

**BOSTON COLLEGE****MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON 5 JUNE 2019**

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**1. PRESENT**

Chris Pett (Chair), Jo Maher, Helen Mather and Helen Wright

Apologies for absence were received from Stephen Brown, Steve Crozier and Kaspers Zvejnieks.

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

Attendance 57%

**2. ACTION LOG**

The committee reviewed progress made against the items identified in the action log.

Vicki Locke circulated an update on College developments and plans regarding tracking of learner progress. She gave an outline of the implications of the Ofsted inspection changes and explained how starting points for learners are being established. The College was working on identifying what works best with different sorts of provision. Jo Maher explained the College is also working on next years planning and mapping in light of the new inspection framework. The implications of the changes for governance were explained. In response to a question as to whether the change was positive, Jo confirmed that it was. Helen Wright expressed a view that this was an opportunity for Board members to get more involved and that there was not always sufficient consideration of Teaching and Learning at Corporation level. A discussion took place on how governors roles need to develop and potential CPD opportunities for 19/20.

Vicki Locke outlined how Adult tracking would be progressed and the installation of an e-portfolio which was likely to take place over Summer 2019. It would be rolled out in a similar way that had been the case for VITAL. Helen Mather queried if there would be a test period on the installation and Vicki outlined how the implementation would take place.

Chris Pett asked about Corporation involvement in Ofsted and asked about the Principal's experience of the presentation of information to Board members at her previous colleges. Jo outlined what had happened in previous colleges and explained that there is ongoing development of the information provided for governors. Governors also need to see and experience the College to see it from a learner perspective. In response to a query about behaviour, Jo advised that behaviour was generally good and outlined areas that were being looked at to sharpen it up. One area identified was improvement to parent communication. It was noted that established standards on entry were helping to get better students.

**3. MINUTES**

Members reviewed the minutes of the meeting held on 24 April 2019 and approved them as a correct record.

Chris Pett asked if there was any further feedback on punctuality. Craig Gosling advised that this was still being checked in walks around the College and checking was likely to continue next year.

#### **4. QUALITY AND STANDARDS KPIs 2018/19**

Members received a report from the Vice-Principal: Curriculum and Quality on KPIs.

Vicki Locke identified the key points within the KPIs, retention was reported to still be strong, English and maths predicted results were currently lower than last years outcomes but based on mock exam results and since a number of learners are on the cusp of achieving this figure is likely to improve in the actual assessments. The English and maths teams are focussing on revision for the exams. In response to a query from Helen Wright, Vicki confirmed that some learners will do better than predicted in the actual exams. Jo Maher advised the committee that the College was focussing on making sure that the students attended exams and that attendance had been strong. Vicki identified that a change in the rules means that some learners won't be required to re-take GCSEs next year.

Chris Pett asked about the timetabling of English and maths sessions and Vicki explained that difference approaches were being taken in different areas of the College. More flexibility was allowing the College to do what was best for learners. Linda Radford the Programme Area Manager for English and maths and ESOL is attending the National English and maths policy group. Vicki advised that attendance at English and maths sessions is still not where the College wants it to be and new initiatives are being reviewed. Helen Wright asked if there were ideas picked up from other colleges on how to address this. Vicki confirmed that the practice at other colleges was considered but that most have this same issue. Jo confirmed that options were being examined. Helen Wright asked about performance in EV reports and it was noted that there were still some to be carried out. Craig Gosling reported that there was some inconsistency of approach in EVs which was being challenged.

Chris Pett asked about the performance of partners in apprenticeship delivery. It was noted that the data was looking at the worse case outcome and Jo Maher confirmed that the College was coming out of apprenticeship with partners.

#### **5. 2018/19 QUALITY IMPROVEMENT PLAN**

Members received a report from the Vice Principal: Curriculum and Quality on the Quality Improvement Plan.

