

STANDARDS COMMITTEE
MINUTES OF MEETING HELD ON TUESDAY 21ST JUNE 2022, 1700 HRS,
via Teams

Present:

Natalie Wigman (Chair)
Paul Cox (Chief Executive and Principal)
Fiona Stilwell
Cassidy Fieldsend

In attendance:

Peter Jodrell, Deputy Principal (Curriculum and Digital)
Paul Stannard, Vice Principal, (Quality)
Nicky Tramaseur, Head of Brand Engagement and Learner Recruitment (Item xv only)
Tina Johnson, Stand-in Governance Advisor
Subcontractors

SS.21.22 GOVERNORS' MEETING TIME WITHOUT SMT

No items

Presentations from subcontractors
(see confidential minute)

SS.22.22 COMMITTEE MATTERS

i Apologies

Apologies were received and accepted from Karen Stanton and Colin O'Donoghue

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.
No declarations were made.

iii Minutes of last meeting

The minutes of the meeting held on 2 February 2022 were agreed as a true record of the meeting and signed by the Chair.

The confidential minutes of the meeting held on 2 February 2022 were agreed as a true record of the meeting and signed by the Chair.

iv Matters arising

The progress made towards the actions identified at the previous meeting were considered. The following points were expanded upon

Item 1.

Where the 'other' option is ticked by a majority of students, governors suggested a revision the question to have more appropriate answers.

PJ reported that prior to finalising the next survey, which is scheduled to be released mid-October, survey questions designed to collect a greater level of detail will be considered.

PJ to review questions

Item 2. To consider ways of linking data from induction survey to retention figures.

The Principal advised the committee, that if a learner withdraws, it is likely they will be disengaged. In this context, the learner is unlikely to engage with a request for feedback regarding their decisions, and therefore, it would be difficult to obtain representative and reliable data.

The Chair indicated that if, during management considerations, it became clear that investing resources to obtain and analyse the required data would not lead to indicative outcomes, the committee would not expect the matter to be pursued.

Item 6. Staff survey

An initial baseline survey was undertaken to gain a better understanding of the user platform. The College has now launched an annual process that will commence in June/July each year. The initial outcomes have been shared via the governors' monthly report, and a presentation will be given at the next meeting of the Finance and General Purposes Committee.

All other action points arising from the last meeting had been completed or would be considered elsewhere within the agenda.

There were no other matters arising from the previous minutes

SS.23.22 GOVERNORS' MONTHLY REPORT (May 2022)

i Matters arising

There were no questions raised by the Committee or matters arising from the governors' monthly report May 2022 not already covered on the agenda.

The Principal reported that six link governor visits will be included in the forthcoming report and the KPI/KPM monitoring continues as previously agreed.

TO RECEIVE

SS.24.22 Term 2 Teaching & Learning report

PS introduced the Quality & Apprenticeships report and provided verbal updates to key points:

- overall attendance is tracking below the College target of 90%. The College does not expect to meet the attendance target this academic year. National data suggests that a decline in attendance is a sector wide issue.
- 16-19 study programmes - retention rates are in line with previous year
- the pilot of 'Internal Quality Reviews' (IQR) has been completed. IQRs will be added to the College's quality cycles from September 2022
- retention rates for direct delivery and subcontracted adult provision are below that of previous years attributable to the replacement of a significant proportion (90%) of former entry level qualifications, with Level 1 and Level 2 qualifications

With reference to the 3-year trend for retention, the Principal explained that historically, a significant amount of subcontractor completion and withdrawal documentation was received during the July to October period. Due to a reduced number of subcontractors and many learners opting for the online delivery model, 2021/22 documentation has, in many cases, received earlier, allowing data collection and recording processes to begin earlier in the year. Therefore, the reported figures are close to where the college expects to be at year end.

As highlighted to the FEC team during their November 2021 visit, due to the changes to the level of qualifications offered and based on an analysis of learner numbers and qualifications levels at that time, the College had predicted a drop-in achievement rates for the 2021/22 year. Despite the anticipated dip, achievements rates remain high against national benchmarks.

Key areas of focus for June/July:

- college wide focus on maximising attendance at examination and revision sessions to ensure the best possible achievement rates for all learners.
- renewed focus on timely completion of adult learning programmes to maximise potential achievement.
- formal launch of 'Eastleigh Expects' teaching and learning framework

The Chair flagged the 16-19 learner funded numbers as 'very good' and above the funded target.

PS reported that applications for 16-19 study are 'up'. The College is working with a number of local charities to provide education programmes, including short study programmes, for unaccompanied asylum seekers - work in this area is central to the College of Sanctuary application.

PJ gave an overview of the unaccompanied asylum seeker situation in the local area, highlighting the continuity challenges that can occur after a child turns 18.

SS.25.22 Apprenticeship report

Governors reviewed and discussed the content of the report

PS explained that Plumbing & Gas accounts for 25% of the expected completions. Good progress has been made following the appointment of a trainer tasked with completing onsite assessments (also delivering masterclasses to maximise achievement). Since April, an additional 37 apprenticeship claims have been made.

