EASTLEIGH COLLEGE BOARD

MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE
WEDNESDAY 10 FEBRUARY 2021 AT 1700 VIA 'TEAMS'

Present: Kerry Matthews (Chair)
                  Julie Richmond (Staff Governor)
                  Colin O'Donoghue
                  Jem Musselwhite
                  Sian Davison (Student Governor)
                  Lucas Reynard (Student Governor)
                  Paul Cox (Chief Executive and Principal)

In Attendance: Kevin Jones, Vice-Principal (Finance, Funding and Management Information) (item
                SS.04.21, i only)
                Lou Gittens, Vice-Principal Curriculum
                Paul Stannard, Vice Principal Quality
                Darren Coventry, Vice-Principal Commercial and Customer Services
                Dr C Davis OBE, Clerk to the Board (minutes)

SS.01.20   GOVERNORS' MEETING TIME WITHOUT SMT
No items discussed.

SS.02.20   COMMITTEE MATTERS

i   Apologies
There were apologies from Natalie Wigman.

ii   Declaration of interests
There were no declarations of interests made by those present, financial or otherwise, in any item on the agenda.

iii   Minutes of last meeting 2 December 2020
The minutes were agreed and signed as a fair reflection of the meeting of the 2 December 2020.

iv   Matters arising
SS.14.20, v; The Clerk informed the Committee that discussion had taken place between himself and the Chief Executive and Principal with the view of bring a training item to the Board Training Event in May 2021, which would cover the KPIs and how they would become imbedded in the annual reporting process.
ACTION; CD
Mr Cox also reported that it was his aim to have a further simplification purge to try and streamline things even further moving forward.

SS.14.20, vi; The Clerk explained that the draft Governance SAR process is still on going and is now planned to come to the Standards Committee in June for review, before going to the Board in July. The Board had previously approved the 2019/20 Governance SAR in January 2021 and the feedback had centred on the lack of acknowledgment of the degree of active challenge and support for the executive in terms of the performance of the College; it was also felt that there was nothing about training and skills development of individual Governors and the Board as a whole.
ACTION: CD
SS.17.20, i; Mr Stannard reported that the Safeguarding Policy had been re-distributed with the track changes inserted for more clarity and that the Committee had approved the Safeguarding Policy.

There were no further matters arising from the minutes of the previous meeting not covered elsewhere in the agenda.

SS.03.21 **GOVERNORS' MONTHLY REPORT** (December 2020)

i **Matters arising**
Mr Cox asked if there were any matters arising from the December 2020 report or from the weekly COVID-19 email update.

The Chair referred to the testing programme and the potential to run both saliva and lateral flow testing from around the 8 March 2021.

Mr Cox said that with regards to the saliva testing that there are issues around the data sharing, as the current documentation is very much focused on schools and academies. The University of Southampton and Hampshire County Council are now revisiting their procedures and paper work around specific college legislation.

Following query there was good news that the College was able to categorise the saliva tests by course code, which will help with distribution and building the data sharing template.

He also wished the Committee to note that the saliva testing programme has funding until the end of December 2021, which means less of financial burden than first feared.

The Chair said that if there was anything she could do to help from an HE perspective, then she was happy to do this.

Governors considered matters arising from the Governors' monthly report December 2020.

The agenda order was then amended to allow Mr Jones to join the meeting.

(Mr Jones joined the meeting)

SS.04.21 **TO REVIEW**

i **Standards Committee items on the Risk Register, including changes in Risk**
Mr Jones shared the 6 risks that he thought were relevant to the Standards Committee from the Risk Register that was approved by the Board at their last meeting on the 16 December 2020.

He also informed the Committee that the Risk Management Board had revised the scoring of each of the 14 risks, both in terms of gross risk and net risk at their meeting on the 19 January 2021.

The 6 risks identified by Mr Jones as being most important and appertaining to the Standards Committee (Curriculum and Quality) were:

4. Failure to comply with funding body audit requirements
8. Failure to deliver an outstanding learner experience
9. Failure to recruit and retain competent and committed staff
11. Failure to maintain and enhance quality
12. Failure of IT systems to meet the needs of learners, staff or visitors
14. Failure to maintain business continuity including pro-longed periods of restricted access to learning resources

He said that each risk will contain an individual risk report detailing and identifying the following:
- The triggers
- The consequences
- The controls measures, and
- The assurance controls

- Actions to mitigate against emerging risks and actions to mitigate after risk events

He then asked the Committee how they wanted to take this item going forward.

