



**MINUTES  
ACADEMIC STANDARDS & PERFORMANCE  
(ASPC) COMMITTEE**

Date: Wednesday 14 November 2018  
Venue: Executive Boardroom, Stratford Campus  
Time: 6:00pm

<b>Chair</b>	Linda Jordan
<b>Corporation Members</b>	Andrew Edwards, Paul Stephen,
<b>Co-opted Member</b>	Chief Executive Officer – NEWTEC: Pat Edwards
<b>In Attendance</b>	Deputy Principal, Curriculum & Quality: Janet Gardner Deputy Principal, Financial & Infrastructure: Anil Nagpal
<b>Clerk to the Corporation</b>	Judith Nelson

<b>Item No</b>	<b>Item of business</b>
<b>PRELIMINARY PROCEDURAL MATTERS</b>	
1.	<b>Chair's Welcome &amp; Opening Remarks</b> The Chair welcomed Janet Gardner, Deputy Principal, Curriculum & Quality to her first ASPC.
2.	<b>Apologies For Absence</b> <ul style="list-style-type: none"> <li>▪ Quintin Peppiatt</li> </ul>
3.	<b>Declaration of Interests</b> <ul style="list-style-type: none"> <li>▪ Linda Jordan and Pat Edwards in relation to any matters concerning NewTEC</li> <li>▪ Paul Stephen in relation to any matters concerning Digital Skills Solutions Limited</li> </ul>
4.	<b>Minutes of the Last Meeting Held on 13 June 2018</b> The minutes were signed as a true and accurate record.
5.	<b>Matters Arising and Action Points from the Meeting</b> There were no outstanding items to report.
<b>ITEMS FOR CHALLENGE, MONITORING &amp; REVIEW</b>	
6.	<p><b>Teaching, Learning &amp; Assessment Report 2017-18</b> The Committee noted: The Teaching, Learning &amp; Assessment (TLA) profile 2017/18 is 84%, is 1% below College target.</p> <p><b>Areas of strength:</b></p> <ul style="list-style-type: none"> <li>▪ Engagement</li> <li>▪ Classroom management</li> <li>▪ Checking of learning and feedback</li> </ul> <p><b>Areas for improvement:</b></p> <ul style="list-style-type: none"> <li>▪ Attendance</li> <li>▪ Punctuality</li> <li>▪ Stretch and challenge</li> </ul> <p><b>Key areas to note:</b></p> <ul style="list-style-type: none"> <li>• Level 1 provision has the highest profile for good or better teaching and level 3 has the lowest.</li> <li>• The highest profile is in the pre-16 provision (14 and 15 year olds) and the weakest profile is in the 16-18 year old provision.</li> <li>• Out of 16 curriculum areas, 11 achieved a good or better TLA profile at or above the College target of 85%.</li> </ul>

