

**Present:** Yvonne Bradshaw, Jo Venn (Committee Chair), Ella Lawrenson, Jessica Gill, David Grime, Steven Haycocks Simon Partington (Principal), Will Sutton

**In Attendance:** Clare Russell (Deputy Principal), Wendy Higgin (Interim Deputy Principal), Martin Rigby (Assistant Principal), Tanya Meredith (Director of Quality), Fatema Hussein (Head of Governance)

**Meeting began:** 1.30pm

**Meeting closed:** 4.00pm

**Attendance:** 88%

## 1. APOLOGIES

Wendy Higgin, Tanya Meredith and Martin Rigby were welcomed and introduced to the meeting.

No apologies had been received from Ben Houston.

## 2. DECLARATION OF INTEREST

Governors / members were invited to declare any pecuniary, personal or prejudicial interest in any matter on the agenda for the meeting

No interests were declared.

## 3. MINUTES OF MEETING HELD ON 11<sup>TH</sup> OCTOBER 2019

### 3.1 Approval of the Minutes

Agreed that: the minutes are approved as a correct record and authorised for publication.

### 3.2 Matters Arising

The action progress log was reviewed and the following points noted:

- GCSE Maths Volunteers - due to the Principal and Deputy Principal appointment process and the current crisis, Andy Pratt had not yet had the opportunity to meet with Clare Russell
- It had been agreed that Maths and English GCSE update was to be included as a standing item on future committee agendas

**ACTION:**

Head of Governance / Future Committee agenda

**4. MONITORING OF KEY ISSUES REPORT MARCH 2020**

**4.1 Key Issues**

The key issues report was considered and it was noted that most of the subjects were on track to meet the targets by year end.

**Governor Questions**

**Q.** Were the targeted interventions in A level Art & Design having an impact?

**A.** Learner voice activity and focus groups had been undertaken to check. There were a few concerns about individual students, and smart interventions had been put in place for them

**Q.** Was progress being made on A level dance?

**A.** Some interesting feedback had been received in relation to written exam preparation and areas for improvement had been identified

**Q.** Was the Quality Improvement Plan for Media production on track?

**A.** Discussions had taken place with the Head of Studies who was confident that the outlook would be better by Easter. COR week had just been completed and feedback from this would be reviewed. Exam results would also be available next week

**Q.** Was sufficient progress being made on the L3 Certificate in HR practice and L2 BTEC in Business and Public Services?

**A.** The L3 course had a very small number of learners. There was an issue with attendance on the L2 Business and with retention on L2 Public Services

**GCSE Maths & English Update**

It was noted that the mock exams had been undertaken but the results were not yet available

**ACTION:**

Clare Russell to provide results data when available

**Governor Questions**

**Q.** Had there been any issues with attendance?

**A.** Attendance had not improved despite the employment of an Attendance Clerk

**5. APPRENTICESHIP PROVISION - UPDATE & REVIEW AGAINST ACTION PLAN**

The Interim Deputy Principal Wendy Higgin presented the report and the following points were noted:

- Significant progress had been made on the actions in the plan
- A full day conference had been held at the end of January for all members of the Apprenticeship team
- This was being followed up with four weekly quality audits
- Good progress was being made on improvements to systems and processes
- It was too early to see the impact of the actions as they needed to be embedded
- The next external review was scheduled for 23<sup>rd</sup> and 24<sup>th</sup> March

- There was a willingness from the vast majority of staff to implement the necessary actions

The Co-opted member David Grime confirmed that the new systems and processes had been positively received by him as an employer and from his Apprentices

### **Governor Questions**

**Q.** Had any progress been made on the quality of learning?

**A.** It was too early to make an assessment of this. A meeting was to be held with all Assessors. Some improvements had been evidenced via the quality audits

Steven Haycocks left the meeting at 1.50pm

(Change in order of agenda)

## **13. OVERVIEW OF EXTERNAL & INTERNAL DESTINATION MEASURES**

The Director Quality Tanya Meredith delivered a presentation on internal and external destination measures in which the following information was included:

- How internal data on learner destinations was collected and recorded
- Ofsted only considered externally published data and the two key publications were the DfE 16-18 accountability measures and Further Education Outcome based success measures
- Data published in F.E. week in 2019 showed that Runshaw was the number one ranked GFE College for positive progression and sustained destinations
- The Sixth Form Colleges Association had provided some very positive commentary about the College's destinations data
- Runshaw was 10% above the national benchmark for sustained positive destinations
- There were three key internal measures used to capture destination data and these were; Intended destinations, Destinations of In-Year Leavers and Final Intended
- High expectations were set in relation to the response rate and this was the same for all programmes
- An analysis of the reports was undertaken by the Programme Management Team including reasons why some students had left their courses without completing

The following points were raised by Governors:

- There seemed to be a high proportion of Level 3 learners not in employment and learners where no reason had been recorded for leaving
- The strike rate for Oxbridge applications was falling even though the number of offers had increased

The Director of Quality advised that every learner was followed up by the Pastoral Mentors to establish the reasons for leaving. The overall number of students applying to Oxbridge had increased and this may account for the fall in the strike rate.

