

EASTLEIGH COLLEGE BOARD

MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE WEDNESDAY 13 NOVEMBER 2019, 1700 IN ROOM A018

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

In Attendance: Mr P Cox, Vice-Principal Curriculum and Quality
Mr M Phelps, Vice-Principal, Commercial
Mrs Lou Gittens, Assistant Principal, Professional Studies (until item SS.21.19)
Mr Paul Stannard, Assistant Principal, Core Studies (until item SS.21.19)
Mr Darren Coventry, Assistant Principal, Commercial (until item SS.21.19)
Dr C Davis OBE, Clerk to the Board (minutes)

PRESENTATIONS

1. Ofsted Education Inspection Framework (EIF) update
2. Provision type intent
3. Enrolment and induction (FT/PT and APP)

SS.21.19 GOVERNORS' MEETING TIME WITHOUT SMT

There were no issues raised.

SS.22.19 COMMITTEE MATTERS

i Apologies

Apologies were received from Mrs A Cross-Durrant and Ms G Baker.

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 5 June 2019

Mr Johnson referred the Committee to minute SS.18.19, xi, Link Governor (Spring reports 2019); he would like it noted that although the Committee agreed to the proposal to wait and assess best practise of the scheme after a full year of reporting, that although he accepted the proposal he did not agree.

The minutes of the meeting held on 5 June 2019 were agreed as an accurate record and signed.

iv Matters arising

All 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

Dr Edrich raised a point over paragraph 1.8 which she said needed further clarification.

She proposed that the wording should be changed to read, "The Chief Executive and Principal reports to the committee on matters affecting a significant change in policy and curriculum."

Governors agreed to this proposal.

Mr Johnson said that there was a need to delete the referral to the College Charter in item 7, as the Charter had been replaced by various other mechanisms.

He also felt that the wording in item 2.1, 2.1.2 need strengthening to read “monitor and evaluate the capability of processes for learner progress”

Governors agreed to this proposal.

The quality kite marks were also updated.

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

vi Governance SAR 2018/19

The Clerk explained that this was a draft version of the Governance SAR 2018/19.

Mr Cox informed Governors that this document had not been through the College's internal validation panel because of the nature of the report and the sensitivity of any management response. It was he said for the Board to agree/disagree with the observations made.

Mr Cox went on to say that with regards to the Ofsted criteria, the College SAR for 2018/19 reflected in the 3 paragraphs on Governance, were good or better.

Mr Johnson felt that the referral to Link Governors visits within the report was overstated, and in his opinion this was not the case.

Dr Edrich agreed but felt that this was a matter of perspective and that the scheme operated within the College was an improvement on what had gone on before and certainly was better when comparing with other colleges in the sector. She felt the wording needed to be changed, to reflect the advancements made whilst making it clear that there was still potential to improve.

Mr Johnson felt strongly that there was still a need for review of best practise, to help Governors who were perhaps struggling with the concept of the Link Governor role. He felt that progress had not been made as highlighted under weakness (2W) and there was a need for a immediate review of the scheme. There was he felt no structure to the reporting.

It was considered that the most important elements of the report should reflect:

- Key things learnt,
- what should management consider and the
- Governors impact on the area.

The Clerk made a proposal that perhaps it would be timely to hold a refresher update session on the College's Link Governor scheme.

The Committee agreed with this proposal.

ACTION: CD

Mrs Wigman asked for an explanation of descriptive in respect of the third weakness 2W: “Eliminate descriptive reporting of performance measures to Governors, ensuring that they are provided with accurate and evaluative summaries with which to monitor the quality of provision”.

Mr Cox said that this referred to the clarity of the reports provided to Governors, however he felt that with teaching you can not simply use numbers, it has to be evaluated in words and sometimes this might be descriptive.

