



**USP College Corporation
Quality Committee**

**Minutes of the Meeting held on Tuesday 5 October 2021
Meeting held via Microsoft Teams
Meeting commenced: 16.00hrs
Meeting ended: 17.50hrs**

Present

Ian Hockey	Independent Member	Chair
Vikki Liogier	Independent Member	
Nicola Curtis	Independent Member	
Dan Pearson	Principal and Chief Executive	
Julie Snelling	Staff Member	
David O'Donovan	Staff Member	
Nicole Dragos	Student Member	
Mils Balcombe	Student Member	
Trevor Hutchinson	Co-opted 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 Deputy Principal Quality & Curriculum
Stuart Coussins	Head of Higher Education
James Parker	Director of Education Improvement
Michelle Lagden	Safeguarding, Wellbeing and Mental Health Coordinator

Clerk

Sue Glover	Clerk to the Corporation
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QC.33.21 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.34.21 Apologies for absence

Apologies for absence were received from

- Ralph Henderson

The Quality Committee agreed to accept the apologies for absence.

QC.35.21 Unconfirmed minutes of the meeting held on 15 June 2021

The minutes of the meeting were approved and signed as a correct record.

QC.36.21 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 remains on the schedule as ongoing.

The VP P,F&BP advised that this year's attrition rates are very different patterns to previous years, indicating this year being higher with the majority of additional attrition returning to school. It was agreed that a report indicating the pattern would be presented at the next meeting.

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

QC.37.21 Learner Voice

The Chair welcomed the student members to their first meeting of the Committee and invited them to give some feedback on student events since the start of term.

The student members advised that

- some students have commented on the cost for replacement lanyards
- the Higher Education work fair was recently held at Palmers – students at Seevic have asked if this could also be held at the Seevic campus as it had been difficult to get to Palmers
- students have asked if teachers could make more use of Idac

In response to the comments made, members were advised that

- making a small charge for a replacement lanyard is aimed to encourage students not to forget to wear them. Students are reminded that lanyards are there not only as a form of identification but also as a way of safeguarding students
- It had been considered not cost effective to arrange two events for the recent HE work fair within a short distance, but would look at this again for future events
- the use of Idac by teachers would continue to be encouraged

The Committee thanked the student governors for their contribution.

Higher Education

QC.38.21 Docklands Academy London (DAL)

The Head of Higher Education presented a report giving an update on the current performance of DAL.

Members were advised that

- the college will cease partnership with DAL in May 2022
- DAL have made good progress against their quality action plan since the new Head of Academics has been in post
- predicted achievement for the last cohorts is 94%
- there has been good engagement of DAL learners with student loan company processes
- Student Module Feedback questionnaires report a high level of satisfaction with DAL in relation to their experience

Members reviewed the detail of the report, noting that the final achievement rates for two cohorts will be ratified in January and May 2022. It was agreed that very positive progress has been made with DAL.

Agreed

The Quality Committee agreed to receive and note the update

QC.39.21 Partnership arrangements with Oxford Business College (OBC)

The Head of Higher Education presented a report giving an update on the current performance of OBC as to their Higher National Provision.

The Committee was advised that

- the partnership with OBC is progressing well, with good engagement with USP requests by OBC, and a dedicated programme coordinator leading on all operational issues
- OBC have been revalidated to offer the new specification of Higher National business at new campuses, using a blended delivery model
- the financial position is predicted to be as planned
- predicted achievement is expected to be between 84-92%

Members reviewed the detail of the report, noting in particular that, as indicated in the HE Quality Framework, the KPIs for this partnership are reported monthly. The most recent KPIs indicate potential achievement risk on May cohorts with submission data below the expected standard. In discussion, the Committee was advised that OBC have an action plan in place to follow up with at risk learners to ensure they meet the resubmissions conditions. It was agreed that an update on progress would be presented at the next meeting.

