



**Minutes of the Standards Quality Student Experience Committee  
held at Ruskin College on 13 March 2020 at 11.00 a.m. in G.01, Board Room**

**Present**

Theresa Hoenig (TH) - Chair  
Paul di Felice (PdF) - Principal  
Jane Franklin (JF) - Interim Assistant Principal  
Sally Mercer (SM) - Programme Manager FE

**In attendance**

Lana J. Jackman (LJ) - Clerk to the Corporation

**Apologies**

Alison Stoecker (AS) - Member  
Oshor Williams (OW) - Member  
Abid Hussain (AH) - Student Services Manager

**Matters arising from the Minutes of the 18 October 2019**

Item	Description	Action
1.	<p><b>Welcome, Introductions and Apologies</b></p> <p>The Chair welcomed everyone to the meeting. The new Interim Assistant Principal Jane Franklin was introduced.</p> <p>Apologies were received and accepted from Alison Stoecker, Oshor Williams and Abid Hussain. Although, it was mentioned that attendance by OW may need clarity.</p> <p>The Chair mentioned AS comments relating to Professor Selina Ford.</p>	<b>Clerk</b>
2.	<p><b>Declarations of Interest</b></p> <p>There were no additional declarations of interest other than those standing (<i>in accordance with the requirements of section 177 of the Companies Act 2006</i>).</p>	
3.	<p><b>Matters arising from the Minutes of the 18 October 2019</b></p> <p>Item 7. SM confirmed that a response had been received from the College of Sanctuary. It was reported that though Ruskin had met the requirements for sanctuary status, an awareness of asylum issues enveloped over the whole College needed to be evidenced. SM to send the report to the Principal to be presented to the SLT for review.</p>	<b>Principal</b>
4.	<p><b>OU Update - CONFIDENTIAL ITEM</b></p> <p>The confidential item was received and discussed.</p>	
5.	<p><b>FEC Update - CONFIDENTIAL ITEM</b></p> <p>The confidential item was received and discussed.</p>	

Signed.....

Dated.....

