

MINUTES OF THE EASTLEIGH COLLEGE STANDARDS COMMITTEE

Meeting	STANDARDS COMMITTEE		
Date	29 November 2022	Time	17.00
Venue	Virtual meeting via Teams©		
Chair	Natalie Wigman		
COMMITTEE MEMBERS: Natalie Wigman (Chair); Paul Cox (CEO); Colin O'Donoghue; Fiona Stilwell; Gill Sommers; Victoria Whitehead. Kerry Matthews – Co-opted.			
IN ATTENDANCE: Peter Jodrell, Deputy Principal (Curriculum and Digital) Paul Stannard, Vice Principal, (Quality); Nicky Tramaseur (Director of Brand, engagement and learner recruitment) Ra Hamilton-Burns, Governance Advisor.			

1.	<p>GOVERNORS' MEETING WITHOUT SMT There were no matters to discuss.</p>
2	COMMITTEE MATTERS
2.i	<p>APOLOGIES FOR ABSENCE Paul Cox and Karen Stanton, Fiona Stilwell had sent apologies. Gill Sommers joined the meeting at 18.15.</p> <p>It was agreed that Nicky Tramaseur would be invited to present Item 4.vii, the Employer engagement strategy after matters arising.</p>
2.ii	<p>DECLARATIONS OF INTEREST There were no declarations of interest.</p>
2.iii	<p>MINUTES OF THE PREVIOUS MEETING The minutes of the Standards Committee meeting held on 15 June 2022 were agreed as a true record of the meeting and signed by the Chair.</p> <p>AGREED: THE STANDARDS COMMITTEE AGREED THAT THE MINUTES OF THE MEETING HELD ON 15 JUNE 2022 WERE A TRUE AND ACCURATE RECORD.</p>
2.iv	<p>MATTERS ARISING SS 22.22 – 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. PRIOR ACTION: PJ to review questions UPDATE: Induction survey would have taken place during the week of the Ofsted</p>

	<p>Inspection, but they also issued a student survey. It was decided that the College survey should therefore be delayed. A third party is conducting the survey which has now closed and the results are expected in the New Year. Governors reminded officers that they were seeking information on students who had not followed the expected destinations or careers.</p> <p>ACTION: PJ to create a learner and destinations report to include the outcomes of the induction survey, to the February 2023 Standards meeting.</p> <p>SS 30.22 – Quality review. PRIOR ACTION: PS to identify key actions for the next report. UPDATE: This had been delayed due to Ofsted Inspection. The suggestion to include this information was accepted and the information will be in the February meeting report.</p>
4.vii	<p>EMPLOYER ENGAGEMENT STRATEGY – <i>this item was taken at this point of the agenda.</i> <i>Nicky Tramaseur joined the meeting at 17.10</i></p> <p>This is an update on the strategy presented last year</p> <ul style="list-style-type: none"> • A talent pipeline model has been added • Employers will be invited to join employer board, open events • Progression is built into the model <p>The College has been working with local groups to simplify the funding options and to make it more accessible. Differentiated marketing lead generation allows the College to focus the required support to employers according to size and need.</p> <p>Governors asked if the College should strategically target employers in different ways according to their needs. The College does do this, and the Employer Board has 18 members which enables sector or employer size focus as appropriate.</p> <p>ACTION: NT to update the Employer Engagement strategy to reflect the comments made</p> <p><i>Nicky Tramaseur left the meeting at 17.16</i></p> <p>AGREED: THE COMMITTEE AGREED TO RECOMMEND THE EMPLOYER ENGAGEMENT STRATEGY TO THE BOARD.</p>
3	<p>GOVERNORS' MONTHLY REPORT</p> <p>3.i Matters arising from the governors' report There were none.</p>
4	To receive – items under consent agenda 4.xiii, 4.xiv; 4.xv and 4.xvi
4.i	<p>Committee assigned risks Paul Stannard reminded the Committee that the following risks from the College risk register are of direct relevance:</p> <ul style="list-style-type: none"> • Risk 2 – reduction in public funding • Risk 6 – failure to safeguard children and vulnerable adults • Risk 8 – failure to deliver an outstanding learner experience

