



**USP College Corporation
Quality Committee**

**Minutes of the Meeting held on Tuesday 23 February 2021
Meeting held via Microsoft Teams
Meeting commenced: 16.00hrs
Meeting ended: 17.45hrs**

Present

Ian Hockey	Independent Member	Chair
Vikki Liogier	Independent Member	
Nicola Curtis	Independent Member	
Trevor Hutchinson	Co-opted Member	
Dan Pearson	Principal and Chief Executive	
Julie Snelling	Staff Member	
David O'Donovan	Staff Member	
Cameron Root	Student Member	
Success Popoola	Student Member	

Apologies for Absence

Ralph Henderson	Independent Member
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In attendance

Gordon Haines	Chair of the Corporation
John Revill	Vice Principal Partnerships, Funding & Business Planning
Clare White	Deputy Principal Corporate & Student Services
Mark Silverman	Interim Quality Consultant
Stuart Coussins	Head of Higher Education
James Parker	Director of Education Improvement
Jon Briggs	Assistant Principal Vocational
Andy Shepherd	Head of Student Services

Clerk

Sue Glover	Clerk to the Corporation
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QC.01.21 Declaration of Interest
Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

There were no declarations of interest.

QC.02.21 Apologies for absence
Apologies for absence were received from Ralph Henderson.

The Quality Committee agreed to accept the apologies for absence.

QC.03.21 Unconfirmed minutes of the meeting held on 9 December 2020
The minutes of the meeting were approved and signed as a correct record.

QC.04.21 Matters arising and action points from the minutes of the previous meeting

Members reviewed the action points arising from the meeting, noting that the action relating to Learner Satisfaction would remain on the schedule as ongoing.

The Clerk advised that a Link Governors Scheme is being put in place, which the Board will be approving at the March meeting. This includes a Link Governor for Higher Education who will engage with the Head of Higher Education to provide relevant support where appropriate. The activities undertaken by Link Governors will be reported directly to the Corporation Board.

Members agreed there were no other matters arising from the previous meeting.

QC.05.21 Higher Education

The Head of HE presented a report giving an update on the higher education provision at USP College.

Members were advised that

- there are currently 134 enrolled HE students on eight courses
- Retention for internal courses is currently 94%, most withdrawals have been Covid-19 related with mature learners finding it difficult to balance home life with study commitments
- the transition to online learning has been relatively smooth with course leaders adapting their continuity plans
- the College is actively developing its portfolio of HE courses in line with the HE strategic plan, with new validations for 2021 through the University of Hertfordshire and Writtle University College
- the new HE Quality Framework has continued to be developed following the recommendation from the Quality Committee
- following the request from the Corporation Board, each progressing student at Docklands Academy London (DAL) has been risk assessed in collaboration with DAL based on attainment and attendance, with a small number deemed unsuitable for progression
- a number of programmes with DAL are currently winding down in line with the recommendation from the Corporation Board
- the first intake of HND business students in collaboration with Oxford Business College (OBC) is planned to commence on 22 February, at the time of reporting the first cohort currently has 89 applications and the college's MIS team is currently working collaboratively to ascertain that all students are eligible for study
- the college will continue to monitor progress at OBC in line with the planned quality oversight as set out in the Collaborative Operational Delivery Plan

Members discussed the issues raised and, in response to questions, were advised that

- the DAL outcomes for 2019/20 are anticipated to be finalised in May 2021. The cohort two attainment will be presented for ratification week commencing 22 February and early indication suggests achievement is lower than previous cohorts with many withdrawals occurring due to Covid-19
- enrolments at OBC have continued and it is anticipated the final number could be 180 by the time the course commences, the upper limit in any academic year being 300

The Committee reviewed the table of key performance indicators (KPI) for DAL, commenting that the information provided did not make clear the progression and retention activity and asked if future reports could include a key of KPI definitions.

Members agreed that, overall, the position for the college's higher education provision indicated a good, improving position.

Agreed

The Quality Committee agreed to receive and note the report.

