

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 19 NOVEMBER 2020, VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 18.15

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	
Simon Potten	Independent Member	
Lily Franklin	ESC Staff Member	
Natalie Watkins-Khan	JRC Staff Member	
Leo Fox	ESC Student Member	
Carmen Dowling	JRC Student Member	

Apologies for absence

Anne Smith	Independent Member
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In Attendance

Andrew Baird	Chair of the Corporation
Kevin Standish	Principal JRC & Quality Lead (College Group)
Jyoti Baker	Chief Operating Officer
Richard Pearce	Director of HE
Frances Harries	Vice Principal – Interventions & Projects (Cross College)
Rebecca Taylor	Vice Principal Curriculum & Standards
Michael Smith	Assistant Director Quality & Innovation
Director of Student Support (ESC)	Gwen Hurrion
Assistant Principal (JRC)	Tracy Andrews

Clerk to the Committee

Sue Glover	Director of Governance
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The Chair of the Committee welcomed everyone to the meeting and suggested that, in the light of the amount of business to be considered on the agenda and in order to give sufficient time to each item, the Termly Quality & Standards report, together with the College Quality Improvement Plan and Student Performance Targets, is be deferred to a part 2 meeting to be arranged the following week. The Committee agreed with this arrangement.

LQC.38.20 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.39.20 Apologies for Absence
Apologies for absence were received from

Anne Smith - personal commitments

Agreed

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

LQC.40.20 Notification of Any Other Business
Members agreed that there was no other business to be considered.

LQC.41.20 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 18 June 2020
The minutes of the meeting were approved and signed as a correct record.

LQC.42.20 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.43.20 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 any requirement by the Office for Students (OfS) for providers to submit an Annual Quality Assurance Statement as had previously been required. However, the Corporation Board should continue to receive appropriate assurance and 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 programme and provider level.

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 2019/20, plus one Degree Apprenticeship in Embedded Electronic Systems in conjunction with University of Portsmouth
- the College ran out its University of Brighton programmes in 2018/19 and now only offers University of Chichester degree provision alongside Pearson Higher Nationals
- in the light of the Higher Education and Research Act, the establishment of the OfS, the merger with John Ruskin College in February 2019 and the Covid-19 Pandemic in 2020, the College has needed to keep the strategic direction of its HE under constant review

- there has been an improvement in full time continuation rates at 83% and the part time rates have been exceptional, with some areas demonstrating outstanding performance

Members agreed that the SED was very comprehensive and provided a clear statement on the quality of the College's higher education provision. It was noted that, following registration with the OfS in November 2018, there are no specific ongoing conditions imposed by them. However, it was noted that the OfS have drawn attention to Colleges '*updating its processes when guidance on fit and proper governance is published to ensure it fully upholds the 'fit and proper' principle in practice*'. Members were advised this is directed towards good governance practices for private providers and as an FE College our governance processes are covered by the AoC's Code of Good Governance.

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.

Higher Education Strategy 2019-2022

The Director of HE presented for consideration and approval the Higher Education Strategy.

Members were advised that there are no fundamental changes to the previously approved document.

The Committee reviewed the document, noting the Mission and Vision and the strategic direction and aims for 2019-22 and agreed that these were appropriate. It was suggested that for a future update, the strategy could give some indication of the total number and the growing direction. It was agreed the Link Governor for HE would discuss further with the Director of HE.

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
- approve and recommend to the Corporation Board for approval the Higher Education Strategy

Richard Pearce left the meeting

Grace Marriott joined the meeting

LQC.44.20 Annual Safeguarding Reports for East Surrey and John Ruskin Colleges 2019/20

Members were advised that

- the annual safeguarding reports review the work undertaken at both Colleges in relation to Safeguarding including Prevent throughout the year
- the reports provide assurance to the Board that both Colleges are compliant with their responsibilities in relation to Safeguarding including Prevent and that appropriate actions are being taken in relation to safeguarding students, staff and visitors to both Colleges
- there are measures in place for the Corporation Board in relation to its responsibilities for Safeguarding including Prevent

Natalie Watkins-Khan left the meeting

Bob Pickles joined the meeting

East Surrey College

The Director of Student Support for ESC, presented for consideration and approval, the Annual Safeguarding Report for ESC for 2019/20.

