

Minutes of Academic Planning and Quality Committee Meeting

Monday 25 June 2018

Room C6, Richard Huish College, 5.30pm

Min No **Members Present:** Mary Tighe (Chair), Barbara Barratt (Vice Chair), Stephen Haydock, Ann Helsby, Jonathan Langdon and David Tomaney (Parent Governor).

Also in attendance: Joe Bennett (Assistant Principal, English, Science and Mathematics), Kate Dendle (Mental Health Support Coordinator) [part], Becky Flower (Assistant Principal, Humanities and Social Science), Caroline Fry (Assistant Clerk), Saffron Lee (Assistant Principal, Business and Creative Industries), Colin Barnard (Assistant Principal – Student Support), Martyn Owen (Deputy Principal - Curriculum and Quality) and Duncan Verwey (Student Liaison Officer) [part].

Apologies: Lee Ballard (Staff Governor), Liz Williams (Director of Marketing, Admissions and International) and Tim McKee (Student Governor).

APQ 64 **Declarations of Interest (agenda item 2)**

No declarations of interest were received.

APQ 65 **Minutes of the Previous Meeting (agenda item 3)**

RESOLVED: that the Academic Planning and Quality Committee minutes dated 14 May 2018 be agreed as an accurate record and be duly signed by the Chair.

APQ 66 **Matters Arising (agenda item 3)**

The revised matters arising schedule was noted.

APQ 67 **Mental Health Support Co-ordinator (agenda item 4)**

The Chair welcomed the Mental Health Support Coordinator (MHSC) to the meeting. She presented a report outlining her role, resources available to students and plans for the future. Questions from governors were invited.

The MHSC saw around five students per day on an appointment basis, with an emphasis on developing resilience and providing tools for students to self-manage their mental health, such as mindfulness and the mental health hub on the College Moodle, which could be accessed outside College via students' mobile phones and other devices. New staff were also made aware of the Moodle site as part of their induction training. There were peaks of stress at exam time but students had been noticeably calmer during their exams this year, with fewer late students than previously and very few no shows.

The response from Child and Adolescent Mental Health Services (CAMHS) was reasonable but there were still long delays between referrals being accepted and support being offered.

The Chair thanked the Mental Health Support Coordinator for the excellent job she was doing in providing much needed support to students.

APQ 68 **English and Maths Lead Governor Report (agenda item 5)**

David Griffin had been appointed as the English and Maths Lead Governor by the Corporation on 21

May 2018. He had provided a report following his meeting with JBE (Assistant Principal: English, Maths and Science) on 6 June 2018, outlining the current position and plans for the future.

A Level English Language was giving considerable cause for concern. This subject had dropped from an Alps 2 in 2015-16 to and Alps 7 in 2016-17. A robust action plan had been put in place and a realistic prediction of the outcome was Alps 4/5.

In response to questions from Governors, the following information was provided:

- Students were given help with vocabulary and wording of questions to enable them to deal with the more complex language now being used in all subjects.
- A dedicated EAL team worked mainly with international students but also with any student having English as a second language. Year one international students would all undertake the Higher Project Qualification (HPQ) next year, which would help develop independent study skills and written communication.
- RHC would need to find another college to work with in order to become a Centre of Excellence for Maths.
- A local university partner would need to be identified to develop a Free School for high level mathematicians.

RESOLVED: to note the paper from the English and Maths Lead Governor.