John Revill left the meeting

Quality Performance

QC.06.21 Teaching, Learning and Assessment

The Director of Education Improvement presented a report, which provided information on the College's methods of reviewing remote learning and the quality of teaching, learning and assessment during the most recent period of lockdown.

Members were advised that

- subject area online Internal Quality Reviews (IQR) have been used with all tutors receiving two online class visits, with marked work sampled for feedback, student questionnaire for learner voice and leadership and management review
- the quality team led the process, all areas seen over a 3 week period and reports provided 3 days after completion of IQR
- there have been 224 classroom visits with over 700 student responses and over 400 pieces of marked work assessed
- the majority of teachers were rated 'green' indicating that they demonstrated good use of varied platforms and learners were engaged with learning and making progress, only a small percentage required further urgent support with online learning
- there has been no negative feedback from students and the majority felt that lessons were interesting and engaging, Heads of Learning will use the individualised student responses to identify where improvements can be made

Members discussed the issues raised and, in response to questions, were advised that

- the small percentage of teachers who require further support is spread between both campuses
- a number of 'deep dives' will be conducted to provide an overview of a particular area, which will identify good practice and areas for improvement at course level

The student governors advised that they had found this to be a positive experience, but asked if there was any follow up process in place for those students not felt to be getting support and were advised that progress coaches/course leaders are working to identify those students to give relevant support.

In discussion, members asked if the summary of the deep dives could be presented to the Committee at the next meeting.

It was agreed that excellent progress has been made with transitioning to online learning.

Agreed

The Quality Committee agreed to receive and note the report

QC.07.21

Key Performance Indicators

The Director of Education Improvement presented a report, which provided an update on current attendance, retention, achievement and value added and the ongoing processes to monitor them.

Members were advised that

- current attendance indicates
 - overall attendance – 87.3%
 - January attendance – 88.4%
 - Retention – 96%
 - At risk students – 8%
- the lockdown has enabled students who would not normally have attended all lessons due to a number of reasons, to improve their attendance
- Level 3 students, particularly A levels, have continued to engage well with online lessons
- Level 1 and 2 students have struggled more with engagement with online learning, with a difference of almost 10% per level
- Retention since last reported has not had any significant change, with minimal withdrawals over the lockdown period
- current predicted achievement is reviewed via completion of Promonitor Risk Ratings on a fortnight basis, current risk ratings indicate circa 8% of students are at risk due to combination of attendance and work completion
- the college uses ALPS connect to review potential Value Added from A level formal assessments and once marked the current mock A levels will be uploaded to this to enable a review of potential value added
- once Ofqual and relevant exam boards have confirmed arrangements for awarding grades this summer the RAG rating process will be adapted to reflect this

Members discussed the issues raised and, in response to questions, were advised that

- compared to the same time last year, the overall college attendance has increased by circa 2%
- the college has received 440 laptops through the DfE initiative for students to enable them to continue with their studies online

In discussion, members recognised the improvement on attendance year on year. It was acknowledged that the risk rating around achievement would change as information becomes available, and asked if a further update is given at the next meeting with indicators from previous year to give a top level comparison and to identify any anomalies.

Agreed

The Quality Committee agreed to receive and note the report

QC.08.21 Destinations/progression

The Director of Education Improvement presented a report, which provided an update on progression and destinations.

Members were advised

- of the current level of progression and destinations:
 - Progression Level 1 – 68.1%
 - Progression Level 2 – 77.6%
 - Positive destinations – 92.8%
- an external research company has been commissioned to collect confirmed, sustained destinations data for the college
- there was a positive increase in progression for both level 1 to level 2 (11.7%) and level 2 to level 3 (8.8%)

In discussion, members agreed that the outcome was very positive and asked that final destination information is presented when complete.

Agreed

The Quality Committee agreed to receive and note the report

QC.09.21 Employer Involvement Activities

The Assistant Principal Vocational presented a report, which provided details on how the college is continuing to engage with employers.

