

**EASTLEIGH COLLEGE BOARD  
STANDARDS COMMITTEE**

**MINUTES OF THE MEETING WEDNESDAY 3 JUNE 2020 AT 1700 HOURS USING 'TEAMS'**

Present: Natalie Wigman (Chair)  
Angela Cross-Durrant  
Gemma Baker  
Dr Jan Edrich, Chief Executive and Principal  
Julie Richmond  
Shannon Patterson

In Attendance: Paul Cox, Chief Executive and Principal designate  
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.08.20 GOVERNORS' MEETING TIME WITHOUT SMT**

**SS.09.20 COMMITTEE MATTERS**

**i Apologies**

There were no apologies.

**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 12 February 2019**

The minutes were agreed and signed as a true and fair reflection of the meeting.

**iv Matters arising**

SS.05.20, v, Partner Performance report; Mr Coventry reported that because of the timeframe this action had not been completed. It would be addressed in a later item on this agenda.

SS.05.20, vi, 2018/19 Full Time Destinations Report; Mr Stannard said this was an on-going action on him.

All other actions had been completed from the previous set of minutes.

**SS.10.20 GOVERNORS' MONTHLY REPORT (APRIL 2020)**

**i Matters arising**

Dr Edrich began by asking if there were any questions or a need to provide clarity on the April report.

She made Governors aware that the reporting and commentary on the management accounts had moved on a bit more. She felt that the Vice-Principal (Finance, Funding and Management Information) would be very interested to receive feedback on this format, especially from Governors from non-finance backgrounds.

The forecast-outturn operating deficit stood at £146k, however because of the impact of COVID-19 there was so much that was not yet understood about the financial situation, however she confirmed that all the adjustments had been included on what the College does know about.

The Chair approved of the new format and said it helped to provide clarity using a language that Governors without a vast experience of financial matters could understand.

Dr Edrich concluded by drawing Governors' attention to the graph, which illustrated the cashflow situation, a topic, which has become very worrying for most colleges.

There were no further matters arising in the April 2020 Governors monthly report not covered elsewhere in the agenda.

## **SS.11.20 TO RECEIVE**

### **i COVID-19 update**

- Wellbeing, welfare

Mr Cox provided a presentation that had been produced in the same format and seen twice before summarising the key areas regarding the welfare, wellbeing and safeguarding of College staff and learners so far during the Covid-19 pandemic.

In terms of the self reporting of staff and learners who have been self isolating, based on those with symptoms and those without symptoms, the current position is that no staff members are hospitalised (he reported that the colleague who had been hospitalised is now recovering at home), and there are two colleagues self isolating.

As at the 2 June 2020, the College has no vulnerable learners self-isolating as a result of COVID-19, however this is based on self-reporting and may not be entirely accurate.

Mr Cox said that he felt this was an improving 'picture' based on the information the College was receiving.

- Safeguarding

Mr Cox drew attention to the three tables, which covered the three periods since the lock down period began.

He drew the Committee's attention to the high number of Learners of Greatest Concern, which he said was higher than normal. He informed the Committee that contact had had to be made with the Police concerning one matter, which is now being followed through the correct channels.

He concluded by reporting on the returns required by Hampshire County Council (HCC) which refer to the last two weeks before the May half term break. The College had been in a position to report that weekly contact had been made with 100% of the HCC identified vulnerable learners (a total of 149 learners, 147 16-19 year olds, (approximately 12-16% of the total 16-19 cohort) and two apprentices). He felt that Governors should be comforted by the knowledge that this weekly contact is taking place and that any concerns are shared with staff who take the necessary action in response.

- Financial impact

Mr Cox said that since the management accounts went out in the Governors' Monthly report there had not been much movement. He did confirm that the work on College House had been instructed and will take place in due course.

The biggest concerns relate to apprenticeships and there will be a lengthy debate at Finance and General Purposes Committee regarding this matter. Looking at the Colleges applications for apprenticeships, the volume is at a four year low.

