

Minutes of a meeting of the Quality Working Group held on Thursday, 8<sup>th</sup> February 2018 at 4.00 pm in FO27 of the College.

Present: Michael Priestley (Chair); Helen Johnson; John Dunn; Tanya Crofts

Apologies: Robin Talbot

Also present: Daniel Braithwaite, Assistant Principal; Sandy Harrison;  
Jane Murray (Clerk)

### **01/18 Minutes**

Resolved – that the minutes of the meetings held on 14 September 2017 and 17 October 2017 be approved and signed as a correct record.

### **02/18 Declarations of Interest**

None received.

### **03/18 LC<sup>2</sup>**

The concept of LC<sup>2</sup> had arisen as result of persistent feedback that lessons were too tutor-centred. It involved identifying best practice both in-house and externally and pulling it all together in a resource pack which all staff could use. It is broken down into 15 minutes of activity and 5 minutes of review and check, and the formula continues to be used.

The resource supported new teachers and forced some longer-term teachers to refresh their practice and has been effective and is now well-received. The Committee thanked Sandy Harrison for her overview.

### **04/18 Skills Development Tracking**

The Committee had asked to explore the comments in the Ofsted report in respect of the tracking of apprentices, as they had said that apprentices were not being as rigorously tracked as other learners.

The Assistant Principal explained that when Ofsted had looked at E-Trackr, they could see that the system was very thorough and that you could see exactly what was being done about any 16-18 or adult learner. They felt that they were not seeing quite the same rigour in respect of apprenticeship tracking (a different system) and as a result intervention was not quite as swift.

The conclusions on the speed of intervention were questioned in that the Committee had thought that this had been resolved back in October.

The Assistant Principal sought to assure the committee that tracking (and intervention) was taking place, but more that the richer picture of personal development was not necessarily as clear as it could have been and that the baseline data was not as rich as it could have been. In addition, there had been a few compliance issues (which were now resolved). On reflection, there was also a need to ensure employer feedback into skills development.

The action plan arising would see a review of processes and systems again, a wider evidence base, with aptitude tests a possibility, returning to give a richer starting point and training and development of staff, and extend development into the workplace.

**The meeting closed at 4.45 pm**

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