THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 18 NOVEMBER 2021, 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	
Anne Smith	Independent Member	
Bob Pickles	Independent Member	
Simon Potten	Independent Member	
Lily Franklin	ESC Staff Member	
Natalie Watkins-Khan	JRC Staff Member	
Jhalak Limbachia	ESC Student Member	
Elizabeth Konan	JRC Student Member	

In Attendance

Jyoti Baker	Chief Operating Officer
Richard Pearce	Director of HE
Frances Harries	Vice Principal Student Support (DSL) & Interventions
Rebecca Taylor	Vice Principal Curriculum & Standards
Michael Smith	Vice Principal Quality, Innovation & Student Experience
Kam Dehal	Vice Principal Business Development

Clerk to the Committee

Sue Glover	Director of Governance

The Chair of the Committee welcomed the new student members to their first meeting of the Learning and Quality Committee and gave everyone the opportunity to introduce themselves.

LQC.42.21   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.

Bob Pickles declared that he is a governor of Brooklands College.

There were no other declarations of interest.

LQC.43.21   Apologies for Absence
There were no apologies for absence.
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LQC.44.21   Notification of Any Other Business
Members agreed that there was no other business to be considered.

LQC.45.21   **Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 17 June 2021**
The minutes of the meeting were approved and signed as a correct record.

LQC.46.21   **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.47.21   **Higher Education**
The Director of HE presented a self-evaluation document (SED) and accompanying action plan relating to the continuous improvement of the HE student academic experience, HE student outcomes and the standards of the HE awards for which the College is responsible.

Members were reminded that there is no longer a requirement by the Office for Students (OfS) for providers to submit an Annual Quality Assessment Assurance Statement as had previously been required. However, the Corporation Board should continue to receive appropriate assurance on the College's HE provision. The SED and action plan are presented to provide a clear statement on the quality of the College's higher education provision and to set appropriate actions at a provider level in order to assure Governors that the Ongoing Conditions of Registration with the Office for Students (B Conditions) are being met.

Members reviewed the detail of the SED, noting the key areas:

- Overview of management and governance of HE at East Surrey College
- The Higher Education Provision
- The framework for Higher Education Qualifications
- The expectations of the UK Quality Code
- Codes of Governance
- Ensuring Consumer Protection
- Student Protection Measures
- Value for Money
- Higher Education Quality Assurance Action Plan

Members were advised that
- the College delivered on its prescribed HE programmes in 2020/21 plus three Degree Apprenticeships (Embedded Electronic Systems, Construction Site Management and Chartered Surveyor)
- during 2020/21, the College's Higher Nationals were accredited by Pearson and its Degrees were validated by the University of Chichester
- the College is very proud of the inclusive profile of its HE student body and recruits exceptionally well from the more mature student market with 54.1% of its HE students being 21 or over, albeit with this number declining by 8.7% on 2019/20 and so remains to be seen whether this is a fluctuation or a trend
- 32.4% of the HE student body are part time students, a decline by 18.75% on 2019/20 and whilst this might initially appear of significant concern in terms of flexible delivery and inclusion, a large number of the same demographic are attending as apprentices in Built Environment and Engineering programmes
- the HE student survey indicated some very positive outcomes for the students with comments such as '*the course is well organised and running smoothly*'

- although a slight decrease in full time continuation rates at 88.9% from 91.4% in 2019/20, this is a sustained strong performance, however, and unfortunately a few students on one programme had serious external issues that impacted badly on them

Members agreed that the SED was very comprehensive and provided a clear statement on the quality of the College's higher education provision, indicating very pleasing outcomes for HE students. It was acknowledged that the document brings together all issues relating to the quality of provision and performance data, which gives great confidence that processes in place are working well. The Committee took the opportunity to thank those involved for the excellent performance of the College's HE provision.

Members reviewed the action plan in place, noting the action taken against each of the areas identified for improvement and agreed that good progress has continued to be made.

Resolved
The Learning and Quality Committee agreed to
- receive and note the SED
- approve and recommend to the Corporation Board for approval the action plan relating to the Higher Education SED

Richard Pearce left the meeting

LQC.48.21　**Termly Safeguarding Report for East Surrey and John Ruskin Colleges: Autumn Term 2021**
The Vice Principal Student Support (DSL) & Interventions presented the autumn term Safeguarding Report for East Surrey and John Ruskin Colleges.

