

EASTLEIGH COLLEGE BOARD

MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE WEDNESDAY 9 JUNE 2021 AT 1700 HOURS USING TEAMS

Present: Natalie Wigman (Chair)
Colin O'Donoghue
Jem Musselwhite
Lucas Renyard

In Attendance: Peter Joddrell, Deputy Principal (Curriculum and Digital),
Lou Gittens, Vice-Principal Curriculum
Paul Stannard, Vice Principal Quality
Dr C Davis OBE, Clerk to the Board (minutes)

SS.07.21 GOVERNORS' MEETING TIME WITHOUT SMT

SS.08.20 COMMITTEE MATTERS

i Apologies

There were two apologies received from Paul Cox and Kerry Matthews.

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 10 February 2021

The minutes were agreed and signed as a fair reflection of the meeting of the 10 February 2021.

iv Matters arising

SS.04.21, v; Mr Stannard did not believe that Mental Health level 1 had yet been extended to apprentices and was still ongoing.

All other actions from the previous meeting were completed.

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

SS.09.21 GOVERNORS' MONTHLY REPORT

i Matters arising

Mr Stannard asked if there were any questions or a need for further clarity regarding the Governors' monthly report.

Governors considered matters arising from the Governors' monthly report.

SS.10.21 TO RECEIVE

i Term 2 Quality Report (including English and maths)

Mr Stannard informed the Committee that the report is something that goes to the SMT each month tracking the data of the quality.

He highlighted the key points from the report:

- attendance including, Apprenticeship English and maths
- Structural changes in the team
 - Mr Joddrell said that as a result of the restructure changes, Success Coaches with a broader role are now replacing Apprenticeship Officers, providing a better service and more support. This is an ongoing process with three vacancies to fill by September.

Mr Stannard continued and asked the Committee to note that retention is holding steady compared to this time last year. The biggest thing to highlight is that day and block release apprenticeships continues to be strong and will outperform the Colleges Work Based apprentices and subcontracted apprentices.

Teacher assessment grades ongoing and will be submitted by the 18 June 2021.

Subcontracting is being monitoring more closely than ever before. There are now monthly meetings with all subcontractors from a contractual and quality perspective.

Mr O'Donoghue asked when it was likely that the apprenticeship attendance rates would head back up towards the KPI.

Mr Stannard said that it would not reach the KPI before the end of the academic year, the College is using the Pro monitor system to see what the follow up has been and what further support can be provided.

Mr O'Donoghue asked about the teacher assessment grades and the policy for standardisation, how was this reviewed.

Mr Stannard said that there was a 25% standardisation for English and maths of mock papers and assessments; for the B1 (qualifications most like A levels) qualifications there is still an external quality assurance process check by the awarding organisation, which has to be gone through with very few actions

Mr Musselwhite asked about the recruitment of Success Coaches and where would they be drawn from.

Ms Gittens said that they were drawn from anywhere and that the job description was very broad. On appointment training would be provided.

Mrs Wigman wished to highlight the fact that 256 COVID-19 secure exam sessions involving 1485 learners in three months had taken place, which she felt was a remarkable achievement all staff.

Governors received the Term 2 Quality Report (including English and maths).

ii Teaching and Learning Termly Report

Mr Stannard said the report summarised the majority of the academic year.

He highlighted the fact that the College had continued unhindered during the academic year despite the restrictions caused by the pandemic.

Teachers have worked tirelessly and anecdotally and in discussion with teachers many of the online lessons have improved exam pass rates in some areas; there is now a determination to utilise these newly learnt skills and broadening their use around the college.

A positive thing for the team has been that all staff have been observed with the resulting feedback driving improvement.

Key thing to focus on now is what is the best way of providing face-to-face delivery on return and what does excellent face-to-face teaching look like.

Looking to launch the plan for teaching and learning development on the 15/16 July with the strategy on the key focuses for 2021/2022.

Mrs Wigman commented on the level of innovation that has come about as a result of the new learning methods that have been cultivated during the pandemic period.

Governors received the Teaching and Learning Termly Report.

(Confidential Item)

iii Sub-contractor performance report
(See Confidential addendum).

(End of Confidential item)

iv Risk register – Standards risks

Mr Jones explained that the Risk Register now contained a list of the new 14 risks.

