



Date: 25 January 2016
Venue: Board Room, Sheffield City Campus

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Present: Chris Linacre - Chair
James Bangert
Jay Bhayani
Paul Corcoran
Edward Highfield
Pete Norton
Seb Schmoller
Amy Smith (for part of the meeting)
John Timms (for part of the meeting)
Anne Wilson

In attendance: Peter Harrison, Assistant Principal Planning and Curriculum
Enhancement for agenda items 5 and 10
Graeme Hathaway, Assistant Principal, Learning Improvement and
Innovation for agenda item 8
Sally Neocosmos, Vice Chair of the Governing Body
Jason Pepper, Executive Director Finance and Resources
Heather Smith, Executive Director and College Principal
James Smythe - Deputy College Principal
Val Struggles - Clerk to the Governing Body
Darren Tidmarsh, Executive Director HR and SRIS
Richard Wright, Vice Chair of the Governing Body

Action

- 16/1/1 Chair's opening remarks**
The Chair welcomed Anne Wilson to her first meeting.
- 16/1/2 Apologies for absence**
There were no apologies for absence.
- 16/1/3 Minutes of the meeting held on 23 November and updated action record**
The minutes were approved as an accurate record.
The action plan was noted and an updated version will be circulated for the
next meeting.
- 16/1/4 Declarations of Interest**
There were no declarations of interest.

Clerk

16/1/5 Matters Arising

1 Minute 15/4/14: Post organisational change review

The Chief Executive informed members that work was progressing in relation to the review which was assessing the scale and scope of concerns raised at the meeting last term. A report on the outcome will be presented to the next meeting and subsequently to the Governing Body.

**Chief Executive
11 April 2016**

2 Minute 15/5/10: Single Equality Scheme

It was noted that following consideration at the last meeting the SES was circulated with the agenda for the Governing Body meeting held on 14 December 2015.

16/1/6 Additional item - Ofsted visit

The Committee was informed of the preparations for the Ofsted visit commencing 26 January, confirmation of which was received on Friday 22 January. Members received an outline of the introductory presentation which will be given by the Chief Executive, College Principal and Student Union President to the Inspection team on their arrival. This will highlight the changes which have occurred in the last 12 months; the College's vision; what we are proud of; the challenges; demonstrable impact and supporting evidence.

As part of the inspection process, a group of Governors, including the Chairs of the Governing Body and this Committee, will meet with the Lead Inspector for Leadership and Management. Members commented on the key issues to highlight in discussions with the Inspector, including Governors' understanding of both the College's strengths and areas for improvement, the action being taken to address the latter together with evidence of impact to date and examples of challenge as part of their monitoring role.

Members were reminded that the Lead Inspector's letter of notification about the visit included an invitation for any Governor to contact her direct.

16/1/7 Standing item - Work Experience - progress against the action plan

Arising from previous discussions the Committee identified that the provision of work experience on study programmes was inconsistent and required further improvement. Consequently further details and regular updates were requested and the following issues were highlighted in the latest report which summarised progress against the action plan implemented at the start of the current academic year:-

- i) The process of reviewing and updating the action plan, which includes College wide and area specific actions is an iterative one.
- ii) Although investment has been made in the staffing resource required to deliver the volume of work experience, the College did not expect to achieve this year's aspirational target of securing work placements for all 16-18 year old students (3097) on full time study programmes. However plans are in place to meet this target in 2016/17. Current indications were that 2100 placements will be delivered this year (compared with 600 in 2014/15). Some

employment sectors, including SMEs, remain challenging in terms of securing work placements.

- iii) Improvements have been made to ensure consistency of practice; standardisation of documents; the quality of placements; support for students and employers including safeguarding. The College continues to be engaged in the ETF pilot and the 'A' level work placement has recently been nominated for an Ofsted award for best practice.
- iv) Members expressed the view that given the scale of the challenge, overall performance to date was encouraging. Furthermore the challenge is understood and a robust action plan is in place to achieve the target in 2016/17. The pressure on employers, who can receive numerous requests from schools/FE/HE sectors, was acknowledged, consequently employers need to recognise the benefits to them as a placement provider and the process for them needs to be easy to follow.

16/1/8 Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) 2014/15 - revised

Following discussion at the last meeting, the SAR and QIP were amended to reflect comments made by members prior to submitting to the Governing Body meeting in December 2015 and to allow the year's activity to be assessed against the OFSTED revised CIF standards which would be the basis used by Ofsted for the current inspection visit. As requested by Governors, incorporated within the SAR were details of the actions taken to address areas of improvement over the past year, which will be reflected in the QAR results from which judgements will be made regarding the impact on current and future students.

In support of the SAR and QIP a series of Position Statements have been prepared for the inspection visit including ones relating to 'Governance and the Role of Governors' and 'Strategy Development and Implementation'. In relation to the latter, this includes reference to the range of quality-related initiatives which are being progressed by the Strategic Steering Groups and from which KPIs have been established for regular monitoring by the Governing Body. Students have been invited to participate in some of the Steering Groups.

In relation to the QIP, the Committee was informed that the RAG rated success rate data is in the processes of being updated and checked. This will evidence how early action enables close monitoring of those students who are at risk of not achieving their target grade, so that appropriate interventions can be put in place.

