Barnet and Southgate College Corporation
Quality of Teaching & Student Experience committee

Date: **3rd October 2022**
Time: **18.00-20.00**
Venue: **Southgate Campus**

Present:

Jenny Jarvis (Chair)
Cait O'Riordan (Governor)
Chalene Scott (Governor)
Mark Taylor (Governor)

In attendance: Neil Coker (Principal)
Lorraine Jackson (Head Teaching, Learning and QI: HTLQI)_
Darren Mepham (CEO)
Kelly Staples (Note Taker)

Italics denotes absence **DRAFT MINUTES**

Item	The meeting opened at 18.10 and was quorate with at least 3 governors present including at least two external governors
1	**APOLOGIES FOR ABSENCE** Apologies for absence were received and accepted from Cait O'Riordan. Jenny acknowledged the departure of Shelia Dawson and Nana Brew from the QTSE Committee and the Board at the end of 2021 - 2022. Neil updated the committee that the individual that he was speaking to about becoming a co-opted Committee member, unfortunately has declined the offer. Jenny asked if the QTSE Committee could ask the Search Committee to consider the appointment of either a Full Board member or co-opted member with a Quality background to help strengthen the QTSE Committee.
2	**DECLARATIONS OF INTEREST** There were no declarations of interest.

3	**NOTIFICATION OF URGENT BUSINESS** There was no urgent business.
4	**MINUTES OF THE MEETING HELD ON THE 23rd June 2022** **Deep Dive Presentation – Engineering** Neil and Lorraine reported back to the committee that following the Engineering deep dive, a permanent Curriculum Manager has now been appointed to manage the Engineering team. The teaching team has also been strengthened as Anupa (Teacher) has been retained for 2022 - 2023, the termination of the HE contract with the University of Hertfordshire means Zac (Teacher) is now on site full time and the third full time member of staff is now undertaking his PGCE. Timetabling issues for the start of the academic year have all been resolved and are not at the level that was experienced in 2021 – 2022. Neil said that the Post Induction Student Survey will be starting soon to get feedback from the students but perhaps some focus work could also take place with the Engineering students to make sure any issues are addressed in a timely fashion. **Matters Arising** **Predicted Outcomes and Grades** Neil reported to the committee that there is currently a review around Markbook that is the system that underpins the predictions. Neil indicated that the data behind the predictions is hard to translate to provide the Board with meaningful data to indicate the Colleges outcomes. Jenny suggests that a focus on a particular area may give the Committee assurance that the process is being followed and an understanding that the Curriculum Areas have knowledge of their students. **ACTION: The Committee to pick a Course/Curriculum Area to test that prediction processes are being followed** Chalene highlighted a point around student progress and suggested that the data from progress review weeks could be used as a starting point for that conversation. **ACTION: Lorraine to consider ways that this data could be presented. Neil suggested that we could also reach out to other organisations about how they report back on this information.** **Staff Wellbeing Report** This subject will be forwarded onto the new People committee. The minutes of the meeting on the 23rd June 2022 were approved as a true and correct record.

5	**QTSE TERMS OF REFERENCE** Darren highlighted that we as an organization are focused on Equality & Diversity and maybe this could be made more explicit. **ACTION: To be included in 7 i. Add a sentence to say this will include EDI data and analysis.** Recommendation to remove 7 vi. as this should sit under Search and Governance Committee. Jenny asked if the Committee feels that there are enough information presented to the Full Board around risk and KPIs. Neil suggested that a balanced scorecard approach could be presented to the Full Board. Darren suggested a heat map approach could give a collective picture. The Committee voiced that they like the suggestion of a heat map. **ACTION: Jenny suggests that this is also visited in the other committees to see what their views are also.** Jenny asked if Safeguarding needs to be reference specifically for this Committee. Neil explained the current structure we have for reporting Safeguarding to the Board and that we are looking for a replacement Link Governor following Sheila's departure. **ACTION: Chalene to check that we are meeting the Keeping Children Safe requirements with the current structure that we have with a Link Governor and the reports that are produced for the Board.** Darren asked if the safeguarding item on the risk register needed to be brought in front of this Committee or if it sat with the Safeguarding Link Governor. **ACTION: Darren to map the risks on the risk register to the relevant Committees for review**
6	**SCORECARD** Mark fed back that he felt that the Scorecard was comprehensive. Jenny suggested that the Scorecard is reported back to the Committee on a monthly basis electronically **ACTION: Neil to arrange for this report to go to QTSE members monthly** Neil explained the process and where the data comes from. Lorraine explained the complexities around retrieving data for the Learning and Innovation Perspective.