Key areas of focus for June/July:

- recovery of the apprenticeship achievement rates - to be above national averages
- timely completion of apprenticeship frameworks.

Governors asked:

Is there value in predicting the year end achievement rates.

The year-end forecast data is presently being updated, which will give governors a clearer picture and enable governors to understand how it has been tracked during the year.

How will the College be using information from the DfE apprenticeship accountability framework.

A meeting to look comprehensively at reporting frameworks has been planned. At this meeting, the DfE apprenticeship accountability framework for training providers and any action required by the College will be considered.

SS.26.22 Risk Register – Standards Committee Risks

No updates to the risks monitored by the committee.

Risk 15 'failure to adapt to societal and behaviour changes'

Having considered the suggestion made at the previous meeting, the College resolved, in order to ensure uniformity with reporting across the entire college risk register, not to revise the description for this risk.

SS.27.22 Cordie performance and potential

Governors reviewed and discussed the content of the report.

PJ introduced the report and provided an update on the work undertaken on the curriculum workstreams, including reviewing the additional breadth and learner opportunities Cordie would add to the College's current curriculum offer.

Governors considered the outcomes of the curriculum review, the alignment with the College strategy and local skills needs, and the potential for access, through Cordie, to additional funding streams.

The Committee determined the remainder of this item to be confidential [minute c27.22]

SS.28.22 Subcontractor performance, quality, and learner satisfaction report

The Committee determined the supporting paper should be treated and recorded as confidential

Governors reviewed the content of the report, which provided details of the in-year performance of the College's subcontractors, including the level of risk allied to each subcontractor's performance and, where appropriate, the reasons for any concerns.

PS provided a verbal overview and update on the current situation including, legacy work and exit dates for those contractors who have completion only contracts.

The Committee determined the remainder of the discussion to be confidential [minute c28.22]

Governors commenting on the progress that had been made towards achieving the identified outcomes, thanked managers for their work in this area.

SS.29.22 External Accreditations report

Governors noted the report, which provided an overview of significant external accreditations and scrutiny that has taken place since January 2022. The report will be updated and brought to the committee at least annually.

ESFA Funding Assurance Audit

All colleges are subject to an Education and Skills Funding Agency (ESFA) funding assurance audit on a cyclic basis.

Overall, the College is very pleased with the outcomes of the audit. Management responses to the draft report have been provided and, in response to the audit findings, the College has implemented new apprenticeship sign-up software and the MIS and Quality and Compliance team are meeting monthly to ensure any error reports are reviewed.

External Accreditations

Investors in Diversity: the College has received notification that 'Investors in Diversity' accreditation has been granted.

Matrix: the College has been successful in obtaining Matrix re-accreditation (the Education and Skills Funding Agency (ESFA) standard for ensuring the delivery of high-quality information, advice and guidance). Accreditation is a requirement of the College's ESFA funding agreement.

Institute of Environmental Management and Assessment (IEMA) Partnership: the College is the first college to become a partner with IEMA. The partnership provides an opportunity for relevant students to become IEMA members.

Governors commented favourably on the advancements the College has made in seeking accreditations and commended the College on the ESFA Funding audit report.

SS.30.22 Term 2 Quality Review Outcomes

Governors noted report.

PS updated governors on the key changes, including oversight and management moving to the respective curriculum teams, a streamlined structure including new head of department roles with wider oversight and responsibility, and some line management changes.

Performance against key indicators was noted.

The Chair suggested that it would be helpful if the report identified the key actions from the quality review meetings. This suggestion had been discussed with PS before the meeting; the next report will include the required information.

SS.31.22 Term 2 Development Plan report

Governors received the May 2022 development plan report.

PS reported on the proposed changes to the way that the College development plan is reported and monitored. The aim is for the development plan to become an annual plan supporting the College's 2020-2024 strategy, with governors and college leaders receiving a RAG-rated monthly update tracking the progress made towards key development priorities.

Governors noted the areas currently showing as a key area of focus, i.e. RAG rated as high or very high.

Governors asked:

Why there is a red/high rating for the development of a single admission process. As the restructure of the support areas encompassing admissions has not been operational for a full year, a meaningful evaluation of the impact of the restructure and associated actions on enrolment activity is not yet possible.

What strategy is being deployed to resolve any issues relating to the 16-19 external work experience and industry placement completions –red/medium RAG rated
In the context of the recovery from the pandemic, the 95% target will not be met this academic year. There has been good progress in certain areas; in particular, 80% of the industry placement target has been met. The College is tracking achievement of work experience and will be aiming for 95% work experience and industry placement completions in the 2022/23 year.

N Tramaseur, Head of Brand Engagement and Learner Recruitment, joined the meeting.

SS.32.22 T Levels Implementation 2023/23 and 2024/25

Governors noted the T Level update.

The College continues to monitor the success of T levels both regionally and nationally, and the impact of the proposed defunding of some Level 3 qualifications. Driven by the needs of learners, T Levels will be considered on a case-by-case basis. There is no intention of rolling T Levels out across all subject areas.

