



**MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON  
TUESDAY 20 NOVEMBER 2018 AT 2.00 PM  
IN THE BOARD ROOM, THE ROUNDHOUSE**

Present: Phil Dover (*Chair*), Kate Cusick, Gary Malcolm, Janet Morgan, Graham Schuhmacher, Mandie Stravino

In attendance: April Hayhurst, Sue Hopewell, Helen Jefferson, Kate Martin, Heather Simcox, Rose Matthews (Clerk)

	Action	Date
<p><b>01/18-19 APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Jack Atwal.</p>		
<p><b>02/18-19 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM</b></p> <p>All members were eligible and the meeting was quorate. Declarations already made were noted.</p>		
<p><b>03/18-19 MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 12 JUNE 2018</b></p> <p>The minutes of the Standards Committee meeting held on 12 June 2018 were approved as a true and accurate record.</p>		
<p><b>04/18-19 MATTERS ARISING</b></p> <p>32/17-18 The Deputy Principal explained the destinations data would be included in the Apprenticeship QPR at the next meeting.</p> <p>41/17-18 The scorecard would be presented at a future meeting once the new format had been finalised.</p> <p>The Clerk had circulated the 16-18 achievement rates graph to all Committee members.</p>		
<p><b>05/18-19 ANNUAL REVIEW OF TERMS OF REFERENCE</b></p> <p>The Terms of Reference for the Standards Committee had been reviewed with minor revisions made, which included changes in terminology and the addition of the Broomfield Local Education Standards Committee.</p> <p><b>RECOMMENDED: The Committee approved the Terms of Reference for Standards Committee to be approved by Corporation at its meeting on 17 December 2018.</b></p>	Chair	17/12/18

**06/18-19 COLLEGE SELF-ASSESSMENT REPORT FOR 2017-18**

The Deputy Principal and Director of Quality and Compliance presented the College Self-Assessment Report for 2017-18 to Committee members.

The Committee were informed the SAR process had commenced in July, meeting with Team Managers and Heads and the process was summarised leading up to the SAR Validation panels which then fed into the overall College SAR.

The Director of Quality and Compliance discussed each of the graded areas and summarised the headline data, key areas of strength, and areas for development under each of the four main headings. (The details of which were contained within her presentation).

Overall Effectiveness - Good  
Effectiveness of Leadership and management – Good  
Quality of Teaching, Learning and Assessment – Good  
Personal Development, Behaviour and Welfare – Good  
Outcomes for Learners – Good  
16-19 Study Programmes – Good  
Adult Learning Programmes – Good  
Apprenticeships – Good  
Provision for Students with High Needs – Outstanding

Members questioned the information presenting to them and discussed in detail with the Leadership Team present.

Governors were confident the College SAR reflected their view of the College and recommended the College SAR to the Corporation for approval.

**RECOMMENDED: The Standards Committee recommended the College SAR for approval at the Corporation meeting to be held on 17 December 2018.**

Action Date

Chair 17/12/18

**07/18-19 ANNUAL STUDENT BEHAVIOUR REPORT**

The Vice Principal provided the Committee with an overview of student behaviour matters in relation to 2017-18 and outlined the planned actions for 2018-19.

The Committee were informed of the change in management structure for student engagement and welfare and the change in process for collating, reporting and analysing behaviour interventions.

The interventions across all cohorts, along with a breakdown of which ethnic groups these referred to was reported.

A new post – Head of Behaviour for Learning – had been appointed towards the end of 2017-18. The College had

	Action	Date
<p>adopted a '5 P' approach to behaviour expectations and these were outlined the report.</p> <p>A 'professional behaviour for all rota' had been introduced, initially at the Roundhouse, with designated areas being given for individual employees and team sot be present at key points during the day.</p> <p>Graham Schuhmacher said he thought this was a positive approach and had noticed a change in behaviour. Engagement with the schools was discussed.</p> <p>Jack Atwal was unable to attend the meeting, but had provided positive comments following his observations at the Roundhouse Induction Day and a recent Link Governor visit.</p>		
<p><b>08/18-19 LEARNER SATISFACTION SURVEY</b></p>		
<p>The Director of Services for Students presented the results of the Learner Satisfaction Survey (FE Choices).</p> <p>The report included the results for Derby College and other local FE colleges and provided comparison data from the Derby College Student Voice Quality Survey for 2017-18.</p> <p>Discussions took place around improving engagement in the FE Choices survey which was completed around a similar time to the Derby College survey.</p> <p>Overall, the survey showed a 0.4% increase on the previous year on the overall satisfaction measure.</p>		
<p><b>09/18-19 HIGHER EDUCATION SELF EVALUATION DOCUMENT</b></p>		
<p>The Vice Principal presented the Higher Education Self Evaluation Document and discussed the key elements of the document. This had already been reviewed by the Higher Education Academic Board and been through a validation process.</p> <p>Appendix 1 of the report summarised the qualifications delivered and the quality of the data from the provision.</p> <p>The Vice Principal explained the recent Open University assessment to become a delivery partner, which resulted in a 'sound' assessment following their validation visit.</p> <p>The Committee Chair explained the College used a peer review system, using reviewers from other colleges as part of the self-evaluation process.</p>		
<p><b>RECOMMENDED: The Committee recommended the Higher Education Self-Evaluation Document for approval at the Corporation on 17 December 2018.</b></p>	Chair	17/12/18

