

**EASTLEIGH COLLEGE BOARD
STANDARDS COMMITTEE**

**MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE
WEDNESDAY 13 FEBRUARY 2019 AT 1700 HOURS IN ROOM A018**

Present: Mrs N Wigman (Chair)
Mr S Johnson
Dr J Edrich (Chief Executive and Principal)

In Attendance: Mr P Cox, Vice-Principal Curriculum and Quality
Mr M Phelps, Vice-Principal Commercial
Mr C Calver, Head of Quality and Compliance (observer)
Dr C Davis OBE, Clerk to the Board (minutes)

SS.01.19 GOVERNORS' MEETING TIME WITHOUT SMT

SS.02.19 COMMITTEE MATTERS

i Apologies

Apologies were received from Mrs A Cross-Durrant, Mr J Course.

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 22 November 2018

SS.17.18, i; Mr Johnson asked for a clarification to his statement, "Mr Johnson felt that there should be a year on year comparison provided in some of the tables", this should read "Mr Johnson felt that there should be comparison with previous month's forecast for the year provided in some of the tables".

He also reiterated his wish (declared at the Board meeting in December 2018) to discuss the format of the Governors monthly report with the College's SMT.

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

iv Matters arising

All actions raised were considered to be complete.

SS.03.19 GOVERNORS' MONTHLY REPORT (December 2018)

i Matters arising

Mr Cox said that this was an opportunity for Governors to raise questions over any item within the Governors' monthly report.

Mrs Wigman raised a concern over the statement under Key Points referring to the Teaching pay costs which are below the budget by £109k.

Dr Edrich explained that the College is running well over the budgeted staffing costs due to a cluster of different reasons, some budgeted but others were not. There more agency staff to replace senior staff running into a potential merger. She made Governors aware that the financial position.

Mr Johnson felt that it would be useful to have a month-on-month commentary on the exceptional items and the month to month variances to see how this impacting on the budget post merger.

Dr Edrich said she would pass this back to the Finance team.

ACTION: JE

Dr Edrich said that if the merger did not take place the costs going forward would result in a deficit due in-part to the exceptional costs and underlying changes to funding.

Governors considered any matters arising from the Governors' monthly report December 2018.

SS.04.19 TO REVIEW

i Term 1 (2018/19) Link Governors' reports

Mrs Wigman began by explaining the rationale and process linked to the reporting of Link Governors visits.

Mr Johnson felt that the reports that had been completed were of a good standard and showed that the majority of Governors were taking the role seriously. They were also benefitting from gaining a real understanding of the College's work, from staff and students. He was concerned that some areas had not been covered due either to not having enough Governors to fulfil the role or they simply hadn't been completed.

He felt that the original training presentation had been useful, but the best way of making a start was to take the introductory 'pack', introduce yourself to the area manager and get started.

Mrs Wigman felt that for some Governors it was a daunting prospect, especially in talking to staff and students without any subject knowledge or experience.

Mr Johnson responded by saying that the Link Governor didn't need to be a subject expert, in fact it was better if they came to curriculum area without any preconceived ideas. The most important thing to be gained from the experience was to be able to make relationships and to enrich your understanding of the College as a Governor.

The Clerk was asked to contact Governors who had not yet completed reports to ascertain if they needed any further support/mentoring.

ACTION: CD

Mrs Wigman suggested that in terms of process the reports should be presented to the Chief Executive and Principal immediately after completion. The SMT would then produce a tabled report on any follow up actions/plans for the following Board meeting.

This proposal was agreed by the Committee.

The Clerk was asked to explore the possibility of collating the next series of reports on the College's hard drive within a secure central folder, to enable Governors to access all the reports, rather than producing them for Board papers.

ACTION: CD

Governors reviewed the Term 1 (2018/19) Link Governors' reports

SS.05.19 TO RECEIVE

i Ofsted 2018 reports (Eastleigh College (EC) and City College Southampton (CCS))

Mr Cox informed Governors that this was an opportunity to discuss the two reports that had been carried out in December 2018.

He said the Eastleigh report grades were identical to the EC whole College SAR and the CCS report was not. He felt the inspectorate had come into EC and validated what had already been done by EC Governors.

Mrs Wigman asked a question over the summary of key findings in the EC report, referring to "Too many learners are not sufficiently aware of radicalization and extremism." She had understood that College had worked extremely hard in this area of safeguarding and was surprised to read the finding.