At this point, the College proposal is to enhance the 2023/24 offer of two T Levels (Health and Education) with three additional T Levels (Hairdressing, Beauty &

Barbering, Engineering & Manufacturing, and Business Management Administration) commencing 2024/25.

Governors noted, competitor college's T Level offering and entry requirements, and the College's proposed entry criteria for each of the five T Levels.

Governors asked:

Are T Levels only offered at Level 3

T Levels are Level 3 qualifications and most learners and providers are looking at T Levels as replacements for the (proposed) defunded L3 qualifications.

At this point, the Committee agreed to receive and discuss agenda item XV, the Brand, Engagement and Learner Recruitment report.

SS.33.22 Brand, Engagement and Learner Recruitment report

Nicky Tramaseur (NT), Head of Brand, Engagement and Learner Recruitment provided a verbal overview of the report.

The aim of restructuring multiple service departments into one was to drive forward refreshed and new processes and procedures, facilitate excellence in customer service for both internal and external customers, optimise recruitment strategies, and increase employer engagement. Following the restructure, good progress has been made in all areas, and all KPMs are tracking well. Although there has been a significant improvement in processing times, the targets set for the acknowledgement of applications within 2 working days and the arrangement of interviews within 10 working days of application will not be achieved this year; they are on track to be achieved in 2022/23.

Governors asked:

Should departmental social media data contribute to ML5 - social media followers. The potential to include individual department social media accounts, will be looked into.

Are the four quadrants, including community and civic, and education and employers, covered by the Brand, Engagement, and Recruitment area.

The department encompasses some of these areas. For stakeholder groups under the umbrella of civic and community, the planning and operations teams work alongside the department.

The Chair thanked NT for presenting the report and on behalf of the committee, commending the significant progress that had been made.

N. Tramaseur left the meeting

SS.34.22 IoT Implementation for opening 2023/24

PJ gave a verbal update on the progress made on the plans for the Institute of Technology (IoT) for Maritime Engineering and Digital Technologies.

As the IoT is a collaborative approach, the DfE has appointed a client advisory and project management consultancy to manage the tender process.

The DfE have now visited twice and have subsequently established a price for the construction and associated works. Within this is the inclusion of additional carbon reduction elements that may lead to additional DfE funding.

J. McNamara (IBM UK) has been appointed Chair of the IoT governance board.

The College's curriculum offer within the IoT is relatively small compared to other partners. PJ is in open dialogue with the DfE with a view to increasing the college's

provision within the IoT offer, including reviewing the initial L3 provision aspects that were removed at an earlier stage.

It is expected that the IoT will be known as the South Coast Institute of Technology

SS.35.22 Subcontracting Standards update

Governors noted the report, which provided an analysis of subcontracting standards and the College's approach to ensuring compliance and the actions resulting from the review work.

PS explained that since the report was prepared, further progress has been made and as a result there are now very few areas of non-compliance.

Governors asked:

Is there a risk associated with the non-compliant areas.

In the majority of areas, the College already undertakes the work and assurance processes required, but there is currently no formal policy around this work. This work is being formalised by the compliance team.

SS.36.22 College House Update

PS provided a verbal update on the outcomes of the consultation process. The popularity of residency at the house has waned since 2018/19. Following consultation, all residency at College House will end July 2022. Importantly, no learners will be disadvantaged by the decision.

Conversations with Hampshire County Council are taking place re the future use of the site.

SS.37.22 Ofsted readiness for governors

All colleges will be inspected before the end of 2024/25 academic year.

PS provided a brief summary of Ofsted's Enhanced Skills Inspections

The governor training proposals including the were noted.

Governors were asked to forward any requests for training and development to the Clerk.

The following training subjects were identified as areas of development for the Standards Committee.

- DfE apprenticeship accountability framework
- Questions Ofsted ask in relation to Standards Committee subject areas

SS.38.22 OiAHE Annual Statement

The annual statement was noted. A fourth consecutive year of nil return from the OiAHE

There were no governor questions.

TO REVIEW

SS.39.22 Standards Committee Self-Assessment

Governors considered the self-assessment outcomes and agreed that the assessment accurately reflected the committee's work.

Governors reviewed the committee's Terms of Reference. There were no suggested revisions to the Committee's Terms of Reference, which will be reviewed in the context of the self-assessment questionnaire at the next meeting:

TO APPROVE

SS.40.22 The Teaching & Learning Policy

The Teaching and Learning policy was approved.

SS.41.22 Confidential items.

The Committee determined the following papers and relevant minute to be confidential

- SS.28.22 Subcontractor performance and quality report
- SS.27.22 Cordie performance and potential report

SS.42.22 Date of next meeting 30 November 2022

Governors' Monthly Report – matters arising

Governance matters – cycle of business

Student outcomes and proposed grades for curriculum areas

Annual Development Plan (QIP) 21-22 final report

Whole College Annual Report 2021-22

Standing Items

Term 1 Minimum standards report

English & Maths Report

Teaching & Learning Termly report (Direct/Partnerships & Assessment Centre)

Sub-contractor performance report

Risk Register

There being no further business, the meeting closed at 19.22 hrs.