In the breakdown of ownership, the Standards Committee had previously agreed to adopt the following risks, which all sit on the risk matrix in green zones:

- 2, Reduction in public funding
- 6, Failure to safeguard children and vulnerable adults
- 8, Failure to deliver an outstanding learner experience
- 11, Failure to maintain and enhance quality
- 12, Failure of IT systems to meet the needs of learners, staff or visitors

The individual risk reports behind each risk have now been completed.

The Audit Committee at their last meeting (26 May 2021) reviewed all the individual risk reports with good feedback. The individual risk reports are now with the SMT and the individual risk owners have been tasked with reviewing all the individual risk reports for any changes/amendments required.

An extraordinary Risk Management Board will meet on the 14 June 2021 where all risks will be rescored and then taken to the full Board to note. The normal process cycle will then commence.

Mr Jones asked the Committee for any comments or suggestions.

He concluded by saying that the individual risk reports capture:

- the risks,
- the triggers,
- the consequences,
- the controls believed to be in place
- the assurance we have in the controls (do they work)
- actions on emerging risks (previous action plan)
- mitigations after a major risk event

Mr O'Donoghue said that Governors needed to ensure controls are in place and effective, for example in Risk 6 it was difficult to identify a link to where a failure to safeguard has occurred and how to manage the controls. It was he said an excellent document, but there needed to be more clarity about what has exactly happened and how this is integrated into the information a Governor receives.

Mrs Wigman wondered if this was something that could be picked up in the Governors' monthly report, using the safeguarding report needs to cross reference.

Mr Jones said that when the individual risk reports are reviewed by the SMT, the assurances will be stronger, there was a need to get this right.

Mr O'Donoghue said that the assurances and controls needed to be correct and that there was a need to be 'circular' with cross referencing.

Mr Jones explained that both the internal and external auditors would use the final document in their audit work to capture what we do rather than what we have to do.

Mrs Wigman asked if risk 2 should be a medium risk, not a green risk.

Mr Jones agreed with this observation.

ACTION KJ

Mrs Wigman felt that there were various shades of red and pink which needed more clarification and consolidating as red, amber and green.

Mr Jones explained that this was a problem with conditional formatting which will be sorted.

Governors received the Risk register – Standards risks.

v Learner voice

Ms Gittens summarised the report and highlighted the main points to note from each section of the report:

- Destination Survey 2020 - Retail Query Report
 - Of those in Full Time employment
 - Of those in Part Time employment
 - Data trends and comments
- Next Steps
- Surveys 4x4 – Summary of key findings
 - Summary of positive feedback from 4 x 4
 - Positive comments/quotes summary
 - Learner Voice Representative Meetings 29 April 2021 and 10 May 2021

Mr Musselwhite said that he had recently given a presentation at the University of East London where over 50% of the participants were women, he was interested to know what the percentage was of women coming into construction and plumbing at Eastleigh College.

Ms Gittens couldn't provide a specific percentage but felt there had been no significant change and that it might be area specific.

Mrs Wigman felt the report to be very positive.

Governors received the Learner Voice update.

vi Term 2 Quality Review Outcomes

Mr Stannard explained that this was a report that came to Standards in February. Mr Stannard provided an overview of the quality review process for the committee and confirmed that each area has a KPI set which the College measure progress against.

This year the format of some meetings have been amended because of COVID-19 and provides an overview of where each department is against their KPI, e.g. the College would not be measuring progress against Work Experience achievement this academic year

Some ambers progress ratings that reflect attendance in English and maths, and apprenticeships achievement rates.

The Colleges block and day release apprenticeships (ECTA) are rated as amber due to the continued focus needed to clear apprentices who are passed their end date.

An annual report is written with a slightly different look, and will capture the changes in structure within the College this academic year

Governors received the Term 2 Quality Review Outcomes.

vii Term 2 QIP Report

Mr Stannard explained that the Committee had agreed to receive an overview of the detailed report.

There were two actions on red:

1. Improve Apprenticeship overall and timely achievement rates, including the robust tracking and monitoring of in year best case and actual achievement. Reduce the differential between day and block release, subcontracted and work-based learning achievement rates.
2. Effectively measure, report and monitor value added at Course, area and College level.