	ACTION: Lorraine to reflect what information can be pulled together for the Learning and Development section. Lorraine explained that the ETF Professional Standards were being used by the Teachers this year and this could be a method to report back to the Committee the flavor of the Teachers focus for this year. Jenny suggested that a narrative could be included to explain how easy it was for the report to be completed. **ACTION: Comments and action to be included in the narrative box** **ACTION: More time on the agenda for next meeting to review the scorecard and check that the right measures were included** Mark asked how the targets were set. Neil explained that these were based on previous years outcomes and feels that they were quite challenging targets for the organisation.
7	**RISK REGISTER – QUALITY FOCUS** Neil explained that the out of the 10 items on the risk register there was only one item for Quality of Teaching and Learning and Student Experience so the decision was to split the item out into 2 items, to place more focus on these items. Jenny reported that she felt the risks were clear and the consequences of these risks were clear. Jenny asked does the College feel that if the mitigation is in place can the organisation achieve the desired outcomes. Darren responded that ELT have set target risks at an ideal level even where we believe our best endeavors are unlikely to attain that. Neil raised the question “What is the real risk?” and suggested this needs to be reframed to make sure that we were focusing on the real risk. Jenny explained that as long as it is clear and the conversations are happening that should mean the actions follow. **ACTION: Neil to reframe the wording of the first risk** Discussion took place around will the risks make sure that Student outcomes are not poor and could the Education Framework themes that the QIP is measured against to be referenced within the risk to show the connection between the two. **ACTION: For future meetings could the reporting of the Risk items, the QIP and the Scorecard be looked at together to show the triangulation between the three items** Darren suggested that outside factors could have an impact that changes the actions on the risk register. Jenny agreed that that some of the

	reflections of the outside world could be a factor on these risks and perhaps this needs to be considered at Board Level. Jenny asked for clarification on the 2nd risk. **ACTION: Darren and Neil to reflect on the framing for this risk**
8	**HIGHER EDUCATION QUALITY REVIEW IMPACT REPORT** The Committee thanked the team for the report and comment on the amount of information and detail included. Overall, the report presents a positive feel. Jenny feeds back that there isn't any specific drill down on EDI and asks if there are any underlining issues that aren't apparent in the report. Jenny feels that a summary of the report could have been useful for the committee. **ACTION: Reports to come to the Committee with a coversheet which provides a summary of the reports**
9	**SAR HEADLINES** Lorraine gave an overview of the headlines and highlighted some points for the committee to note: • The areas have shifted when looking the number of outstanding curriculum areas which she feels is around the approach towards self-assessment being more vigorous in the content and the critical analysis of what has happened in the Curriculum Areas. • There has been some realignment of the Curriculum Areas to reflect the structural changes that have happened within the organisation this year. • External Validation of the Cross College SAR will be taking place w/c 17th October • There is still a small number of Student qualification outcomes to be confirmed. • Engineering has moved down from Requires Improvement to Inadequate • Construction has moved up from Requires Improvement to Good. • There is an outstanding strength around Intent - Taking into account the needs of learners. Demonstrated in Construction by the strong link with Industry and close working partnerships • The range of teaching techniques that teachers are using to improve the types of assessment • Whilst there has been a decline in achievement our adult achievement is at the highest that they have been for the last four years • Maths has been another success story for this year. There has been lots of innovation in this area