The Chair asked if there was any comments on the risks identified by Mr Jones and were there any other risks from the 14 already approved by the Board that the Committee felt needed to be included in the list of 6 already identified as being pertinent to the Standards Committee.

Mr Cox asked Mr Jones to explain how he had come to the conclusion that the risks concerning staff and IT, in terms of resources, might not sit better with the F&GP Committee.

Mr Jones felt that this Committee needed to be responsible for, but should be aware of these items. In terms of the IT risks he had included them for this Committee because of the current COVID-19 situation and the importance placed on IT for the delivery of the curriculum.

The Chair referred to Risk 1 'Failure to adapt to the changing landscape' and whether this Committee was perhaps a suitable body to review this risk.

Mr Cox said that he was of the opinion that risks 1, 10 and 14 were in fact full Board matters rather than individual committees, included in the whole college strategy, the KPIs and the future College direction. He felt that all the risks in some way crossed the boundaries of all the committees because of how they are linked and their breadth. He considered that the risks identified for Standards were appropriate; however there would be a need for further discussion at F&GP to consider the risks concerning staff and IT.

The Committee agreed that the risks identified were appropriate for the Standards Committee.

The Chair asked how the Committee would want to review/consider these risks moving forward.

Mr Jones proposed that perhaps the best of way of doing this was to present the whole of the risk register at a meeting, with the individual risk reports being presented by request, identifying an emerging risk which raises particular concern. The risk register would, he suggested come to Committee at regular intervals 'to note' so that Governors are kept aware of it.

Mr O'Donoghue agreed with Mr Jones and felt the item should be included as a standing agenda item at all meetings of the Committee.

This proposal was agreed by the Committee.

ACTION: CD

Mr O'Donoghue also felt that the agenda could be readjusted so that each agenda item relates to a risk, therefore enabling Governors to understand and assess why the reports are being brought to Board or Committee.

Mr Cox said that this was a very valid point and one that was consistent with another opinion from a Governor at another recent meeting.

ACTION: CD

Mr Cox went onto to say that he felt there might be an opportunity to reflect this change within the Governors Monthly Report, where there might be an inclusion of the new Risk Register to be summarised in a one-page commentary.

ACTION: CD

The Chair asked Mr Jones to supply perhaps one of the individual risk reports behind the main risk at each meeting, so that the Committee would understand and learn the details behind each risk.

Mr Jones said it was a good idea and as each individual report becomes 'live' he will be able to furnish these for the Committee moving forward.

ACTION: KJ

The Chair asked if was possible to provide the detail to Risk 4, 'Failure to comply with funding body audit requirements**'** at the June meeting, with the Standing item being the complete overview**.**

Mr Cox said that he felt that Risk 4, 'Failure to comply with funding body audit requirements**'** should be the first risk brought back to the next meeting in June, in terms of the funding requirements and its specific technical intricacies.

ACTION: KJ

Mr Musselwhite thanked Mr Jones for his hard work around this subject; the new format made it much sharper and easier to review and understand.

Governors reviewed the Standards Committee items on the Risk Register, including changes in Risk.

(Mr Jones retired from the meeting)

SS.04.21 **TO RECEIVE**

i English and maths report
Mr Stannard provided the latest update on the report in terms of the attendance. The report highlighted 2 areas that were below the target of 85%, however he was pleased to note that the weekly attendance figures for Full Time English was 85% for the last 5 day period.

Attendance by ECTA Apprentices continues to be below the College KPI. Head of English and ESOL and Head of Maths & ICT liaise with Curriculum Managers and Apprenticeship Officers on a regular basis to follow up non-attendance. Apprenticeship Officers are now routinely contacting employers to report non-attendance (including to core qualifications).

He said that Full Time attendance hit a high last week of just under 89% College wide.

Mr Stannard then explained that all GCSE learners were given the opportunity to sit the November series of GCSE examinations. Learners had been asked to opt-in to the examination series and were provided with additional small group face-to-face and remote revision sessions between September/November 2020. The numbers who had sat and achieved a grade 4 in GCSE English Language in the November series were up on the previous year, which was very encouraging.

The report also commented on the position of Subcontractors and the number of over-stayers. He wanted to reassure Governors that where there were over-stayers within the subcontracting network or direct delivery that these were being followed up as quickly as possible and are part of all quality review meetings

He concluded by saying that the report also reflected on the College's transition of all Functional Skills maths and English qualifications from the disbanded Assessment Centre to faculty is complete. The transition now means that the English and maths faculty areas are responsible for all College direct delivery functional skills qualifications.

