

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 25 FEBRUARY 2021 VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 17.40

Present

Liz Rushton	Independent Member	Chair
Jayne Dickinson	Chief Executive (College Group) Principal ESC	
Colin Monk	Independent Member	
Grace Marriot	Independent Member	
Bob Pickles	Independent Member	
Anne Smith	Independent Member	
Simon Potten	Independent Member	
Lily Franklin	ESC Staff Member	
Natalie Watkins-Khan	JRC Staff Member	
Carmen Dowling	JRC Student Member	

Apologies for absence

Leo Fox	ESC Student Member
Jyoti Baker	Chief Operating Officer

In Attendance

Andrew Baird	Chair of the Corporation
Kevin Standish	Principal JRC & Quality Lead (College Group)
Frances Harris	Vice Principal Interventions & Projects
Tracy Andrews	Assistant Principal JRC
Michael Smith	Assistant Director Quality & Innovation
Richard Pearce	Director of HE

Clerk to the Committee

Sue Glover	Director of Governance
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LQC.11.21 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.

There were no declarations of interest.

LQC.12.21 Apologies for Absence

Apologies for absence were received from

Leo Fox	- personal commitments
Jyoti Baker	- business comments

Agreed

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

LQC.13.21 Notification of Any Other Business

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

LQC.14.21 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 21 January 2021

The minutes of the meeting were approved and signed as a correct record.

LQC.15.21 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.16.21 Risk Management: Spring Term 2021

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 previously identified as ‘red’, noting in particular that

- the risk rating for ACM has been reduced as a result of the actions taken to deal with low attendance
- the risk associated with work experience or industry placement continues to be a challenge as it is becoming more difficult to find suitable, relevant placements in sufficient numbers given the Covid-19 restrictions
- the risk associated with the achievement rates of some apprenticeship subjects falling below the 62% Minimum Level of Performance has been declining as a result of the various interventions with apprentices and employers. However, it is at risk of increasing if employers choose not to retain their apprentices due to the impact of Covid-19, although the majority of OSC apprentices are employed in construction and engineering, which are growth sectors and less likely to be made redundant

Members discussed the issues raised and, in response to questions, were advised that

- employers have responded well to the concept of virtual work experience, with providing relevant sessions remotely ‘live’ or available for students to do at a later date
- these sessions have largely been successful and, although not quite the ‘traditional’ work experience previously offered, it has enabled students to familiarise themselves with the world of work

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

LQC.17.21 College Quality Improvement Plan for 2020/21

The Principal (JRC) Quality Lead (College Group) presented, for consideration and approval, the College Quality Improvement Plan 2020/21: Spring Term 2021.

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 2020/21, noting the good progress made.

Members endorsed overall the rigour with which the Plan addresses each of the identified issues and the measures 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 2020/21: Spring Term 2021

LQC.18.21 Review of College Policies and Strategies

The Director of HE presented, for consideration and approval, the following College policy:

- **OSC 07 HE Assessment & Appeals Policy**

The Committee was advised that there are no material changes to the policy with only minor changes to make it current.

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

- **OSC 07 HE Assessment & Appeals Policy**

LQC.19.21 Higher Education – Office for Students Consumer Protection Review

The Director of HE presented a report, detailing the College's approach to Consumer Protection during the first term of 2020/21.

Members were advised that

- the Office for Students have asked all FE Colleges who provide Higher Education (HE) to undertake a review of their approach to Consumer Protection
- the College's review identifies there are effective processes for providing information about its HE provision
- the 2018 Quality Review visit by QAA did not identify any specified improvements in this area of the baseline regulatory requirements

The Committee reviewed the detail of the report, noting that all breaches identified were minor and have been addressed with no further action required. The OfS do not need to be notified of a breach in conditions of registration.

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

Agreed

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

LQC.20.21 Termly Safeguarding and Prevent Reports for East Surrey and John Ruskin Colleges: Spring Term 2021

The Chair of the Committee advised that she had recently attended a meeting of the College's Safeguarding Steering Group where the various issues had been discussed in detail.

East Surrey College

The Vice Principal Interventions & Projects presented the termly Safeguarding and Prevent report for 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, noting that there has been a significant increase in the number of incidents logged to date compared to this period last year, attributable in the main to the number of young people struggling with their well-being and home lives following the first lockdown restrictions. There has been a significant decline in the number of suspensions to date due to there being no students in college.

John Ruskin College

The Assistant Principal JRC presented the termly Safeguarding and Prevent report for John Ruskin College.

Members reviewed the detail of the report, noting

- Two year trend for safeguarding referrals
- the number of incidents reported since September 2020
- Mental Health and Wellbeing
- Prevent Duty
- arrangements during lockdown
- the number of student suspensions and exclusions to date.

