



COLEG Sir Benfro
Pembrokeshire COLLEGE

Quality & Standards Committee

Annual Report
1st August 2023 -
31st July 2024



1.0 Introduction

- 1.1 The Annual Report summaries the work of the Quality & Standards Committee during the academic year 1st August 2023 to 31st July 2024.
- 1.2 The Corporation Board established the Quality & Standards Committee to determine and advise on such matters relating to the improvement of quality of performance. The Board requires all of its committees to produce an annual report to provide an overview of their activities during the academic year.

2.0 Composition & Membership of the Committee

2.1 The Terms of Reference for the Committee are reviewed on an annual basis. The Terms of Reference for 2023/24 set out the following composition:

- Two Board Members (not Staff or Student Members)
- The Principal
- Two Student Governors
- Two Staff Governors
- Assistant Principal Vocational Studies
- Heads of Faculty
- Quality Assurance Manager
- Co-opted Higher Education Representative (or their deputy)

2.2 The Committee is chaired by Local Authority Board Member, Cllr Guy Woodham.

2.3 Catherine Freeman is the Governance Officer and acts as Clerk to the Committee.

3.0 Meetings

3.1 Meetings of the Committee are scheduled on a termly basis. During the academic year 2023/24, three meetings of the Quality & Standards Committee were held:

- 28th September 2023
- 14th March 2024
- 20th June 2024

3.2 Quorum is set at two Board / Co-opted Members and all meetings held during the year were quorate.

3.3 Overall attendance for all Committee members was 84% (63% the previous year). Attendance by Board Members who were members of the Committee was 93% (54% the previous year). There was a significant improvement in attendance at the Committee meetings following improvement actions that had been implemented.

3.4 Officers are requested to attend meetings as the request of the Committee. This included the Director of Work Based Learning (WBL) and the Designated Senior Person for Safeguarding.

4.0 Work of the Committee

4.1 The main items discussed by the Committee during the course of the year included:

- Review of Terms of Reference
- Committee Annual Report
- Academic Results 2022/23
- Level 3 Vocational Results 2022/23
- Higher Education Outcomes 2022/23
- Student Destinations
- Compliments, Complaints and Disciplinarys 2022/23
- Internal Inspection Plan

4.0 Work of the Committee continued

- Updates from Student and Staff Governors
- Further Education Results 2022/23
- Consistent Performance Measures
- B-wbl Outcomes
- College Self-assessment Report 2022/23
- B-wbl & Work Based Learning Self-assessment Reports 2022/23
- Aspire End of Year Report
- Performance of Underrepresented Groups B-wbl
- Policy Approval
- Quality Board Minutes – for information

Highlights of discussion included:

- 4.2 It had been agreed during 2022/23 to further strengthen staff and learner voice an update from Staff and Student Governors would be included on each agenda going forward. This has provided Staff and Student Governors with the opportunity to inform the Committee of the work they have been undertaking and the feedback they have received from their respective groups. It has been well received by Committee Members and has resulted in improved learner and staff voice on both the Committee and the Board.
- 4.3 The Committee received an update on Welsh language activities and developments and Members were pleased to hear the progress of how Welsh language and culture continued to be embedded across the College.
- 4.4 The Committee was provided with detailed information on results and performance measures, including actions for improvements. The Committee also discussed the different strategies being used to tackle behaviour issues, some of which were resulting as hangover from the Covid 19 pandemic. This included the new Positive Behaviour Policy and how key messages were being delivered to staff to help equip them to deal with situations appropriately.



5.0 Work Programme 2024/25

5.1 The work programme for the Corporation Board and sub committees for 2024/25 was approved by the Board in May 2024. The workcycle anticipates matters for consideration during the year and predictable annual matters. However, it is likely there will be some changes as ad hoc matters will inevitably arise during the course of the academic year.

5.2 Key items for consideration by Committee during the 2024/25 academic year will include:

- Academic Results
- Committee Annual Report
- Complaints, Compliments & Disciplinaries 2023/24
- Destinations
- Further Education Outcomes
- Higher Education Outcomes
- B-wbl Outcomes

5.0 Work Programme 2024/25 continued

- Learner Voice Feedback
- Self-assessment Reports
- Performance Measures
- Welsh Language
- Aspire, Quality & Standards
- Student Governor Updates
- Staff Governor Updates

5.3 The Committee will have a key role in monitoring improvements in performance and quality against targets and consistent performance measures, as per its remit.

6.0 Summary

6.1 The Committee has scrutinised and monitored matters relating to the improvement of quality of performance across the College during 2023/24. It will continue to seek opportunities to add value to the quality and improvement journey of the College.



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