

BOSTON COLLEGE

MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON 26 APRIL 2023

1. **PRESENT**

Helen Rumbold (Chair), David Fannin, Claire Foster, Kimberley Jones, Paul Tomlinson and Nick Worth.

Also in attendance: Janet Hemmant (Clerk to the Corporation), Heather Marks (Vice Principal: Curriculum & Quality) and Kelly Harris (Assistant Principal: Performance, Quality & Standards). Claire Ashley (Director of Learning: Academic, Core & Business Studies), Neil Percy (Director of Learning: Creative & Cultural Industries) and Adam Wardell (Director of Learning: Health & Care Industries) attended for item 1 only.

Apologies for absence were received from Daran Bland.

Attendance 86%

2. **PRESENTATION**

Claire Ashley, Neil Percy and Adam Wardell gave a presentation on 'Curriculum Planning & Horizon Scanning'.

The committee was told about the research, thinking and processes involved in curriculum planning for the college's further education provision including the financial planning to ensure viability. It was noted that there was a different model for higher education.

Paul Tomlinson asked if this had resulted in any courses being cancelled. Adam confirmed that this was something which would be looked at in September but if this was necessary efforts would be made to retain learners in alternative provision. The importance of engaging stakeholders, including businesses and parents, in the process was noted.

Following a question from Helen Rumbold, a discussion took place on how GLH (guided learning hours) were calculated and the management of work experience hours. Adam explained that Vector software was a platform which supplied information to support the planning process.

Nick Worth asked about course viability and an explanation was given of how shared provision could be used to increase contribution levels. Claire Ashley outlined how hours were allocated to create time for progress reviews and delivery of the MAD curriculum across areas which enhanced the learners' experience and helped with efficiency for the MAD sessions.

3. **ACTION LOG**

Members reviewed the committee's action log. The committee noted that the replacement of VITAL remains under review.

4. **MINUTES**

The minutes of the meeting of the committee held on 8 February 2023 were reviewed and approved.

5. **KEY PERFORMANCE INDICATORS 2022-23**

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

Heather Marks advised the committee that attendance remained steady. Functional Skills English and maths attendance is better than GCSE. Attendance is better than the sector average. Progress reviews have improved and, whilst there is still work to do on higher education, NSS results look good.

Work experience is almost 100% planned now. Nick Worth asked if there was an issue with work experience completion. Kelly Harris advised that some work experience cannot be completed until the latter part of the year. Nick suggested that a year end forecast could be added to the information presented.

Paul Tomlinson asked about attendance targets and was advised of the college's expectations. Claire Foster told the committee that processes for managing poor attendance had been tightened. The pandemic had impacted on attendance and praise cards and prizes were proving useful in overcoming issues. Following a query from Helen Rumbold, David Fannin commented on the impact on engagement in the voluntary sector.

Helen asked about early leavers in Construction and Hair and Beauty. Heather advised that measures had been put in place to retain learners in some way.

The committee noted that the college is expecting strong outcomes and Nick Worth commended the ambitious target for high grade A and AS levels.

6. **QUALITY IMPROVEMENT PLAN 2022-23**

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

Heather Marks outlined progress made against the plan. It was noted that the Quality team had been working hard with underperforming areas. Work experience, adults and apprenticeships need continuing focus.

Helen asked for a presentation to be given on what had been happening in CPD.

The 2022-23 Quality Improvement Plan was approved by the committee.

7. **ADULT LEARNING PROGRAMMES**

Members received a report from the Assistant Principal: Performance, Quality & Standards.

Kelly Harris outlined work being carried out with learners about accessing education and managing expectations. Retention was noted to be looking strong but there had been a slight decline for distance learning courses. Heather Marks commented that the dip for distance learning appeared to be a national issue.

A variety of approaches being adopted to improve performance were discussed and it was noted that responsibility and accountability of managers had been enhanced.

8. **LEARNER VIEWS**

Members received a report from the Assistant Principal: Performance, Quality & Standards on the outcomes of the mid-year survey for full time learners.

The outcomes of the survey were reviewed and follow up actions were noted. A discussion took place about two safeguarding points falling short of targets. Helen Rumbold reported that Sharon Posey will be raising these with the Corporation. One of the issues related to the reporting of concerns and Kimberley Jones suggested that many learners did not know who to approach to raise concerns. Claire Foster advised that action will be taken to understand and focus on this issue.

It was noted that there had been a good response rate for the survey but that due to miscommunication ESOL learners had not participated.

9. TEACHING, LEARNING AND ASSESSMENT

Members received a report from the Assistant Principal: Performance, Quality & Standards.

Kelly Harris identified a significant increase in the number of lesson observations which had taken place and told the committee that the Quality team was working with areas needing support. In response to a query from Helen Rumbold, members were advised that new teachers were generally observed within their first six weeks and had at least three observations before transferring to the standard pattern of two observations per year.

Kelly reported that Ofsted readiness was progressing and feedback from deep dive activity was being shared with staff.

Kelly reported an increased focus on Artificial Intelligence which is being tracked through a working group. Nick Worth suggested that it would be helpful for the committee to have better understanding of AI. Kelly offered to arrange a demonstration for the next meeting.

10. ACCESS AND PARTICIPATION PLAN TARGETS

It was agreed that a report on the achievement of Access and Participation Plan targets should be brought to the next meeting of the committee.

11. NEXT MEETINGS

It was noted that the next meeting of the committee would be held on 20 June 2023.