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| **Quality Improvement Sub Group**  **28th November 2017. Myerscough College.**  **Present:** Simon Clarke, Chair (NLTG), Helen Fenton (LWBLEF), Lee Lawson (Lancaster Training Services), Tracy Landon (Accrington and Rossendale College), Wendy Holden and Martin Talbot (Training 2000), Alison Humphreys, Linzi Monks and James Robinson (Preston’s College), Katie Proctor and Paul McGrail (Myerscough College), Nina Deakin (JTL).  **Apologies:** Raeleen Duthoit (LWBLEF), Tim Cutler, Hannah Cutler (Burnley College), Helen Curtis (Runshaw College), Peter Wood (Accrington and Rossendale College)  **Guests: Ian Brown (Myerscough College) and Selina Stewart (ETF)** | | |
| 1. | **Apologies:**  Raeleen Duthoit (LWBLEF), Tim Cutler, Hannah Cutler (Burnley College), Helen Curtis (Runshaw College), Peter Wood (Accrington and Rossendale College)  **Minutes of last meeting/matters arising:**  1. Bev Barlow’s slides were circulated on 26.9.17  2.3 The list of new providers highlighted by Ofsted as possibly requiring peer support was  received by Raeleen and followed up.  2.6.5 The GDPR presentation from CAPITA was circulated on 26.9.17  4.4.1 No issues had been raised for Simon to take up with the ESFA auditors.  4.4.3 The link to a GDPR webinar on JISC’s website was shared on 26.9.17. |  |
| 2. | **GDPR presentation - Ian Brown, Director of IT and MIS, Myerscough College**  Ian talked through his GDPR slides and GDPR resources (Action Plan and Impact  Assessment ProForma document) and about the work that Myerscough College has carried out to  date in preparation for the change in regulations. Ian’s slides and other documentation referred to  will be shared with the group. | **HF** |
| 3. | **MS Dynamics 365 CRM, Connect** – future 30 min web demo. HF advised that Raeleen had been contacted by an organisation offering web demos of this product and a demo could be set up at a future meeting if members were interested. The general consensus was that people were happy with their own systems and it was agreed not to pursue this. |  |
| 4. | **Selina Stewart - Lead Prevent Duty Support Associate, Education and Training Foundation**  Selina demonstrated the online ETF Side by Side Prevent modules and resources.  The online resources can also be accessed on mobiles and tablets and can be viewed by groups  in the “display” version, as well as by individuals.  Additional hard copy resources will be shared with colleagues at the next Forum and QI meetings.  Selina also drew the group’s attention to the staff training modules that are available on the  website for support staff, leaders and managers, employer and subcontractors.  Simon thanked both Ian and Selina for their attendance and contribution to the meeting. | **HF** |
| **5.**  **5.1**  **5.2**  **5.3** | **Any other business**  Simon is attending the Ofsted FE Skills meeting on 4th December; any issues that members wish to raise can be e-mailed to Simon.  Preparation for Inspection. Simon has some information about the Fellowship of Inspection Nominees. Members may feedback at the next meeting on 20th February if they feel they would benefit from a presentation by this organisation at a future meeting.  Simon expressed his thanks to Myerscough College for hosting the meeting. The group collectively conveyed their good wishes to Katie Proctor, who is leaving Myerscough at Christmas, and their thanks for her contributions to the meetings.  Simon is unable to attend the next meeting in February. | **ALL** |
| **6.** | **Date of next meeting: 20th February 2017 at Burnley College** |  |