	Action	Date
<p><b>10/18-19 EQUALITY AND DIVERSITY ANNUAL REPORT</b></p> <p>The Vice Principal outlined the College's commitment and requirement to produce an Equality and Diversity Annual Report.</p> <p>The report focusses on the guiding principles of equality and diversity and the background to that.</p> <p>Analysis has shown more complex learners which have multiple identifiers. By introducing a new attendance reporting system, this has allowed the College to track attendance through the protected characteristics, ensuring patterns and trends are identified swiftly the and necessary intervention put in place.</p> <p>Graham Schuhmacher questioned the unemployment figure in Section 2 of the report, noting it was low. He also asked where those unemployed people were located. This would be reviewed in more detail reviewing some recent data releases.</p> <p><b>RECOMMENDED: The Committee recommended the report (subject to some minor additions) to the Corporation for approval at its meeting on 17 December 2018.</b></p>	Chair	17/12/18
<p><b>11/18-19 COLLEGE DASHBOARD</b></p> <p>The Director of Quality and Compliance summarised the key headline figures, looking at retention, and attendance for 16-18 and 19+.</p> <p>Retention figures for 16-18 were at 97% and 19+ at 99%. Attendance figures were being reviewed at the Quality Performance Review meetings taking place later in the week.</p>		
<p><b>12/18-19 ANNUAL SUB-CONTRACTOR AND PARTNERSHIP REPORT</b></p> <p>The Deputy Principal shared the Annual Sub-Contractor and Partnership Report.</p> <p>The report provided a summary of the 2018-19 allocation broken down by partners.</p> <p>Retention and achievement rates for classroom-based provision for 2017-18 were all good, with a slight decline in apprenticeships.</p> <p>The Deputy Principal said robust measures were in place to monitor the quality of the provision, with additional assurance provided by the internal auditors, ICCA, through their review in November 2017.</p>		

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<p>The Committee were also informed of those levy partnerships – working with a number of significant employers who had a strong in-house training capacity they wished to develop.</p> <p><b>RECOMMENDED: The Committee received the end of year position for sub-contracting and recommended the report be presented to the Corporation at its meeting on 17 December 2018.</b></p>	Chair	17/12/18
<p><b>13/18-19 LINK GOVERNOR VISITS</b></p> <p>Committee members had received the Link Governor report from Broomfield Hall.</p> <p>The Committee Chair had carried out Link Governor meetings earlier in the day regarding JWC and English and maths. Both meeting were very positive.</p> <p>Jack Atwal had met with the new Executive Head of the Roundhouse, which covered the vision for the vocational areas of the Roundhouse and the behaviour for learning initiative.</p>		
<p><b>14/18-19 STUDENT VOICE</b></p> <p>The Student Governor summarised initiatives which were being developed across the college to engage with the student population.</p> <p>The Student representative system was changing. The intention was to have representatives from each Academy who would feed into a bi-termly meeting.</p> <p>The key themes from student feedback related to teaching and learning, equality and diversity and catering.</p> <p>The Corporation Chair asked how the feedback from the formal meetings is actioned. The Director for Services for Students explained it was fed into the Student Voice Action Plan which is part of the Quality Performance Review (QPR) process.</p> <p>The ‘You said, we did’ feedback is provided to students through posters and student forum meetings and information was also provided on Moodle</p> <p>Work had been carried out to engage those students at Ilkeston, recent events held there include Children in Need and Mental Health and Wellbeing.</p> <p>Work on the urban garden at JWC was being undertaken as a work experience project and they were also looking at the space at the side of the art department and the potential for</p>		

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<p>developing that as a student area. Further projects could be looked at over the sites.</p>		
<p>The Student Governor reported on the IT Digital Champions, which was a project through the Fujitsu Academy. A number of students had applied and interviewed for these position with 7 successful students appointed with a further three places available.</p>		
<p><b>15/18-19 POLICIES</b></p>		
<p>The following policies, which had been received and reviewed remotely were approved:</p>		
<p>Admissions Policy Student Bullying and Harassment Policy Self-Assessment Policy and Documents</p>		
<p><b><i>RECOMMENDED: The Self-Assessment Policy and documents was recommended to Corporation for approval.</i></b></p>	Chair	17/12/18
<p><b>16/18-19 DATE OF NEXT MEETING</b></p>		
<p>The next meeting would be held on 5 March 2019.</p>		

The meeting finished at 4.00 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_