APQ 69 Student Liaison Officer (SLO) Report 2017-18 and SLO Post Update for 2018-19 (agenda item 6)

6.1 Student Liaison Officer Report

The SLO, presented his report for 2017-18, covering his activities in the following areas:

- **Learner Voice** – feedback from students had led to the appointment of the Mental Health Coordinator; 12 subject areas (50 classes) had student representatives; Student Council meetings held across college departments; focus groups hosted with all 46 Oak House students.
- **Student union** – developed a student Moodle page to improve communication.
- **Careers and Progression** – worked with the Careers Officer to help students wishing to progress to higher education, in particular higher degree apprenticeships; explanations of Massive Open Online Courses (MOOCs) free online courses available for anyone to enrol. providing an affordable and flexible way to learn new skills; produced You Tube videos which had received 5K hits.
- **Enrichment** – set up various new groups and ran various societies.
- **Mentoring Study Skills** – mentored over 50 students with academic support.
- **Marketing** – represented the College at open days and gave presentations to local secondary schools.
- **Other** – provided student advocacy for students undergoing disciplinary action.

The Chair thanked the SLO for an impressive range of activities and wished him well for the future.

6.2 SLO Post Update 2018-19 (CBA)

The current postholder would be replaced by two SLOs; one funded by the National Collaborative Outreach Programme (NCOP) which aimed to increase the number of young people from underrepresented groups accessing higher education, and the second post was funded by the Richard Huish Foundation.

APQ 70 Course Preparation for Exams; Apprenticeship Achievement/Traineeship Information; International Students and Higher Education (agenda item 7)

7.1 Course Preparation for Examinations

Arrangements had been made for some exams to take place in air conditioned rooms following last year's heat wave, research had shown that hot weather had a negative impact on results. Students had been well prepared for their written exams. A very thorough Joint Council of Qualifications (JCQ) inspection of the examination process and provision had taken place resulting in a 100% clean bill of health. Year one students had undertaken their formal assessments under exam conditions, with external invigilators. Results' day dates were provided for Level 2 and 3.

Contextual information was provided both for Level 3 and Level 2 courses. In response to questions from Governors, the following points were made:

A Levels

- Training and support would need to be provided to the significant number of new course managers.
- The Deputy Principal provided a detailed explanation of the remarking, moderation and standardisation process which had been necessary for Art and Design A Level as a result of appeals received.
- Sociology – it was hoped that replacing the family topic with youth subculture would make a positive difference to vulnerable learners.

Vocational Courses

- ICT Level 3 extended diploma, steps were being taken to address the more challenging new specification.
- Business – two of our previous HE staff had accepted roles at L2 and L3 and would require additional training and support to work at this level.
- These courses would continue to expand if the courses provided were popular with students. The Government's promotion of T Levels could have implications for our vocational courses.
- The new framework was harder, which would be reflected in the results.

GCSE

- English language grade boundaries had gone up, which would be likely to lead to more resits in the future.
- There were no implications for RHC of the recent leak of the Excel GCSE maths paper. There were plans for a 'mop up day' at the end of the exams next year so retakes could potentially happen in the future.

7.2 Apprenticeships and Traineeships

Achievement information was provided for apprenticeship courses. 167 learners were due to complete in 2017/18. Projected end of year success rates for 2017/18 were overall 78.7% and timely 67.8%. Timely would not be a benchmark nationally next year as there were not enough people to do end point assessments. The College could potentially fill this gap with its own assessors.

Applications for next year were growing, with over 100 people being enrolled at present. A new administrative lead had been appointed, which would speed up the process. The intention was to expand the existing provision as well as growing the provision; to retain our niche areas and to offer the qualifications which employers wanted, such as L2 business administration.

The traineeship programme continued to be successful in changing the life opportunities of vulnerable young people. There were 15 in the last cohort and there would be 12 – 15 next year. Future students were being recruited from the Pupil Referral Units (PRUs).

7.3 International Students

Improvements had been made to the tracking and monitoring of international students. A new EAL teacher and a teacher of A level Chinese and Mandarin enrichment had been appointed.

7.4 Higher Education

HE students had completed their studies and final classifications from Marjon were awaited for the

Sports Development and Coaching degree and the FdA/BA in Business and Management. The College was continuing to work with Marjon to explore other possibilities for HE provision in the future, such as the 'Flying Faculty' model for Business and Management.

The Chair thanked the Deputy and Assistant Principals for their comprehensive report.