Members were advised that

- the college has relaunched the following sector boards to support curriculum design and development
 - Creative & Digital
 - Early Years, Childcare & Education
 - Financial & Professional Services
 - Health, Care & Medical
 - Life & Sports Sciences
- Employers have been involved in Student CPD days
- Career Colleges have been created in Financial & Professional Services and Digital Technologies

Members reviewed the detail of the report and, in response to questions, were advised that the low rating on CPD days given initially by students on has been mainly attributable to the fact that students had not appreciated the value of having employer involvement.

The student governors advised that, particularly with A level students, it is felt there has been improvement on external speakers with more beneficial influential speakers. However, it was asked if there could be some separate data presented to identify if any of the negative reviews received relate specifically to courses.

In discussion, it was acknowledged that the Career Colleges offered a 'blueprint' for the preparation of T levels being introduced.

It was agreed that the College has an excellent range of initiatives in place which enables student engagement with employers, acknowledging that work will continue to enhance these, but it was pleasing that these initiatives reinforce the College's Careers Strategy.

Agreed

The Quality Committee agreed to receive and note the report.

QC.10.21 College Quality Improvement Plan 2020/21

The Quality Improvement Consultant presented the College Quality Improvement Plan (QIP), detailing the progress made on the key areas for improvement.

Members were reminded that the Corporation approved the College self-assessment report (SAR) and the QIP at the meeting held in December 2020. The top level SAR set the key areas for improvement in the QIP as:

- Quality of Education
- Behaviour & Attitudes
- Personal Development
- Leadership & Management

Members were advised that there are currently no significant areas of concerns, but the current Covid-19 lockdown restrictions have had an impact on quality improvement actions.

Members reviewed the detail of the document and agreed that good progress continues to be made against the key areas, particularly with regard to achievement of A levels, with a focus on digital and online learning quality improvement.

Agreed

The Quality Committee agreed to receive and note the report.

QC.11.21 Termly Safeguarding Report

The Head of Student Services presented a report detailing Safeguarding and Prevent related activities during the autumn term 2020.

Members reviewed the detail of the report, noting the

- Preparations for students report to College
- Summary of wellbeing activity and support
 - the number of monthly wellbeing interventions compared to previous year
 - gender split
 - interventions by mental health category and campus
 - interventions by campus
- Children Look After
- Training status update

It was noted that there has been no significant change in the number of cases in key areas, although they remain high.

In discussion, members commented on the gender imbalance between the campuses, indicating a higher level at Seevic and with females. The Committee was advised that, historically, there has always been a higher number of females and efforts had been made previously to engage more with males, but this has now levelled off. However, there are more students at Seevic. It was agreed that for future reports, in order for a more meaningful comparison this would be presented as a percentage.

There have been 19 learners under Child Protection during the current lockdown and were advised that there are currently 5 open, which are all considered as long cases.

It was noted the tremendous amount of training continuing to be undertaken by staff, particularly those involved with intervention and the wellbeing team.

It was agreed that it has been a particularly challenging year with the lockdown restrictions and on behalf of the Board, the Quality Committee asked that thanks are passed to all members of the safeguarding team for their hard work and contribution to the safeguarding of students.

Agreed

The Quality Committee agreed to receive and note the report.

QC.12.21

College Policies

The Head of Student Services presented, for consideration and approval, the Prevent Policy.

Members were advised that changes to the previously approved policy have been made to meet legislative or other requirements.

Members reviewed the detail of the policy and agreed there were no further changes required.

Resolved

The Quality Committee approves and recommends to the Corporation Board for approval the Prevent Policy

QC.13.21

Any Other Business

There were no other items of any other business

QC.14.21

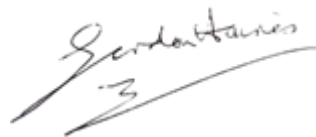
Schedule of Quality Committee meetings 2020/21

Tuesday 15 June 2021

All meetings commence at 4pm

As there was no further business, the Chair declared the meeting closed.

SIGNED AS A CORRECT RECORD:



DATE: 15 June 2021