

Minutes of the Learning & Quality Committee Meeting held at 2pm 29 November 2023

Present: Prue Amner (chair), Mark Cooper, Tim Jackson, Shirley Nellthorpe & Mike Stoneman

Apologies: Lyndsey Mason (staff governor)

In attendance:

Chris Caddemy	VP Information Services
Fiona Chalk	Governance4FE
Matt Phelps	Deputy Principal/Deputy CEO
Paola Schweitzer	Director of Governance
Jo Shankland	VP Student Experience
Sarah Warren	VP Vocational Learning

Minutes

107 Attendance and Participation

Lyndsey Mason sent her apologies. Prue welcome Fiona to the meeting. Fiona would observe the meeting as part of Corporation's external governance review.

Prue stated that the main purpose of the meeting was to review performance in 2022/23 through the self-assessment report and quality improvement plan and data.

108 Declarations of Interest

There were no declarations of interest.

109 Minutes

The Minutes of the Meeting held on 04 October 2023 were **Agreed** as a correct record.

110 Matters Arising

Governors **Noted** that matters arising had been completed or were on the agenda.

111 EED&I Targets (paper 486/23/L&Q)

Jo presented the first Equity, Equality, Diversity & Inclusion (EED&I) targets for the College. An EED&I meeting, co-chaired by Jo and Mickiela (Director of People Strategy & Organisational Development), would take place in January to agree an action plan to deliver the targets. Meetings would be every half term with reports to L&Q Committee. Prue would observe the first meeting as the EED&I link governor.

Governors welcomed the comprehensive targets and discussed the importance of culture in measuring how staff identified. Governors suggested some minor clarification and duplication amendments as well as ensuring that the College's most vulnerable learners were referenced more fully. Governors **Agreed** the 2023/24 EED&I targets with the amendments discussed.

112 Self-Assessment Report (SAR) 2022/23 (paper 487/23/L&Q)

The 2022/23 SAR was compiled using department SARs. Overall *reasonable progress* and in many areas *good progress* had been made however work remained to quicken the pace of improvement and consolidate strengths to ensure that all students had a consistent and good learner experience. The overall grade was *Requires Improvement* due to inconsistency in quality. Prue agreed that the SARs were articulated well and had been triangulated at the validation meetings.

Governors noted that the SAR was well balanced and appreciated the colour coding and examples. One governor wondered if the College had judged itself unnecessarily harshly. Governors asked for clarification on several points including the quantitative language used and continuity (as opposed to consistency) of staffing. Another governor asked what was being done to share good practice across the College. Governors noted that tutorials were embedded in personal development and would be cross-referenced more fully in the QIP. Governors **Agreed** to recommend the 2022/23 self-assessment report, with a few amendments, to Corporation for approval.

113 Quality Improvement Plan (QIP) 2023/24 (paper 488/23/L&Q)

The 2023/24 QIP comprised areas for improvement identified in the 2022/23 SAR and from the recent Ofsted Monitoring Visit alongside actions requiring further progress from the 2022/23 QIP.

Governors agreed the QIP provided a good and comprehensive summary of areas for improvement and associated actions. They discussed elements of the plan including apprenticeships, high needs and the enrichment programme (including tutorials). Quality Review Meetings and the governor link scheme, which linked to the QIP, would provide an opportunity for governors to explore progress against the plan and staffing issues. Progress against the QIP would be RAG rated and supported by a commentary and would continue to be an L&Q standing agenda item. Governors **Agreed** to recommend the 2023/24 to Corporation for approval.

114 Curriculum Plan Update 2024/25 (paper 489/23/L&Q)

The report provided an overview of the College's 2024/25 curriculum planning lifecycle including a summary of the activity and purpose of each meeting. The process was unchanged and incorporated the new management structure. The curriculum plan would be agreed by March 2024 and would act as the baseline for the College's budgeting process commencing in March 2024. Key changes to the curriculum would be reported to Corporation in the summer, with the Committee being advised in the spring if major changes were anticipated. Governors **Noted** that the curriculum planning lifecycle and timeline.

115 L&Q Dashboard (paper 490/23/L&Q)

The L&Q dashboard included 2022/23 final year data and initial data for 2023/24:

- **2022/23 Education & Training QAR:** Current overall achievement was 84.1%, (1.9% above 2021/22) and forecast to be 0.3% above the national average (NA)
- **2022/23 Apprenticeship QAR:** Current overall achievement was 48% (9% below the NA but above the 2021/22 rate of 42.7%)
- **2022/23 Apprenticeship Accountability Measures:** Current achievement placed the College at risk as this was below the NA rate of 57%
- **2022/23 Attendance:** Overall attendance was 83.2% (84.9% in 2021/22)
- **2023/24 Student Numbers:** 5780 students were enrolled (3166 on 16-18 study programmes)
- **2023/24 Teaching and Learning:** 72% of students were on target (green), 9.7% were amber and 17.9% red
- **2023/24 Attendance:** Overall attendance was currently 82.6%.
- **2023/24 Apprenticeship Dashboard:** Current withdrawal at 14.9% classified the College as *On Track* however further withdrawals were anticipated from out of funding (OOF) apprentices and the classification was likely to drop to *Needs Improvement*; the number of apprentices past their planned end date was classified *At Risk*; there were currently 564 active apprentices (309 were OOF).

Prue noted that attendance was worrying. Chris responded that this reflected national and local trends. Mike agreed, noting that Portsmouth was at the bottom of the national league table for school attendance and that a multi-agency approach was needed. Governors asked that data was benchmarked where possible, although recognised that it was not possible to benchmark attendance. Tim noted that apprenticeship provision had improved but it was a long way from where it ought to be and asked if management were on top of the issues. Matt explained that there was now a clear plan and timeline for every OOF apprentice to either achieve or be withdrawn by February or Easter. Recruitment would be reduced to areas where the College was confident of the quality of provision. This approach would have a negative impact on the College's data and finances but would resolve the issues. The approach had been endorsed by the Ofsted Monitoring Visit team.

Governors **Noted** the L&Q dashboard.

116 **Comments, Compliments & Complaints Policy (paper 522/23/L&Q)**

Various amendments had been made to the policy including timescales and an appendix covering HE provision. Governors **Agreed** to recommend the Comments, Compliments & Complaints Policy to Corporation for approval.

117 **Ofsted Monitoring Visit, 08 & 09 November 2023**

The two-day Ofsted monitoring visit found that there had been *significant progress* in leadership and management and *reasonable progress* in the other three themes. This was a great outcome and confirmation that the College was on the right track. Further information would be brought to Corporation.

Prue closed the meeting by thanking governors for participating and concluded that the objectives identified at the start of the meeting had been achieved.

The meeting ended at 4pm