



COLEG Sir Benfro
Pembrokeshire COLLEGE

Quality & Standards Committee

Annual Report
1st August 2022 -
31 July 2023





1.0 Introduction

- 1.1 The Annual Report summaries the work of the Quality & Standards Committee during the academic year 1st August 2022 to 31st July 2023.
- 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 Group

2.1 The Terms of Reference for the Committee are reviewed on an annual basis. The Terms of Reference for 2022/23 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, Improvement and Organisational Development Manager
- Quality Assurance Manager
- Co-opted Higher Education Representative

2.2 A new Chair was appointed to the Committee for 2022/23, due to the previous Chair no longer being able to continue as a Local Authority member on the Board. The new Chair is Cllr Guy Woodham, who was appointed as a new Local Authority representative at the start of the Academic Year.

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 2022/23, three meetings of the Quality & Standards Committee were held:
- 27th September 2022
 - 14th March 2023
 - 27th June 2023
- 3.2 Quorum is set at 2 Board/Co-opted Members and all meetings during the year were quorate.
- 3.3 Overall attendance for all Committee members was 63%. Attendance by Board Members who were members of the Committee was 54%. Actions have been implemented to improve attendance for 2023/24, which includes changing the day the meetings are held to better accommodate Student Governors.
- 3.4 Officers are requested to attend meetings as the request of the Committee. This included the Director of 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 2021/22
- Vocational Level 3 Extended Diploma (& Equivalent) Results 2021/22
- HE Outcomes 2021/22
- Preparation for Estyn
- Student Destinations
- Complaints, Compliments and Disciplinarys
- Learner Voice Feedback
- FE Results 2021/22 & Welsh Government Post-16 Consistent Performance Measures
- B-wbl Outcomes
- FE Self-Assessment Report 2021/22
- B-wbl & WBL Self-Assessment Reports 2021/22
- Quality Board Overview
- Aspire, Quality & Standards Overview 2022/23
- JGW+ Network Review Outcome
- Policy Approval

4.0 Work of the Committee Continued

Highlights of discussion included:

4.2 The Committee was updated on the preparatory work being undertaken by the B-wbl team for a potential Estyn inspection, as it had been 6 years since the last inspection of the Consortium.

4.3 Part of the Committee's role is to analyse the overview of complaints, compliments and disciplinaries during the year. The Committee was interested to hear about the Improvement Review Panel that had been introduced to assist the College in sharing lessons learned. It was noted that there had been an increase in learner disciplinaries and the impact of Covid was recognised in the lack of maturity and low resilience of some learners.

4.4 The Committee receives regular reports on Learner Voice outlining feedback from learners and the activities undertaken throughout the year. This is further enhanced by the Student Governors being members of the Committee. The Committee was pleased to be informed of the positive developments with the new tutorial programme and the creation of a Learner Executive in preparation for the new academic year.

4.5 The Committee received the Results for 2021/22 and the College results were slightly lower compared with previous years, which was mainly due to the impact of the pandemic and changes to qualifications impacting on completion rates. Actions being taken were

outlined. Discussions around results included some feedback from Student Governors, which lead to an action to investigate the potential of A Level learners being able to access elements of Destination Programmes. Self-Assessment reports were presented to the Committee which added to the overall picture of the development journey for the College and B-wbl Consortium.

4.6 An overview of the work of Aspire, Quality and Standards Team during the year was provided to the Committee. Committee Members were particularly interested in the Quality Assurance processes and activities such as learning walks. The Committee has requested for minutes from the newly formed Quality Board to be circulated for information.

5.0 Work Programme 2023/24

5.1 The work programme for the Corporation Board and sub committees for 2023/24 was approved by the Board in May 2023. 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 2023/24 academic year will include:

- Academic Results
- Complaints, Compliments & Disciplinaries
- Destinations
- FE & HE Results
- B-wbl Outcomes
- Learner Voice Feedback
- Self-Assessment Reports
- Benchmarking Data
- Welsh Language
- Aspire, Quality & Standards
- Student Governor Updates
- Staff Governor Updates

5.3 To further strengthen staff and student voice on the Board, an update section will be included on each agenda going forward. This will allow the Staff and Student Governors the opportunity to inform the Committee of the work they have been undertaking and the feedback they have received from their respective groups.

6.0 Summary

6.1 The Committee has scrutinised and monitored matters relating to the improvement of quality of performance across the College during 2022/23. It will continue to seek opportunities to add value to the quality and improvement journey of the College.



COLEG Sir Benfro
Pembrokeshire COLLEGE

www.pembrokeshire.ac.uk