Dr Edrich said that what the College does not know at the moment is where those learners who may have chosen to enrol on an apprenticeship are enrolling or whether they are intending to enrol at all. She confirmed that a lot of work has been undertaken around mitigating this situation, should they arrive at College with the intention of starting traineeships or other programmes that are pre-apprenticeship.

Mrs Cross-Durrant made Governors aware that during her recent telephone link with apprenticeship managers at the College, it was obvious that they were all aware of the risks around the employer's capability to take on apprentices post COVID-19. She said there was clear evidence that the 'team' were working extremely hard to mitigate the impact of this situation and contacting employers, whilst at the same time being realistic in their future planning.

The Chair asked a question about the main financial risks to the College that Governors should be aware of going forward.

Mr Cox said at this time that they were the College's cash position and apprenticeship recruitment.

- Apprenticeships

Mr Coventry asked Governors to understand that the College continues to work on actuals.

He drew Governors' attention to fact that the number of learners being furloughed had stabilised since his last updates.

The area looked at in terms of the number of students focused on ECTA, The slide provided the following details as of the 1 June 2020:

- 678, number of live apprenticeships
- 385 (-13), those that have been furloughed
- 363 (+45), those engaged on e-learning
- 25 (+11), agreed breaks in learning
- 8 (+4), job losses due to COVID-19
- 11, withdrawals

The second slide looked at the Apprenticeship numbers:

- Throughout the period of COVID-19, 49 Apprentices funded by the College have lost their employment and had been completely withdrawn
- 93 learners have been put on an agreed break in learning due to:
  - Lost employment and the College is seeking alternative employment
  - Remain employed, furloughed by the employer but not actively engaging in any type of e-learning
- Learners moving from furlough to employment due to rise in July as restrictions are relaxed
- ECTA in 2018/19 had 112 learners withdraw from their apprenticeships, yet in 2019/20 this currently sits at 52 (24 On ILR, further 28 to be processed)

Slide three looked at calculating the full financial impact on the College:

- 142 learners are in the process of suspending the monthly on programme payments for:
  - Subcontracted, 142 learners at £156 per month = £23k
  - ECTA, 142 learners at £345 per month = £49k
- ECTA 16-18 finances have only decreased by £2k between March and April

At the end of June a list of learners that we know have been withdrawn and been placed on an Agreed Break in Learning will be pulled from financial remittance and a manual total will be collected on the impact for 2019/20 and 2020/21.

The next slide then focused on the situation regarding apprenticeship applications:

- The College only has 8 employers advertising for apprentices compared to 51 a year ago
- National Apprenticeships vacancies are down by 75%
- Within 20 miles of Eastleigh there are only 162 current apprenticeship vacancies
- Only 8 plumbing vacancies advertised in England, the closest being 100 miles away
- The College Employer Relationship Manager is canvassing 20 of the largest employers of apprenticeships to understand their plans for the future
- ECTA and BDU teams are reviewing these applications and start the process of matching them with employers

Challenges that are a result of COVID-19 only:

- Learners who have completed e-learning and need the practical element of their apprenticeship assessing
- Finding employment for learners that have lost their employment; have the desire to continue, are engaging in e-learning, however the College can only claim funding for 4 weeks before withdrawal/Agreed Break in Learning
- Financial impact of learners that have a planned end date pre-31 July
- Impact on resources
- Working with learners where only the 'Completion' payment is left to claim
- Adapted Assessments under the End Point Assessment for Apprenticeship standards
- Claiming Framework certificates with electronic certificates

The final slide focused on End Point Assessments (EPA):

- 2019/20, 273 EPAs due by the end of July 2020

Only 2 learners out of the 273 outstanding EPAs remain an issue where the learner is unable to take an EPA as the rewarding organisation (City and Guilds) has yet to finalise the adapted assessment criteria.

