



Governing Body
Planning & Performance Committee
Minutes

Clerk to the Corporation
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Date: 25 June 2018
Venue: The Boardroom, City Campus, the Sheffield College

Present: Beri Hare (Chair)
Angela Foulkes
Saleem Rashid
John Timms

In attendance Simon Hannett, Director of Funding and Planning (for item 6.1)
Andrew Hartley, Commercial Director (for items 5.1 and 6.2)
Alison Shillito, Clerk to Governing Body
Anita Straffon, Deputy Principal (Curriculum)

Action by whom **by when**

18/3/01 **Apologies for absence** were received from Gwyn Arnold, Jay Bhayani, Chris Linacre, Seb Schmoller, Amy Smith and James Smythe, Deputy College Principal.

18/3/02 **Chair’s remarks**
In the absence of the Committee Chair, Beri Hare, Vice Chair of Governing Body, agreed to chair the meeting.

18/3/03 **Declarations of Interest**
Angela Foulkes declared her interest as Chief Executive & Principal (CE&P) in all matters discussed. There was no action required for any of the agenda items in respect of this declaration. Saleem Rashid declared an interest as UCU branch secretary and a member of the maths team in discussions on A Levels and the QIP/PIAP. There was no action required for any of the agenda items in respect of these declarations.

18/3/04 **Minutes of the meeting held on 30 April 2018**
The minutes were approved as an accurate record.

18/3/05 **Matters Arising and Action Record**
5.1 Minute 18/02/7.1 refers – English & maths condition of funding
CE&P reported that (at 22 June) compliance with the condition of funding was 96.6% so non-compliance (3.4%) was within the ESFA tolerance limit. Executive leaders were confident that the new Head of English & maths roles would enable more rapid progress on teaching quality and student

engagement and achievement in English & maths in 2018/19.

5.2 Minute 18/02/9.3 refers – subcontracting

The Committee agreed that queries about due diligence processes in the selection of subcontractors should sit within the remit of FE&GP Committee. The remit of the new Teaching, Learning Quality and Student Experience (TLQ&SE) Committee would include monitoring the quality of subcontracted provision. The action was referred to FE&GP Committee should it wish to pursue this in its regular updates.

Clerk
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5.3 Minute 18/2/11 refers: Draft HE Access and Participation Agreement and application for registration to the Office for Students (OfS)

The Committee noted that the application for OfS registration and the Access and Participation Agreement had been submitted and had passed the initial submission validation stages. The College awaited further feedback from the Office for Students on next steps.

5.4 Minute 17/6/7 refers: Student Discipline Policy

The Committee noted that senior managers were continuing to work on the Student Discipline Policy and Procedures. These had been delayed due to the changes to senior leadership roles. The CE&P also confirmed that there would be further engagement with the incoming Heads of Student Experience and Student Union Executive to finalise the policy.

5.5 The Committee recognised that the updated Policy would need to be in place for the start of the new academic year. The Committee endorsed that the CE&P and senior managers should proceed to finalise the Student Discipline Policy, proceed with implementation and present the final version to the TLQSE Committee's first meeting for information.

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5.6 Minute 18/01/8.4 'Student First' Business Services

It was noted that this action was marked as 'complete' whereas it was an ongoing aim, through business review, to make all the College's operations fully focused on students. This would be reported to the TLQSE via the College Self-assessment Report, which was being extended to business support services.

Deputy
Principal
Curriculum
Nov
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5.7 Minute 18/02/8 refers: Apprenticeship performance and operational update

The Commercial Director presented a report on progress of apprenticeships and addressed queries raised at the last meeting.

The Committee considered the report as follows:

- Members welcomed that the College was continuing to engage with local non-levy employers to explain the benefits of apprenticeships and help overcome concerns.
- The College had bucked the national decline in apprenticeship starts through success in securing national

contracts. The growth in volume and the increase in employer expectation were placing increased demands on apprenticeship delivery teams and existing systems and processes. Some of this would be addressed by the College's investment in Smart Assessor, which would improve tracking and support for apprentices and the service to employers.

