THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 18 JUNE 2020, VIA MICROSOFT TEAMS

Meeting commenced: 16.00
Meeting ended: 18.10

Present

Liz Rushton	Independent Member	Chair
Jayne Dickinson	Chief Executive (College Group) Principal ESC	
Colin Monk	Independent Member	
Grace Marriott	Independent Member	
Bob Pickles	Independent Member	
Anne Smith	Independent Member	
Lily Franklin	ESC Staff Member	
Natalie Watkins-Khan	JRC Staff Member	
Amy Whitear	JRC Student Member	

Apologies for absence

Simon Potten	Independent Member
Amran Mohamed	ESC Student Member
Jyoti Baker	Chief Operating Officer (College Group)

In Attendance

Kevin Standish	Principal JRC & Quality Lead (College Group)

Clerk to the Committee

Sue Glover	Director of Governance

LQC.23.20 **Declaration of Interests**

Members were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

LQC.24.20 **Apologies for Absence**

Apologies for absence were received from

Simon Potten	- business commitments
Amran Mohamed	- personal commitments
Jyoti Baker	- business commitments

Agreed

The Learning and Quality Committee agreed to receive the apologies for absence.

LQC.25.20 **Notification of Any Other Business**

Members agreed that there was no other business to be considered.

LQC.26.20   **Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 27 February 2020**
The minutes of the meeting were approved and signed as a correct record.

LQC.27.20   **Matters arising and action points from the minutes of the meeting**
Members reviewed the schedule of action points arising from the minutes of the previous meeting.

It was agreed that all actions had been satisfactorily completed and that there were no other matters arising from the minutes of the previous meeting.

LQC.28.20   **Risk Management: Summer Term 2020**
The Principal (JRC) Quality Lead (College Group) presented, for consideration and approval, a report relative to the risks in the College Risk Register, which are the responsibility of the Learning and Quality Committee.

Members reviewed the detail of each risk area assigned to the Committee, noting that there is no change to each risk rating:

- **Risk Reference LQC2: Failure to meet employer, community and other stakeholder needs** – 'Minor' risk – no change
- **Risk Reference LQC1: 'Failure to move towards 'Outstanding'** – 'Significant' risk – no change

Members reviewed the risks under Risk LQC1, noting in particular that
- as previously identified, there are five 'red' risks and of the ten 'amber' risks, two risks are now high
- the risk associated with the level 3 BTEC value-added has increased due to the relatively low overall position at ESC, which was noted by Ofsted at the Monitoring Visit in January
- the risk associated with the failure to acknowledge Progression and Destination outcomes for all courses and apprenticeships has increased due to potential difficulties in establishing actual destinations this year due to Covid-19

Members noted that the risk identified last term under Risk LQC2, relating to the new digital procedures for apprenticeships for SMEs remains high, despite the fact the digital service roll out has been delayed until November 2020.

Members discussed the issues raised and, in response to questions, were advised that
- registers started recording remote engagement for all students from March at both colleges, which has been done very successfully. Additional measures have been put in place in relation to engagement with vulnerable learners. JRC has been successfully recording both participation and work submitted for all students; ESC have also been generally successful but at both Colleges there have been some students that have disengaged
- it was acknowledged that engagement may be very different next year in the light of Covid and a different way of monitoring output will need to be put in place

Members noted the key impact measures arising from the report.

Resolved
The Learning and Quality Committee approves the report on the updated assessment of risks for the Summer Term 2020 and commends the report for approval by the Corporation Board.

LQC.29.20   **College Quality Improvement Plan for 2019/20**
The Principal (JRC) Quality Lead (College Group) presented, for consideration and approval, the College Quality Improvement Plan 2019/20: Summer Term 2020, which includes both Colleges.

The Committee was reminded that
- the College Quality Improvement Plan (QIP) is the main working quality improvement document following on from the full Self-Assessment Report (SAR) which in itself is the most important quality monitoring document for the College
- areas for improvement identified in the SAR are raised in the QIP as areas for improvement with actions, targets, responsibilities and timelines identified for monitoring and achievement
- the QIP relates directly to all five of the College's strategic aims
- there is an expectation that actions are clear, comprehensive and measurable

Members reviewed the key areas for improvement in 2019/20, noting the continuing good progress made during the summer term.