Governors received the English and maths report**.**

ii Teaching, Learning termly report

Mr Stannard asked if there were any questions or further clarification needed.

There were no questions from the Committee.

Mr Stannard then asked the two Student Governors to convey to the Committee their most recent learning experiences.

Ms Davison said that it had been really good and that she had nothing bad to say about the on-line learning experience, she felt the College had adapted to on-line provision very well. A new initiative had been the 'breakout rooms' which had been a benefit for some, allowing for more contribution from students who felt pressure due to the individual exposure on 'Teams', but in her view she preferred to have a tutor present to clarify information

Mr Reynard said that there hadn't been a lot of change since his last overall assessment. The course that he was on required a lot of practical assessment and they had been unable to achieve this and therefore the delivery had been at a much slower pace. Because his course is relatively small in terms of the number of students, they had used the 'breakout rooms' to try new activities, however this had been hindered because of Google Classroom terms and conditions, which states that a student is not able to join a classroom unless there is a staff member present and using several classrooms does not allow for this.

Mr Musselwhite said that he had been involved with large construction companies who provide on-line classroom presentations and he would be happy to provide any employer links if this felt to be useful.

Ms Gittens felt that this was an opportune time to raise the point of work placements for students, which the College recognises as very problematic during this particular year. The College is in the process of hosting the Careers and Apprenticeships Week with a big focus on preparing learners for their next steps; the College has also tasked each of the curriculum areas to follow a well embedded Hospitality model where they hold an Industry Week. Each day a series of employers comes in to speak to the students virtually about their careers, their jobs and their roles. There was an understanding that the College needed to be adaptable and flexible about this type of delivery.

Governors received the Teaching, Learning termly report.

(Confidential item)

iii Subcontractor Performance Report
(See Confidential addendum).

(End of Confidential item)

iv 2019/20 Full Time and Part Time Destinations Report

Ms Gittens said that an area for improvement in the 2018 Ofsted report had been the need to strengthen the tracking and use of destinations data. Since that time there has been a focus on tracking the data by sector and has been extended to include the destinations of Part-time learners.

In summary Ms Gittens reported that for full time learners there is a 92.59% positive destination rate, which is a 2% decline on last year. For part time learners the figure is 95.31%, which she considered to be a very high and positive outcome for learners. The information from the report will be used in all the Quality Review Meetings with curriculum areas and also in the interrogation of some of the retail employment outcomes during follow-up with learners, which will benefit curriculum planning and the development of the curriculum areas.

Mr O'Donoghue felt it might be useful to include the year-on-year comparators.

Ms Gittens said this would be possible in future reports as this is a very new report and analysis completed by the College.

ACTION: LG

Mr O'Donoghue also felt there was requirement to see how the report feeds back into the curriculum. Governors needed to be able to track the journey of the report and understand how the data provided within the report was used.

Ms Gittens said the report would feedback into the QIP and Quality Review meetings that would be taking place in March.

Mr Cox added that perhaps the solution to this request was that the five subject areas with the lowest positive destination rate was brought back to the next meeting of the Standards Committee in June with a list of the actions taken. This might also include the five destinations with the largest deviation out of the subject taken within the sector. This would enable more focus on the weakest areas and what is being done to reverse the situation.

Governors felt that this was a good proposal and welcomed the update at the next meeting.

ACTION: LG/PS

Governors received the 2019/20 Full Time and Part Time Destinations Report.

ᵛ **Induction Surveys**

Ms Gittens provided verbal feedback and explained that the KPI measures for the induction surveys incorporates eleven core questions, with the aim to achieve nine of the eleven in quartiles A or B. These are benchmarked national questions.

The surveys themselves both full time and part time have a total of twenty-six questions.

For the Full Time out of the eleven core questions, the College achieved ten out of the eleven questions in quartile A or B. The KPI was therefore achieved.

In total for the twenty-six questions there were 12 in A and 11 in B, a very positive outcome.

For the Part Time out of the eleven core questions, the College achieved eleven were in quartile A or B; again the KPI had been achieved.

For the twenty-six questions there were 12 questions in quartile A and 10 in B, again a very positive outcome.

Mr Reynard provided feedback on the recent survey that has taken place.

He said that the survey had established that some of the questions might have been misinterpreted by students; the question "Do you feel safe in College" had for some been interpreted as referring to COVID-19, rather than from a general safeguarding point of view.