The Committee thanked the Director of Quality for her informative presentation.

## **6. COLLEGE SAR - SUMMARY OF GRADES AWARDED**

The Committee reviewed the information that had been circulated. The Vice-Chair confirmed that she had attended 2 SRG meetings validating the curriculum SARs and was satisfied that the process was rigorous and that the grades awarded were appropriate. She had also received copies of the Updated QIPs of the Grade 2 Curriculum Areas

## **7. PROPOSED CHANGES TO CURRICULUM PORTFOLIO**

The Principal provided details of new and proposed discontinued courses.

In response to a question about the H.E. programme, it was noted that recruitment to these was very low as there was a lot of alternative provision available.

## **8. INSPECTION READINESS**

### **8.1 SAR update and QIP progress**

The Principal presented the report and the following points were noted:

- As at 1 February 2020, College was on track to achieve 90% of QIP actions
- In-year retention for pre-advanced L2 learners was 975
- In-year retention for vocational learners in receipt of free college meals was 98%
- The Apprenticeship programme was being closely monitored
- Attendance on GCSE programmes was below target and the expected level at this point in the year

### **8.2 COR update and outcomes**

The Deputy Principal Clare Russell reported that:

- COR process had been fully updated to align with the new inspection framework
- It was working well with every curriculum manager having received training in this area
- Areas of best practice had been identified as well as some areas for improvement
- Every head of School had identified actions to add to their Quality Improvement Plan
- A sampling exercise had been undertaken of student work and records
- Focus groups had also been used

### **Governor Questions**

**Q.** Who was leading the focus groups?

**A.** It was the Curriculum Managers but not the Head of School for those areas

### **ACTION:**

Head of Governance to email the COR report to the Committee

### **8.3 48 hour plan document**

The Committee reviewed the document and suggested that Governors were added to the list of key people to be contacted

### **ACTION:**

Clare Russell to update the document

### **8.4 Are Governors ready for Inspection?**

The Principal delivered a presentation on the requirements of the new inspection framework in which the following points were included:

- An overview of inspection framework
- Details of how the Quality of Education would be judged, and in particular Curriculum intent, implementation and impact

- Ofsted's expectations of Governors which were:
  - Know the Provider and understand its strengths and weaknesses
  - Support and strengthen the provider's leadership and contribute towards its strategic direction
  - Provide challenge and hold senior leaders and managers to account for improving the quality of learning and the effectiveness of performance management / appraisal systems
  - Ensure that the provider meets its statutory responsibilities (e.g. in relation to health and safety, safeguarding, equal opportunities, data protection, study programme and funding compliance)

**RESOLVED:**

The Committee agreed that the information was shared and discussed at the Board meeting

**ACTION:**

Head of Governance / Board Agenda

**9. DFE PERFORMANCE TABLES 2019**

The Deputy Principal Clare Russell presented the report and the following points were noted:

- College was pleased with the overall results
- The average grade remained a B-
- A Level high grades were better than local Colleges
- Added Value at Runshaw was in the top 22% of all providers

**10. A LEVEL PROGRESSION - YEAR 1 TO YEAR 2 / BY SUBJECT**

- The average overall cohort retention rate was currently 87.4%.
- This would also be the Qualification Achievement Rate if all current students remained on course and passed their A Level.
- Having reviewed Benchmarking data from the Sixth Form College Association, it was anticipated that Renshaw's 2-year retention would compare very positively with sector norms.
- Based on the internal view, on average, 83.1% of students progressed to Year 2 of their course
- In the past, very few students left their courses or the college in the second year. Due to linear A Levels, there had been a slight increase to this
- So far this year, 22 students had left college in Year 2, and retention was 98%, which was lower than it had been prior to 2018.
- In the past, the A Level pass rate was always close to 100% (no less than 99.7% for the last 15 years)
- Due to linear A Levels (and the removal of AS examinations as a cut-off point), this had declined to 99.2% last year

**11. RETENTION AND ATTENDANCE REPORTS**

**11.1 A-Level**

- Year 1 retention was above target and above the average for this point in the year.
- Year 2 and 2-year retention were both just on or around target. Attendance was slightly below target for both Year 1 (-0.23%) and Year 2 (-0.11%).
- Large courses with attendance below target in both Year 1 and Year 2 were: English Literature, Sociology, Psychology, Law, Business Studies

## 11.2 Vocational Programmes

- Retention was currently above target for: Entry level 3, FSS, Level 2, Level 3 year 1, level 3 year 2
- Retention on Level 1 was an area of concern
- Whilst retention on Level 2 was 4.8% above target, the following course was below target: L2 ICT 86.8% (5 learners withdrawn)
- The only Year 1 level 3 course of concern was L3 Graphics 75% (4 learners withdrawn)

Attendance:

- Attendance was fractionally below target on each aspect of the Vocational Programme with the exception of E3 (+0.9%)
- Level 1 was of greatest concern at 3.96% below target and potentially linked to the retention issues above
- The largest programmes were less than 0.5% below target, and so year-end targets were achievable

## 11.3 Higher Education

- So far this year, no students have withdrawn from their HE courses, so retention was at 100% - well above target and above average for this time of year.
- Attendance on 8 out of 9 courses was well above target.
- 2 students were intercalating (they are taking time away from their studies and plan to return). These students would be monitored to ensure they were ready to return at the appropriate time.
- One course had below-target attendance at 88% (FD Criminology & Criminal Justice). Of the 14 students in the group, 9 had attendance below the 94% target. In most cases, this was due to very challenging personal circumstances but nonetheless, appropriate interventions were in place including disciplinary warnings.