16/1/9 Standing item - Report on Apprenticeships

Prior to the meeting copies of the following publications were circulated to members with an invitation to submit comments or issues for clarification prior to the meeting:

- i) Executive Summary of "English Apprenticeships: Our 2020 Vision" published by BIS/DfE
- ii) The SFA's presentation on "Apprenticeship Delivery in the Sheffield City Region"

Given the range of issues raised, the Chair proposed that over the course of future meetings, particular topics will be responded to in more detail and that the focus of this meeting will be to provide the context.

The paper presented by the Deputy Principal, provided background details; the number of current apprentices (by age, curriculum area and level, direct delivery and sub-contracted); planned enrolment profiled by quarter; this year's predicted success rates compared with overall success rates for the last two years and the national benchmark; in-year action to maximise both overall and timely success; associated income for the current year (compared with target) and future developments. The key issues highlighted included:-

- i) Indications were that the College was on track to maintain good outcomes for learners with completion rates above national rates. Students continue to be closely monitored to ensure they achieve timely completion.
- ii) In line with the changes to Ofsted's Common Inspection Framework, Personal Development, Behaviour and Welfare (PDBW) is being embedded across all apprenticeship provision (including sub-contracted) in addition to the Prevent Duty.
- iii) Income for both 16-18 and 19+ provision was currently less than budgeted (as reported to the Finance, Employment and General Purposes Committee earlier this month). Members were reminded that when approved this year's budget was predicated on securing additional funding for growth and of SFA's subsequent decision that any growth in 19+ apprenticeship provision would need to be funded through the College's original learner responsive allocation. The College continues to challenge the change to in-year growth funding which seems to be acting against the government's policy of increasing the number of apprentices.
- iv) The areas identified as future developments will be the subject of more detailed reports and discussion at future meetings, including BIS's "2020 Vision" ; the introduction of the employers' levy from April 2017; trailblazers which will replace current frameworks and the introduction of end point Assessment Centres; the establishment (by 2017) of the Institute for Apprenticeships as the quality regulator; changes to funding models as they emerge and how the College plans to resource current and expanded provision including the criteria for subcontracting.

Governors were assured that the action plan will continue to address all the implications identified in the report. It was acknowledged that apprenticeships will have a significant impact on the College's future strategy and that the change to a market led approach will require changes to the provision offered. Governors advised that the College, as a provider who will also be subject to the new employer levy, should use this as an opportunity to convey understanding of the impact of the levy.

**Chairs / Chief
Executive /
Clerk/Deputy
Principal**

Consideration will be given to scheduling further discussion either at a future meeting of the Committee, Governing Body or a Strategy Event. Progress against the action plan will continue to be monitored by this Committee.

16/1/10 Teaching, Learning and Assessment (TLA) performance report

During the presentation and discussion of the report the following issues were highlighted:

- i) The report summarised a number of cross-College quality-related teaching, learning and assessment initiatives introduced since September 2015; the results and themes which have emerged from the 202 (approx. a third of academic staff) teaching observations undertaken to date and staff development plans to address the areas identified for further improvement. The latter involves reflective feedback which has shown that staff are more positively engaged.
- ii) The Internal Quality Audits (IQAs) remain integral to the TLA observation process (which is no longer graded), prioritising those areas which require improvement.
- iii) A new TLA and Innovation policy, which takes account of Ofsted's guideline, outlines 13 key themes for outstanding education and training. This is being disseminated throughout the college.
- iv) Overall the approach has shifted from being prescriptive to one which is proactive and based on high expectations.

Governors noted the comment made in relation to staff time and resources, but generally welcomed the approach. The view was expressed that whilst a collaborative, developmental approach will achieve greater impact this needs to be balanced with a basic set of underlying principles to ensure poor performance is addressed. A report on the impact of implementing the initiatives and policy was requested for a future meeting.

**AP LI&I
Head of Q,S &A
Autumn 2016**

16/1/11 Overall report on student survey outcomes

It was reported that the outcome of a range of student related surveys, some of which are currently in process, will be presented to the next meeting.

16/1/12 Curriculum Planning for 2016/17

A status report was presented on the development and implementation of next year's curriculum plan to achieve the overall aims as set out in the paper. Key assumptions under-pinning the planning process included a stronger focus on demand-led provision and closer integration with the budget planning and marketing processes. The initial curriculum plans produced by the 13 departments were in the process of being independently validated and appeared to be in line with achieving the aims specified. The next stages will include assessing the impact on quality (success rates), efficiency (average class sizes) and monitoring the volume of applications / conversions to make any necessary adjustments to resource allocation. Although the target date for completion of the baseline plan was 16 March, the process will continue to be an iterative one up to and beyond the September 2016 start date.

Members welcome the flow-chart illustrating the annual process noting that planning for HE provision requires a longer lead in time and also that the process is flexible to enable new provision to be developed in-year. Members requested clarification of how and when external factors which could impact on the plan would be incorporated. There was a consensus that the revised process summarised by the flow chart could be adapted (as necessary) for incorporation within the budget planning process to be considered by the Finance, Employment and General Purposes Committee later this term. This

**AP P&CE / ED
F&R
April 2016**

demonstrated the strong links between financial and curriculum planning and how the two committees can work effectively together.

16/1/13 Review of the meeting

Members commented positively on the appropriateness of the reports and level of discussion, which proved to be timely in view of the forthcoming Ofsted visit.

16/1/14 Any other business

There were no other items of business

16/1/15 Date of next meeting

Monday 11 April 2016 at 8.00 am in the Board Room, City campus.