

**EASTLEIGH COLLEGE BOARD
STANDARDS COMMITTEE**

**MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE
WEDNESDAY 2 DECEMBER 2020, 1700 USING 'TEAMS'**

Present: Mrs N Wigman (Chair)
Ms G Baker
Mr C O'Donoghue
Ms K Matthews
Miss J Richmond
Mr L Reynard
Ms S Davison
Mr P Cox (Chief Executive and Principal)

In Attendance: Mrs Lou Gittens, Vice-Principal Curriculum
Mr Paul Stannard, Vice Principal Quality
Mr Darren Coventry, Vice-Principal Commercial and Customer Services
Mrs N Tramaseur, Marketing Manager (item SS.16.20, ix only)
Dr C Davis OBE, Clerk to the Board (minutes)

SS.13.20 GOVERNORS' MEETING TIME WITHOUT SMT

There were no issues raised.

SS.14.20 COMMITTEE MATTERS

The Chair began asking the Committee to introduce themselves to the Student Governors who were attending their first Committee meeting.

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 3 June 2020

The minutes of the meeting held on 3 June 2020 were agreed as an accurate record and signed.

iv Matters arising

Mr Coventry apologised, the action on him regarding the Partnership Performance Report had been completed, however the report distributed within the papers had not shown this amendment. He went on to say that the report he was presenting tonight had been amended to reflect an inclusion of learner numbers and he would ensure that the Clerk was able to distribute the amended report on the conclusion of the meeting.

Post Meeting Action: *The amended report showing the inclusion of learner numbers was distributed by email to the Committee on the 3 December 2020.*

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.

v Standards Committee Terms of Reference

The Committee reviewed the Standards Committee Terms of Reference.

No changes were proposed or recommended, however the Chair asked how the Committee measures itself against the KPIs listed and should they not be used more regularly to measure the Committee's performance.

The Clerk explained that the KPIs were measured in the Governance SAR.

Ms Matthews suggested that perhaps the key responsibilities identified within the Committee's KPIs could be included within the template of the KPI monitoring and would then become in-bedded in the annual reporting that each individual would adopt as part of the Committee.

The Clerk suggested that further discussion was required and he would talk with the Chair on how this might be utilised moving forward.

ACTION: CD/NW/KM

Mr Cox said that the progress of the Business Plan holistic KPIs (agreed at the May Board meeting) would go to the December Board meeting. The KPIs identified with the Committee's terms of reference around achievement, enrolment, equality and diversity would be included in the whole College SAR, which would also be reviewed by the Board in December.

Governors recommended the Operation, including the Terms of Reference and KPIs, for the Standards Committee to the Board for approval.

vi Draft Governance SAR 2019/20

The Clerk informed Governors that strengths and weaknesses had been taken from the Further Education Commissioner Diagnostic Assessment report from September 2020.

Ms Baker said that this was really timely, she had recently seen a template for a governance SAR report that she felt encompassed the requirements and headings that were needed to enhance this review process using the FEC and ETF guidelines. She was happy to share this template with the Clerk in due course.

Governors felt this was an opportunity not to be missed.

The Chair asked if it might be a situation going forward that required a small committee to be formed to formulate a draft report.

The Clerk said this would help, but he was also conscious of the considerable amount of time that Governors give and did not want to impinge on this any further. He did agree that what was needed was more governor input at the very beginning of the process and that perhaps that could be a responsibility of the Standards Committee.

He suggested that at the Spring meeting of the Committee an agenda item should be added to get Governors thinking about what they would like included. This could be formalised into a draft, which would come back to the Committee in the summer term, with a final draft going to the Board in September for approval.

The Committee agreed to this process for the Governance SAR 2020/21.

ACTION: CD

Governors reviewed the draft Governance SAR for 2019/20 and recommended it to the Board for approval.

vii Learner Voice

Student Governors Mr Lucas Renyard and Ms Sian Davison took the opportunity to introduce themselves to the Committee, providing information on the courses that they are studying on and the reasons behind their decisions to become members of the Eastleigh College Board.

The Chair welcomed them both as members of the Standards Committee and hoped that they would enjoy their time on the Board. It was she said very pleasing to have a learner voice and that this would be a standing agenda item for the Committee's agenda moving forward.

SS.15.20 GOVERNORS' MONTHLY REPORT OCTOBER 2020

i Matters arising

Mr Cox asked Governors if they had any issues on any items from the Governors' Monthly Report for October.

There were no matters arising.

SS.16.20 TO RECEIVE

i English and maths report

Mr Stannard began by explaining how the centre assessment grade process was achieved during the period covered in the report.

