

STANDARDS COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 24 December 2021, 1700 HRS, In Room A018 and via Teams (Hybrid)

Present:

Natalie Wigman (Chair)
Colin O'Donoghue (via Teams)
Paul Cox (Chief Executive and Principal)
Fiona Stilwell (via Teams)
Ashley Barnes (via Teams)

In attendance:

Peter Jodrell
Paul Stannard
Nicky Tramaseur
Jo Landon (item 5i only)
Andy Rayner (Travis Perkins, item 2i only)
Harry Langham (Travis Perkins, item 2i only)
Tony Dawson (Travis Perkins, item 2i only)

SS.16.21 GOVERNORS' MEETING TIME WITHOUT SMT

See confidential minute

SS.17.21 External Speakers / Representatives

i

Andy Raynor Head of Apprenticeships and Early Careers, Travis Perkins Group joined the meeting.

He provided a presentation to the Committee regarding the Traineeship partnership developed with the College. .

He explained the ethos of the company and what Travis Perkins felt was required to both modernize the sector and the company moving forward.

He moved onto explain the considerable challenges that the construction sector faces:

- A need to modernise
- The emerging skills crisis, skills shortages,

A need to promote construction as a viable career

Travis Perkins Group's response to this challenge has been through the creation of a department called LEAP that Andy leads.

Andy Raynor then outlined the partnership proposal with Eastleigh College:

- Long term partnership
- Starting with Traineeships in 2021
- Scheme goes live in January in London
- Learning delivered in partnership by Eastleigh and LEAP
- Plan for 13 additional cohorts of up to 20 Trainees between June and July
- Aim for as many trainees as possible to go on and complete Apprenticeships at TP or in the wider construction sector

Ashley Barnes asked what the different criteria was when considering someone for a Traineeship or an apprenticeship and what was the company doing in driving to be more inclusive.

Andy Raynor explained that the recruitment process has changed considerably, there was more focus on the need to be more diverse and a fundamental need to modernize in everything the sector is doing.

Fiona Stilwell asked why a partnership with Eastleigh College.

Andy Raynor said that Eastleigh College had been recommended to Travis Perkins Group. It felt right and the College has a pragmatic outlook on making this work for the benefit of all concerned.

Paul Cox said that the proposal is very innovative; there are risks to consider as no similar partnership model exists anywhere else within the sector.

Andy Raynor left the meeting.

SS.18.21 COMMITTEE MATTERS

i Apologies

There were apologies from Kerry Matthews, Jem Musselwhite and Karen Stanton.

ii Declaration of interests

Governors were reminded that it was their duty to declare any interests financial or otherwise on any of the agenda items. There were no declarations of interest raised.

iii Minutes of last meeting

The minutes of the meeting held on 9 June 2021 were agreed as a true record of the meeting and signed by the Chair.

iv Matters arising

All the actions from the previous meeting had been completed or would be considered elsewhere within the agenda.

There were no other matters arising from the previous minutes.

v Review Standards Committee Terms of Reference (including inclusion of the KPI 2021/22 document)

The Clerk informed the Committee that this was an annual review of the operation and Terms of Reference of the Audit Committee.

He said he had no further amendments to propose.

The Committee had no questions or proposals to make.

The Standards Committee recommended the operation and Terms of Reference to the Board for approval.

vi

Draft Governor SAR 2020/21

The Clerk reported that an action on him from the September Board meeting had been to send out a copy of the Governance SAR 2020/21 to all Board members for comments and amendments.

The Committee recommended the Governance SAR 2020/21 to the Board for approval.

Learner Voice

Paul Stannard informed the Committee that two Student Governors, Nicholas Hewett and Cassidy Fieldsend had been appointed to the Board and would be formally

vii introduced on the 15 December 2021. He said they were both very strong candidates.

He also reported that the College has appointed an apprenticeship learner who will work closely with the Student Governors and also a HE student to ensure there is coverage across all of the provision.

The Committee were delighted with this news and looked forward to welcoming them as members of the Standards Committee and full Board in due course.

SS.19.21 GOVERNORS' MONTHLY REPORT (October 2021)

i Matters arising

Paul Cox asked if there were any questions regarding the Governors' Monthly Report for October 2021.

There were no questions raised by the Committee or matters arising from the Governors monthly report October 2021 not already covered or discussed elsewhere in the agenda.

(Jo Landon joined the meeting)

SS.20.21 TO RECIEVE

i Adult and Eastleigh College Online (ECO) Update

See confidential minute

(Jo Landon retired from the meeting)

ii Apprenticeship and Traineeship Update

See confidential minute

iii Curriculum planning and '13 to -1 thinking'

See confidential minute

iv Learner and Compliance Survey

Peter Jodrell provided verbal update on where the College was in terms of the surveys. The full-time survey for induction for all learners that started in September the results have just come in and are being analysed. This is a key performance measure on how the College performs against the sector and against previous years. The part-time survey is out for response at the present time, with a deadline of the end of the week.

Paul Stannard said that in terms of the full-time survey the College is benchmarking against approximately 1.2m responses across the whole cohort and will be really helpful.

He went on to talk about the compliance surveys, the College does a rolling programme of text surveys to all learners in terms of a satisfaction and this is reported on monthly basis to the SMT, with a resolution process, identifying and resolving any issues. He reported that all issues had been resolved this academic year.

Fiona Stilwell said that as a Governor it would be good to see some of that feedback and share some of that evidence.

Paul Stannard said that as soon as the full-time survey has been analysed, he would be happy to circulate to governors.