The Chair asked Mr Coventry about the impact on the College of the reduction in the economic situation, would the delivery of apprenticeships continue to reduce in the future. He responded by saying that the situation further reinforces the need for the College to move away from Subcontracting to Direct delivery.

Mrs Cross-Durrant said that the position was changing quickly, from day to day, month to month. She felt strongly that Governors needed to be kept abreast of all developments, providing a clear picture of all the events to enable them to provide strategic guidance, based on timely and current information.

Mr Cox said that his weekly update on a Friday summary going out to all Governors would provide this important information.

Dr Edrich made Governors aware that Governors will be focusing on the financial implications of COVID-19 at the Finance and General Purpose Committee meeting next week and at the Board meetings in July and September; as a result Governors will have to approve the Budget for 2020/21 and what the caveats will be.

She concluded by saying that this situation will at sometime in the future metamorphosis into a very large training opportunity. Although not being able to quantify exactly what this will look like, the College needs to be prepared and ready for it.

Mrs Cross-Durrant agreed, she felt that lots of the present teaching practise would change with the use of e-learning freeing up of classroom space. She wanted to know if it was likely that the staff would become fully engaged in this and if the College has the resources and necessary protocols.

Ms Patterson endorsed the use of e-learning and said that it had provided her Public Services course with an opportunity to finish ahead of their programmed completion time. There was more group interaction and communication and the advantage of supporting everyone in the group to succeed.

Ms Gittens confirmed that all the teams keep to the structure and delivery of the course. She said that the business plans that are being formulated are already accounting for a different ways of delivering courses, indeed many course are more viable on-line.

Mr Cox responded by saying that the College had been chosen as one of twelve colleges for an Ofsted review of e-learning. This would take place next week and review electrical, AAT, sport and Public Services, involving meetings with staff and learners.

Governors received the COVID-19 update.

## **ii Changes to awarding qualifications during the COVID-19 period**

Mr Stannard began by saying that he would provide the latest update as of the 22 May 2020 and take any questions if there were any.

Mrs Cross-Durrant asked about the authentication of the work being considered.

Mr Stannard said that a new team (made up of a merger of the Compliance and Quality teams) will sample each of the centre assessed grades from each of the areas, along with the attendance statistics and teacher tracking on their current progress. The College will use Pro-monitor which gives the point in the year where the College maps the learners achievement status and finally we will gain access to their google classrooms or learners work.

Mr Stannard then provided an update on the post consultation outcomes as of the 22 May 2020.

- All BTEC grades are due in on the 5 June 2020
- Managers are working extremely hard,
- Providing extra checks and balances
- The College now has the mitigation list from Ofqual, matched against the College delivery

- Quality and Compliance team providing support to staff
- Adapted assessments to get learners into College, room ratios have all been confirmed

Governors received the Changes to awarding qualifications during the COVID-19 period.

### **iii English and maths report**

Mr Stannard took questions from Governors.

Mrs Cross-Durrant asked about Functional Skills and if this had caused any particular issues for the different age groups.

Mr Stannard replied that it had not at this stage. There was very little confirmed achievement for English at this point. The only group that he was a little concerned about was the Maths Level 2, because of the increase in difficulty but he was confident that the grades are what those learners should achieve.

Mr Stannard highlighted the fact that attendance was up prior to 'lockdown'.

Mr Cox made Governors' aware of a risk regarding GCSE results. Last years results had been very good he said, however that was a peak following a spikey three year profile and there is an aspect where part of the moderation process for GCSEs is understood to be the trend of a centre's prior performance.

The Chair was concerned that this might have a detrimental impact on a learner's results.

Mr Stannard said it was a concern and the College needs to aware of it, however there is evidence of the College having two years of improving data. He concluded by saying that the statistical analysis carried out by exam boards will ultimately be what it will be.

Governors received the English and maths report.