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	<ul style="list-style-type: none"> <li>• There is no significant variance in the quality of teaching between the two main campuses.</li> <li>• The quality of teaching in English and maths has significantly improved by 10% compared to 2016/17 and is now 2% above College target; this is a testament to the initiatives and work undertaken in this provision.</li> <li>• Learning walks to capture key themes i.e. punctuality, readiness to learn. Peer observations and sharing of good practice will be undertaken.</li> </ul> <p><b>Higher Education provision:</b></p> <ul style="list-style-type: none"> <li>• Overall 89% were graded good or better and 21% of lessons observed were judged to be outstanding.</li> </ul> <p>There is a clear correlation between the quality of teaching, learning and assessment at level 3 and the outcomes for learners and value added at level 3. This remains a key area of improvement in 2017/18 and a rapid improvement plan is in place to expedite the improvements for 2018/19.</p>
7.	<p><b>Final Achievement Report (Student Outcomes) 2017-18</b> The Committee noted:</p> <ul style="list-style-type: none"> <li>• The reported presented an overview of the final achievement rates for 2017/18 by age, level, provision type and ethnicity with a comparison against the final outturn for 2016/17 and national rates.</li> <li>• The College has maintained its overall position for achievement rates, which are well above the national rate, the achievement for level 3 provision has declined and is of significant concern. Detailed analysis of level 3 provision has taken place and a rapid improvement plan is now in place</li> <li>• Outcomes for 16-18 year olds have remained consistent, but at 1.3% below national rate, require improvement.</li> <li>• The College has made rapid and considerable improvements to GCSE achievements grades 4-9 in maths and English, both of which are considerably above national rate.</li> <li>• The apprenticeship provision has also greatly improved and is now significantly above national average for both overall and timely achievements. However, achievement for 16-18 apprentices whilst greatly improved are still below national rate and require further improvement.</li> <li>• The achievement for learners with High Needs was 93%, which is in line with national rate and 1.8% above the College average.</li> <li>• The College has made good progress in reducing the achievement gap between different groups of students and improving consistency cross College.</li> </ul>
8.	<p><b>Notice To Improve - Minimum Levels of Performance (MLP) 2016-17 Update:</b> <b>Level 3 Value Added (Applied General)</b> a. <b>Apprenticeship Achievement</b></p> <p>The Committee noted:</p> <ul style="list-style-type: none"> <li>• In 2017/18, the College received a notice to improve for the achievement of apprentices and for level 3 value added (applied general qualifications). Good progress is being made overall with improvements and actions. The Executive Team continue to monitor progress and impact of actions taken and will regularly update ASPC on performance.</li> <li>• <b>Apprentices</b> - significant progress has been made against the actions completed to secure rapid and significant improvements to the provision. This is evidenced in the final outturn for achievements for 2017/18. Overall achievement is currently 78%, which is 12.9% above the final outturn for 2016/17 and 8.9% above the national rate. Timely overall achievement is 60.4%, which is 9.7% above the final outturn for 2016/17 and in line with national rate.</li> <li>• Actions from the Notice to Improve (NTI) action plan are complete. A recent meeting with the Educational Skills Funding Agency (ESFA) confirmed they are confident with the</li> </ul>

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	<p>improvements made and will seek to formerly remove the NTI once the national data is released in March 2019.</p> <ul style="list-style-type: none"> <li>• <b>Level 3 value added (applied general)</b> - The NTI for level 3 applied general qualifications was received towards the end of the 2017/18 academic year, based on the achievements for 2016/17. Although in its early stages, progress is being made with the action plan. A decline in level 3 achievements is likely to further impact on the value added score. It is anticipated the NTI will remain in place for 2018/19. The national data will be released in January 2019.</li> </ul>
<p><b>9.</b></p>	<p><b>Performance Report 2018-19</b> The Committee noted:</p> <ul style="list-style-type: none"> <li>• The report presented an overview of in year performance and where possible compares to the same point in 2017/18.</li> <li>• The overall College retention is 99.1%, which is 4.1% above target.</li> <li>• 16-18 year old retention is 99% which is 6% above target</li> <li>• Attendance is 87.6%, 0.6% above target</li> <li>• Rigorous monitoring of retention and attendance continues to ensure high levels of performance are maintained across the College</li> <li>• <b>Attendance</b> - the criteria for reporting attendance has been revised for 2018/19 to remove much of the authorised absence. This makes reporting of attendance more stringent and brings into line with expectations of employers. Current attendance is slightly above the same period for 2017/18, however as the criteria for attendance reporting has changed, in real terms the improvement to attendance is greater than the comparison suggests.</li> </ul> <p>The Committee noted the early evidence of progress made, having put in place the following management priorities:</p> <ul style="list-style-type: none"> <li>• Rigorous monitoring and additional support for areas identified at risk</li> <li>• Weekly league tables published highlighting RAG rated attendance for each curriculum area and directorate to further raise profile of attendance cross college</li> <li>• Bespoke attendance initiatives to be implemented across each curriculum area</li> <li>• College wide celebration and recognition of learners with 100% attendance each term with a prize and employer endorsement</li> <li>• Attendance to be included in all learners' targets</li> </ul>
<p><b>10.</b></p>	<p><b>Meeting Schedule for 2017-18</b> The Committee noted the schedule of meetings for 2018-19 as follows:</p> <ul style="list-style-type: none"> <li>▪ 27 February 2019 – Stratford Campus @ 6:00pm (rescheduled to 26 February)</li> <li>▪ 12 June 2019 – Stratford Campus @ 6:00pm</li> </ul> <p>The meeting closed at 7:20pm</p>

Signed as true and accurate record: .....

**Linda Jordan**

26 February 2019