Agreed

The Quality Committee agreed to receive and note the report and asked that an update is presented at the next meeting with regard to progress made with at risk learners

Quality Performance

QC.40.21 Year-end Key Performance Indicators (KPIs)

The Director of Quality, Performance and Innovation presented a report and gave a presentation detailing the KPIs for achievement, progression and attendance in 2020/21.

Members were advised that, overall

- achievement, retention, pass rate and attendance have shown a 3 year increase, despite the impact of Covid-19, with
 - Achievement – 89.9%
 - Progression L1 to L2 – 72.8% and L3 to L4 – 76.9%
 - Attendance 87.7%
- there were no significant differences in relation to ethnicity
- there was a very small difference in each KPI between female and male students
- Looked After Children had an achievement rate of 9% below non looked after children, due to a lower retention rate

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

- Looked After Children represents 86 students, the number who achieved below non looked after children is very small. Those students had struggled to engage remotely during lockdown and were given a great deal of support by the college. Members commented that it was difficult to make any comparisons without having the actual figures for context and asked if this could be contained in future reports
- the College's safeguarding team continue to work closely with vulnerable students, particularly during lockdown to ensure they are well supported
- Level 2 attendance is significantly impacted by Maths and English attendance, which although improved from previous years, is still below the college average
- Level 1 to 2 progression is 6% and Level 2 to 3 is 0.3% above the previous year

Members agreed that the report and presentation had given a clear summary of the achievement, progression and attendance of students and it was pleasing to note that, overall, these have shown a 3 year increase, despite the impact of Covid-19. It was particularly pleasing to see the pass rate above the national average and the progression made between the levels. The areas of concern, level 2 attendance in particular, will be picked up in the College's Quality Improvement Plan.

Agreed

The Quality Committee agreed to receive and note the report

QC.41.21

Teaching and Learning 2020/21 and focus for 2021/22

The Director of Quality, Performance and Innovation presented a report and gave a presentation detailing Teaching and Learning in 2020/21 and the focus for the 2021/22 academic year.

Members were advised that

- In 2020/21 there was a focus on digital teaching, learning and assessment with CPD and support for staff with Teaching Improvement Practitioners (TIPs)
- All teaching staff given a red, amber or green (RAG) rating, which is used to identify the level of support that may be required in order to deliver consistent high quality teaching, learning and assessment
- the key determining factors for RAG ratings is through
 - Learning Walks feedback
 - internal quality reviews – classroom visits
 - feedback from student voice (questionnaires and focus groups)

The Committee reviewed the detail of the report, noting that

- 3% (6 teachers) were rated as red, of those teachers, 3 are no longer with the college, 2 have moved to amber and 1 is currently on a Performance Improvement Plan
- there had been an increase in amber staff and, in response to questions, were advised that this was mainly attributable to the focus being on digital and live stream teaching as well as a result of an increase in challenge when review teaching

In discussion, it was agreed that the college has been very proactive in addressing issues with teaching staff, demonstrated by the amount of support given to teachers by the TIP team. The focus for 2021/22 is to support students with the restart of face to face education and stretch and challenge in order to continue to improve so that the college delivers a high quality provision for its students. It is a huge positive

that the culture of the college is to strive for the best quality while supporting those teachers who require it.

Agreed

The Quality Committee agreed to receive and note the report.

QC.42.21

Complaints Summary for 2020/21

The VP P,F&BP presented for consideration a report detailing the College's complaints received during 2020/21.

Members reviewed the detail of the report, noting that

- there were no formal complaints compared to 1 in 2019/20
- there were 60 informal complaints received in 2020/21 compared to 45 in 2019/20
- 12% of complaints related to concerns around the college response to Covid-19
- the majority of complaints were based around the curriculum, mainly GCSE Maths and English

In discussion, members were advised that

- Appeals against Teacher Assessed Grades (TAGs) have not been treated as a complaint
- there is no evidence from the received informal complaints that any of the College's Policies and Procedures are not effective and they are supportive of learners

Agreed

The Quality Committee agreed to receive and note the report.