Members were advised that the annual safeguarding report, which reviews the work undertaken at both Colleges in relation to Safeguarding including Prevent throughout the year, would be provided for the Board in December.

Members were advised that
- there has been a 19% increase in the number of safeguarding incidents logged to date compared to the same point in the previous year at JRC, with 76 incidents logged from September to 12 November 2021
- there have been 168 disclosures made in the same period at ESC in comparison to 185 for the same time last year
- no Prevent referrals have been made at this time for either Colleges, however, there has been one incident of racism reported at JRC
- there are a higher proportion of females making disclosures at JRC but the gap between male and female incidents continues to narrow at ESC, perhaps demonstrating that males are increasingly more comfortable with coming forward to the Safeguarding team

The Committee reviewed the detail of the report, noting that

- there has been a significant increase in child in need and child protection incidents, which follows the national concern for young people throughout Covid and the lockdown particularly in relation to individuals who have been living in vulnerable conditions, which led to abuse, neglect and financial difficulties
- nationally, there is a picture demonstrating there has been an increase in the proportion of young people who are struggling with mental health and general wellbeing issues

In discussion, members were advised that in response to the increase in disclosures of mental health issues, the support team have engaged with increased opportunities for professional development to equip themselves to support those students.

The Student Member for JRC commended the College on the excellent processes and procedures in place to support students. She advised that, the majority of students know where they can go to in the event of requiring safeguarding support, and in her capacity of Student President at JRC she would work to ensure that all students at JRC are aware of the support available. It was agreed that the Vice Principal Student Services (DSL) would meet with a group of students at JRC to help support this.

Agreed
The Learning and Quality Committee agreed to receive the termly Safeguarding report, noting that the Annual Safeguarding Report for East Surrey and John Ruskin Colleges for 2020/21 would be presented to the Board in December

LQC.49.21   **College Policies**
The Vice Principal Student Support (DSL) & Intervention presented:

- OSC83 Safeguarding and Child Protection Policy

Members were advised that further changes are required to update the policy in the light of the latest changes in the 'Keeping Children Safe in Education' document published in September 2021 and the latest Surrey and Croydon Safeguarding Children Partnership Procedures, which have only just become available.

It was agreed that work should continue on the policy and a revised version to be shared with the Committee outside of the meeting for review and comment before it is presented to the Board for approval.

The following policies were presented for consideration and approval.

- OSC85 Admissions Policy
- OSC06 Student Malpractice Policy
- OSC01 Quality Improvement Policy
- OSC04 Internal Verification Policy
- OSC05 Student Voice Policy

Members were advised that
- the policies have been reviewed and approved by the Directorate
- all policies are now considered as cross-college policies, applicable to ESC and JRC

Members reviewed each of the policies, noting the proposed changes to bring them in line with current statutory guidance as relevant for each policy.

The Committee was advised that the OSC02 Teaching Learning and Assessment Policy had not been updated in time for the meeting. It was agreed that the policy would be updated and circulated to members outside of the meeting before it is presented to Board in December.

Resolved
The Learning and Quality Committee approves and commends to the Corporation Board for approval

- OSC85 Admissions Policy
- OSC06 Student Malpractice Policy
- OSC01 Quality Improvement Policy
- OSC04 Internal Verification Policy
- OSC05 Student Voice Policy

LQC.50.21 **Termly Quality & Standards Report for East Surrey and John Ruskin Colleges: Autumn Term 2021**

The Vice Principal Quality, Innovation & Student Experience, 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 Autumn Term 2021.