Dr Edrich asked for the final bullet point within the action plan to be changed “Improvement in the data received (Governor's monthly, reporting of variances, timely rather than comparing annually where possible)”. ‘Financial’ needed to be inserted before the word data and the final bracketed passage was also not correct. Dr Edrich would work with the Clerk to correct this.

ACTION CD/JE

Governors reviewed the Governance SAR 2018/19.

SS.23.19 GOVERNORS' MONTHLY REPORT AUGUST/SEPTEMBER 2019

i Matters arising

Mr Cox made Governors aware of the biggest concern highlighted in the report, which has been unsuitable home and the potential homelessness of learners. He said that 11 individuals have had support after family relationship breakdown where they live, five of whom are aged 16.

In response to this situation he reported that the College has led a joined-up approach with student finance, DSL, counselling and Y Services in supporting these learners. In addition to this worrying trend the College is also dealing with three learners (one of whom is an adult learner) with diagnosed serious mental health problems including psychosis. The fitness to study procedure is proving to be invaluable.

(Confidential Item)

ii Financial Position 2018/19

(See Confidential addendum)

There were no further matters discussed or raised from the Governors' Monthly report August and September 2019.

(End of Confidential item)

SS.24.19 TO REVIEW

i Minimum Standards 2018/19 Final Report

Mr Cox provided Governors with an executive summary of the report, by exception of both Education and Teaching/classroom based courses and Apprenticeships overall, which are below the minimum standards courses, which finished below the criteria and which have been deleted or are still running.

He drew particular attention to:

- NVQ Diploma in Performing Engineering Operations
- Extended Diploma in Engineering (QCF)
- 90-credit Diploma in Engineering (QCF)

He reiterated that this has been a huge challenge for the College over the past two years and the solution he believed was to find talent from industry that can be converted and trained into a teacher.

In terms of the Apprenticeship provision he said there had not been much change in the report the Committee received in term 2 of 2018/19 to the this final report. By and large it is the tail and legacy of provision that was not strong and is being phased out. He felt these courses would be on the list for sometime as a result of this 'travel' and legacy issues.

Governors reviewed the Minimum Standards 2018/19 Final Report.

Minimum Standards 2019/20 Initial Report

- ##### **ii**
- Mr Cox explained that this was a one-page summary that showed the amount of provision that was in the minimum standards criteria and how that provision compared to the previous year to provide a direction of travel for Governors.

Governors asked questions about the data within the two reports, which were clarified and answered by the Senior Management Team.

Governors reviewed the Minimum Standards 2019/20 Initial Report.

SS.25.19 TO RECEIVE

i English and maths report

Mr Cox said that this had been a very good year for the College, and that subject to external validation the expectation is Good (Grade 2) for both English & ESOL (Direct delivery) and Maths and ICT (Direct delivery).

Section 2 of the report detailed the total (Direct & Partnership) learner enrolment and achievement academic year 2018/19. Mr Cox drew Governors' attention to the columns, which provided the national average and the Eastleigh College 2018/19 achievement (9-1) and the Eastleigh College 2018/19 (9-4 grades) as a percentage. The only age group in this table of 16 groups not to achieve the national average were the 16-18 Entry level English Functional Skills group.

Section 3 of the report provided 16-18 direct delivery English & Maths Functional Skills overview and Achievement. The only area not to achieve the national average was the 16-18 Entry level English Functional Skills, which at 77.8% was 2.2% below the national average. English Level 2 achieved 59.2%, 13.8% above the national average and Maths Level 1 achieved 72.9%, 21.3% above the national average

Section 4 provided 16-18 direct delivery GCSE English and maths results (including three year trend). The important data he wished to focus on was the GCSE English grades 9-4, 27.6% (4.2% above the national average). GCSE maths grades 9-4, 30.3% (double the national average).

The final part of the report (Section 5) focused on a MiDES (Market Intelligence Data Exchange Services), which provided a report for Colleges based on the R13 (September) ILR return information. The report uses the data supplied by 243 Colleges in the ILR13 (data from the September return) achievement data return.

