Maths is currently undertaking an analysis of this with a view to identifying the most beneficial way forward and this would be reported back to the Committee once complete

Action: DP C&Q to report to the Committee on the outcome of the Functional Skills examination analysis to the Summer term meeting of the Committee

- Governors raised apprenticeship performance, which has been a particular focus this year by the Committee, and added that they have been kept abreast of the interventions which are in place to improve performance in this area but appreciated that this is a moving picture of performance and as the year progresses the impact of these will be confirmed. The DP C&Q confirmed that this is the case and is continually monitored by the senior leaders and managers to ensure that the interventions continue to impact on performance

LE/19/10 Resolved: the Committee noted the Performance Monitoring Report and the interventions in place to monitor and improve those areas identified as requiring improvement

SELF ASSESSMENT – QUIP PROGRESS UPDATE

LE/19/11 The DP C&Q presented the QUIP within year progress noted against each area identified for improvement. The context of these had been discussed under the previous item with regards to performance monitoring and the actions in place to bring about improvements.

LE/19/12 Resolved: The Committee noted the in year QUIP progress

Q1 LEARNER SURVEY ANALYSIS

LE/19/13 The Director of Planning Performance & Quality presented on the key outcomes from the analysis of the Q1 learner survey which is completed during the first term of the academic year by new start students.

The Committee were drawn to the following key points:

- Analysis is broken down by College site
- 8 questions – same survey on both sites

- 95% satisfaction to 99% satisfaction for all questions
- Response rate 80%
- Overall satisfaction – 97% Channelside, 98% Rating Lane

Channelside

- Response by gender – no comparable difference.
Following questioning from Governors the DPPQ clarified that the balance is in accordance with the gender balance of the college
- Response by equality strand – positive responses over all strands, any variances in responses have been further investigated with the assurance that there are no areas of concern

Rating Lane

- Response rate 73% - this Committee raised concerns with regards to this lower rate of completion and it was suggested that the difference in response rate between the sites may be due to the different approaches across the sites.
The DP C&Q added that there are a number of actions in place to increase the take up for future surveys. The SLO confirmed that the Student Union can assist with promoting the completion of the survey to learners
- Responses by gender and equality strands – positive responses over all strands, with any variances being investigated in more detail with the assurance that there are no areas of concern
- The Student Liaison Officer, Callum Slater, raised that it may be worthwhile to consider having optional (rather than compulsory) comments should a question be responded to by disagreeing with that particular statement.

Given the small groups of learners within some of the equality strands the DP C&Q raised that focus groups will be held with relevant learners given that the small numbers involved have a limited impact on the overall analysis and this would be a useful additional activity for gaining feedback.

LE/19/14 Resolved: The Committee noted the Q1 learner survey analysis

DESTINATION REPORT ANALYSIS

LE/19/15 The Director of PPQ presented the analysis of the destination of leavers survey for 2017-18 leavers with the overarching analysis being:

- Positive destinations at 97.5%, 1071 known destinations captured
 - Majority of leavers are 16-18 – which is in line with the learner profile
 - 74% of 16-18 learners progress to further learning within the college and 18% progress to HE or further learning with another institution
- Internal progression between levels:
- 11% of learners on entry provision who stayed at entry (progression within level)
 - 78% of learners who started on entry progressed to Level 1
 - Small number progressed to Level 2 from entry
 - Large majority of level 3 students are still with us this year – 2 year programmes, students on subsidiary programme
 - Progression from level 1 to level 2 = 74%
 - Progression to employment by sector – 33% into apprenticeships, 6.8% to employment less than 16 hours, 18% to employment over 16 hours
 - No disparity by LDD
 - University destination – 156 learners matched on UCAS report, 26 applied but were not placed, 6 applied but later withdrew
 - 14.5% progressed to HE
 - Detail of the progression to Top 20 Universities
 - Detail of progression to Russell Group Universities
 - Progression to STEM subjects are the most popular area of study
 - 122 students progressed to Universities which had been TEF rated

Governors asked if First in Family data is captured and requested that they be advised of this figure.

Action: Director of PPQ to provide this for the next Committee meeting

LE/19/16 Resolved: the Committee noted the destination survey report

ANNUAL EQUALITY REPORT

LE/19/17 The DP C&Q presented the annual equality report, which analyses the performance by equality strand and also performance against the annual equality objectives and made the following points:

- Gender imbalance has narrowed from 2015-16, this is due to the inclusion of academic programmes delivered at Rating Lane, where 57% of the learners are female, in addition the adult gender gap has narrowed as more females enrol on the predominately male programmes within the sector areas of construction, engineering and ICT
- Achievement rates by equality strands, narrowed between adults and 16-18 year olds and this remains the case when English & maths are removed. Adult offer continues to develop in line with local skills shortages and therefore shorter programmes have been designed which focus on moving adults swiftly into jobs – as a result adult achievement has risen from 79% in 2016-17 to 86% in 2017/18.
16-18 achievement has a small decline which related to the low functional skills achievement rates, when these are excluded the achievement rates on main aims increases slightly
Apprenticeship achievement rates – no significant difference between age group, the decline in achievement rates across all age groups has been identified as a key area for improvement within the self assessment report. 2018/19 data suggests that the decline will be arrested and achievement rates will begin to increase across all age groups
- HE retention and pass rates increased for young and adult learners and no actions were identified
- Ethnic minority adult learners achieve at a higher rate than White British learners, the performance of 16-18 ethnic minority declined in 2017/18, governors questioned the reasons for this and the DP C&Q advised that this could be because the group of learners were not based in the UK for the full period of their course, one example of this was the foreign exchange students who studied on year 1 of a 2 year programme. This is no longer offered since the students are only with the college for a 1 year period and would not have been able to achieve the 2 year programme

Governors commented that the gap had been closed on the identified areas for improvement.

LE/19/18 Resolved: The Committee approved the annual equality report and recommended for full Board approval

EDI COMMITTEE MINUTES

LE/19/19 The DP C&Q presented the EDI Committee minutes of meeting held during the Spring Term and brought committees attention to the key areas which had been covered. Much of the discussions at the meeting had been around the annual equality report and Q1 learner survey which had both been discussed under the previous agenda item for the Committee this evening. There were no further comments regarding the minutes.

LE/19/20 Resolved: The Committee noted the EDI Committee minutes

EDI POLICY

LE/19/21 The DP C&Q presented the EDI Policy for consideration and annual approval, prior to full Board approval. There were no material changes to the Policy other than updates around the Annual Equality Objectives and the Strategic Aims which were noted in the policy but had been updated since last presented to the Committee.

LE/19/22 Resolved: The Committee approved the EDI Policy and recommended for full Board approval

ADMISSIONS AND IAG POLICY

LE/19/23 The DP C&Q presented the Admissions and IAG Policy for approval. This policy sets out the approach by the college of the admissions and IAG process for applicants to College courses. Traditionally this Policy has not been for governor approval but in line with common practice this is now being brought into the cycle of business. The policy will go forward to Board for formal approval and consideration as to whether in subsequent years the policy can be fully approved by LE Committee only.

LE/19/24 Resolved: The Committee approved the Admissions & IAG policy and recommended for full Board approval

LEARNER VOICE, TERMLY REPORT ON COMPLAINTS, COMMENTS & COMPLIMENTS

LE/19/25 The DP C&Q presented the report which 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.

LEARNER VOICE UPDATE

LE/19/26 The Student Liaison Officer (Callum Slater) had provided a very interesting overview of student union and representative related activity. The key points of the report were:

- The College has confirmed its commitment to learner voice by the appointment of the Student Liaison Officer for a further 12 months
- The FCSU has undertaken lots of activity to make student life better in the college – for example clubs and forums beyond the timetable. The SU now offer grants to allow students to set up their own clubs and societies, this is driven by the students themselves rather than the college. and has been very positively received
- Healthy lifestyles promoted, awareness of mental health issues
- FCSU Leadership Elections for 18/19 – ongoing at the present time, voting closes this week. Positive response to the election nominees
Governors noted the difference in responses to the election process across sites, with an increased take up at RL than CS
The DP C&Q and the SLO added that this does vary dependent upon the study body and also engagement of students other than full time 16-18 at Channelside to be representative of the student body
- Totum (NUS discount card) working with local BID to engage more local discounts in addition to the national discounts offered.
- NUS conference – 2 x student attending the national conference in April
- Communication – looking at the development of a student app to increase engagement with students and also to provide further information to them in a way in which will increase their knowledge of the services that the college provides, for example
- Mental health awareness – several fundraising initiatives have taken place and are planned, this has a dual purpose of raising Charitable money but also increases the awareness and support which is available

The Committee noted their satisfaction with the range of activities and support which is offered to students.

COMPLAINTS COMMENTS AND COMPLIMENTS UPDATE

LE/19/27 One formal compliment had been received from with regards to a visit by teachers as part of a European funded project. The visitors were taken on a tour of the college facilities and had a discussion regarding the curriculum offer of the college.

An overview of the complaints received over the period was provided and discussed by the Committee. All were now resolved with the exception of one which is still in dialogue with the complainant. The DP C&Q provided an update with regards to this complaint.

The Committee were satisfied with the process for dealing with the complaints which had been received
LE/19/28 Resolved: The Committee noted the report

ITEMS FOR THE NEXT AGENDA

1. Update on the areas for improvement identified within the published Ofsted report
2. Head of Area curriculum presentation – Technical Engineering and Build

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 Wednesday, 12th June 2019.

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