	• Functional Skills methodology has changed which has had a positive effect on the overall outcomes. Jenny asked where we can see improvements can we see the links through to last year's QIPs that show the tracking of the actions that have been taken, clearly linking to the areas that we now see strengths in. Lorraine confirmed that this can be seen in Personal Development where there has been lots of work done to provide not only 16-18 students with individualised careers advice and guidance, but this has been achieved for adult students as well. Jenny asked for thoughts on achievement that is showing below national average. Lorraine explained that there has been a slow decline over the last 3 years for Level 3 vocational technical programs. This could be accounted for as some students where only give one opportunity to sit their module exams, where previous students would have had 2 opportunities once in the first year and once in the second year. Jenny asked for feedback on the attendance initiatives not having the impact on the overall attendance position. Lorraine asked the Committee to think about what the impact may have been if the initiatives weren't in place. Neil explained some of the initiatives that were used to try and help attendance last year. Jenny asked Lorraine and Neil for any suggestions for potential deep dives for the QTSE Committee this year. Lorraine suggests an area that has moved from outstanding to good, ESOL, 16-18 Maths, ACL or Business & Travel. Neil suggests Sports. Mark suggested that a theme could be a focus, maybe Equality & Diversity. **ACTION: Jenny also asks the Committee to consider the best way for these deep dives to be carried out moving forward.** Darren asked how the SAR is used to target the implementation of resources. Neil suggests where we haven't got a consistently Good curriculum offer that the resource is then focused on these areas that aren't meeting this good standard as we need to ensure that we have a consistent offer across the College. Chalene asked with the external factors that have been discussed earlier in the meeting how are we equipping staff with the tools to help students to be able to come to college and achieve. Neil explained some of the additions that were made last year to provide extra resources for the early help team and the safeguarding team has also slightly expanded. He posed the

	question, should we be selecting and training more students to help each other support their mental health issues and concerns. Chalene also suggested the introduction of Student Safeguarding Ambassadors. The Committee liked these suggestions. **ACTION: Chalene to take the ideas back to Student Services Managers to see if there is anything that they can be done to develop this idea.**
10	**Draft Curriculum Strategy** Chalene asked as this is a 5-year plan what are the Colleges initial priorities. Neil explained that the Strategy document hasn't got that level of detail. This document sets out the vision of what is to be achieved and not how it's going to be done. Following this Jenny asked if there is a need for a pure curriculum strategy that then allows other resources to feed into it. After discussion Neil reflects that he needs to be bold with the statements made as this allows the testing of content of the strategy before it is published. Mark asks how much of the strategy is owned at grass roots. Neil explained whilst the strategy is held at ELT level, the Curriculum Managers would be able to recognize the strategy as it is fed by the Curriculum Plans that the Curriculum Managers have developed with their teams. Students haven't been involved. Jenny suggested that to get buy in, different methods of dissemination can help with this up take i.e., printed bound documents for Curriculum Managers. Darren explained that the Growth Strategy is the link between the Curriculum and Estates Strategies. Lorraine asked if there is a focus on external priorities i.e. sustainability in this strategy. Neil explained that in the full document, there is a section that explains the skills context but that it isn't referenced in this document. Lorraine explained that currently the Business Curriculum Area are the only curriculum that have a focus on sustainability and shouldn't all areas have a focus moving forward. Neil explains that currently in the strategy there are two points that outline what all curricula will contain and maybe sustainability should be contained in this breakdown.
10	**OTHER BUSINESS** Jenny asked the committee to end the meeting by reflecting how the Committee has delivered against the College Values in this meeting:

	• Mark feels that the meeting was challenging and interesting and feels that there is good team working from the college to pull together a summary of all the work that is taking place • Neil feels that Equality & Diversity has been referenced a number of times in the meeting where it hasn't been specifically mentioned in the first stages • Lorraine feels that there has been great team work around pulling together ideas to triangulate the work at different layers of the organisation to make sure that everyone is pulling in the same direction • Jenny feels that the committee have challenged the norm to help build on that continuous improvement • Darren feels that the Committees pitch at strategic level works really well and even though discussions do dive into subject matters the strategic overview remains and it has becoming apparent that a connection between the Chairs of all the Boards Committees could be really useful moving forward **ACTION: Reflection of Committee meeting against college values to be added as a standard item to future QTSE agendas.**
11	**Date of forthcoming meetings** Thursday 10 NOVEMBER 2022 (SAR Workshop) - one agenda item meeting
	The meeting closed at 20:10