The first graph showed Eastleigh College GCSE English Language grade 9-4 comparisons for academic years 2017/18 & 2018/19

- 9-4 English Language GCSE rate is improved on last year and is above the national average for all FE providers, GFEs and comparable South East Colleges
- Average progress from 3 grade was +0.17 compared to the GFE average of -0.10 for English Language GCSE

The second graph showed Eastleigh College GCSE maths grade 9-4 comparisons for academic years 2017/18 & 2018/19

- 9-4 maths GCSE rate is improved on last year and is significantly above the national average for all FE providers, GFEs and comparable South East Colleges.
- 9-4 maths GCSE rates place the College in the top 25% of Colleges in the country based on the respondents analysed in the report.
- Average progress from 3 grade was +0.13 compared to the GFE average of -0.14 for maths GCSE.

Governors congratulated the College for the outstanding success achieved this year and wished that to be communicated to the staff.

Mr Cox said he would be very happy to do this, but reminded Governors that this was just one year and that the College must not let this success slip going forward.

Governors received the English and maths report.

ii Teaching, Learning and Assessment termly report (Direct College delivery)

Mr Cox highlighted two areas of the report:

- Term 1 Learning walks (with comparison to 2018/19)
 - Increased activity of learning walks
 - Improved levels of homework set
 - First use of digital technology/Google classroom
- CPD – Digital ‘Core and More’
 - Digital approach taken – Pro-monitor/Google classroom
 - Digital applications – Kahoot, Pinterest and Google Jam Board

Governors’ received the Teaching, Learning and Assessment termly report (Direct College delivery).

iii Teaching, Learning and Assessment termly report (Partnership and Assessment Centre)

Mr Phelps gave a summary of the Teaching, Learning and Assessment across the partnership, which continues to be good across all delivery modes including apprenticeship, traineeship and adult education budget delivery (AEB) for both partnership and Assessment Centre.

- He wished to draw Governors attention to the comment that the majority of the partner’s delivery for apprenticeship, AEB and in the Assessment centre demonstrate good and in some areas outstanding behaviour and attitudes.
- Observations of Information, Advice and Guidance (IAG) is improving after the struggles of previous years.
- Effective questioning, to check and assess learning and feedback is being given. to support in the development of learner knowledge.

He then focused on the areas that need to improve:

- Developments have been made across the partnership and the Assessment centre with regards a coaching plan to further build on areas to develop.
- Resources issued alongside the coaching documents to support to teachers in expanding questioning techniques and utilising the opportunities to stretch and challenge to demonstrate high expectations of learners.
- Developing SMART objectives that allow for differentiation in a group delivery to meet all learners needs.
- Support in developing sessions that stretch and challenge a learner encouraging them to reach their full potential and thrive in a session.
- Better consistency in the rolled induction process.

He concluded by addressing the Partner Quality Assurance Lead meetings summary:

- Supporting Assessment centre teachers and the objectives within agendas will be driven by key areas found through observation and the IQA process.
- Taken it “back to the ranch” where the College does a lot of the ground work, but the partners take ownership, so that they can mirror the Colleges structures to reinforce what they are doing.

Mr Johnson felt the report was very good and provided a lot of detail, but felt it needed to be reported by exception, rather than covering many of the same observations highlighted in previous reports.

This proposal was agreed by the SMT and Governors.

ACTION: MP

Governors received the Teaching, Learning and Assessment termly report (Partnership and Assessment Centre)

iv Partner Performance report

Mr Phelps reminded the Committee that the report was the abridged version of a more substantial risk register, which is reviewed monthly by the SMT. The risks themselves are captured in more detail on the register to inform the College mobilizes its resources for both audit and observation activity. The report is a brief summary referring to who are they and what do they deliver. The summary for this report shows that of the 19 partners there are 12 for completion only and 1 with a no.

Governors received the Partner Performance report.