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

- Retention, pass and achievement, progression, attendance rates for 2020/21 (classroom based and apprenticeships)
- Quality of Teaching, Learning and Assessment/remote learning
- Equality & Diversity update
- Subcontractor monitoring
- Stakeholder/student voice, feedback from enrolment
- Perception of Programme (POP) survey 2021/22 (classroom based and apprenticeships)
- Annual complaints analysis 2020/21

Members discussed issues arising from the report, noting in particular
- Retention for Orbital South Colleges (OSC) in 2020/21 for all is high with 16-18 at 93.2% and 19+ at 93.1%. OSC pass for all is also high with 16-18 at 92.4% and 19+ at 94%
- OSC achievement for all is 86.5% which is 3.1% on national rates (NR), with 16-18 at 86.1% an increase of 2.7% on NR, 19+ 87.6% a decline of 2.3% on NR but improved 0.3% on last year
- ESC has improved overall achievement by 2.1% in comparison to 2019/20, JRC has seen a slight decline of 0.7%
- LSK has the largest achievement improvement at 10.7% overall, with four other areas making between 3-5% improvement (AAD, ACM, MET, TCO)
- ESC 16-18 achievement has improved by 2.2% compared to 2019/20, JRC has seen a slight decline by 0.3%
- Apprenticeship achievement for OSC has improved by 3.8% on last year; standard specific rates are exceeded by 6.4% - national position 58.7%
- Attendance for end of year is 85.1% at JRC and 84.9% at ESC for classroom-based learning and 88.2% for apprenticeships
- Subcontractor achievement is strong and above 93% for most programmes provided by ACM, The Learning Curve, REMIT and WEA
- ACM has sustained a strong position with high achievement above NR with level 2 at 100%, level 3 year one 96.1% and L3 year two 96.2%
- Teaching, Learning and Assessment across the group is robustly assessed using a range of methods and practice for both classroom-based learning, apprenticeships and online learning
- Teaching and Learning for the group is judged to be 'good' with some areas of outstanding and strong practice identified, particularly in BHB, LSK and Reigate School of Art
- Work experience for the start of the year has had a good re-engagement of activity with curriculum, which is a positive for this stage of the year

- EDI is positive for OSC 16-18 overall with most levels above NR for achievement and no concerning gap in achievement for ethnicity or gender
- EDI for 19+ is an area of focus for 2021/22, with a few levels below NR
- EDI for apprentices is positive for most levels and ages, but 16-18 has some gaps in achievement and Level 2 apprenticeships are a focus in 2021/22
- Value Added is now improved and is good across the group
- the start of the year for employer encounters has been very positive
- Student Feedback has been very positive with most students and apprentices enjoying the college experience and many teachers nominated via the survey who have received a commendation from the Principal

In discussion, members were pleased that the predicted results reported at the last meeting have been confirmed with excellent outcomes for both Colleges, which have shown a real consistency across the group. The Student Member for JRC added congratulations on the areas that have improved and offered involvement by the Student Members with any assistance in helping to improve the enjoyment by some students, particularly ESOL with giving them more help and guidance. The Vice Principal Curriculum and Standards advised that curriculum plans in place have identified progression opportunities for ESOL students into vocational areas and would welcome any involvement by the Student Members in this regard.

The Committee was presented with a report, which summarised the Complaints and Compliments received at both Colleges during 2020/21.

It was noted that

- At ESC and JRC, complaints received were around teaching and learning, students not being able to access their desired course, communications of exams, Covid measures and behaviours relating to students
- The College has appropriate processes and procedures in place so that all complaints can be fully investigated and appropriately resolved
- A significant number of staff were complimented by students on the quality of their teaching, their support for learning and their overall experience, which was pleasing to note

The Committee thanked the Vice Principal Quality, Innovation and Student Experience for a very informative report.

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

Simon Potten left the meeting

LQC.51.21   **Risk Management: Autumn Term 2021**
The Vice Principal Quality, Innovation & Student Experience 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 each of the risks, noting in particular that with the implementation of T Levels, this risk is rated as amber 'medium'. As changes continue to be made by the DfE to the T Levels programme, it was agreed that this rating was appropriate as the risk continues to be monitored.

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 Autumn Term 2021 and commends the report for approval by the Corporation Board.

LQC.52.21   College Quality Improvement Plan 2020/21
The Vice Principal Quality, Innovation & Student Experience presented, for consideration and approval, the final College Quality Improvement Plan (QIP) 2020/21.

Members were advised that the QIP had been approved at the meeting of the Corporation Board held on 8 July 2021 and is submitted for the final 'sign off' by the Committee, following an update of progress during the remainder of the Summer Term 2021 and achievement data finalised in October 2021.