## 11.4 Adult College FE Provision

- At 93%, overall retention was above the target of 92%
- 14 out of 20 courses had above target retention
- 9 out of 16 courses have attendance above college target.
- While still below target; Functional Skills English attendance had improved significantly compared with last year.
- At 90%, overall programme attendance was just below the target of 91%.
- 7 out of 16 courses had attendance below college target
- The courses with below target retention were: GCSE English, Functional Skills English, Level 3 Teaching Assistants, Level 2 Counselling, Access to Social Sciences, Level 3 HR.

## 11.5 Apprenticeships (interim success rate)

- Current best-case timely achievement for all apprenticeship types with a 19/20 end date was 74.4%.
- Current best-case timely achievement for frameworks with a 19/20 end date was 83.5% compared a national figure of 65.5%.
- Current best-case timely achievement for standards with a 19/20 end date was 66.0%. There was no available national comparison for this.
- Overall achievement best case was 81.9% for 19/20 apprentices
- Progress through the QIP for the Apprenticeship provision was good, along with completion of the action plan resulting from the apprenticeship review.

## **11.6 Looked After Children**

- Retention of LAC students was currently above target.
- Overall retention is 92% against a target of 85%
- Retention is above target for A Level, Entry, FSS, Voc Level 1 and Voc Level 3
- Retention is below target on Voc Level 2

## **12. EQUALITY & DIVERSITY ANNUAL REPORT**

The Committee reviewed the report and agreed that it was very comprehensive and thanked all staff who had been involved in producing it.

### **Governor Questions**

**Q.** The Chaplain had not been replaced and how was College was planning to address this?

**A.** Other measures had been put in place including individuals who students could go to for support

### **RESOLVED:**

The Committee requested that:

- Additional information was provided on the alternative arrangements that were in place for chaplaincy services
- Three year trend data provided for 16-18 achievement by ethnicity

### **ACTION:**

- SMT / Janet Hodgson
- Tanya Meredith to include three year trend data in future reports
- Head of Governance / Agenda

## **14. STRATEGIC PLAN MONITORING REPORTS 2019/2020**

The relevant chapters of the Strategic Plan which set out key actions required and indicated progress to date with them were reviewed and the following points were noted:

### **14.1 Chapter 6 – Teaching, Learning, Assessment and Support**

All actions were on track to be completed within the required timescales.

### **14.2 Chapter 7 – Student Support Services**

#### **Governor Questions**

**Q.** Had there been any positive outcomes from the Student Council meeting?

**A.** College would be offering additional enrichment opportunities for students

### **14.3 Chapter 8 – Quality**

All actions were on with no issues to bring to the attention of the Committee.

## **15. POLICIES FOR APPROVAL**

The policies were reviewed and it was noted that minor changes were being proposed.

### **15.1 H.E. Bursary Policy**

**RESOLVED:**

The Committee approved the H.E. Bursary policy

**15.2 Student Harassment & Bullying**

**RESOLVED:**

The Committee approved the Student Harassment and Bullying policy

**15.3 Student Volunteering**

**RESOLVED:**

The Committee approved the Student Volunteering policy

**16. RISK REGISTER**

The relevant section of the risk register was reviewed and the key risks noted.

**17. COMMITTEE TERMS OF REFERENCE**

The Head of Governance advised that as previously requested by the Committee, the Terms of Reference had been revised to ensure that the role of Governors in promoting and securing learner outcomes was given more prominence.

**RESOLVED:**

The Committee agreed that the revised Terms of Reference were recommended to the Board for approval.

**ACTION:**

Head of Governance / Board agenda

**18. GOVERNANCE IMPACT STATEMENT**

- Monitoring of Key Issues – to ensure that required progress was being made
- Equality & Diversity Report – additional information on Chaplaincy support and three year trends for 16-18 achievement by different ethnic groups
- Policies – review and approval ensures that Governors are fulfilling their statutory duties
- Terms of Reference – revised to give greater prominence to role of Governors in promoting learner outcomes
- Suggestion re online support for students

**19. APPROVAL OF RESERVED BUSINESS MINUTES – 11<sup>TH</sup> OCTOBER 2019**

**20.1 Matters Arising from the Minutes**

Discussed under reserved business

**21. GDPR / CONFIDENTIALITY\***

Governors were reminded of the requirement to maintain confidentiality and comply with GDPR regulations.

**22. DATE OF NEXT MEETING**

Friday 19<sup>th</sup> June 2020 at 1.30pm