- The transition to Apprenticeship Standards, with higher funding, would maximise the funding available to support high quality provision as it tended to provide a higher unit of resource. The College had already implemented 29 standards with 5 more planned.

5.8 The Committee noted the report and commented that the College needed to maintain the quality of the apprentices it was recruiting and the support it provides when problems arise. Employer confidence in the College could easily be damaged by a poor experience.

18/03/6 Apprenticeship Performance Framework: 2017/18

The Committee received the report and considered the matters arising as follows.

- 6.1 The dip in achievement and timeliness previously reported is being addressed. There will be changes to leadership in Engineering and Construction in July and the remit of the new Academy Heads of English & maths will include responsibility for ensuring that Apprentices have access to functional skills provision more fitted to their needs. The College is confident that the increased focus on ensuring consistency of support will result in improved achievement but this would not retrieve 'timeliness' for apprentices who had already fallen behind in completing their programme.
- 6.2 The Committee noted the report and that, in spite of challenges, apprenticeship achievement had been maintained at national rate. Members welcomed the changes to bring focus, clear accountability and leadership for improving the quality and achievement of apprenticeship provision and stressed the importance of maintaining a 'Good' rating for apprenticeship provision and continuing to push for outstanding.

18/3/07 Education and Training performance update 2017/18

- 7.1 The CE&P presented the report which the Committee considered as follows. Some discussion is recorded in a confidential minute.
- 7.2 No further areas of concern about retention had emerged since the last report. The overall retention rate had improved and students that have stayed were completing at a higher rate. There had been a slight dip in achievement of foundation level students, albeit from a high point, but even so this was being monitored closely as the College was ambitious to improve this provision from good to outstanding.

- 7.5 The CE&P said that the restructure of the Health and Science Directorate into two academies (one for Healthcare, Science & Dental and the other for Sport, Land-based & Animal Care), would increase the focus and capacity of curriculum leaders to grip the issues in operating units of a more manageable size.
- 7.6 The Deputy Principal (Curriculum) said that the College would be introducing a 'special measures' process to increase the pace and effectiveness of improvement actions in 2018/19. This would include focused learner voice activities, a monthly meeting of the special measures board with senior managers and curriculum staff to ensure progress on the subject area's improvement plan. These meetings would be in addition to regular monthly meetings with all Academy leadership teams.
- 7.7 The Committee noted the report, welcoming the increase in the rate at which achievements were being claimed. The concerns about A Level retention and achievement were discussed later in the meeting, noted below (minute 18/3/11).

18/3/08

Higher Education performance update 2017/18

- 8.1 The Director of Funding & Planning presented the report highlighting:
- an improvement in HE retention overall compared to 2016/17.
 - more accurate data on HE students' attendance; which would make it easier to identify students at risk of withdrawal and act more rapidly to support them.
 - changes to the HE portfolio to simplify and consolidate HE routes in subject areas. This would not affect current students but would reduce duplication.
 - proposals to refurbish dedicated work space for HE and academic studies students at Hillsborough Campus to improve the student experience and encourage attendance.
- 8.2 Governors received the report and considered the issues as follows. Some issues are recorded in a confidential minute.
- 8.3 Governors challenged the poor retention rate for PGCE Post Compulsory Education provision and asked what was being done to ascertain the causes and improve retention. The CE&P said the provision included College staff and external students. The reasons for the high rate of withdrawals were being investigated to see if there were any common issues.
- 8.4 Regarding changes to the HE portfolio, the Committee noted that the College would confirm which routes would run in 2018/19, following the confirmation process to convert conditional offers to firm acceptances in August.
- 8.5 The Committee noted the report and requested a report to the first meeting of TLQSE Committee confirming which HE courses the College would be running in 2018/19