ACTION: PS

Governors received Learner and Compliance Survey.

v Sub-contractor Performance report

See confidential minute

vi Whole College Annual Report 2020/21 update

Paul Stannard said that this was in draft and now on the Chief Executive and Principal's desk for comment. He reminded Governors that the Board had previously agreed to update the Self-assessment process to include progress toward the College's strategic KPIs and key strategic pillars.

This will go to the Board in December for approval, prior to this it will go out to the Chair of Standards and the Chair of F&GP for any recommendations before Board approval.

Governors received the Whole College Annual Report 2020/21 update.

vii 2020/21 Final Headline Outcomes (including three-year trend and E&D data)

Paul Stannard said this was a document that had been sent to the FEC DA team prior to their visit. They were not privy to the data tables, but they had the full commentary on the pre-SAR position.

The main areas to focus on was the apprenticeship provision which hopefully was self-explanatory within the commentary.

Further discussion and questioning followed regarding the report.

Governors received the 2020/21 Final Headline Outcomes (including three-year trend and E&D data).

viii Quality Improvement Plan (QIP) 2020-2021 – final report

Paul Stannard said the report closed off last year's QIP.

One Red RAG rated action still ongoing and will come into this academic year 'Apprenticeships' had been slightly reworded; one other action that has been redefined and the College is looking to build a dashboard for reporting apprenticeship achievement. It is intended to develop a whole college dashboard for an overview of every student in terms of attendance to retention.

Governors received the Quality Improvement Plan (QIP) 2020-2021 – final report.

ix Annual Development Plan 2021/22

Paul Stannard reported that this was a draft plan in terms of key development action for the 2021/22 academic year.

He said that he needed to make a revision to action number 1 on pay percentage.

He concluded by saying that this is still a live document to ensure that the College is on top of everything and is updated every month. It is also discussed regularly within SMT meetings.

Colin O'Donoghue asked how the plan filters down to departments and staff.

Paul Stannard said it was part of the quality process review of departments; strengths and areas for development are collated through the annual report process and help to form college level actions. However, it is also top down view of the Colleges key development priorities. College level development priorities appear in appropriate department level development plans.

Governors received the Annual Development Plan 2021/22.

x Hampshire Safeguarding Audit Annual assessment tool

Paul Stannard said that each year the College has to submit a Safeguarding Audit. The most recent one submitted showed the College to be fully compliant against the ten points which were assessed.

Fiona Stilwell said this was all very reassuring. She had a question regarding sexual harassment and asked if there were any plans in place to ensure this was covered moving forward.

Paul Stannard said that all Governors had received KCSIE training in September and this subject is now very much part of the content tutorial programme.

Governors received Hampshire Safeguarding Audit Annual assessment tool.

SS.21.21 TO APPROVE

i Safeguarding Policy

Paul Stannard reported that Kerry Matthews as the Safeguarding Link Governor had already reviewed the policy and made minor amendments. This he said was the overarching policy.

Ashley Barnes asked if the Policy had been uploaded to the College website.

The Clerk confirmed that it was on the College website.

Governors approved the Safeguarding Policy.

ii Digital Strategy

Peter Jodrell said there had been a review of the Strategy in April 2021. There had been a need to align the Strategy to the new College strategy.

He informed governors that Eastleigh College had been selected by JISC as a pilot college for other colleges to benchmark against.

Colin O'Donoghue asked how it will be reported to governors moving forward.

Peter Jodrell said that it would be reported across the different sections of the strategy on how the College is making progress, both positive and negative.

Colin O'Donoghue felt that perhaps a shorter document might be better with a dashboard.

Peter Jodrell said that this would be something that he would consider taking forward in developing the strategy.

Ashley Barnes asked to what extent the College might digitalise marketing moving forward. He said there was a need to think 'out of the box'; analytics is the cutting-edge of digital marketing and it is a case of thinking about how the College might use the digital revolution moving forward.

Paul Cox gave a brief overview of the Colleges brand and marketing developments including Google Ad word campaigns, implementation of Hubspot, live chat functionality and the colleges use of social media.

Governors approved the Digital Strategy.

SS.22.21 TO NOTE

Paul Cox explained that the following items had been previously agreed with the Chair to deliver as 'To Note'. He asked that if there were any specific questions or observations that he would take these using email outside of the meeting.

i Strategic Development Fund

Governors noted the Strategic Development Fund.

ii Teaching and learning termly report

Governors noted the Teaching and learning termly report.

iii Risk Register – Standards Risks

Colin O'Donoghue asked for more clarity regarding what had changed on the risk register, it would be helpful to annotate any changes made for comparison to be made.

Governors noted the Risk Register – Standards Risks.

iv Pandemic Impact Assessment Eastleigh College against UCL Social Research Institute Findings

Governors noted the Pandemic Impact Assessment Eastleigh College against UCL Social Research Institute Findings.

v Eastleigh College Remote Education Self-Assessment Summary

Governors noted Eastleigh College Remote Education Self-Assessment Summary.

vi Learner Data Forum - update

Governors noted the Learner Data Forum – update.

SS.23.21 TO CONSIDER

- i Confidential items** (confirmation), 1, 5i, 5iii and 5v and the second part of the meeting.

SS.24.21 Date of next meeting 2 February 2022

Governors' Monthly Report – matters arising

Standards Committee items on the Risk Register, including changes in risks scores of risk items

SAR process for Autumn 2022

E&D Policy

E&D Strategy

English and maths report

Teaching and Learning termly report

Partner Performance report

Curriculum Policy (postponed from 1 December 2021)

There being no further business, the meeting closed at 1905 hrs.