

Meeting commenced: 16.00

Meeting ended: 18.10

PRESENT

Mrs Margaret Davey	Independent Member	Chair
Mrs Jayne Dickinson	Principal and Chief Executive	
Ms Susan Kay	Independent Member	
Mrs Catherine Prest	Independent Member	
Mr Ron Searle	Independent Member	
Mr Neil Ward	Academic Staff Member	

APOLOGIES FOR ABSENCE

Ms Rosemary French	Independent Member
Mr Pilirani Mshamboza	Student Member

IN ATTENDANCE

Mr Robert Campbell	Student Member
Mrs Ann-Christine Harland	Vice Principal: Finance and Resources
Mr Kevin Standish	Deputy Principal: Curriculum and Standards

CLERK

Mrs Sue Glover	Clerk to the Corporation
----------------	--------------------------

LQC.19.15 DECLARATION OF INTERESTS

Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

LQC.20.15 APOLOGIES FOR ABSENCE

Apologies for absence were received from two members of the Committee:

Ms Rosemary French	-	business commitments
Mr Pilirani Mshamboza	-	personal commitments

AGREED

The Learning and Quality Committee accepts the apologies for absence.

LQC.21.15 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.22.15 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 26 FEBRUARY 2015

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

LQC.23.15 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING HELD ON 26 FEBRUARY 2015

The Committee agreed that there were no matters arising from the minutes of the meeting.

Members reviewed the Action Points arising from the meeting and agreed that all had been completed to the satisfaction of the Committee.

LQC.24.15 COLLEGE QUALITY IMPROVEMENT PLAN 2014/2015: SUMMER TERM 2015, INCLUDING THE POST INSPECTION ACTION PLAN

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the College Quality Improvement Plan.

Members noted that since the last meeting of the Learning and Quality Committee it had been agreed outside of the meeting that a separate working group, consisting of the Chair of the Committee, the Principal and independent member, Mrs Catherine Prest, was set up to review the Quality Improvement Plan (QIP) and the Post Inspection Action Plan (PIAP) to discuss key issues in more details in advance of each meeting which can then be reported to the Committee. The comments of the working group have been incorporated into the QIP for review by the committee and it was noted that a separate PIAP had not been circulated as this is included in the QIP.

The Committee was reminded that

- the College Quality Improvement Plan (QIP) is the main working quality improvement document which follows on from the full Self Assessment Report (SAR) and which is itself the most important quality monitoring document for the College
- areas for improvement identified in the SAR are raised in the QIP as areas for improvement with actions, targets, responsibilities and timelines identified for monitoring and achievement
- there is an expectation that actions are clear, comprehensive and measurable

Members reviewed and commented on the high priority issues relating to the priority areas for improvement, the activities for improvement, the outcome/success criteria and the progress update.

In their detailed review of the QIP, members made comment with regard to

Outcomes for Learners

- the progress update relative to the poor performing area of construction and the suggestion that a special report is produced as a strategic consideration

Quality of Teaching, Learning and Assessment

- the progress update relative to the lesson observation grade profile, noting the improvements in graded observations and the support and mentoring mechanisms in place to support relevant staff

Effectiveness of Leadership and Management

- the progress update relative to the slow recruitment to some specialist lecturing and support roles, noting recent appointments and the vacancies which remain outstanding

Members endorsed overall the rigour with which the Plan addresses each of the identified issues and the measures being taken to address all identified areas of concern.

Members were advised that the issues raised in the PIAP had been included in the QIP. For all future reports, Members requested that a separate PIAP is presented unless any of the areas for improvement are already included in the QIP in which case it should be clearly indicated that this is the case.

Members noted the key impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves and commends to the Corporation Board the College Quality Improvement Plan 2014/2015: Summer Term 2015.

LQC.25.15 GOVERNORS' QUALITY IMPROVEMENT PLAN 2014/2015: SUMMER TERM 2015

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2014/2015: Summer Term 2015.

The Committee was reminded that

- the Governors' Quality Improvement Plan (QIP) is updated at the beginning of each academic year and is informed by issues arising from the Governors' self assessment which is undertaken in June
- the Governors' QIP Working Group meets on a regular basis to monitor and review the Plan prior to submission for consideration by the Learning and Quality Committee
- the Plan is monitored on a termly basis by the Learning and Quality Committee

The Committee reviewed the document, noting proposed revisions, and suggesting further amendments for incorporation.

Members noted that the Governors' QIP Working Group would meet in the Autumn Term to consider the document in light of the Governors' self assessment.

Members noted the key impact measures arising from the report, in particular the Strategic and Risk implications.

RESOLVED

The Learning and Quality Committee

- approves the Governors' Quality Improvement Plan 2014/2015: Summer Term 2015 and commends the document for the approval of the Corporation Board
- notes that arrangements will be made for a meeting of the Governors' QIP Working Group during the early part of the Autumn Term to consider issues arising from the Governors' self assessment

LQC.26.15 REVIEW OF COLLEGE STRATEGIES

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the Community Learning Strategy.

The Committee was advised that

- a regular cycle of reviews ensures that College strategies takes account of any changes in legislation
- the document has been reviewed and approved by the College Directorate

The Committee considered the Community Learning Strategy and was advised

- the Community Learning Strategy was first presented to governors at the Curriculum Strategy Workshop on 10 October 2013 and has been updated for 2015/2016
- the Community Learning Strategy 2013-15 was developed in line with the outcomes from the Community Learning Trust pilots and consultation with the WEA, the College's major partner in delivering provision under the Community Learning grant, together with other key community stakeholders

Members made no additional comment regarding the text and composition of the document.