He said that because of COVID-19 and the unprecedented situation, which resulted in the cancellation of all GCSE exams, the College was provided with a list of the types of evidence required to formulate grades for all those learners that failed to take their exams.

As a result of this each learner was placed into rank order in terms of progress against their individual target grades, with all evidence being submitted up to the 20 March 2020.

Mr Stannard said it had been a very time consuming and highly intricate process because of the many streams of evidence that was available to achieve the required quality assurance.

Mr Stannard asked Governors if there were any questions on the report.

Questions from governors focused on:

- The different achievement grades achieved at Functional Skills, Level 2, could lessons be learnt from the good 19+ results.
- Sharing of best practise/usage of staff in other areas
- The decrease in the number of 16-18 learners taking entry qualifications

Governors' received the English and maths report.

ii Teaching, Learning and Assessment termly report

Mr Stannard reminded the Committee that the report was now a combined report covering direct delivery and subcontracting.

He reported that 44 observations had taken place, 60% carried remotely since the paper had been submitted. Progress on remote delivery had been good with few inconsistencies.

Mr Reynard concurred with this, saying that it had been very well organised, staff knew what they were doing and the initial minor IT difficulties had all been quickly sorted; overall it had been very effective.

Ms Davison agreed with what had been said, in fact she felt that the on-line learning had been better for her with all her grades improving.

Ms Baker made governors aware of the amazing work be carried out by ACL team and the need for this to be further developed and honed going forward.

Governors' received the Teaching, Learning and Assessment termly report.

(Confidential item)

iii Subcontractor Performance report

(See confidential addendum).

Governors received the Subcontractor Performance report.

(End of Confidential item)

iv SAR 2019/20 update

Mr Stannard provided a summary of the 'journey' of the whole College SAR from its conception in early April up to and including the scrutiny of the external panels in the November.

He provided the Committee with the latest position saying that all the internal panels have been completed, however there was still one subcontractor who had requested a desktop review. The external panels have taken place and the drafts of the College SAR will be ready to go to the Chair of the Standards and Finance and General Purposes Committees on the 4 December 2020. The final draft will go to the full Board on the 16 December 2020.

He said that apprenticeships will be the biggest area where improvement is required in 2021.

Mr Cox said that great credit must go to the team for processing this huge undertaking to completion despite the complication of COVID-19.

Mr Stannard thanked the governors involved in the external panels for their support through the process.

Mr O'Donoghue enquired about the external moderations and if any of the grades changed post moderation.

Mr Stannard confirmed that there were no overall effectiveness grade changes, however when the provision types were discussed a couple of areas were reconsidered, but these had not affected the overall grade.

Governors received the SAR 2019/20 update.

v 2019/20 Final Headline Outcomes

Classroom

Mr Stannard reported that the number of leavers has fluctuated over the last three years across all provision. COVID-19 has had a measurable impact on the Colleges overall leavers in 2019/20 with a significant reduction in the numbers of learners the subcontracting network has been able to deliver to. Despite this he said the key element to note was that achievement rates had remained stable, which is a testament to the teaching staff during this unprecedented period of disruption.

Ms Gittens wanted to reiterate what was said; the volume and the many hours of hard work put in by staff to ensure that the rigour of the accuracy was considerable.

The Chair wished to minute the appreciation of the entire Board for the amazing work of the all the teams involved and for their diligence and professional response during this challenging period.

Mr Stannard highlighted the drop-off in English and maths attendance during the restricted opening period and although remote learning continued throughout the closure period the cancellation of GCSE exams and subsequent extraordinary assessment procedures had a negative impact on attendance for GCSE learners.

Apprenticeships

Mr Stannard reported that the timely success is at a three year low and the report shows that the College's Assessment Centre performed very poorly. This resulted in a decision to bring the provision back into faculty and managed under ECTA.

He made governors aware that although that in terms of overall achievement the results are down on the previous academic year, the Colleges direct delivery block and day release Apprenticeship provision is above national achievement rates for all age groups with the 19-23 age group performing particularly well at 6.9% above 2018/19 national achievement rate average.

Overall the subcontracted apprenticeship achievement has also declined over the three year reporting period. In particular achievement of one subcontractor has resulted in a significant reduction in advanced level overall achievement.

Governors received the 2019/20 Final Headline Outcomes.

vi Taking Teaching Further

Ms Gittens said that three members of staff are being supported through the Taking Teaching Further project. They are allowed remission from teaching to allow teaching development without the pressures and constraints sometimes placed on new teaching staff. There is also a teaching and learning coach who provides further support and mentoring to those staff on the project. It is hoped that next year this support will be expanded to incorporate all the new staff that join the College so that they might benefit from support that the scheme provides.