Members discussed the issues arising, noting that the number of referrals continue to rise, which reflects the increased role safeguarding has played in supporting attendance interventions during the Covid-19 lockdown.

Agreed

The Learning and Quality Committee agreed to receive and note the reports, recognising that it has been a particularly challenging year with the lockdown restrictions and commending the efforts of all staff in the safeguarding teams for their hard work and contribution to the safeguarding of students.

LQC.21.21 Remote Learning 2020/21

The Assistant Director Quality & Innovation presented a report, which provided an update on the implementation of remote learning as an element of teaching and learning due to the Covid-19 lockdown during January and February 2021.

Members were advised that

- the government guidance in January was to deliver live face to face teaching, learning and assessment, which was followed by guidance from Ofsted 'What's working well in remote education'
- the Remote and Live Teaching and Learning Model was reviewed and adapted for both colleges at the start of lockdown in January
- at JRC there was a drop in attendance in the first week of January, but subsequently this increased by 11% and revisions to the model have played a part in re-engaging students
- engagement during second national lockdown has been more of a challenge for students and staff, when students have become unclear at times of expectations, such as announcements relating to exams
- vulnerable students are robustly tracked with support provided by College Safeguarding teams

Members reviewed the detail of the report, noting the examples of good or better practice in place at both colleges. It was noted that the monitoring systems developed in the first lockdown have been reintroduced, with student attendance and work submission being tracked weekly and RAG rated to allow targeted interventions by curriculum or support to be taken.

Andrew Baird joined the meeting

In discussion, members were advised that strategies are being planned for quieter and less confident learners to engage in lessons in an individualised way with sharing of good practice with teachers around encouraging these learners, for example by more use of the 'chat box' or having work checked before sharing.

The college has benefitted from the recent government initiative to provide laptops for students, with an allocation of 369 laptops, which is understood to be considerably more than many colleges. However, the laptops have required time and resources from the IT team to enable them to provide full functionality for students and it was noted that these were quite low specification which some students found limiting.

Members agreed that there are appropriate systems and processes in place to facilitate remote learning and excellent progress has been made with transitioning to online learning.

Agreed

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

LQC.22.21 Termly Quality & Standards Reports for East Surrey and John Ruskin Colleges: Spring Term 2021

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 Spring Term 2021

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

- Student Destinations for 2019/20
- Retention for 2020/21
- Equality and Diversity
- Work Experience/Industry Placement Progress
- Employer Engagement Activities

- Subcontractor Monitoring
- Stakeholder/student voice
- Curriculum Planning 2021/22

Members discussed issues arising from the report, noting in particular

- at ESC/ACM, an increasing proportion of full time students 16-18 chose to continue further education, with the proportion securing employment as an apprentice also increasing. However, fewer students progressed into non-apprenticeship employment than the previous year
- at JRC student destinations show an increasing proportion chose to continue studying in college compared to last year. A declining proportion moved to HE study, however this is a reflection on fewer level 3 year 2 students who would have been eligible to progress to HE and fewer students progressed into employment compared to last year
- the rates of student and apprentice retention are very high. For 16-18 across all campuses this is 98.2%, 1.8% above the same point last year. For adults across all campuses retention is 97.7%, 3.2% above the same point last year across both campuses
- the results of the November GCSE examinations saw for Maths, 65 students gaining grade 9-1 pass of which 22 grade 9-4 high grades. For English 61 students gained a grade 9-1 pass of which 34 were grade 9-4 high grades
- the college has over 650 active apprentices of which 338 are due to complete in 2020/21. To date, 82 have achieved, 57 withdrawn with 199 are continuers or on-programme. The current achievement rate for completers is 59% but this will increase as the continuers complete their programme. If all 199 achieve the best case achievement rate would be 83.1%
- the college continues to have a high quality careers programme across the two campuses and are now developing a dedicated website section focused on Careers making the College's offer more transparent and engaging for students, prospective students, parents and schools
- a number of planning meetings have taken place to confirm full time, part time and apprenticeship programme for 2021/22 for both campuses, together with which T level pathways would be offered to full students from 2022/23

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

Members recalled that there was an action from a previous meeting whereby any HE complaints would be brought to the attention of the Committee and were advised that there have not been any to report at this time.

Agreed

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

LQC.23.21 KPI Dashboard

The Committee received the KPI Dashboards for

- Apprenticeships
 - Retention and achievement rates by age, level and ethnicity
- Three year Classroom based retention

Members reviewed both dashboards, commenting on the number of apprentices withdrawing, which may be linked to employment and redundancy. However, the reasons why would be further investigated and the Committee kept advised.

Agreed

The Learning and Quality Committee receives and notes the KPI Dashboards for Apprenticeships and Classroom based retention

LQC.24.21 Any Other Business

There was no other business.

LQC.25.21 Schedule of Meetings: 2020/21

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: 17 June 2021