



Minutes of the Standards Quality Student Experience Committee held on 03 July 2020 at 11.00 a.m. via Zoom

Present

Theresa Hoenig (TH) - Chair
Paul di Felice (PdF) - Principal
Alison Stoecker (AS) - Trustee
Oshor Williams (OW) - Trustee

In attendance

Jane Franklin (JF) - Assistant Principal
Abid Hussain (AH) - Student Services Manager
Dave Proctor (DP) - TU Education Manager
Lana Jackman (LJ) - Clerk to the Corporation

Apologies

Sally Mercer (SM) - Trustee

The meeting was quorate

Item	Description	Action
1.	<p>Welcome and Apologies The Chair welcomed everyone to the meeting. The Principal confirmed with the Chair prior to the meeting that he would need to leave at 12.00 midday to attend another meeting.</p> <p>Apologies Apologies were received and accepted from Sally Mercer.</p>	
2.	<p>Declaration of Interests 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>Minutes of 13 March 2020 and matters arising The Minutes of the meeting held on the 13 March 2020 were received, agreed as a correct record and will be signed by the Chair at the next face-to-face SQSE Committee Meeting. A copy to be filed at the College.</p> <p>Matters arising</p>	

	It was noted that the matter relating to the College of Sanctuary is progressing.	
	LEADERSHIP TEAM REPORTS AND SPECIAL ITEMS	
4.	<p>Curriculum Strategy, systems, and procedures</p> <p>The verbal report from the Interim Assistant Principal (IAP) was received and reviewed by the Chair. The Committee noted an update on the Curriculum Strategy and Action Plan incorporating vision, curriculum planning process, the systematic approach to collect data and analysis, surveys, feedback, and quality monitoring. It was noted that the College had been severely challenged in terms of changes to its funding, and HE recruitment numbers remained a concern. The Student Services Manager (SSM) updated the Committee on the relaunching of the Community Learning Initiative, at a July Festival, and explained that a Community Learning Task Group had been created to help implement the Initiative. The Clerk gave a brief overview of the Community Learning projects, IF-Oxford Science Festival to be held at the end of October and Film to promote the Initiative. The Committee commended the hard work of the staff members on the exciting new projects.</p>	
5.	<p>Learning, Teaching & Assessment</p> <p>The Committee noted that the Self-Assessment Report (SAR) which would supersede the QIP was being finalised. The Chair approved the planning process of completing the SAR and confirmed that it was sensible to complete the QIP afterward, it showed good practice. The IAP explained the positioning of the work being developed and outlined the necessary steps to deliver the Curriculum vision and growth proposals. The Committee noted that success of the Ofsted inspection would be based on accuracy from the SAR and congratulated the IAP on her findings and reporting to improve uncertainty regarding curriculum innovation, relevance of courses, pathways, and internal progression. It was mentioned that under the new inspection framework, learner destinations would have heightened emphasis and there must be a comprehensive approach to ensure that the destinations of all Learners were captured, recorded, and monitored effectively. The IAP discussed and wished the Committee to note that key to improving the quality of teaching, learning and assessment was to ensure that the baseline assessments were in place and from which achievement could be accurately measured. This would be continually emphasised with staff members who would be supported to take responsibility in raising expectations. DP gave examples of initiatives undertaken to connect with prospective learners, online platforms with breakout rooms to support good mental health, links with employers, and options around employability skills moving forward remained fundamental. The Committee discussed the tight timescales, the impact of Covid-19 and comprehensive breakdown by the IAP and DP. The Committee supported the plan and College's priorities and suggested that the action plan would need to reflect the need to keep driving up teaching quality standards intrinsic to the College's mission. The Committee noted the key areas on the College's mental health strategy. The Chair</p>	

	<p>commended the realistic assessment of the College's performance and recommended that these discussions and challenges faced should be subject to ongoing review and adjustments to inform and develop the context of the SAR.</p> <p>The Committee noted the verbal report and thanked IAP, DP and the SSM for their renewed clarity, ownership hard work and commitment.</p>	
6.	<p>Update on Student experience</p> <p>The SSM summarised the successful outcome of the Student Conference held prior to lock down with a view to extend the platform going forward. It was the intention to develop a Students' Union and further Student Voice platforms. The Learner exit survey results were reported as being generally positive with the priority for the next academic year to provide further surveys to be used as tools to improve the learner experience, student engagement and raise standards. It was reported that due to Covid-19 Students had safely returned home apart from 10 Students remaining on site, rehoused in Stoke House with additional security to keep them safe. All students who needed accommodation had been assisted including help with application for Universal Credit. A few had lost their jobs due to the Covid-19 crisis. All study programmes were now being delivered online with staff training taking place throughout the period of lock down via G-Suite/Google Classroom. It was reported that all staff and students have access to Counselling via online platform or face-to-face wherever practicably possible.</p>	
7.	<p>Quality - SAR Action Plan</p> <p>Item covered elsewhere on the agenda.</p>	
8.	<p>Re-opening of College and Coronavirus Action Plan</p> <p>The documents including the Health & Safety Procedure for staff returning to work following the Covid-19 Pandemic was received and reviewed by the Chair. The comprehensive documents detailed the operational management of the site with clear signposting, information for each staff member returning to work on expectations, with photographs illustrating the one-way system and visual aids for use of car-parking, facilities and what to do if staff displayed symptoms. The Principal wanted it noted in the Minutes his sincere gratitude to the Estates Team for their hard work in maintaining the site, working through the Pandemic, and getting the College ready for the safe reopening.</p> <p>The Principal left the meeting at 12.00 midday.</p>	
9.	<p>Student Welfare</p> <p>Item covered elsewhere on the agenda.</p>	
10.	<p>Update on TU Ed - Performance data for online and overall. QA process for provision</p> <p>The verbal report was received and reviewed by the Chair. Unite TU Ed strategy on Learner services was noted specifically the focus on VT training, with greater emphasis in identifying emotional, mental health</p>	

	and wellbeing strategy to support online learning and the evaluation of the impact on the individual in studying in isolation. It was confirmed that an improvement on adult provision from Unite was higher than the same period last year. It was reported that it had been communicated widely that study breaks were to be taken by visiting the virtual breakout rooms. It was noted that there were challenges identified with the use of virtual breakout rooms, which would need to be addressed.	
11.	Policies <ul style="list-style-type: none"> • OU Validation - ongoing • Sub-Contracting with UWL - ongoing. <i>The Committee noted positive collaboration with UWL. The Principal would progress talks on a strategic partnership with UWL and update the Committee at the next SQSE meeting. It was noted that the collaboration may have its challenges.</i> 	
12.	AOB TH confirmed that she would be stepping down from her role as Trustee on the Board and as Chair of the SQSE Committee to take effect immediately. It was noted that TH expressed an interest in continuing with being a Friend to the College, and possibly consider an Associate Membership if that role aligned with her plans to spend more time with her family. TH confirmed that she had thoroughly enjoyed her time supporting the College and gave her reasons for stepping down citing that in terms of geography she had found it challenging. TH explained that she had wanted to spend more time at the College with the staff, students and on learning walks and a future Chair should live locally. The collective voice of the Committee expressed sadness at the news but wished TH well.	
	Date of next meeting The Chair suggested that the date for the next meeting could be aligned with the completion of the SAR.	
	<i>There being no further business the meeting ended at 13.00 p.m.</i>	