

B O S T O N C O L L E G E**MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON 7 FEBRUARY 2024**

1. PRESENT

Daran Bland (Chair), David Fannin, Claire Foster, Kimberley Jones and Nick Worth.

Also in attendance: Janet Hemmant (Clerk to the Corporation), Heather Marks (Deputy Principal) and Tom Hughes (Assistant Principal: Quality, Performance & Standards).

Wendy Poole (Director of Learning: Adults & Apprenticeships) attended for item 2 only.

Attendance 83%

2. PRESENTATION – FIT FOR THE FUTURE

Wendy Poole gave a presentation on the college's Performance Pillar for transformation.

The presentation outlined steps being taken to ensure the relevance of the curriculum offer. It was noted that a number of changes were taking place and that some existing provision will no longer be funded from September and is being replaced. T levels are being introduced from next year. A lot of work is being done on enrichment and it is felt that programmes for young people are sound. Tom Hughes commented on steps taken to ensure that work experience is timely and meaningful.

In response to queries raised, it was confirmed that progress is measured against learners' starting points. Achievement rates are calculated on those who stay in the college. The college is looking at improvement of High Needs provision and a recent visit from Northumberland College gave a valuable insight into what needs to be done. The college is looking at the High Needs offer and redesigning it to make sure that discrete provision is ambitious. Daran Bland asked how the committee could monitor improvement and it was suggested that monitoring of EHCP outcomes would be helpful. Claire Foster suggested that a review of what the committee needs to receive on High Needs is required. The curriculum plan for LDD will look different next year. Claire suggested that the committee look at the robustness of meeting targets for these learners. Tom explained that the EHCP review process needed to be refocused. Claire commented on the need to have a consistent SEND approach across the college. Daran asked whether the college had sufficient skills and experience internally to deal with this and Claire advised that it is not felt that there is enough specialist knowledge across the college. Claire commented on the need to ensure that governors are aware of their responsibilities in this area and suggested that work on this should be included in the development event.

For adult learners, it was noted that the key focus is attendance and the college is looking to increase the robustness of tracking. The introduction of some HTQs is being looked at. These can be topped up if desired to a full degree. Nick Worth welcomed the UKSPF bid as upskilling and getting better skills are key and was pleased to see that the offer was being reviewed to reflect what adults and businesses need. The bid creates packages for employers to buy into. Daran asked what the bid offers and Wendy advised that it included a variety of delivery modes, coaching and training needs analyses within a range of options. Daran commented that it was good that the college had this opportunity and it was noted that the bid included some challenging timescales. Claire advised that there will be some roles requiring recruitment of new staff.

On apprenticeships, the focus is on attendance, achievement and getting the offer right. This includes getting end point assessments completed in a timely manner. Claire commented that apprenticeships are behind their financial target and the team are focusing on higher value apprenticeships. In response to a query about apprenticeship reviews, Wendy advised

that reviews take place on a 10 to 12 week basis. Planning them in advance can be challenging but the aim is for a minimum of four reviews a year. Heather Marks commented that Ofsted were pleased with the quality and timeliness of reviews. An audit report had raised some concerns about apprenticeship reviews but it is felt that the college has moved on since the audit and reviews are tracked and timely. The committee was reassured about this but it was noted that the follow up audit would review the issue which would give the committee an opportunity to look at this again later in the year. ●

The committee felt that the presentation offered an insight into the future curriculum. Daran asked about measuring the movement in provision and Claire commented that staff were being encouraged to consider learning programmes based on their knowledge of what is ahead. In terms of tracking, Tom commented that the focus is on skills which will be needed in the future and this will link to how learners are made employable. Heather commented that the college is looking at how to equip staff with the tools and skills to achieve a shift in mindset. David Fannin asked how governors will know about this and Claire suggested more governor involvement in curriculum planning. The committee appreciated that the presentation showed planning for the future and Tom assured members that future reports will include feedback on this. ●

3. **ACTION LOG**

Members reviewed the committee's action log.

4. **MINUTES**

The minutes of the meeting of the committee held on 22 November 2023 were reviewed and approved.

5. **OFSTED UPDATE**

Members received a report from the Deputy Principal on the Ofsted outcomes and follow up.

Heather Marks highlighted the post inspection action plan. Whilst apprenticeships and adults had moved on, the outcome for High Needs was a disappointment. High Needs seems to be a line of inquiry which is being seen as a trend. Claire Foster said that she had seen an impact on the culture of the College of staff working together on the inspection, reflected in the results of the latest staff survey. The committee congratulated the college on the outcome.

6. **KEY PERFORMANCE INDICATORS 2023-24**

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

Tom Hughes advised the committee that the information presented in the report is sourced from live data. Claire Foster commented that improved data had been needed for a long time and the creation of a dashboard will allow it to be maintained. Data is being warehoused monthly.

Nick Worth asked if anything can be done to improve attendance particularly in English and maths and Tom commented on changing delivery modes. Better attendance is generally seen in areas with local delivery and this model is being pursued more broadly next year. The college is also looking at ways to provide catch up for missed learning and enhanced exam preparation through approaches such as extra sessions, provision of online resources and hybrid learning. Heather Marks commented that the college is making sure that support

for learners and staff is in place. The committee felt that the presentation of the data was good and was pleased to note the introduction of an element of competition between areas.

7. QUALITY IMPROVEMENT PLAN UPDATE

Members received a report from the Deputy Principal.

Daran Bland asked about the section dealing with High Needs. Claire Foster said that there needs to be close attention to SEND provision across the college. Daran commented that governors need to know how to contribute and a discussion took place about the challenges for governors. David Fannin commented that the level of scrutiny seems to be different with Ofsted from that seen in other areas. The governor development session will be helpful to move this forward

8. ENGLISH AND MATHS

Members received a report from the Deputy Principal.

Heather Marks outlined the regular review and reporting on performance in English and maths. She advised that most areas had ownership of English and maths as their issue and that this provides a good foundation for improvement. She noted a real need for social and emotional learning.

Daran Bland asked about staffing and Heather advised that the college was still struggling to get sufficient good staff in this area. Tom Hughes advised that a recruitment event which was underway could help with this. The committee commented on how helpful it was to see a breakdown of learner information within the KPI data.

9. WORK EXPERIENCE

Members received a report from the Assistant Principal: Quality, Performance and Standards addressing issues raised in an ICCA audit report.

Members reviewed the information on how work experience is planned, delivered and monitored. The committee agreed that it could report back to the Audit committee that work experience is now well planned and the committee is satisfied that the audit report has been appropriately followed up. ●

10. TEACHING, LEARNING AND ASSESSMENT

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

The report provided detailed information about performance which was reviewed. The committee endorsed the steps being proposed to enhance performance.

11. DATA DASHBOARD

Members were advised that work was being undertaken to create a set of key data for submission to the board. A proposal in respect of financial data has been produced and the committee will be asked to approve the standards data set which will form part of the overall dashboard. ●

12. NEXT MEETING

It was noted that the next meeting of the committee would take place on 24 April 2024.