	<ul style="list-style-type: none"> • Risk 11 – failure to maintain and enhance quality • Risk 12 – failure of IT systems to meet the needs of learners, staff or visitors • Risk 15 – failure to adapt to societal and behavioural changes (impact of C-19) <p>Risk 6 – Ofsted and an internal audit by TIAA both found that the College’s safeguarding is effective.</p> <p>There was a process that resulted in a disputed comment in draft Ofsted the report. The comment had focused on one anomaly in the process rather than on the Safeguarding at the College. Victoria Whitehead had been surprised by the comment and had offered any support that may be required.</p> <p>Risk 8 – learner experience and quality, The Quality of Education was confirmed as ‘good’ by Ofsted in its recent visit.</p>
4.ii	<p>Subcontractor Performance report</p> <p>Paul Stannard reminded governors that the subcontractor performance report details the in-year performance of the College’s subcontractors. The report identifies which subcontractors the College has a 2022/23 contract with and those subcontractors who have ‘completion only’ contract. There are only eight on the list – four with legacy contracts for apprenticeships which are being ‘taught out’ and four new contracts for the year. Two are new - Learning Curve and Runway training. The College has no concerns on the quality of provision.</p> <p>Governors asked how long courses are. The length of course varies and are related to the College’s strategic priorities and strategic learning aim.</p> <p>The report defines where the College deems there to be a risk with subcontractor performance and the reasons for these concerns. Subcontractors are held to the same quality review processes as the College’s direct delivery and as such in accordance with the College’s subcontractor quality cycle each subcontractor will receive a term 1 review in December 2022 and/or January 2023.</p> <ul style="list-style-type: none"> • Overhauled the quality calendar for subcontractors • Enhanced audit of IAG and processes for remote providers
4.iii	<p>Term 1 Quality report to include RPA, T&L, WEX and Careers</p> <p>Paul Stannard presented a comprehensive update which is shared with the leadership team.</p> <ul style="list-style-type: none"> • Attendance is not on target, but this is reflected in the sector. • A task and finish group will continue to push towards 90% • The College has had recruitment issues but is on track to be fully staffed • The resilience and mental health post-pandemic issues continue • 16-19 learner outcomes remain high and match 2018-19 and are pleasing • There has been a drop in adult achievement to slightly below the 2018/19 sector average. <p>Reduction in adult achievement due to:</p> <ul style="list-style-type: none"> • Reflection on current adult learners studying longer and higher-level courses than prior years which naturally impacts achievement negatively. • As an indicator, an Entry level course would have achievement of 93% but level 2 rates are 87% • There is also an impact from adult courses being free which is thought to affect commitment.

	<p>Governors asked how many learners are involved. This amounts to thousands of students with circa 20k learner enrolments in 2018-19 where a larger majority would be Entry level or level 1.</p> <p>Eastleigh College online courses are free. There is a trend that learners are more likely to leave as the year progresses. The College has put in place some mitigations to address this.</p> <p>Apprenticeships are key to College improvement. The direction of travel is positive and there is focus on ensuring that the trajectory is to reach national benchmark. The decision to cease subcontracting apprenticeships led to some suppliers taking their learners elsewhere. This will impact EC as these learners do not achieve at the time they were registered to.</p> <p>Governors commented that the reduction in learners have led to the attrition having a bigger percentage impact on the achievement rates. The national average benchmark is from 2018-19 and it will be March 2023 before the College will receive comparison data for the current year.</p> <p>The Committee noted its delight that the achievement rate for learners has returned to pre-pandemic levels particularly in view of the current context of mental health issues etc. Governors thanked the College team for this significant outcome.</p>
4.iv	<p>Ofsted feedback</p> <p>The College received the final Ofsted report and has instructed Browne Jacobson to handle the College's complaint.</p> <ul style="list-style-type: none"> • The subject of the complaint centres on the inspection process. • The College considers that if there was an issue that would impact on the overall grade, and was of such import, it should have been notified to the team immediately. • The College has commented on the method and tone of team briefings at the end of the day. • The College considers that the Lead Inspector did not conduct the inspection in a satisfactory manner. • The Board benchmarked the draft report against other colleges and considered that other colleges had not been awarded a similar grade for similar issues. <p>The publication date of the report may be delayed.</p> <p>Governors asked what the hoped-for outcome of the complaint would be. It is hoped that the grades will be adjusted to reflect the comments. The College had found that appeals and complaints are not unusual during and after the Ofsted process.</p> <p>Natalie Wigman noted that she had attended the feedback session and that it was a very positive review of the College, and the safeguarding issue is an anomaly in context. The communication of this, particularly internally must be carefully prepared to ensure that staff are not demotivated by the outcome.</p> <p>The College is focussing on providing the quality provision for learners which is reflected in many parts of the report. Governors recognised the safeguarding matter whilst acknowledging the good judgements of the provision. Learning will be taken from the comments made. The Committee equally commended the staff for the excellent provision recognised in the report.</p>