RESOLVED: that the report be noted.

APQ 71 Safeguarding Audit Action Plan 2018 update (agenda item 8)

The Assistant Principal – Student Support had produced a revised action plan from the SCC Safeguarding Audit, setting out the position for all questions rated amber or red, showing actions already taken or planned for September 2018 or genuinely not applicable (as not appropriate for the context of a 16-19 college.) He described some of the actions being taken or planned, such as the introduction of 'My Concern' software, to which all staff would have access.

It was suggested that the Safeguarding Audit could be updated on line at any time and the Assistant Principal agreed to check with the LSCB trainer whether this was the case.

CBA

RESOLVED: that the safeguarding audit action plan for 2018 be noted.

APQ 72 Safeguarding Lead Governor Report (agenda item 9)

The Lead Governor for Safeguarding presented a note of the Safeguarding Meeting held on 12 June 2018, which focused on apprenticeships (as per the new CIF), including a summary of safeguarding working practices in apprenticeships. Safeguarding Lead Governors had been reassured by the very thorough safeguarding processes described by the Apprenticeship and Audit Skills Manager.

Their next meeting would focus on 16-19 study programmes, including traineeships and would take place before the AP&Q Committee meeting on 22 October. The meeting would also look at the updated KCSIE guidance which was due out in September 2018.

**AHE
CBA**

Links to the following guidance, with which governors needed to be familiar, had been provided:

[Keeping Children Safe in Education](#) (KCSIE) – 3 Sept 2018, DfE [departmental advice](#) on Sexual Violence and Sexual Harassment between Children in Schools and Colleges recently published May 2018

APQ 73 Lead Governor for Student Accommodation (agenda item 10)

The Lead Governor for Student Accommodation (LGSA) presented a report on her tour of Oak House on 1 June 2018, which was conducted by two female boarders.

She confirmed that the comments the female students made mirrored those made by the male students and the SLO's focus groups. Her general impression was that boarders were very happy; their most important health and well being issues were being addressed and they felt safe. They were very complimentary about the staff and liked being close to college. There was some criticism of boundaries, which the Houseparents were open to reviewing next year but any relaxation would need to be earned. The students were cautious in their dialogue with the LGSA in this 'interview arrangement' despite the LGSA best efforts at informality. A different approach would be used next year to put students at their ease.

The Assistant Principal – Student Support agreed that standards had been set high and the staff were rigorous in maintaining them. New minimum standards were being issued so all would be reviewed over the summer.

RESOLVED: that the Lead Governor for Student Accommodation's report be noted.

APQ 74 Student Applications Update Report (agenda item 11)

The Director of Marketing, Admissions and International had produced an updated summary report on applications received for the 2018/19 academic year. Total applicants were slightly up on last year (+3), whereas active applicants and total offers were slightly down (-22 and -44 respectively.) Activities planned to further increase applications were outlined.

Offers made to international applicants were lower than last year's final total (50 compared to 59) but confirmations of acceptance for studies (CASs) would start to be issued this month, which would give a better idea of expected conversion rates. Activities planned to promote RHC were outlined.

Governors asked how the Director of Marketing, International and Admissions could be confident that student numbers would match last year's figure, as stated in her report. The Clerk agreed to ask her to provide a response to Governors by the end of the week (29.06.18).

**Clerk
LWI**

APQ 75 College Governor Experience Update (agenda item12)

A summary of College governor experiences undertaken so far in 2017-18 and feedback received had been circulated and was noted.

APQ 76 AOB Items for Next Agenda and date of next meeting Tuesday 11 September 2018 (agenda item 14)

22 October 2018 agenda

Safeguarding:

- Feedback from Safeguarding meeting focusing on 16-19 study programmes (AHE)
- Feedback re updated KCSIE guidance (CBA)

Clerk

The Chair wished everyone a lovely summer and positive results!

With no further business the meeting concluded at 7.30 pm

Chair (Signature)..... Date:.....