Members reviewed the detail of the report, noting that

- although the total number of incidents to date appears less than last year, this is due to the way safeguarding incidents are now being recorded. Individual incidents are being recorded once, then any follow up work shown separately, whereas previously each had been recorded
- during Covid-19 lockdown, there was a spike in safeguarding incidents with an increase in Mental Health and follow-up appointments
- leading up to lockdown, the Safeguarding Team prepared data under the vulnerable category as directed by the DfE guidance
- the focus of the Safeguarding Team has been to keep in touch with open cases on the safeguarding caseload and respond to situations where tutors have reported a student is not engaging or a situation is occurring that needs safeguarding support

Members also reviewed the number of incidents with regard to disciplinarys and student suspensions year on year to date.

John Ruskin College

The Assistant Principal for JRC, presented for consideration and approval, the Annual Safeguarding Report for JRC for 2019/20.

Members reviewed the detail of the report, noting that

- the number of referrals continue to rise with 2019/20 showing a 30% increase over the previous year and it was accepted this reflects the increased role safeguarding is playing, particularly with supporting a large number of attendance interventions during the Covid-19 lockdown periods
- Black, male 16-18 year olds are the most vulnerable group, which is a change from 2018/19, reflecting the demographic of children with a social worker, in particular Looked After Children from Africa
- mental health and wellbeing issues remain the highest referrals with anxiety, depression, self-harm and general lack of wellbeing a theme that is reflected nationally and evidenced by the safeguarding profile of JRC students
- significant progress has been made to ensure the targets set in the safeguarding action plan have been achieved

In discussion, members asked if in future reports, the safeguarding action plan could be enhanced a little further with some evidence points to demonstrate the progress made.

Members also reviewed the number of incidents with regard to disciplinary incidents and student suspensions year on year to date, noting these had reduced which had been primarily due to the lockdown restrictions.

It was noted that all staff and students participate in relevant Safeguarding and Prevent training to ensure that both Colleges continue to maintain high standards in their safeguarding processes.

Members noted the impact measures arising from the report.

Resolved

The Learning and Quality Committee approves and recommends to the Corporation Board for approval, the Annual Safeguarding Reports for East Surrey and John Ruskin Colleges for 2019/20

LQC.45.20 College Policies

The Assistant Principal JRC presented for consideration and approval:

- OSC83 Safeguarding and Child Protection Policy

Members were advised that this policy

- now provides one harmonised policy/procedure for both colleges
- reflects the statutory guidance given in the 'Keeping Children Safe in Education' document and Surrey and Croydon Safeguarding Children Partnership procedures
- has been reviewed and approved by the Directorate

Members reviewed the detail of the policy. In discussion, Members considered whether the assurances detailed in the annual safeguarding reports relating to the Board's responsibilities for safeguarding could be further enhanced by incorporating those set out in the relevant section relating to the Governing Body. It was agreed that the Chair of the Committee and the Director of Governance would review the document outside of the meeting and compile a summary to evidence compliance with these responsibilities and add as an appendix to the annual safeguarding report, which is presented to the Corporation Board at the meeting in December.

The following policies were presented for consideration and approval.

- OSC84 Student Disciplinary Policy
- OSC85 Admissions Policy
- OSC06 Student Malpractice 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.

Resolved

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

- OSC83 Safeguarding and Child Protection Policy
- OSC84 Student Disciplinary Policy
- OSC85 Admissions Policy
- OSC06 Student Malpractice Policy

LQC.46.20 Remote Learning 2020/21

The Assistant Director Quality & Innovation presented a report to update governors on the introduction of remote learning as a key element of teaching and learning due to the Covid-19 restrictions.