4.v	<p>College annual report 2021/22 including the SAR (including achievement rates) A draft was circulated today. It had been reviewed by Natalie Wigman over the weekend and it currently is with the proof-reader.</p> <p>Governors commented that some sections do not include strengths and weaknesses. It was explained that the report had been structured using the Education Inspection Framework¹. There is mapping to intent, implementation and impact and it is considered important that this remains the framework.</p> <p>The Committee commented that the report is balanced, reads well, and look forward to the final outcome. They welcomed the structure and style of the report.</p>
4.vi	<p>College development plan 2022/3 including 2021/22 progress summary The College development plan document is a live document which tracks the College journey to the end of the current strategy period. Therefore, in a change to previous years, there is no annual update against key actions. Key reflections and updates are added to the document on a monthly basis which is published in the governors' monthly report. Similar to KPM and KPI, tracking by exception updates will be added to the development plan.</p> <p>In October 2022 the annual development plan had 19 total actions</p> <ol style="list-style-type: none"> Of these 8 / 19 are rated green in October 2022 (good progress on action(s) and KPI being met or exceeded). Of these 8 / 19 are rated amber in October 2022 (some progress on action(s) and KPI expected to be met). Of these 0 / 19 are rated red in October 2022 (no progress on action(s) and KPI at risk of not being achieved). Of these 2 / 19 are rated black in October 2022 (action(s) not started not due) Of these 1 / 19 are rated blue in October 2022 (action complete or no longer required) <p>There are three new actions:</p> <p>Action 27 – extended to include young parents and young carers. There is a specific action plan and the meetings are set up. Virtual Colleges can be slow to respond and therefore it is anticipated that PEPs will take longer to fully complete than originally planned.</p> <p>Governors commented that having the system and process in place will enable the College to continue to be in contact regardless if the personnel change. The Committee asked if the quality of the PEPs and information should be included.</p> <p>ACTION: PS to ensure that the development plan will be amended to reflect this.</p> <p>Action 28 - an SMT awayday gave feedback that there is work to do with processes being unnecessarily duplicated and this will now be addressed.</p> <p>Action 29 – change to sessional worker contracts; They now have to have annualised hours over the year in place of zero or sessional hour workers. This impacts holiday entitlement and pay. This will be reported from next month.</p> <p>Governors asked what the impact to the College is likely to be. The College has written to all staff who may be impacted and questions invited. A financial impact assessment has been done.</p>

¹ [Education inspection framework \(EIF\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/education-inspection-framework)

4.vii	Employer engagement strategy – taken after Item 3 on the agenda
4.viii	<p>Hampshire safeguarding audit annual assessment tool</p> <ul style="list-style-type: none"> • There is a requirement to complete the audit of safeguarding children annually. The College has been able to respond 'yes' to all parts of the audit and provide evidence. • The College has identified the following development area and identified suitable actions to fulfil the requirement: <ul style="list-style-type: none"> ○ To work with Smoothwall² to further enhance the electronic monitoring of learners. In particular, the College has set low threshold levels of monitoring for SSL (Supported Learners) and LACS, young parents, care leavers and young carers learners. Meeting will be booked with Smoothwall with DSL, DDSL and Vice Principal Quality, Compliance & Improvement in attendance. <p>The Committee suggested that the Governors need to complete training. Victoria Whitehead said that she had completed safeguarding through Future learn but had been told that she had to complete training through DEVELOP.</p> <p>Governors asked if the Safeguarding governor reviewed this document. Gill Sommers is a safeguarding specialist and has reviewed the report. Victoria Whitehead has now seen the document and is looking forward to seeing the impact.</p> <p><i>Gill Sommers joined the meeting at 18.15.</i></p>
4.ix	<p>Skills ambitions for communities, learners and employers</p> <p>A complex spreadsheet mapped the College's provision against the:</p> <ul style="list-style-type: none"> • LMI – short-, medium- and long-term demand • UK grand challenges • Industrial strategy priorities • The Southampton skills framework • The Hampshire 2030 plan • Solent LEP plans <p>The key four documents will be:</p> <ul style="list-style-type: none"> • College strategy • College Annual report • College development plan • Skills ambitions for communities learners and employers <p>To validate that the College offer will positively impact business and develop a pipeline. It will be reviewed every two years. It offers an overview of the offering, strategic focus and stakeholder involvement in developing the provision. The Skills Act emphasises the requirement on the College that the needs of the community and local employers are at the heart of its provision.</p> <p>Peter Joddrell invited feedback and the final report will go the Board in January prior to sharing with key stakeholders and publication in March or April 2023.</p> <p>Governors commented that more detail needs to be added to the Health and Social Care section. The College will continue to develop this and other sections. The arts and university progression elements are welcome as they add a dimension of the College's</p>