The importance of the scheme is that the College is providing support to sector specialists who are new to the College, they are earning how to do their specialist subjects and the nuances of developing their teaching and learning skills.

Governors received the Taking Teaching Further update.

vii Quality Improvement Plan (QIP) 2019/20 – final report

Mr Stannard drew Governors' attention to some of the actions from the report:

Action 4. Improvement is needed subcontractor teaching and learning observations.
The member of staff responsible for this has moved on and the College is in the process of replacing this position. Teaching and learning coaches are picking up any areas of concern.

Action 6. Development is needed in the digital skills of staff including the full adoption of Google Classroom.
There has been significant improvement with this issue, but the College is striving to enhance this further.

Action 8. Improvement is needed in quality of education because apprenticeship (overall) outcomes are only at the national average and inconsistent between the college and subcontractors. Action 9. Improvement is needed in quality of education because apprenticeship (timely) outcomes are only at the national average and inconsistent between the college and subcontractors.
This will roll into 2021 so that refinements can be made.

Action 18. Improvement is needed in Leadership and Management because of the need to improve training and development of support managers.
This has been further developed during this academic year with the setting up of peer groups for managers with a monthly group meeting sharing best practice across different areas.

Governors received the Quality Improvement Plan (QIP) 2019/20 – final report.

viii FE & Skills Inspection update

Mr Stannard said that some of the data from the report may now be out of date. However he said this had been to the full Board and asked if there were any questions.

There were no further questions.

Governors received the FE & Skills Inspection update.

(Mrs Tramaseur joined the meeting)

ix Marketing Strategy

Mrs Tramaseur provided governors with the key highlights of the strategy.

She informed the Committee that the strategy had been looked at in early March, but because of COVID-19 the whole situation had changed and as a result of the new College Strategy and Business Plan that has been embraced by the Board, there was a clear need to take the Marketing Strategy to a new professional marketing level.

It became apparent that the strategy needed to reflect the digital transformation that is part of the Business Plan. The Marketing team looked at the brand to mirror the inspirational appeal and be flexible to the geo-location of the College's key audience types.

From this research a closed looped strategy is being further developed in conjunction with the SMT, entitled "More Learners, more successful, more often".

The model was shared with Governors.

She then took the Committee through several different personas, which provided a starting point for really considering the target audience the strategy was aimed at.

The Chair said the strategy was very clear and provided governors with a real understanding of where the Marketing Strategy was aimed.

Mr Cox informed governors that in the future the College's prospectus would not be printed other than mail drops for certain individual campaigns.

Mr O'Donoghue asked if this new digital campaign might impact on the adult intake in the future.

Mr Cox said that the adult personas that have been developed reflect the face-book platform, which a lot of adults are using. If there is an impact on numbers then a rethink will take place.

Ms Baker said this was an excellent piece of work, the idea of the case studies really brings into focus the target audience, but she felt there was still a need at every opportunity to shout from the roof tops about the good work going on in the College.

Mr Cox concluded by saying that the key driver in all of this had been the understanding that behind every number is a human being.

The Chair thanked Mrs Tramaseur for her presentation and hoped the strategy's development would continue developing.

Governors received the Marketing Strategy.

(Mrs Tramaseur retired from the meeting)

x Enhanced Sub-Contractor Audit Process

Mr Stannard said that the process was a result of the decoupling of the quality, compliance, contractual management and oversight of the College sub-contracted provision to bring about a collaborative but separate process.

Mr Stannard made governors aware that the enhanced audit process is in addition to the Colleges routine sub-contractor audit procedure and ESFA audit and compliance requirements.

In terms of quality and compliance direct telephone sampling of learners has started and the annual targets are:

- to telephone 30% of Sub-contractor learners
- 10% of all learners (including internally delivered apprentices and AEB funded students) to have undertaken a telephone survey

Reporting:

- Percentage of compliance concerns raised from telephone surveys

Governors' received the Enhanced Sub-Contractor Audit Process.

xi Careers College Trust Partnership

Ms Gittens provided Governors with an update on a partnership initiative that the College is engaged in.

Eastleigh College is now part of the Careers College Trust made up of a collection of other post-16 establishments. The concept of the partnership is around developing excellent employer led professional and technical education.

Three specific areas are being concentrated on:

1. Digital
2. Digital construction
3. Logistics

Work has already begun to develop the areas with the first two developing around project based learning and the third being a totally new provision with a new curriculum offer working with the airport and road. The key for the collaborative partnership is to focus on the demands and needs of the locality, with qualifications at level 2 and level 3 within the sector.