Dr Edrich said that this was predominantly adult learners who have their own views and do not wish to benefit or engage in the pastoral tutorial programmes that younger learners experience, whilst in College. Mr Cox also said that the judgement was primarily based on learners in partnership and distance learning

Mr Cox explained that there is an action plan in place.

Mr Johnson said that he had been through both reports and had endeavored to find areas that CCS were doing at a better level than EC. He had discovered two possible areas; work placements and maths.

Dr Edrich felt that the work experience situation did not fully take account of all experience of work at Eastleigh. She also felt that the other area that was being delivered at a better level at CCS was ESOL, although under developed.

Governors received the Ofsted 2018 reports (Eastleigh College (EC) and City College Southampton (CCS)).

ii Safeguarding Annual Report

Mr Cox made Governors aware that this was the annual report, which provided an overview of the College's safeguarding practices, procedures and monitoring in relation to staff and students. In previous years the report had been produced in the November Governors' monthly report, which he felt was not the correct place for a report of this importance. He confirmed that it would now be produced at the end of September to inform the reports for the College SAR and Hampshire County Council safeguarding returns.

Mr Cox raised the main points to observe identifying the change over of staff and the new format of the report. He said he wished to make Governors aware of the very small numbers of learners, a total of 625 entries were recorded for the period from January 2017 to the end of August 2018. The entries related to 195 individual learners with an average of three reports for each learner.

He concluded by saying that the report highlighted that learners have a very strong support service in terms of safeguarding and the staff when called upon refer well. He said that next year the report would be more inclusive, reflecting the partnership/sub contracting provision in-line with the College's safeguarding policy and procedures.

The Clerk was asked to remind Governors that they should complete the EDF on-line Prevent Training.

Mr Cox that data comparison to previous years was difficult due to loss of data due to staff changes. Headline data comparisons were possible but would be annual.

The Committee asked for the data within the Annual safeguarding report for 2016/17 be analysed to enable a comparison to be made with the 2017/18 report.

ACTION: PC

It was agreed by the Committee that the 2017/18 report would not go to the full Board this year because of the Ofsted inspection, who had fully endorsed the report. However future reports will be written at the end of September, be received by the Standards Committee at their November meeting and then produced for the Board meeting in December.

Governors received the Safeguarding Annual Report.

iii English and maths report

Mr Cox said that the headline of this report was that slow progress is being made, but that progress had been made over the last 12 months. The report demonstrated that attendance had improved and that there was now a more stable picture of learners.

Further exploration of the report and questions followed over the following areas within the report:

- November GCSE (resit) examination series results
- Headline Progress scores for English and maths (summer series)
- Focussed Professional Development activities
- Mock Exams
- English and maths performance (self-assessment and quality review assessment)

Governors received the English and maths report.

SS.06.19 TO APPROVE

i Equality & Diversity Policy

ii Equality & Diversity Strategy

Dr Edrich reported that both the policy and the strategy had been reviewed at the Equality & Diversity Board on the 30 January 2019 and the SMT on the 5 February 2019.

She said the the Equality & Diversity Board agreed that the Policy and the Strategy is in accordance with the core values of the governing body and the basic principles of ethics, legality, prudence, equality, safety, timeliness, fairness, transparency and simplicity.

Changes have only been made to the Strategy with a note that following the annual Self Assessment Review process the Quality Improvement Plan for Personal Development, Behaviour & Welfare includes all developments within Equality & Diversity. This is monitored and actioned by the working group and fully reviewed and monitored by the Equality and Diversity Board.

Governors approved the Equality & Diversity Policy.
Governors approved the Equality & Diversity Strategy.

iii Safeguarding Policy

Mr Cox reported that the changes refer to changes in guidance, which need to be implemented. The other change is that it has been decided that the Policy needs to be reviewed and approved annually rather than biannually. It is intended that this will be reviewed at the end of September to come into line with the annual Safeguarding report.

Under Monitoring and Review the final paragraph should include the word 'Policy', 'The Safeguarding Policy will be reviewed by SMT every year.

Governors approved the Safeguarding Policy.

SS.07.19 DATE OF NEXT MEETING

Wednesday 3 April 2019 commencing at 1700 hrs

Governors' Monthly Report: Matters arising

Minimum Standards update

English and maths report

Teaching, Learning and Assessment Policy

Term 1 Quality Review Outcomes

College KPI and Term 1 Summary Quality Improvement Plan update

College Charter (if changed) – to approve

The meeting closed at 1830 hrs.