Director of Funding & Planning Sept. 2018

18/3/09

Quality Improvement Plan/Post Inspection Action Plan

update

- 9.1 The Committee received the report and commented that it appeared there had been a lot of quality improvement activity but the report still did not give governors a clear view of what proportion of teaching was assessed as good or better. The report to Governors resulting from the Committee's recommendation in April (minute 18/02/12.5 refers) had not achieved its aims because the College did not yet have data to that demonstrated impact of these activities on the quality of teaching. The approval of a new Quality Improvement Plan and the data/KPIs against which its impact would be monitored should provide this capability.
- 9.2 The Deputy Principal (Curriculum) said that she was working with a consultant on developing an holistic approach to assessing the quality of teaching and learning that combined data on student attendance, retention and achievement as well as session observations to create a 'teacher on a page' dashboard. This would provide aggregated data for management information and would be a tool that individual staff would use to self-assess and improve their teaching. It would be complemented by a new teaching observation policy.
- 9.3 The Committee asked if the recognised trade unions had been consulted about the new policy on teaching observation. A governor commented that a policy of graded observations had been discontinued as it had not been effective. The Deputy Principal (Curriculum) said that the changes did not include grading individual observations. The dashboard and feedback from observations would create a profile of measures which would be the basis for agreeing future targets, development and improvement actions and measuring their achievement.
- 9.4 The Committee noted the report and agreed that the updated Observation of Teaching and Learning Policy and the Teacher on a Page dashboard should be reviewed by Governors. It was further noted that the details were being finalised and it was important for the Executive Leadership Team should aim to complete this work and any consultation required in time to implement in the new academic year. It was agreed the documents should come to Governing Body or a meeting of Teaching Learning Quality and Student Experience (TLQSE) Committee as early as possible in the new session

Deputy Principal Curriculum Sept-ember 2018

18/3/10 Subcontracting update

- 10.1 Item withdrawn - the Clerk reported that the confidential paper was circulated to the Committee in error and was being updated for the next meeting of FE&GP Committee. The next sub-contracting report for the TLQSE Committee would be an update in November 2018 on the outcomes and quality of subcontracted provision.

18/3/11 A Level Provision

- 11.1 The Committee received the Confidential report and commended it for consideration by Governing Body. The discussion is recorded in a separate confidential minute.

18/3/12 Safeguarding update Term 3 (to 31 May 2018)

- 12.1 The Committee received the report noting that, in-year to 31 May, there had been a total of 1,637 interventions in relation to safeguarding with 262 students being assessed as “high risk”. The Committee was assured that the College was diligent in identifying and referring students for safeguarding concerns but in the longer term would be interested to understand the impact of College intervention on the students’ education.
- 12.2 It was noted that 38% of interventions were due to mental health concerns and a governor asked if the College had a procedure for risk assessing individual students disclosing mental health issues. The CE&P said the College did use a risk assessment process for identifying ‘at risk’ students and making sure they engaged with appropriate specialist support services. The new Academy Heads of Student Experience would help strengthen links with specialist services.
- 12.3 Members noted the significant progress the College had made on completing DBS checks and Safeguarding training and were assured that any active staff with DBS ID checks outstanding had been given a final deadline and HR were in dialogue with those staff regarding the consequence of failing to comply with college policy in a timely manner. Where staff on long term absence or casual contracts had not yet completed a check, they had been informed that they would need to do so before they would be permitted to return to work. The CE&P reported that no issues had been generated by the checks in relation to undisclosed convictions.
- 12.4 Members noted the report and welcomed the progress the College had made on completing DBS checks and putting in place a robust policy for re-checks.

18/3/13

Student Complaints Policy

- 13.1 The CE&P reported that that the revised policy was not presented to the meeting as it required further consideration by senior managers to check compliance with the requirements of relevant regulatory bodies including Office of the Independent Adjudicator (OIA), Competitions and Markets Authority (CMA) and Office for Students (OfS).
- 13.2 The Committee noted the verbal report and endorsed that the CE&P and senior managers should finalise the Student Complaints Policy, proceed with implementation and present the final version to the TLQSE Committee’s first meeting for comment.

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18/3/14

Prevent Risk Assessment 2018 - 2020

- 14.1 The Committee received the report and welcomed the assurance it provided that the College was refreshing its risk assessment and action plan and looked forward to receiving feedback on the DfE research project in which the College had participated.

18/3/15

Date of next meeting

This was the final meeting of Planning & Performance Committee. The meeting schedule for 2018/19 would be confirmed shortly.