Mr Stannard informed the Committee that a Target grade report is now available but was not complete for Term 2 as originally planned.

Development is continuing to ensure there is a robust Value Added and Trajectory report available for Term 3 and to be used in the 2021/22 academic year.

Governors received the Term 2 QIP Report.

viii Link Governors (Spring Reports 2021)

Mrs Wigman informed the Committee that unfortunately only three reports had been received for the Spring Term; there were reasons for this amongst them being the restrictions on visitor meetings at the College because of COVID-19, there was also a need for new Governors to fully understand the timings and the process.

The Clerk said that perhaps there was a need for the individual curriculum managers to initiate the process each term with an email to the Governor reminding them that the cycle had begun and a meeting was required.

The Clerk said he would require permission from each independent Governor for the distribution of their email addresses.

He also said that at the beginning of each term a note containing all the relevant information should be distributed to Governors explaining the process and the timeline (submission date) which would correspond with papers going out to the Standards Committee.

The Committee felt that this was a good suggestion and that a training package should be provided for all new Governors and those that needed refreshing on the role of the Link Governor.

ACTION: CD

Governors received an update on the Link Governors (Spring Reports 2021).

ix Governance SAR (prelims)

The Clerk said that he had shared some work with the Chair of Standards.

He had proposed a process which included the following suggestions:

- The Governance SAR should focus on identifying key strengths and areas for enhancement/improvement.
- Evidence would come from:
 - The annual online survey of board effectiveness (Questionnaire agreed by Standards Committee at their June meeting)
 - The outcomes of the previous year's QIP (found on the previous year's Governance SAR)
 - Attendance records
 - Any relevant external analysis, such as the recent FEC DA visits, Ofsted reports etc.

A draft Governance SAR would then come to the Board meeting September for approval; a detailed QIP is then drafted, with milestones etc for approval at the December meeting of Standards Committee and review at the two subsequent meetings (February and June).

The Committee agreed to this process.

Governors received the Governance SAR (prelims).

x Curriculum Plan Introduction and Overview

Mr Joddrell introduced the paper and felt that Mr Jones' budget scenarios were a really useful preface to this item.

He said that the context behind this whole College journey was embedded in the College Strategy to reduce subcontracting. Pro Resource software is being used as the platform to build a costed curriculum plan and as result all planned College delivery is being input into this software, allowing the College's first costed curriculum plan to be developed. This data will be used in the future to help decide curriculum areas that are more viable than others.

Mr O'Donoghue asked if the College was attempting to track indicators or improve potential enrollment.

Mr Joddrell both are important, the big thing is to get 15% above our target in-year then we would receive an in-year payment as well as the lag payment.

Applications and planned delivery combine to enable a more accurate budget than in previous years.

Governors received the Curriculum Plan Introduction and Overview.

(Confidential item)

SS.11.21

TO REVIEW

i Governor Training Event follow up

(See Confidential addendum).

(End of Confidential item)

SS.12.21 TO APPROVE

i Teaching, Learning and Assessment Policy

Mr Stannard said that the Policy was in a new stripped back format with a slightly different focus.

With the new College Strategy focusing on direct delivery there was a need for an overarching policy covering all aspects of the College's provision in respect of the front facing teaching, learning and assessment.

Governors approved the Teaching, Learning and Assessment Policy.

SS.13.21 TO CONSIDER

i Confidential items

Governors agreed that agenda item 4.iii and 5.i would be determined as a confidential agenda items and will be annotated as such within the minutes of the meeting.

SS.14.21 ANY OTHER BUSINESS

Mr Stannard reported that the College had today received the annual return from the Office of the Independent Adjudicator (OIA) Report in terms of any complaints. He was pleased to report that it was a nil return.

SS.15.21 DATE OF NEXT MEETING

Wednesday 1 December 2021 commencing at 1700 hrs

Governors' Monthly Report: Matters arising
Student outcomes and proposed grades for curriculum areas
Review Committee Terms of Reference
QIP 2020/21 – final report (to receive)
Whole College SAR (to approve)
Term 1 Minimum Standards report
English and maths report
Teaching and Learning termly report
Teaching and Learning and Assessment Policy
Subcontractor Performance report
Risk Register

The meeting finished at 1855.