The College is working with a cluster of other colleges, one with International links with STC in Rotterdam to extend and enhance the provision and promote it as part of a new full time programme in the College's prospectus.

Mr Cox said that this was an exciting partnership moving forward and a pre-cursor to T Level development. He informed the Committee that Eastleigh College has sole axis from this region within this collaboration, the nearest other college being based in Bristol, therefore no competitor can provide these three disciplines from this area.

Ms Gittens concluded by saying that the College was aware that there are initiatives within curriculum delivery that needed working on and working within the partnership has provided a drive and a focus to these areas in terms of developing a more project based learning environment and engagement with employers.

Governors received the Careers College Trust Partnership update.

xii Apprenticeship COVID-19 update

Mr Coventry explained that this update had been a standing agenda item reflecting on the impact of COVID-19 on the College's apprenticeship cohorts from the period March until present day. The necessity for this report is to try and ascertain the number of learners who have lost their apprenticeship due to COVID-19.

Out of the three reporting areas, 69 learners have lost their apprenticeship as a result of the impact of the pandemic, either through redundancy or unemployment, which equates to 3.75% of the total apprenticeship cohort last year.

Mr Coventry drew Governors attention to the figure for 'Furlough and are Engaging', which at the peak of the lockdown period totaled 400-500; it now stands at 49, which he said was a very positive sign of recovery.

Recruitment for 202/21 has also shown how the situation is stabilizing:

- The target was 375
- Expected target was 50% (185/187)
- Actual recruitment to date is 257 (69% of recruitment target)
- 197 have started
- 27 due to start in January 2021, with a further 33 in April 2021

Mr Coventry explained that apprentices are broken down into two groups with an employer (WEMPS) and without an employer (WOEMPS). Currently the College has 99 learners who want to do an apprenticeship but don't have an employer, but over this period from June and July onwards we actually have 254 WOEMPS.

Of those 254 WOEMPS:

- 96 have also applied for a full or part-time course at Eastleigh College
- 102 chose not pursue their application
- 42 applied and were unable to consolidate a course at Eastleigh College or find an employer
- 8 applied, found employment and reapplied as a WEMPS
- 5 lost their employment
- 1 could not meet the needs of the learner

The College continues to support all these learners in various ways.

Mr O'Donoghue asked if the potential rise in unemployment to between 7% and 8% would have a negative or positive effect on apprenticeship provision.

Mr Coventry said it is an area of concern, however where the College is fortunate is that the sectors that have been most impacted, hospitality, events management and hair and beauty, the College has low numbers of hospitality apprentices, the College does not provide events management apprenticeships and the numbers in hair and beauty are steadily improving.

Mr Musselwhite asked about the College's involvement with contractors looking to meet local authority skills requirements.

Mr Coventry said that the College has connections with Eastleigh Borough Council and Hampshire County Council and in their most recent planning developments there has been a requirement of the developer will invest in work experience and taking apprentices on. Where that process is endorsed by Eastleigh Borough Council and the training provider is declared as Eastleigh College on those agreements, the College can speak to those training providers to ensure that it happens. The issue is enforcement and is very difficult after the project has started.

Mr Cox concluded by saying that the College is waiting for a list of qualifications that will be funded for adults and for which the College is prepared to deliver, with funding due to start in March 2021. There has also been a positive movement in November when the College put out some on-line provision, top ten courses for the national restrictions lockdown 2.

Governors received the Apprenticeship COVID-19 update.

SS.17.20 TO APPROVE

i Safeguarding Policy

Mr Stannard explained that this is the annually review and update of the Policy.

He informed Governors that the statement, "Ensure that safeguarding principles extend fully to virtual or remote delivery as may be required" should be in bold. He informed Governors that underneath all the bullet points sits a procedure and guidance.

The Chair asked for all track changes to remain in papers that come to Governors, so that it is easier to see any changes in a document.

ACTION: CD/RM

Mr Stannard said that he would send the revised Policy out to Governors with the all the track changes highlighted.

ACTION: PS

Ms Matthews said that as part of her Safeguard Link Governor role she had looked at all the procedures, which back up this Policy and she had been very impressed with the scrutiny and the level of detail.

Governors approved the Safeguarding Policy.

The meeting concluded at 1855.

SS.18.20 DATE OF NEXT MEETING

Wednesday 10 February 2021 commencing at 1700hrs

Governors' Monthly Report – matters arising

Standards Committee items on the Risk Register, including changes in risk scores of risk items

SAR process for Autumn 2021

English and Maths report

Teaching and learning termly report

Equality and Diversity Policy

Equality and Diversity Strategy