AJJ Clerk

6.	<p><b>Quality and Curriculum Report including:</b></p> <p>The report was received and reviewed by the Chair. Jane Franklin, the Interim Assistant Principal (IAP) introduced the report, outlining the process and rationale for the learner outcomes and Putting Students First Strategy. It was recognised that there were key areas for development, but overall there were positives in terms of key strengths. Subsequently confirmed by Educational Consultants who had carried out observations, and identified good practice and improvements.</p> <p>The IAP reassured the Committee that the College was moving in the right direction. The Committee discussed the review and the Chair posed a number of questions to clarify her understanding: ‘was the IAP confident that the observation by the Educational Consultant was rigorous, had an Observation Report been completed and if in its review had the College met the expected standards? In response, the IAP explained that there were areas for improvement which the team would be focused on, and RAG rate the data accordingly. The intention was to develop aspirational teaching, foster a collaborative approach with an HE and FE provider to share good practice, research the TEF framework; the aim clearly to identify the objectives for progression and to be a Centre of Excellence.</p> <p>IAP explained that there was a clear focus on teaching, learning and assessment, including a proposal to organise teaching triads with Peer observation and to implement learning coaching for Tutors needing support, which would be implemented after Easter. It was mentioned that the Student Services Manager would be invited to join the observation team. The IAP was comfortable that the structure for review of teaching, learning and assessment was appropriate and explained that with the extra data provided by colleagues, achievement rates with overall achievement of 98.8% had clearly reflected the college’s commitment to better stretch and challenge strategies to developing learners.</p> <p>The IAP summarised the following 3-year trends:</p> <ul style="list-style-type: none"> <li>• Outcomes by sex</li> <li>• Outcomes by Ethnicity status</li> <li>• Outcomes Learning Difficulty/Disability status</li> <li>• HE and FE Retention and Pass Rates and withdrawal numbers</li> </ul> <p>It was confirmed that meetings were meaningful with the right attendees, though there had been some slippage with personnel. Quality monitoring and further work was being conducted on the HE strategy following discussions at the recent Board Meeting. The position was noted.</p> <p>The Chair recognised crucial elements highlighted in the IAP’s summary and outlined that to drive the best teaching and learning the following points needed clarification in time for the next SQSE Meeting:</p> <ul style="list-style-type: none"> <li>• Interrogation of the data relating to additional support for</li> </ul>	<p>IAP</p> <p>IAP</p> <p>IAP</p> <p>IAP</p> <p>IAP</p>
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	<p>those students with learning difficulty. Where students have difficulty and where/and if they are getting support</p> <ul style="list-style-type: none"> <li>• Investigation of the two different provisions for TU Ed and for College students</li> <li>• The exact number of Access, ESOL, Long and Short Courses provided</li> <li>• Further data on student aims, improvement of student experience and what students would like to see happen to improve the learning environment</li> <li>• To look at achievement with learning difficulties specifically the relative proportion of students not performing well who have reported a safeguarding issue - identified in the Safeguarding Report conducted by Thom Young.</li> </ul> <p>The Chair recognised the work which had been completed and was continuing and commended the IAP.</p>	<p>IAP</p> <p>IAP</p> <p>IAP</p> <p>IAP</p>
7.	<p><b>Self-Evaluation Document (SED) HE Report with Annual Institutional Overview and Action Plan</b></p> <p>The report was received, reviewed and discussed and circulated prior to the meeting, uploaded to GovernorHub and taken as read. Following a brief discussion the Chair commended the IAP on the thorough, clear and concise document.</p>	
8.	<p><b>QIP Update</b></p> <p>The report was received and reviewed by the Chair. It was reported that the systems and processes were being considered to ensure that the whole provision was comprehensively reviewed. A strategy was in place to appropriately add value. The IAP explained that a realistic assessment of performance was ongoing as follows:</p> <ul style="list-style-type: none"> <li>• Teaching staff in classroom observations</li> <li>• Own performance monitoring as having a more prospective rather than retrospective focus with</li> <li>• Ownership and responsibility encouraged and developed to reflect the context of the strategy</li> <li>• Further scrutiny and review of actions and impact on student performance</li> <li>• Timetable for works to be included specifically to implement a more systematic approach to collect data. It was agreed that this approach would enable more robust comparisons to previous year's improvement which would provide more reliable and accurate information in preparation of the Self-Assessment Report and thus inform the QIP.</li> </ul> <p>Responding to questions it was agreed that the following points would be developed further before presentation at the next SQSE meeting:</p> <ul style="list-style-type: none"> <li>• It was decided that class data would be distributed to FE Tutors</li> <li>• A distinction to be made between TU Ed and the College Provision (discussed elsewhere on the agenda)</li> <li>• To provide for the next SQSE meeting an update on the outcome of staff observation on TU Ed. Dave Proctor (DP) to develop the Paper and present to the Committee</li> </ul>	<p>IAP</p> <p>IAP</p> <p>IAP</p> <p>IAP</p> <p>IAP</p> <p>IAP</p> <p>IAP</p> <p>DP</p>
9.	<p><b>Student Feedback Report and Action Plan</b></p>	

	<p>The report was received and reviewed in the absence of the Student Services Manager. It was noted that the Student Conference was well attended and was a considerable step change on what had previously taken place. The team was awaiting student feedback, though feedback from teaching and learning was overwhelmingly positive with a well-balanced mixture of HE and FE in attendance.</p> <p>The Student Destination Survey undertaken by the Marketing Team was discussed with the Committee noting that the information captured was positive. The survey demonstrates employability and student destination.</p> <p><b>The Principal left the meeting at 12.30 to attend a briefing on Coronavirus.</b></p>	
	<b>ITEMS TO APPROVE</b>	
<b>13.</b>	<p><b>Minutes of the 8 November 2019</b></p> <p>The Minutes of the 8 November 2019 were received. A recommended change was made to Item 4.1 'Rena explained that each department completes their own Self-Assessment reports after results have been received. <del>There is a staff briefing and all staff are then interviewed.</del> Each departmental report then feeds into the final report.' The Chair approved the omission and signed the Minutes. A copy filed at the College.</p>	
<b>14.</b>	<p><b>AOB</b></p> <p><b>Coronavirus (Covid 19)</b></p> <p>The IAP briefed the Committee on the guidelines that were presented to the staff at an emergency briefing on the 9 March 2020 in preparation should the College close. Presently, the College is operating on a daily basis to changing directives and government guidelines on how schools and colleges should respond in the current crisis. It was agreed that the priority was to keep the College community calm and safe. It was explained that the staff were in the process of preparing a Coronavirus and Homeworking Policy in line with the Association of College and government guidelines. It was noted that online communications, where possible and appropriate, were being developed by Tutors with the support from the IT department.</p> <p>The position was endorsed by the Committee.</p> <p><b>There being no further business the meeting ended at 13.00 p.m.</b></p>	
	<p><b>Date of next meeting</b></p> <p><b>5 June 2020</b></p>	



# Ruskin College

## Oxford

Signed.....

Dated.....

AJJ Clerk