

Minutes of the Learning & Quality Committee Meeting held at 2pm 19 June 2024

Present: Prue Amner (chair), Tim Jackson, Lyndsey Mason (staff governor) & Shirley Nellthorpe

Apologies: Mark Cooper, Huw Chapman & Mike Stoneman

In attendance:

Daisy Agathine-Louse	Interim Director of Quality (mins 134 & 135)
Adrian Ash	HE Consultant (min 140)
Chris Caddemy	VP Information Services
Tess Cole	VP Curriculum and Quality
Matt Phelps	Deputy CEO and Deputy Principal
Emily Pountney	VP Curriculum and Quality
Paola Schweitzer	Director of Governance
Jo Shankland	VP Student Experience
Sarah Warren	VP Curriculum and Quality
Katy Quinn	Principal & CEO

Minutes

129 Attendance and Participation

Mark Cooper, Huw Chapman & Mike Stoneman sent their apologies. Katy Quinn arrived late due to the election hustings at the Sixth Form Campus.

130 Declarations of Interest

There were no declarations of interest.

131 Minutes

The minutes of the meeting on 13 March 2024 were **Agreed** as a correct record.

132 Matters Arising

Governors **Noted** that both matters arising had been completed.

Minute 128: Digital Strategy: Since the previous meeting, implementation of the strategy was underway (SMT had agreed that Microsoft Teams would be the College's virtual learning environment by 2025/26) but would be impacted by budget constraints. The strategy would be a standing agenda item in 2024/25 and governors agreed that to better support the College, they would benefit from a greater understanding of the digital space and suggested that there was a lead governor. These matters would be explored by S&G Committee.

133 Learning & Quality Dashboard (paper 605/24/L&Q)

Key 2023/24 data included:

- 16-18 student numbers: 3250 (3260 target)

- Current overall in-year retention was 92.6% (91% in 2022/23). 16–18 retention: 91.60% (88.3% in 2022/23) and 19+ retention: 94.9% (94.6% in 2022/23)
- 60% of students at PMP 4 were rated green (on target), 9% amber & 22% red.
- Four EQA visits had taken place since the last meeting, with one sanction in place for electrical apprenticeship provision.
- Current apprenticeship achievement was 11.7% (low due to withdrawals past planned end date) but was expected to increase to 39% by year end.
- Current apprenticeship data placed the College *at risk* under the accountability and withdrawals measures and the number of apprentices past their planned end date was classified *at risk*.
- Overall College attendance was 80.4% (83.2% in 2022/23), with Maths and English attendance at 70% (72% in 2022/23).

Governors recognised the city-wide attendance challenge although the fact that College attendance was stable indicated measures were having an impact (attendance typically worsened as the year progressed). Governors asked how apprenticeships benchmarked with local colleges. Matt believed that last year the College was in line with most colleges but achievement was likely to be lower this year. Prue asked why retention was below the national average in some areas and asked if students were on the right courses. Access and Level 1 students typically left College because they needed to work, had mental health issues or found that College just wasn't right for them. Low A Level retention was due to students moving courses rather than leaving the College (a legacy from AS Levels that was being addressed). Governors **Noted** the dashboard summarising 2023/24 data. They asked for a regular learning & quality data update (including compliments & complaints) to be sent to governors alongside the management accounts.

134 Quality of Education Update (position statement) (paper 606/24/L&Q)

This update outlined the projected College position at the end of 2023/24 against the four key Ofsted judgements of quality of education, behaviour and attitudes, personal development and leadership and management. The report was informed by work carried out by external consultants (Click and FEA) and internal activity and provided assurance that a significant majority of provision including adult provision, high needs and education programmes for young people was on a trajectory to a *good* or better Ofsted judgement. Apprenticeships was on a trajectory to *requires improvement* due to its infrastructure, rather than teaching and learning. The areas identified by Ofsted and the external consultants would be summarised in the 2023/24 term 3 QIP. Governors sought assurance that the College was fully compliant with funding rules and not at risk of clawback. Matt confirmed apprenticeship team CPD included ESFA funding rules and this was being rolled out to curriculum teams. The compliance team were involved in apprenticeships from enrolment although there were some risks regarding historical apprenticeships. In response to a question, Jo confirmed that the College underwent its Matrix Accreditation IAG review recently and was compliant. Governors **Noted** the report and were assured that the College was on a trajectory to secure a *good* judgement for adult, high needs and education for young people and *requires improvement* for apprenticeships.

135 Quality Improvement Plan (QIP) – Term 2 Update (paper 607/24/L&Q)

The QIP reported on term 2+ progress and impact and was supported by the RAG rated action plan. These documents showed the evidence-based approach taken in making judgements and that progress was being made. Areas RAG rated red concerned apprenticeship provision. Governors confirmed the usefulness of the

arrows indicating anticipated progress by year end. More detailed information on work experience would be included in the careers report. Governors **Noted** the QIP and were assured effective steps were being taken to address actions and drive quality improvements.

