

BOSTON COLLEGE**MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON
30 SEPTEMBER 2020**

1. PRESENT

Daran Bland, Ruth Catlett, Kate Folling, Claire Foster, Chris Pett and Helen Rumbold

Also in attendance: Janet Hemmant (Clerk to the Corporation), Craig Gosling (Head of Quality) and Vicki Locke (Vice Principal: Curriculum & Quality).

Attendance 100%

2. APPOINTMENT OF CHAIR

Having been duly nominated, Daran Bland was appointed as Chair of the committee for 2020-21.

Daran Bland in the Chair

3. APPOINTMENT OF VICE-CHAIR

Having been duly nominated, Kate Folling was appointed as Vice-Chair of the committee for 2020-21.

4. ACTION LOG

Members reviewed the committee action log and progress which had been made against the items identified.

It was agreed that a demonstration of Smart Assessor should be given at the next meeting of the committee. In response to a query from Daran Bland it was confirmed that Smart Assessor provides information to the college and committee on Apprenticeships. ●

5. MINUTES

Members reviewed and approved the minutes of the meeting of the committee held on 18 May 2020.

6. COMPLIMENTS AND COMPLAINTS

Members received a report from the Quality Improvement Manager which was presented by the Head of Quality.

Craig Gosling advised the committee that the level of complaints was generally in line with expectations. He outlined the process for dealing with complaints and how support is offered where there are numbers of complaints. Compliments tend to be dealt with in Programme areas rather than coming in centrally. Helen Rumbold suggested that the collection of compliments centrally should be enhanced and Craig confirmed that he would look into ways of collating this information.

Kate Folling asked whether there was a format for complaints to be submitted and logged and how the ability to make complaints or submit compliments was publicised. Craig advised members that a lot of feedback comes through from learners who are made aware of procedures at the start of their courses.

Daran Bland asked about complaints in the curriculum area which had reported the highest number. Craig gave the committee a breakdown of what these complaints had been. Daran asked whether there were any concerns about the accessibility of the complaints procedure and how complaints were escalated. Craig advised members of the process which includes escalation. Vicki Locke explained that she approves the policy and that complaints can ultimately escalate to her with an appeal to the Principal and would, if necessary, then refer on to the Board.

7. A-LEVEL AND GCSE RESULTS

Members received a report from the Vice Principal: Curriculum & Quality on the results.

Vicki Locke advised the committee that the changes to results process which had happened late in the day had hardly affected the College's A-Level results but that there had been some increase in the AS results. The College's pass rate had remained strong. All students had progressed to their first choice universities. The College was also pleased with GCSE results and the improvement in high grades.

Daran Bland asked what was defined as a pass and a high grade pass. Vicki advised that it was a grade 1 – 9 in GCSE for a pass and 4 and above for high grade. A-Level high grades are grades A – C. Daran also asked about the prediction of grades and Vicki outlined how the in-year process worked. She confirmed that data on progress and targets can be provided. The committee noted that the College still used functional skills for English and maths for some learners. Vicki agreed that a grade breakdown which was felt to be a helpful measure of effectiveness will be provided in future reports.

Chris Pett asked about aspiration levels in the context of the inspection framework and a reduction in HE progression. Vicki confirmed that she would like to see higher HE progression. Claire Foster pointed out that university is not the appropriate aspiration for all the College's learners.

Kate Folling asked whether it would be possible for the data to be presented more visually. Vicki advised that most of the data comes from pro-achieve and is presented as it would be to the inspectorate. Claire Foster and Kate Folling are to discuss further potential changes in presentation. It was agreed that a discussion should take place at the next governors CPD event on what would be useful to members.

Daran Bland asked what plans the College had in place for the various scenarios which may pan out in 2021 for assessment of results. Vicki explained that some GCSE learners are going through re-sits in November. AS and A-Level learners have formal in year assessments to provide information on their performance. There are currently no changes to the College's calendar but any changes to assessment arrangements would be responded to. Daran asked about blended learning and home learning in the context of Covid 19. Vicki explained the different working arrangements which were in place for learners in different areas and levels. Online delivery varies course by course and is being assessed. The College is creating online teaching hub areas with dedicated space for teachers to deliver in this way.

Claire Foster advised that there was additional funding for catch up for any learners without GCSE grade 4s. Plans are being created for learners to plug any knowledge gaps, some areas are also using this funding for pastoral support. Craig advised the committee that advanced practitioners are supporting online learning in Programme areas.

8. KEY PERFORMANCE INDICATORS 2019-20

Members received a report from the Vice Principal: Curriculum & Quality.

Vicki Locke took members through key points of the KPI information. An area discussed was adult retention which would normally not drop late in the year as it did in 2019-20 but

had been affected by some courses which had only started shortly before the Covid 19 closure and the impact of the pandemic on adult learners. The committee noted that there was a big improvement in employer satisfaction in round 2.

Vicki advised that for several elements of the KPIs the year end position doesn't close until mid October. The committee noted that Ofsted would not be using 2019-20 data to make it's judgements.

Some differences in the way in which awarding bodies had responded to the pandemic difficulties were noted. In the main responses had been positive. Daran Bland commented that if feasible the committee would like to have a deeper dive into outcomes in the future.

Daran Bland left the meeting at this point. Kate Folling in the Chair

9. TEACHING AND LEARNING UPDATE

Members received a verbal report from the Head of Quality to be followed up by circulation of the written report. ●

Craig Gosling advised the committee of the training and support offered to develop confidence with ILT and online teaching and learning, the developments associated with this and changes to the quality processes in response to Covid 19. Craig explained to the committee that staff had embraced the changes relating to the pandemic and he outlined some of the staff development arrangements. The use of Smart Assessor was noted to be growing. Quality observations have been deferred until January in line with Ofsted arrangements.

It was agreed that in future papers should be shared on screen during virtual meetings. ●

10. RISKS AND REPORTABLE EVENTS

Vicki Locke advised the committee that there was a balance between retaining learners, whose preference is to be in College, and keeping the community safe. Attendance is currently looking positive and energy in teams has been sustained. Claire Foster commented that staff had to continually respond to changes and the College has to support the teams to maintain impetus.

Chris Pett asked about the concerns which had been expressed previously about International recruitment. Vicki advised that there were approximately 25 International learners attending the College and that a new International Manager was in place. There was some interest in January starts from International learners and numbers were generally looking good.

Chris Pett asked about performance in Hair and Beauty which had previously been a concern but appeared to be progressing. Vicki advised that enrolments in this area were looking good with courses being full. The end of year position was positive but the College was maintaining close monitoring in this area.

Helen Rumbold asked whether the College had been able to maintain progress in distance learning. Vicki advised that this is generally going well. It continued throughout the closedown with new starts taking place. The second phase of qualifications has just been launched and the third phase will be introduced in January.

11. PERFORMANCE MONITORING

Members received a report from the Clerk to the Corporation on committee performance against its 2019-20 targets. ●

The committee discussed targets to be proposed at the Corporation for 2020-21 and agreed that these should be:

- Maintain attendance of 75% or higher
- Enhanced governor training on the work of the Standards committee including
 - Each meeting of the committee to include training for governors
 - Each committee member to have the opportunity of three touch points with the college during the year to improve their understanding
- Monitoring the impact of Covid-19 on Teaching, Learning and Assessment by introducing a Covid section into the Risks and Implications section of reports submitted

12. **NEXT MEETING**

It was noted that the next meeting of the committee would take place on 25 November 2020.