Ms Gittens then provided an overview of some of the other activities that had taken place:
- New tutor and learner voice leads this academic year
- Two new student Governors (November 2020)
- Learner representative from each course
- Learners engagement in extra curriculum/local stakeholder events
- AoC events, including over 200 learners attending an AoC Colleges Live event

- Tutorial events, following themes/national events

Ms Richmond asked if the Mental Health level 1, which has been completed by almost 900 direct delivery students might be extended to apprentices.

Mr Cox said that perhaps using the College on-line platform, might be the answer. He said the College would certainly investigate this further.

Mr Coventry said he would link up with all the apprentices to see if this something that they might be interested in.

ACTION: DC

Governors received the Induction surveys.

vi   Quality Review Report

Mr Stannard explained that the report is based on the 2019/20 College SAR and a RAG risk assessment of the 2020/21 KPI achievement based on departmental performance at the relevant quality review points.

Areas that are currently being monitored are as follows:
- Motor Vehicle & Engineering
- Plumbing
- Hair & Beauty
- Gas Assessment Centre & Refrigeration & Air Conditioning
- Sub-contractor network
- ECTA

Ms Richmond reported that a lot of work was going into the over-stayers in plumbing and plans are being drawn up to resolve this situation.

Mr Cox asked the Committee to note that it is planned that the College will re-open (within Government guidelines) on the 22 February 2021 for certain cohorts to complete their practical assessments and professional competency assessments where virtual assessment is not viable. There was also a plan to extend the academic year until the end of July to build as much capacity as possible to accommodate those assessments.

Governors received the Quality Review Report.

vii   Term 1 QIP Report

Mr Stannard explained that the QIP sits alongside the College business plan and these two key documents capture all development and improvement priorities.

He reported that at the end of Term 1 the QIP had 18 improvement focuses and actions.

The updated QIP format also includes a RAG rated priority rating to confirm whether the action was a high, medium or low priority during the first term of the 2020/21 academic year. The priority rating will change during the academic year as appropriate and agreed by SMT.

Governors received the Term 1 QIP (2020/21).

viii   Link Governors (Autumn 2020 Reports)

The Clerk reported that he had received 8 reports with notification that a visit had been undertaken but no report had been produced in time for this meeting.

The reports ranged in content, some were very detailed, and others were less thorough. He reported that he had recently sent out a briefing presentation to all Governors providing detailed information on the process. There was also a deadline for the Link Governor Spring Reports 2021 to be submitted.

Mr Musselwhite informed the Committee that from the two reports he had produced he had been very impressed with the dedication and the sheer professionalism of the staff involved during the period of the pandemic.

The Committee unanimously agreed with these sentiments.

Governors received the Link Governors Autumn 2020 Reports.

ix   **DfE Remote Learning Audit and Outcome**
Mr Stannard provided a summary of this lengthy document with an overview of where the College is with the remote learning offer.

He updated Governors on two areas:
- College brought devices can support up to 30% of 16-19 learners
- With the addition of the Department of Education allocated devices the College has the capacity to support up to 50% of Full time 16-19 learners with digital devices or access to the internet
- 1.5% of 16-19-learner population have been using the College where the considered vulnerable, don't have an appropriate working environment at home or access to the internet. This percentage fluctuates and has now risen to approximately 2%.

Mr Cox confirmed that the College does not have any unmet demand on laptops. There is no learner that does not have the ability to access their learning on-line.

Mr Stannard concluded by saying that with regard to wellbeing 283 learners are being contacted on a one-to-one basis to provide weekly wellbeing checks, in addition to their normal tutorial sessions.

Governors received the DfE Remote Learning Audit and Outcome.

x   **Prevent Risk Assessment**
Mr Stannard said this is an annual assessment.

There were a couple of areas to note from the report:
- All Governors need to be trained up in May in terms of the Prevent agenda and Prevent duty.
- The Student Governors will be invited to attend the Governors Prevent training and they will also be asked to undertake the Educare online training packages for PREVENT and Safeguarding.
- The College is currently without chaplaincy provision, but once lockdown is finished the College will look to provide support for a range of faiths.

Governors approved the Prevent Risk Assessment.

SS.05.21   **TO CONSIDER**
Confidential items (confirmation)
Governors agreed that agenda item 4.iii, would be determined as a confidential agenda item and will be annotated as such within the minutes of the meeting.

SS.06.21   **DATE OF NEXT MEETING**
Wednesday 16 June 2021 commencing at 1700hrs
Governors' Monthly Report: matters arising
Teaching, Learning and Assessment Policy
Term 2 Quality Review Outcomes
Term 2 QIP
Standing items
Term 1 Minimum Standards report
English & maths report

Teaching and Learning termly report
Partner Performance report

The meeting finished at 1850.