Members reviewed the summary of the QIP, noting that
- the QIP for 2020/21 had 15 key targets across the different Ofsted themes and included subcontracted provision, of which
  - 4 targets were met with excellent progress made
  - 10 targets were partially met with good progress made
  - 1 target was not met and lacked progress relating to JRC 16-18 level 1 and entry achievement which needs to improve

In discussion, members agreed that good progress has been made in achieving the targets set. In response to questions, members were advised that targets are agreed with Heads of Department and Directors of Learning following self-assessments in their areas and so that actions in the QIP are connected to outcomes

Resolved
The Learning and Quality Committee approves and commends to the Corporation Board, the College Quality Improvement Plan 2020/21 for final 'sign off'.

LQC.53.21   College Self-Assessment Report for 2020/21
The Vice Principal Quality, Innovation & Student Experience presented details of the emerging overarching grades for the annual Self-Assessment report (SAR) for 2020/21.

Members were advised that
- the College prepares an annual self-assessment report (SAR) and Quality Improvement Plan (QIP), the final version of which is presented to the Committee in January
- Department SAR/QIP and grades will be considered during Departmental Performance Reviews in November and December
- at this time, provisional grading is Good for all overarching grades including the Overall Effectiveness of the College

Members were reminded that authority is delegated by the Corporation Board to this Committee to review and approve a final version at their meeting in January in order that the SAR can be submitted to Ofsted by the end of January.

Resolved
The Learning and Quality Committee agreed that the initial grades of Good for each area and the College was a sensible approach, noting that the final SAR position will be confirmed following the Performance Reviews and the Corporation Board informed at the meeting in December.

LQC.54.21   **Student Performance Targets**
The Committee was advised that the data required to inform the Student Performance Targets had not been available prior to the meeting. It was agreed that this would be presented directly to the Board at the December meeting.

LQC.55.21   **Annual Report of the Learning and Quality Committee for 2020/21**
The Director of Governance presented, for consideration and approval, the Annual Report of the Learning and Quality Committee.

The Committee was advised that the annual review of the work of the Committee is essential in ensuring that the areas of strategic responsibility, which have been delegated to the Committee by the Board, are being properly addressed.

Members noted that the Annual Report gives all members of the Board the opportunity to review the work undertaken by the Committee on behalf of the Board throughout the year.

Members reviewed the detail of the report, noting
- there were no meetings held on a restricted basis during 2020/21
- the arrival of Covid-19 in March 2020 forced all colleges to rapidly shift online and a key focus for the Committee in 2020/21 was to continue to monitor the College's remote learning and the quality of this provision
- the oversight of safeguarding is a key responsibility for governors and the Committee plays a key role in overseeing this
- the Committee has continued to ensure, through its agenda setting process, that it is addressing its key responsibilities and that it is able to monitor and review all issues within its remit, particularly those which give cause for concern

The Committee noted the key impact measures arising from the report.

Resolved
The Learning and Quality Committee approves the Annual Report of the Learning and Quality Committee 2020/21 and commends the report to the Corporation Board

LQC.56.21   **Annual Review of the Business of the Learning and Quality Committee 2020/21**
The Director of Governance presented, for information, a report, which provided a review of the Action Points arising from the meetings of the Learning and Quality Committee during 2020/21.

Members were reminded that, following each meeting of the Committee, a list of Action Points arising from the meeting is drawn-up and, at the next meeting, the list is reviewed in order to ensure that the appropriate action has been or is being taken.

The Committee was advised that the purpose of the report was to ensure that appropriate progress has been made against each of the identified actions required by the Committee.

Members noted that all Action Points have been fully addressed to the satisfaction of the Committee.

Members noted the key impact measures arising from the report.

Agreed
The Learning and Quality Committee receives and notes the report

LQC.57.21   **KPI Dashboard**
The Committee received the KPI Dashboard for

- Apprenticeships
- Curriculum and Quality/EDIMs

Agreed
The Learning and Quality Committee receives and notes the KPI Dashboards and agreed these presented a good consistent picture

LQC.58.21   **Any Other Business**
There was no other business.

LQC.59.21   **Schedule of Meetings: 2021/22**
Tuesday 25 January 2022
Thursday 24 February 2022
Thursday 9 June 2022

All meetings commence at 16.00

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

Signed as a correct record:

Date: 25 January 2022

E. Rushton