² [Digital safeguarding solutions | Smoothwall for Education](#)

	<p>provision to the document.</p> <p>The Committee said the report is informative, easy to follow and the links are very useful. The employer testimonials also enrich the document.</p>
4.x	<p>HE update</p> <p>The College delivers all its HE provision through franchise with University of Portsmouth (UoP) so they are involved in any new provision.</p> <p>For September 2023 – working through the South Coast Institute of Technology</p> <ul style="list-style-type: none"> • Level four and 5 computing • Grow counselling provision • Initial conversations with UoP to look at centre of excellence for counselling • Built environment • Teaching training • Foundation degree in learner support. <p>The College is looking to ensure a progression for level 3 learners to level four or five. There are currently 115 trainee counsellors at the College.</p> <p>Governors asked about the work placement element for counselling students. There are 15-17 placements provided by the College to support the mental health of young people, adults and apprentices which are supervised by a lead trained counsellor, and the College ensures the learner has not experienced significant trauma. The Committee asked if learners are entitled access funding. All learners through UoP can apply for student loans as they would for any student loans funded provision</p> <p>The College is responsible for quality monitoring, and this goes to the exam board at the university for grade validation as per UoP process. OThe College has a dedicated Head of Delivery who is is the operational lead for Higher Education at the College.</p>
4.xi	<p>IoT implementation update</p> <p>South Coast Institute of Technology is backed by £13m of DfE colleges and is a collaboration between five FE colleges and two HE providers with key employer</p> <p>The College will focus on Digital logistic, and engineering and it was licenced on 11 November 2022.</p> <ul style="list-style-type: none"> • Development of main hall to create two digital teaching spaces with break out sand large open space • Planned for Summer works 2023 • Project managed by Andy Chapman (prior lead on EC learner hub) • Carbon reduction actions as part of the build • College contribution circa £100k of a £1m build. <p>Governors commented that this is a really exciting development for the College.</p>
4.xii	<p>T level implementation update</p> <ul style="list-style-type: none"> • The College applied to deliver two T Levels³ from 2023/24 in Health and social care – nursing and Education (early years). • The application was accompanied by a BFIG (building fund improvement grant) to develop space in A block into realistic work settings In July 2022 the College

³ [T Levels | The Next Level Qualification](#)

	<p>was informed it was unsuccessful based on value for money in terms of learners.</p> <ul style="list-style-type: none"> The plan was reviewed in October 2022 and the College decided to delay introduction of Health T Level until 2024/25. <p>Planned roll out is now:</p> <ul style="list-style-type: none"> 2023/24 <ul style="list-style-type: none"> Education and childcare 2024/25 <ul style="list-style-type: none"> Business and administration Engineering and manufacturing Hair and Beauty Health and safety (adult nursing <p>Governors asked if there is a great deal of work to change the provision from level 3 to a T level for instance in hair and beauty There is a question around if the qualification is at the right level for the profile of the students who usually take this course. The College will review the provision and introduction of T Levels on a course-by-course basis.</p> <p>There was discussion about the future development of the T Level programme, its appropriateness for some students and the narrowing of the offer in FE going forward. Employers have expressed a desire to have learners who have achieved a qualification quickly and who can be employed as soon as possible.</p> <p>Paul Stannard told Committee members that all Further Education colleges have been reclassified by the ONS as public sector bodies. There are many implications for financial transactions; governance and it is backdated to 1992. The College will continue with business as usual.</p>
	AGREED: THE COMMITTEE AGREED TO NOTE ITEMS 4.XIII, 4.XIV; 4.XV AND 4.XVI UNDER THE CONSENT AGENDA
4.xiii	<i>Digital strategy 2022-24 updated</i>
4. xiv	<p><i>Link Governors (summer/autumn reports 2022)</i></p> <p>ACTION: PJ to send link governor template to share with governors</p>
4.xv	<i>FREDIE reflections and action plan</i>
4.xvi	<i>2021/22 Complaints summary</i>
5	To Approve
5.i	<p>Safeguarding policy</p> <p>AGREED: THE STANDARDS COMMITTEE AGREED TO RECOMMEND TO THE BOARD THE SAFEGUARDING POLICY</p>
9	<p>Committee meeting review</p> <p>ACTION: RHB to send it round a post-meeting survey.</p>
10	<p>Date of next meetings</p> <ul style="list-style-type: none"> 1 February 2023 24 May 2023 <p>The meeting closed at 18.55.</p>