The Committee noted the key impact measures arising from the report.

RESOLVED

The Learning and Quality Committee endorses and commends to the Board for approval

- **ESC COMMUNITY LEARNING STRATEGY**

LQC.27.15 REVIEW OF COLLEGE POLICIES

The Deputy Principal: Curriculum and Quality presented, for consideration and approval, five College policies:

- **ESC 02 ADMISSIONS POLICY**
- **ESC 21 PLAGIARISM POLICY**
- **ESC 50 HE ASSESSMENT AND APPEALS POLICY**
- **ESC 78 FITNESS TO STUDY POLICY**
- **ESC 62 SAFEGUARDING CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY**

The Committee was reminded of the basis on which it is important that College policies are reviewed and updated on a regular basis.

Members were advised that the policies have been reviewed and approved by the Directorate.

Members reviewed each policy noting proposed minor revisions to the text and suggesting further amendments to the following policies:

ESC 02 Admissions Policy – minor suggestions were made

ESC 21 Plagiarism Policy – members asked if consideration could be given to reforming the policy to something like an 'Academic Misconduct' policy with a section on plagiarism within it and, following revision, for the policy to be presented to the committee for review and approval at the next meeting in the Autumn term

ESC HE Assessment and Appeals Policy – minor suggestions made

Members noted the key impact measures arising from the report, in particular the Risk implications.

RESOLVED

The Learning and Quality Committee approves and, subject to minor amendment, commends to the Board for approval

- **ESC 02 ADMISSIONS POLICY**
- **ESC 50 HE ASSESSMENT AND APPEALS POLICY**
- **ESC 78 FITNESS TO STUDY POLICY**
- **ESC 62 SAFEGUARDING CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY**

LQC.28.15 RISK MANAGEMENT: SUMMER TERM 2015

The Deputy Principal: Curriculum and Quality presented, for consideration and approval, a report relative to the risks in the College Risk Register which are the responsibility of the Learning and Quality Committee.

Members reviewed the detail of each risk area assigned to the Committee, noting:

- **Risk Reference S1: Failure to meet learner, employer, community and other stakeholder needs – 'Minor' risk - no change**
- **Risk Reference S2: Failure to achieve 19+ learner targets – 'Fundamental' risk – no change**

- **Risk Reference S3: Failure to move towards 'Outstanding' – 'Significant' risk – no change**
- **Risk Reference S4: Failure to achieve 16-18 learner targets – 'Fundamental' risk – no change**

Members were advised that it was hoped Risk S2 could be reduced to a 'Significant' risk following changes to funding.

Members noted the key impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves the report on the updated assessment of risks for the Summer Term 2015 and commends the report for approval by the Corporation Board.

LQC.29.15 TERMS OF REFERENCE AND STANDING ORDERS OF THE LEARNING AND QUALITY COMMITTEE: 2015/2016

The Clerk to the Corporation presented a report which outlined the need to review, on an annual basis, the Committee's Terms of Reference and Standing Orders.

Members reviewed the document, noting the suggested change and made further suggestions for incorporation.

Members noted the impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves and commends to the Board the Terms of Reference and Standing Orders of the Learning and Quality Committee: 2015/2016.

LQC.30.15 ANNUAL SCHEDULE OF BUSINESS OF THE LEARNING AND QUALITY COMMITTEE: 2015/2016

The Clerk to the Corporation presented a report which outlined the need to review, on an annual basis, the Committee's Annual Schedule of Business.

Members reviewed the document, which reflected the business conducted during the current year, and made further suggestions for incorporation.

Members noted the impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves and commends to the Board the Annual Schedule of Business of the Learning and Quality Committee: 2015/2016.

LQC.31.15 DEPUTY PRINCIPAL TERMLY REPORT: SUMMER TERM 2015

The Deputy Principal: Curriculum and Standards presented, for information, a report providing an update on the current activities and priorities of the College in respect of the Summer Term.

Members reviewed the following key areas:

- Quality of Teaching, Learning and Assessment
- Equality and Diversity
- Safeguarding
- Employer Engagement
- Student Voice
- Student Destinations
- Higher Education
- Predicted Retention, Achievement and Success Rates

Members discussed issues arising from the report, noting in particular

- Details relevant to work experience on study programmes to be included in future Deputy Principal reports
- Retention continues to be poor at entry level 1 in Construction and presents the highest risk in terms of income and success. Members asked if a separate report relative to this issue could be presented at the next meeting
- The College's Key Information Set (KIS) was audited by HEFCE in February and, although the report has been further delayed, it is anticipated that it will find the data on UNISTATS can be relied upon as accurate. It was noted that the College will be expected to draw up an Action Plan to detail further modifications to systems to continuously improve accountability for the data
- Predicted results for English and Maths were separately presented orally by the Deputy Principal: Curriculum and Standards. Members asked if English and Maths results could be included as a separate section in future reports

Members noted the key impact measures arising from the report.

AGREED

The Learning and Quality Committee receives and notes the report

LQC.32.15 KPI DASHBOARD

The Committee received the KPI Dashboard: March 2015

AGREED

The Learning and Quality Committee receives and notes the KPI Dashboard: March 2015.

LQC.33.15 ANY OTHER BUSINESS

There was no other business.

LQC.34.15 SCHEDULE OF MEETINGS: 2015/2016

Thursday 12 November 2015

Thursday 3 December 2015

Thursday 25 February 2016

Thursday 9 June 2016

All meetings commence at 16.00

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

SIGNED AS A CORRECT RECORD:



DATE: Thursday 12 November 2015