136 Learner Voice Update (paper 608/24/L&Q)

This report collated learner voice, surveys and feedback during lesson observations and visits thereby providing a whole College overview. The largest increase in satisfaction rates were: *I am making good progress on my course, I am set challenging targets, and staff are good at explaining things*. The largest decline in satisfaction rates were: *I receive regular progress reviews/tutorials, assessment tasks are made clear to me, and I am developing the skills I need to get a job/take my next step*. The apprentice survey reported the most satisfied with: *my trainers/assessors have up to date knowledge and experience, all apprentices are treated fairly and with respect, and I am learning the skills and knowledge which are needed for my job role*. Apprentices felt least satisfied with: *my apprenticeship is well organised, I receive regular progress reviews, and I get feedback on my spelling and grammar*. The report outlined learner voice *you said we did* and teaching, learning and assessments. One governor took comfort from the fact that whilst not everyone was satisfied enough, no one was deeply unsatisfied. Governors **Noted** the Learner Voice Update.

137 External Stakeholder Voice Update (paper 609/24/L&Q)

There were improvements in working with external stakeholders, particularly through Employer Advisory Boards (EABs), and the College was making a reasonable contribution to meeting skills needs but it was not yet consistent in all areas and there was a need to evidence how employers were informing curriculum intent and design. The Click review supported these findings. The College was developing quality assurance processes to record activity and impact and schemes of work now captured how employers had influenced the curriculum. There was a strong understanding of employer engagement by staff although it wasn't always articulated. Shirley reported that she had attended the recent Health EAB and T Level students were undertaking placements at Queen Alexandra Hospital. Governors would book onto EAB meetings directly to ensure they were kept up to date with any changes. Governors **Noted** the progress being made with external stakeholders.

138 Student Wellbeing & Safeguarding Report (paper 610/24/L&Q)

The report provided an overview of safeguarding in 2023/24 and included statistics from September 2023/24 benchmarked against 2022/23, safeguarding training and updates on the internal Safeguarding Audit, e-Safety and Prevent. The Click review found *'Safeguarding arrangements are well managed within the college. Students feel safe. The designated safeguarding lead (DSL) and deputy safeguarding leads are suitably qualified. An appropriate Prevent risk assessment is in place. Safer recruiting procedures are followed when recruiting new staff. The single central register (SCR) is audited monthly to ensure compliance.'* Priorities for 2024/25 included updating the Safeguarding Policy, reviewing Safeguarding and Prevent training and improving MyConcern data accuracy to ensure correlation with EBS. Governors discussed the increase in allegations which was likely due to increased awareness in what constituted inappropriate behaviour and how to report it. Shirley confirmed that she attended the monthly SCR meetings and had increased confidence in the systems and processes compared to a year ago. Jo would review the data in table 6 and recirculate. Governors **Noted** the type and level of safeguarding disclosures and **Agreed** priorities for 2024/25.

139 Equality, Equity, Diversity & Inclusion (EED&I) Report (paper 611/24/L&Q)

The EED&I report included activities and progress during 2023/24, monitoring data for students, staff and governors and priorities for 2024/25. Prue attended the College's EED&I Committee meetings. Progress against the EED&I's seven targets ranged between satisfactory, reasonable and significant and work continued. The cost of achieving FREDIE diversity accreditation (target 7) was prohibitive so the College had instead adopted the AoC EED&I Charter and were implementing a supporting action plan. Governors acknowledged the breadth of activity underway and **Noted** the EED&I Report including the strategy, policy and website statement and priorities.

140 HE: Academic Appeals Procedure, Self-Assessment on Management & Governance and Self-Assessment on Guidance on Consumer Protection Law (paper 568/24/L&Q)

The three HE documents under discussion: Academic Appeals Procedure, Self-Assessment on Management & Governance and Self-Assessment on Guidance on Consumer Protection Law had been through due process, including the HE Partnership Group which included Mark Cooper. Governors noted that the governors' information needed updating with Rob's new role at the Federation of Awarding Bodies. Governors **Agreed** to recommend the Academic Appeals Procedure, Self-Assessment on Management & Governance and Self-Assessment on Guidance on Consumer Protection Law to Corporation for approval.

141 Curriculum Plan 2024/25 (paper 613/24/L&Q)

This report provided an overview of the 2024/25 curriculum planning process and final decisions approved by the management team. The process was designed to ensure the curriculum was efficient, resilient and aligned to local, national and College priorities and informed the budget setting process. Several courses were removed/not running and there were some new courses. Matt confirmed building work in the Tower would be completed for T Levels in 2024/25. Governors expressed concern about the impact of qualification changes on learners and that new qualifications would not come on stream for some years and the challenge in meeting work experience requirements, particularly for craft/trade T Levels. Governors welcomed the report and the opportunity to scrutinise the 2024/25 curriculum plan within the context of curriculum reform, in particular the decisions to introduce and remove provision. Governors **Noted** the 2024/25 curriculum plan.

142 Committee Terms of Reference & Business Plan 2024/25 (paper 614/24/L&Q)

Each Committee reviewed its terms of reference (ToR) annually in the summer term to ensure they were fit for purpose for the new academic year and to reflect on performance. Two changes were proposed: that more than one of the Committee's members should have relevant expertise and that there would usually be four (minimum three) meetings a year. Governors **Noted** performance against the Committee's ToR in 2023/24 and the Committee's 2024/25 business plan and **Agreed** to recommend the ToR, with amendments, to Corporation.

The meeting ended at 4.55pm

Katy reported that the second day of the MP hustings event at Sixth Form Campus was a great success, with students robustly questioning Portsmouth South candidates on current affairs in advance of the general election on 04 July 2024. The event was live streamed on social media and would feature on the local news.