The Committee commented that the implementation of T Levels and the engagement required with employers would be a challenge when introduced in 2022 and were advised that this will be entered as a risk on the risk register in due course and kept under review.

In discussion, members suggested that if the right disciplines for working remotely are established, there may be greater success in some areas. Members were advised that a number of remote learning platforms, including Century, have been well received by staff and students, but there is the feeling among many students that they are looking forward to going back into College. The student governor commented that her course has gone really well with a mix of working at home and in college.

Members endorsed overall the rigour with which the QIP addresses each of the identified issues and the measures being taken to address all identified areas of concern.

Members noted the key impact measures arising from the report.

Resolved
The Learning and Quality Committee approves and commends to the Corporation Board, the College Quality Improvement Plan 2019/20: Summer Term 2020

LQC.30.20   **Review of College Policies and Strategies**
The Principal (JRC) Quality Lead (Cross College) presented, for consideration and approval, the following College policies and strategies:

- **OSC08 Scholarship and Research Ethics Policy**
- **OSC76 Digital and E-Learning Strategy**
- **Addendum to Safeguarding Children and Vulnerable Adults Protection Policy and Procedure**

The Committee was advised that
- The Scholarship and Research Ethics Policy is required to be updated
- The Digital and E-Learning Strategy was previously the ILT Strategy and has been updated in the light of the need to change the delivery model of teaching and learning following Covid-19

- The addendum to Safeguarding Children and Vulnerable Adults Protection Policy and Procedure is now required to address the Covid-19 situation

Members reviewed each of the documents, noting the proposed amendments to those previously approved. In discussion, it was agreed that the Digital and E-Learning Strategy was an excellent document and represented a key step forward in the way teaching and learning would be delivered in the future following Covid.

Members were advised that the document was still very much work in progress and that it would be brought back to the Committee in the autumn term for further review after enrolment had taken place. The Committee agreed that the importance of this document should be highlighted to the Board at the meeting in July. It was further noted that the addendum to the safeguarding document would be kept under review at this time due to Covid and amended if necessary.

Members noted the key impact measures arising from the report, in particular the Risk implications.

Resolved
The Learning and Quality Committee approves and commends to the Board for approval
- **OSC08 Scholarship and Research Ethics Policy**
- **OSC76 Digital and E-Learning Strategy**
- **Addendum to Safeguarding Children and Vulnerable Adults Protection Policy and Procedure**

LQC.31.20 **Terms of Reference and Standing Orders of the Learning and Quality Committee for 2020/21**
The Director of Governance presented a report, which outlined the need to review, on an annual basis, the Committee's Terms of Reference and Standing Orders.

The Committee reviewed the document, noting the proposed revisions, making a further suggestion that the quoracy level should reflect that of independent members.

Members noted the impact measures arising from the report.

Resolved
The Learning and Quality Committee approves and commends to the Board the Terms of Reference and Standing Orders of the Learning and Quality Committee: 2020/21, subject to amendment as discussed

LQC.32.20 **Annual Schedule of Business of the Learning and Quality Committee for 2020/21**
The Director of Governance presented a report, which outlined the need to review, on an annual basis, the Committee's Annual Schedule of Business.

Members were advised that the document has been compiled to include the items of business that need to be addressed by each Committee and items for consideration by the Corporation Board. The Learning and Quality Committee is asked to consider the items for business relevant to this committee.

Members reviewed the document and agreed this reflected the business that would need to be conducted by the Committee during the current year

Members noted the impact measures arising from the report.

Resolved
The Learning and Quality Committee approves and commends to the Board the Annual Schedule of Business of the Learning and Quality Committee: 2020/21

LQC.33.20 **Termly Safeguarding and Prevent Reports for East Surrey and John Ruskin Colleges: Summer Term 2020**
The Principal (JRC) Quality Lead (College Group) presented, for information the termly Safeguarding and Prevent reports for both Colleges relating to the Summer Term 2020.

John Ruskin College
Members reviewed the detail of the report, noting
- Two-year trend for safeguarding referrals
- Prevent Duty
- The number of student suspensions and exclusions to date.
- Summary by gender and ethnicity

East Surrey College
Members reviewed the detail of the report, noting
- The number of safeguarding incidents
- Safeguarding developments
- Current concerns
- Disciplinary incidents

Members discussed the issues arising at both colleges, noting the arrangements in place to monitor safeguarding during Covid-19 and the actions taken to ensure both Colleges continue to work with vulnerable learners during this time. Members commented on the increase in the number of Disciplinaries conducted with Asian students at JRC and were advised that this is a reflection of the number of refugees in the Croydon area, where there has needed to be a period of adjustment to enable students to understand and meet the behavioural standards and requirements expected.