Vicki Locke picked out the key points of note in the Quality Improvement Plan, she advised that the College position on apprenticeships was looking very positive and that ESOL Adult retention has improved and that overall achievement was likely to be higher than last year. Hair and Beauty was noted still to be not where the College wished it to be although achievement may be a little better than quoted in the report. Support was being given to secure as good as outcome as possible and adjustments were being made in the area for next year particularly focussing on recruitment and induction and the improvement of consistency. Helen Wright asked if the College was prepared to turn away prospective learners if they were not deemed to be suitable and it was confirmed that this would happen. Jo advised that work has been carried out in improvements in this area and that some qualification changes would have positive impact. Performance was generally better in Spalding and the College was working to develop staff and improve consistency along with a number of options to improve quality. The committee noted that there would be an employer event for this area and the College would like to see more of the provision transferred to Spalding.

With regards to specific items on the Quality Improvement Plan the committee noted that the College was still working on good practice around end point assessments preparation and assessors would potentially be offered a new course which was currently being investigated. In respect to the item about careers input to learners considering leaving their course, the College was looking at interviews and how careers staff deal with learners who are unsure of their choices. It is important that these learners are re-guided onto the right courses and accountability for the learners need to be clear if transfers do take place.

## 6. **END OF YEAR LEARNER SURVEYS 2018/19**

Members were given a verbal update on the end of year survey outcomes by the Head of Quality. Craig Gosling reported that there are a number of improvements identified in the feedback but there were no real themes in the open comments. Engineering remains an area of concern but had slightly improved against some of the questions. Jo Maher advised the committee about the new staff appointed in this area. Significant changes were happening on the staffing of Engineering and the Head of Curriculum role was also being rationalised. The surveys are followed up with PMR meetings taking place over the next couple of weeks and the College is looking at ways to improve next years feedback and making sure it gets a better picture of learner views throughout the year.

## 7. **TEACHING, LEARNING AND ASSESSMENT**

Members received a report from the Head of Quality. Craig Gosling identified development which had taken place in the observation of teaching and learning. In apprenticeships there had been two PMRs and more audits. Link advanced practitioners continued to be used and Craig explained how additional measures focussed on areas to work on through Staff Development. Assessors are now on 14% best practice. The committee noticed that a new approach to HE would be rolled out further next year. Helen Wright asked about feedback in Higher Education and it was noted that this took the form more of a professional discussion and reflection than a standard observation.

Chris Pett asked about the development of industry relevant skills in apprenticeships and asked whether the ratings there should be higher. Vicki Locke explained that the College looked to develop all of these ratings through Staff Development.

## 8. **RISKS AND REPORTABLE EVENTS**

Vicki Locke advised the committee that areas being addressed were Hair and Beauty, staffing in Engineering, and the strengthening of curriculum management.

## 9. **INSPECTION FRAMEWORK**

Vicki Locke provided the committee with an update on the Inspection framework. She advised that inspection now has a different feel and the College needs to be clear about what it delivers and why. She ran through the implications for the College approach and anticipated that it would take 18months to 2 years to cascade this down throughout the College. Inspectors will be looking for learners who can do more and know more than they did when they came in. The main changes are joint activity with teachers and learners, and looking at wider learning.

Helen Wright asked how this was being shared with the staff. Vicki advised that an update had been provided in the Bulletin and Managers had been updated at C & Q. It was also being rolled out in Staff Development for all staff. Jo Maher commented that it was purposeful that teaching and learning was going to be rated higher and Leadership and Management was moved down the list with the focus on teaching and learning being critical. The new framework will better catch what the College is good at.

## 10. **T-LEVEL READINESS**

Jo Maher provided an update to the committee and advised that the College did not participate in the pilot which was proving to have some issues nationally. Jo is shortly attending a meeting at AoC to get a further update on this which will inform College plans moving forwards. This development is happening more slowly than originally anticipated.

11. **DATE OF NEXT MEETING**

It was noted that the next meeting of the committee would take place on 2 October 2019.