QC.43.21

Quality Strategy

The Director of Quality, Performance and Innovation presented a report and gave a presentation on the College's Framework Strategy, which set out

- Key Performance Indicator targets
- Key Quality Performance measures of
 - Intent
 - Implementation
 - Who and when
- Key Quality timeline dates

Members were advised that the College's quality strategy is designed to ensure the improvement priorities for student facing services, predominately teaching and learning, are met.

The Committee reviewed the detail of the document and, in discussion, agreed it was a very comprehensive document that clearly sets out the College's strategy for improvement. It was acknowledged that a number of elements within the strategy would be incorporated into the self-assessment report and subsequent quality improvement plan.

Members commented on the step by step 'student journey' which gave a very clear path of progression for students.

Resolved

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

Vikki Liogier joined the meeting

QC.44.21 College Improvement Priorities

The Director of Quality, Performance and Innovation presented a report and gave a presentation to consider for approval the priorities for quality improvement.

Members were advised that the College 2020/21 self-assessment is in process and the Quality Improvement Plan in development. The key priorities for improvement identified are:

- restarting students
- SMART targets and student reviews
- Attendance
- Stretch and Challenge
- The priorities have been reviewed and agreed by the SMT

Members reviewed the detail of the report, noting the progress made against the previous year's priorities, particularly the improvement in attendance from the previous year for English and Maths. However, attendance continues to be an area requiring improvement and will remain one of the key priorities for the coming year. It was agreed that, although there are some challenges associated with students returning to college following the pandemic, the T42 plan in place for restarting students provides a huge amount of support for students returning to face to face education, including being able to assess any gaps in students' knowledge, skills and behaviour.

In discussion, members agreed that the areas for improvement were appropriate, clear and concise and are clearly linked to priorities.

Resolved

The Quality Committee approves and recommends to the Corporation Board for approval the College Improvement Priorities as presented

QC.45.21 Annual Safeguarding Report 2020/21

The Clerk advised that due to the absence of the Head of Student Services through sickness, it has been agreed with the Chair that the annual safeguarding report is deferred to the next meeting in December.

QC.46.21 Safeguarding and Prevent Policy

The Safeguarding, Wellbeing and Mental Health Coordinator presented for consideration and approval the safeguarding and prevent policy, which had been updated to include latest changes in the 'Keeping Children Safe in Education' document and has combined the separate safeguarding and prevent policies into one policy.

Members were advised that the since this document had been updated, further amendments have been suggested to further strengthen the policy.

The Committee reviewed the highlighted changes and agreed that the further changes should be incorporated into the document and presented again for consideration and approval at the next meeting in December.

Agreed

The Quality Committee agreed that the Safeguarding and Prevent policy is further updated and presented to the next meeting in December.

QC.47.21 Committee Effectiveness

The Clerk presented the outcomes from the Committee's self-assessment for 2020/21.

Members were reminded that the Board had conducted its annual self-assessment over the summer, which included a self-assessment of the performance of each of the committees. The Board reviewed the outcomes at the meeting held on 28 September and agreed that each Committee should consider the outcomes of its own self-assessment at the autumn meetings.

The Committee reviewed the outcomes, noting

- the overall assessment of the Committee's performance is Good/Outstanding
- the impact the committee has made in the last twelve months
- the areas suggested of how performance might be improved

In discussion, members concluded that the Committee continues to fulfil its function as a key committee of the governing body. The Committee will continue to play a proactive role in enhancing the student experience through its oversight of challenging targets for student retention and achievement as well as other appropriate curriculum development and management activities.

Agreed

The Quality Committee agreed to receive and note the report.

QC.31.21 Any Other Business

There were no other items of any other business

QC.32.21 Schedule of Quality Committee meetings 2021/22

Wednesday 1 December 2021

Tuesday 1 March 2022

Tuesday 21 June 2022

All meetings commence at 4pm

At the conclusion of the meeting, the members were advised there was a confidential matter for the Committee to be aware of. It was not appropriate for the student governors to be in attendance and were asked to leave the meeting.

SIGNED AS A CORRECT RECORD:



DATE: 1 December 2021