(Mr Course had to retire from the meeting)

Mr Johnson made Governors' aware that this was Mr Course's last meeting of the Standards Committee after nine years of loyal service to the College.

The Chair thanked him for the nine years of outstanding service he has given to the College, seven as Chair of the Standards Committee. Mrs Wigman said that Mr Course's experience and knowledge would be very much missed.

v 2018/19 Final Headline Outcomes

Mr Cox said that the report confirms the final outcomes as reported at R14 (year-end) for 2018/19.

He went on to say that the report confirms that the College has finished in a very strong position with 16-18 achievement significantly improved, when compared to 2017/18 national average.

The ALL achievement rate for young people places the College 6th out of 178 colleges nationally. At 92.4% 2018/19 ALL achievement is 6.5% above the 2017/18 ALL national average of 85.9%.

The Adult achievement rate places the College 12th out of 177 colleges nationally. At 93.6% 2018/19 ADULT achievement is 4.5% above the 2017/18 ADULT national average of 89.1%.

Mr Cox made Governors aware that what was really significant about the achievement rates was that it would place the College 14 out of 178 colleges nationally for 16-18 (ALL) achievement. At 88.6% 2018/19 16-18 (ALL) achievement is 5.8% above the 2017/18 ADULT national average of 82.8%.

Another pleasing area of the report was that 93.4% non QAR full cost achievement is the highest in three years.

Mr Cox concluded by focusing on the drop in apprenticeship numbers from over 9500 three years ago to just over 2000 this year.

Mr Phelps commented that this fall also impacts on the College data, with three partners holding up the data for apprenticeships for about five years and then got a direct contract or stopped delivering in May 2017. All three were working at high volume and strong achievement levels that when those numbers are removed from the College's data, it causes a huge impact and distorts the data.

Governors received the 2018/19 Final Headline Outcomes report.

vi SAR 2018/19 update

Mr Cox reported that the SAR 2018/19 was travelling as it should be and the full College SAR would be brought to the Board meeting in December.

Governors received the SAR 2018/19 update.

vii Link Governor 2019/20 proposed team allocations based on restructure

Mr Cox reminded Governors that the College had restructured and there had been a plea for Link Governors to be assigned to one particular area manager, rather than dealing with in some case two or three. The proposed team allocation paper was the first draft at trying to accommodate this request.

Discussion followed and it highlighted the fact that some areas don't have a Governor allocated because of a shortage of external Governors. It was recommended that perhaps Verona Hall might consider covering Motor Vehicle and Engineering, together with Plumbing as these areas are co-located and both sit under Paul Stannard's stewardship. Natalie Wigman agreed to continue with Foundation and Brickwork as well Catering, Events and Travel.

Governors received and recommended the Link Governor 2019/20 proposed team allocations based on restructure to the Board for approval.

viii Potential Teacher/Trainer/Assessor work load model

Mr Cox said that this agenda item would be postponed until a later meeting because of the time pressures taken up with the financial situation discussion.

ACTION: PC

SS.26.19 TO APPROVE

i Safeguarding Policy

Mr Cox explained that this is an annually update report and this version incorporates key changes only which were discussed.

Mr Cox said that the policy has been checked to ensure that the College is meeting all its statutory requirements and meeting its commitments with due regard to relevant legislation including Keeping Children Safe in Education 2019, Working Together to Safeguard Children 2015 and the Hampshire Safeguarding Children's Board inter-agency safeguarding procedures.

Governors approved the Safeguarding Policy.

The meeting concluded at 1940.

SS.27.19 DATE OF NEXT MEETING

Wednesday 12th February 2020 commencing at 1700 hrs

Governors' Monthly Report – matters arising
Standards Committee items on the Risk Register, including changes in risk scores of risk items
SAR process for Autumn 2020
English and Maths report
Minimum Standards update
Teaching and learning termly report
Red Alert progress actions to date