Members were advised that

- Approximately two-thirds of the provision at ESC and 27% at JRC is running the split group 50:50 model (alternating synchronous and asynchronous learning)

- Students are provided with a variety of learning platforms, such as
 - Century, particularly for (Science, Engineering), English, Maths
 - MS Teams
 - Google Classroom (JRC)
 - eZone (ESC)
 - Planet E-stream (JRC)
- Curriculum areas have also started to invest in additional packages, such as
 - Mindful Education (AAT) at ESC
 - Know It All Ninjas (IT/Computing) at ESC
 - Smartscreen (Engineering) at ESC and JRC
- Attendance and engagement in remote sessions varies at ESC and JRC, with level 3 engagement better overall than at the lower levels

Examples of good or better practice were noted as

- ESC
 - Some good practice has been noted in LSK (Supported Learning) around the use of MS Teams to showcase student work and their progress on completing independent tasks
 - Applied Science has an engaging Teams platform as a result of regular, varied and updated resources including quizzes
 - In ESOL teachers are using recorded elements that are uploaded to MS Teams for students to refer back to
- JRC
 - Good practice has been noted in Creative Industries at level 3 with a clear flipped learning approach which is enabling good progress to be made in the classroom-based practical application sessions
 - Health and Social Care and Business are also using flipped learning well

In discussion, the Committee was advised that the remote learning approach has proved to be successful at both colleges. However, there is some concern about the lower level students generally who have sometimes been less willing or able to engage with remote learning. It was noted that this was a particular issue for lower level students on practical courses, such as Construction, who have found it difficult not being able to come into College for practical work and this is being monitored closely.

The student members commented that it has been a very positive experience and handled well by the college.

On behalf of the Board, the Committee asked if thanks could be passed to everyone involved with remote learning as the College has successfully managed this change in a short space of time and the Board can take great comfort as to how the College has responded.

Agreed

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

The Chair of the Committee took the opportunity to give thanks to Gwen Hurrion who would be retiring from the College at the end of December, for all her hard work and contribution relating to the safeguarding of students at the college.

The following staff left the meeting

Gwen Hurrion
Tracy Andrews
Frances Harris
Rebecca Taylor
Michael Smith

LQC.47.20 Risk Management: Autumn 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 continue to be five ‘red’ risks
- Risk LQC2 has identified one ‘red’ risk

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 2020 and commends the report for approval by the Corporation Board.

LQC.48.20 College Self-Assessment Report for 2019/20

The Principal (JRC) Quality Lead (College Group) presented details of the emerging overarching grades for the annual Self-Assessment report (SAR) for 2019/20.

Members were advised that

- The College prepares an annual self-assessment report (SAR) and Quality Improvement Plan (QIP) which is presented to the Committee in January for consideration for recommendation to the Corporation Board in February
- Department SAR/QIP and grades will be considered during Departmental Performance Reviews in 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.49.20 Annual Report of the Learning and Quality Committee for 2019/20

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 2019/20
- 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 will be to continue to monitor the College's remote learning and the quality of this provision
- 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 2019/20 and commends the report to the Corporation Board

LQC.50.20 Annual Review of the Business of the Learning and Quality Committee 2019/20

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 2019/20.

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 had 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.51.20 KPI Dashboard

The Committee received the KPI Dashboard for

- Apprenticeships
 - Retention and achievement rates by age and level
- Three year classroom based achievement

Agreed

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

LQC.52.20 Any Other Business
There was no other business.

LQC.53.20 Schedule of Meetings: 2020/21
Part 2 meeting to be arranged
Thursday 21 January 2021
Thursday 25 February 2021
Thursday 17 June 2021

All meetings commence at 16.00

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

Signed as a correct record:

e. Rushton

Date: 21 January 2021