### **iv Teaching and learning termly report**

Mr Stannard took questions from Governors.

Mr Stannard drew Governors attention to the following points:

- More observations were carried out in comparison to 2018/19, as a result there were more coaching conversation and setting of a teaching development plan (TDP).
- In future the Committee will receive a joint Teaching and learning termly report focusing of the direct delivery and the partners
- Good practise aligned to on-line learning using google drive and other on-line learning platforms
- Significant increase in the use of 'Nearpod' to communicate with learners
- Work in response to COVID-19, lots of training carried out before 'lockdown', use of 'Teams' and google classroom

Mrs Cross-Durrant asked about the current observations taking place, did they include e-learning.

Mr Stannard responded by saying that since the 23 March 2020 observations had been carried out on google classrooms and drop-ins.

Ms Richmond commented that the e-learning is proving to work really well for English and maths in the block release gas apprentices, who can do the work in their own time; it has been a very positive experience.

Governors received the Teaching and learning report.

**(Confidential Item)**

**v Partner Performance report**

(See Confidential addendum)

Governors' received the Partner Performance report

**(End of Confidential item)**

**vi Quality Review Meeting (QRM4) Summary report**

Mr Stannard took the Committee through the amber ratings within the report.

Direct delivery

- Maths & Functional Skills IT
- Supported Learning inc. SINT & SAPP (Supported Internships & Apprenticeships)
- Art, IT and Carpentry & Joinery (in relation to Carpentry & Joinery)
- Foundation & Brickwork

Commercial

- Gas Assessment Centre & Refrigeration & Air Conditioning

He also focused Governors on a couple of other areas:

- Engineering (staffing issues)
- Built Environment (within the Professional studies area), issues that are being worked through with support from the T&L team

Governors' received the Quality Review Meeting (QRM4) Summary report.

**vii QIP Term 2 update**

Mr Stannard said that at the end of Term 2 the QIP had 36 improvement focuses and actions:

- Of these 7 out of 36 are rated green at the end of term 2 (good progress on action(s) and KPI being met or exceeded).
- 23 out of 36 are rated amber at the end of term 2 (some progress on action(s) and KPI expected to be met).
- 2 out of 36 are rated red at the end of term 2 (no progress on action(s) and KPI at risk of not being achieved).
- 4 out of 36 are rated black at the end of term 1 (action(s) not started not due).

Governors' received the QIP Term 2 update.

**viii OIAHE 2019 Annual Statement**

Mr Stannard made Governors' aware that the statement from the OIAHE shows the record of the College in handling complaints and appeals for the calendar year ended 31 December 2019.

He was pleased to report that consistent with previous years that there had been no complaints to the OIA about Eastleigh College.

Governors' received the OIAHE 2019 Annual Statement

**ix Link Governors discussion regarding COVID-19**

The Clerk asked for direction regarding the Link Governor process during COVID-19.

Governors felt that it was perhaps more important to continue with an adapted process using virtual or telephone communication. Contact with key staff was still possible and it was felt that it would be welcome, especially by the middle managers to understand that Governors were trying to keep in touch..

Mr Cross-Durrant said she had had open discussion with staff and it had been very useful experience to understand what staff were really facing during this period and what they were doing to mitigate the worst possible scenario.

The Clerk thanked the Committee and said he would re-distribute the Link Governor areas with contact information, along with a brief explanation outlining the minimum requirements during this period of COVID-19.

**ACTION: CD**

Governors' discussed the Link Governors process during COVID-19.

**SS.12.20 DATE OF THE NEXT MEETING**

**Wednesday 2 December 2020 commencing at 1700 hrs**

Governors' Monthly Report: Matters arising

Minimum Standards Final Report 2019-2020

English & maths report

Teaching and learning termly report

Student outcomes and proposed grades for curriculum areas

Review Committee Terms of Reference

Quality Improvement Plan (QIP) 2019-20 – final report (to receive)