Members noted the key impact measures arising from the report.

Agreed
The Learning and Quality Committee agreed to receive and note the reports.

LQC.34.20 **Termly Quality & Standards Reports for East Surrey and John Ruskin Colleges: Summer Term 2020**
The Principal (JRC) Quality Lead (College Group), presented for information a report, which provided an Executive Summary and an analysis on the current activities and priorities of both Colleges in respect of the Summer Term 2020

Members were updated on the following key areas for each College:

- Retention and Predicted Achievement for 2019/20 (classroom based and apprenticeships)
- Equality and Diversity – retention position
- Quality of remote delivery of Teaching and Learning
- Student Intended Destinations
- Work Experience/Industry Placement Progress
- Employer Engagement Activities
- Subcontractor monitoring
- Stakeholder/student voice
- Higher Education

- Community Learning
- Planning for Teaching and Learning in 2020/21

Members discussed issues arising from the report, noting in particular
- The merged college 16-18 retention of 92.6% is 3.7% higher than reported this time last year with excellent retention reported across most departments
- If the predicted pass rate of 94.3% is delivered and combined with the retention rate, the end of year 16-18 achievement rate would be 87.7% which would be 3% higher than actually achieved in 2018/19
- The merged college 19+ retention rate is very positive at 91%
- 80.5% apprenticeships across the merged College are either still active or have achieved and since lockdown in March only remote teaching and learning has been possible with most apprentices engaging. Many apprentices have been furloughed but are now returning to work. It has been noted that some of these are now not participating in their 20% off the job training and employers have been contacted to ensure that this practice ceases
- The Equality and Diversity retention position is different at each College as each has a very different profile, but both Colleges are above the full-year national rate
- Following graded observations at both Colleges, there is a very small percentage of staff who require improvement; with the majority being graded outstanding or good
- The student intended destinations data is incomplete and will be presented when finalised, however it was noted that the JRC data shows a large percentage are positive intended destinations with many to higher education
- The annual FE Choices Survey of employer satisfaction reported a strong endorsement of the high quality customer service and support employers are experiencing
- Each of the College's subcontractors are performing well
- Both Colleges have conducted a remote survey of remote learning, indicating that the vast majority of students have access to a device at home but a significant proportion of students do not have a quiet place to work; students are generally very satisfied with the quality of teaching and engagement. The feedback will support remote learning planning for the next academic year
- Planning is advanced in preparing to commence teaching from September, with the major challenge being the number of students and staff who can participate in classroom, workshop, salon, sports hall sessions. A model of synchronous and asynchronous teaching is being developed and staff will be trained and supported in this model over the summer

In discussion, members commented on the potential negative impact on disadvantaged students during lockdown who do not have access to equipment and were advised that the College has loaned a significant number of laptops to students. However, the concern is for students who are struggling to find quiet places to work and the College is doing a tremendous job to engage with those students to support them.

The Committee thanked the Principal (JRC) Quality Lead (College Group) for a very informative report.

Agreed
The Learning and Quality Committee agreed to receive and note the report.

LQC.35.20   **KPI Dashboard**
The Committee received the KPI Dashboard for

- Apprenticeships
  - ➢ Retention and achievement rates by age and level

The Committee was advised that the EDIMs dashboard is not available at this time, but that all of the data is contained within the tables and commentary in the termly Quality and Standards report presented at this meeting.

Agreed
The Learning and Quality Committee receives and notes the KPI Dashboard for Apprenticeships and agreed this presented a good consistent picture

LQC.36.20   **Any Other Business**
The Chair took the opportunity, on behalf of the Committee, to thank the student governor, who would be leaving the College at the end of term, for her contribution at meetings during the year, which have been very helpful in giving governors insight into the experience of being a student.

There was no other business.

LQC.37.20   **Schedule of Meetings: 2020/21**
Thursday 19 November 2020
Thursday 21 January 2021
Thursday 25 February 2021
Thursday 17 June 2021

All meetings commence at 18.00

As there was no further business, the Chair declared the meeting closed.

Signed as a correct record: E. Rushton

Date: 19 November 2020