

Minutes of the meeting of the Quality Committee held on **11 November 2019**.

Present: Professor Mike Bramhall (Chair), Colin Forrest, Professor Tim Thornton (up to and including Q19/37), Catharyn Lawrence, Sarah Tyler and Yultan Mellor (Principal).

In attendance: The Assistant Principal – Student Experience (Diane Lawson), the Assistant Principal – Curriculum, Quality and Business Development (Emma Beal) and the Clerk to the Governors (Sarah Johnson).

Apologies: Chloe Rendall.

Q19/29 DECLARATIONS OF INTEREST

With respect to his role as Deputy Vice-Chancellor Prof Tim Thornton declared a non-financial interest in items which related to the University of Huddersfield. It was agreed that no decisions to be taken would be affected by these interests and it was not considered necessary for anyone to withdraw from the meeting.

Q19/30 MINUTES

The minutes of the meeting held on 20 June 2019 were approved as an accurate record (a copy is filed in the minute book).

Q19/31 MATTERS ARISING

Q19/11 It was noted that destinations data would be included in the performance dashboard as data become available.

Q19/32 PERFORMANCE DASHBOARD – FINAL OUTTURN 2018/19 (Document 2i)

The committee considered the final outturn performance dashboard for 2018/19 noting that:

- The new dashboard format had been used in order to provide extended data and enable comparison with 2019/20;
- The full dashboard report was provided in order to give a full overview, but the focus of the committee would remain quality matters;
- The dashboard format was still in development and this included for example destinations data which would be added as new data systems were developed;
- Feedback from the committee on its usability and format was welcomed;
- a very formulaic approach had been adopted to the RAG rating which had been misleading, and would be updated to provide a more realistic overview of performance prior to the report being considered by the Board in December 2019.

Q19/33 The committee considered the performance reported and particularly explored:

- new indicators relating to conversion rates, attendance and destinations, appraisals and staff utilisation, noting that these would be populated as data sets were developed through the year;
- teaching staff absences resulting from long term illness/absences, particularly exploring implications in relation to the student experience, achievement rates and the delivery of curriculum.

Q19/34 The committee agreed that overall the performance reported was very positive but the College had to ensure it addressed challenges relating to destinations/outcomes data, male and BAME participation and analysis and monitoring of progress for particular groups.

Q19/35 SELF-ASSESSMENT REPORT 2018/19 (Document 2ii)

The committee considered the draft self-assessment report for 2018/19 and noted that:

- the decision had been taken to write the assessment against the new Ofsted inspection framework and this had worked well;
- consequently, some areas didn't have as robust evidence as would have been liked due to them not being part of the old framework, but this would be developed going forward;
- the decision had been taken not to grade the report in line with the Ofsted approach, but it had been written in the language of an outstanding provider;
- the committee was seeing the draft at an early stage to enable it to review and shape the final report in a meaningful way;
- when complete the report would also include a quality action plan which would outline the action that would be taken to address the areas for improvement identified.

Q19/36 The committee:

- explored the process that had been undertaken to develop the assessment and were satisfied that it was robust and thorough, was supported by evidence and had included staff across College;
- considered the data tables in detail and agreed that results were very positive and in-line with performance as reported throughout the year;
- supported the decision not to grade the report.

Q19/37 The committee considered and challenged the draft key strengths and areas for improvement in detail, exploring and testing the evidence, and making extensive suggestions for strengthening, reframing and enhancing.

Q19/38 The committee agreed that the document was well constructed and explored how it would be used both internally and by Ofsted.

Resolved: **i That the draft self-assessment report be updated in line with the discussion and presented to the Board of Governors for consideration and approval.**

Q19/39 **PERFORMANCE DASHBOARD 2019/20** (Document 2iii)

The committee considered the College **Performance Dashboard to 30 September 2019** and noted that:

- as previously outlined the new format was still developing and feedback from the committee on its usability and format was welcomed;
- the issues regarding RAG rating for this report were in line with the earlier discussion in relation to the 2018/19 dashboard and would be reviewed as appropriate;
- the key area for consideration at this stage in the year was student recruitment (HE and Access).

Q19/40 The committee considered the enrolment data in detail, noting that:

- HE recruitment was below target at 58 against a target of 69 and no further enrolments were anticipated for this year;
- access recruitment was above the 60 target at 64.
- all other student recruitment was on-going.

Q19/41 The committee welcomed the new dashboard format and agreed that it would provide robust monitoring and facilitate informed discussion.

Q19/42 **PERFORMANCE REVIEW FRAMEWORK** (Document 2iv)

The Committee received a briefing regarding the College's new **Performance Review Framework**, noting that:

- the framework was designed to enable the College to efficiently understand its overall performance in all areas and the impact on teaching, learning and the student experience, and to encourage and share good practice to underpin improvement;

- reviews would be undertaken tri-annually, would cover resourcing (efficiency) and development (quality) and would include all areas of the College split into curriculum and business services;
- the outcomes and subsequent actions from each group of meetings would reported via a RAG rated report to the Quality Committee.

Q19/43 The committee:

- welcomed the new approach and looked forward to the enhanced performance management analysis it would provide;
- explored the data what would be included, how the committee would use the data and the timetable.

Resolved: i That the report be noted.

Q19/44 **CONTEXT UPDATE**

The committee received a verbal context update which included:

- an update regarding devolution, both locally and nationally, and the potential implications for the College;
- an update on Ofsted, particularly the announcement that outstanding providers would once again be routinely inspected and feedback from recent inspections.

Q19/45 The committee considered feedback from inspections relating to destinations and outcomes for students and the implications for the College in its development of the collection and analysis of this data set.

Resolved: i That the report be noted.

Q19/46 **RISKS OVERSEEN BY THE COMMITTEE** (Document 3ii)

The committee considered the risks allocated to it for oversight and specifically whether they accurately reflected the risks faced by the College in relation to the remit of the Quality Committee, whether there were any developing areas which needed consideration, and whether the controls were appropriate and effective.

Q19/47 It was agreed that the current risks remained appropriate and the controls in place provided assurance. It was noted that a number of the key risks had been explored throughout the meeting.

Resolved: i That the risk register be noted.

Q19/48 **DATE OF THE NEXT MEETING**

The next meeting of the Quality Committee will take place on **24 February 2020 at 1.00pm** – Queen Anne 3.

Signed	
Position	Chair of Quality Committee
Date	