THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 27 FEBRUARY 2020

Meeting commenced: 16.00
Meeting ended: 18.00
Boardroom, East Surrey College, Redhill

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
Simon Potten	Independent Member
Lily Franklin	ESC Staff Member
Natalie Watkins-Khan	JRC Staff Member
Amran Mohamed	ESC Student Member
Amy Whitear	JRC Student Member

In Attendance

Kevin Standish	Principal JRC & Quality Lead (College Group)
Jyoti Baker	Chief Operating Officer (College Group)

Clerk to the Committee

Sue Glover	Director of Governance

The Director of Governance informed the Committee that the Chair of the Committee had advised that she will need to leave the meeting early and, therefore, members are required to choose a member of the Committee to act as Chair. It was agreed that Colin Monk would assume the role of Chair of the Committee once Liz Rushton had left the meeting.

LQC.10.20   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.11.20   Apologies for Absence
There were no apologies for absence.

LQC.12.20   Notification of Any Other Business
Members agreed that there was no other business to be considered.

LQC.13.20   Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 23 January 2020
The minutes of the meeting were approved and signed as a correct record.

LQC.14.20 **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.15.20 **Risk Management: Spring 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 the new format of the register and 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 'red' risks under Risk LQC1, noting in particular that
- There are now six 'red' risks, previously there were four, under Risk LQC1 and ten 'amber' risks identified
- The risk associated with student attendance, which was previously part of a single risk, has now been split into two risks, one for ESC/JRC and for one ACM. The risk rating for ACM has been reduced as a result of the actions being taken at ACM to deal with low attendance
- The risk of some apprenticeship programme achievements failing to meet 62% achievement, which is the required minimum level of performance, has declined as a result of the various interventions with apprentices and employers
- A 'red' risk has been added to 'insufficient 16-19 study programme students complete the 45-60 days of industry placement'

Members noted that a new 'red' risk has been added under Risk LQC2, relating to the new digital procedures for apprenticeships for SMEs when this becomes the requirement in 2020 as this will require College staff to provide significant support to many more employers than at present, which will stop College staff undertaking their primary role of generating new apprenticeship business.

In discussion, members agreed that the amendments were appropriate and asked that, in the light of the initial issues with Notting Hill Academy of Music, this is added where applicable to the risk register.

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

LQC.16.20 **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: Spring 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 good progress made.

Members endorsed overall the rigour with which the Plan 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 Plans 2019/20: Spring Term 2020

LQC.17.20   Review of College Policies and Strategies
The Principal (JRC) Quality Lead (Cross College) presented, for consideration and approval, the following College policies and strategies:

- **OSC Careers Information, Advice and Guidance Strategy**
- **ESC 23 Employer Engagement Strategy**
- **OSC 07 HE Assessment & Appeals Policy**
- **OSC 12 Equality Policy for Students**
- **ESC 67 Personal Care Policy**

The Committee was advised that
- The Careers Information, Advice and Guidance Strategy is a new strategy which colleges are now required to feature on their website
- The Employer Engagement Strategy identifies the objectives of the College's drive to become the provider of choice for employers
- The HE Assessment & Appeals Policy is a required policy that must be made easily available to HE students
- The Equality Policy for Students is an existing policy which sets out how the Equality Act 2020 is complied with
- The Personal Care Policy was introduced two years ago and is required to ensure that personal care is delivered appropriately

Members reviewed each of the policies and strategies noting the proposed amendments to those previously approved. In discussion, it was recognised that the Employer Engagement Strategy encompasses a wide range of areas that necessarily overlap into other areas and members suggested that some of the context could be phrased a little better to highlight the key elements of the document. It was also suggested by members and agreed that the targets within the Strategy would be revised and an updated document would be presented to the Board in March for approval.

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 Careers Information, Advice and Guidance Strategy**
- **ESC 23 Employer Engagement Strategy, subject to further amendment**
- **OSC 07 HE Assessment & Appeals Policy**
- **OSC 12 Equality Policy for Students**
- **ESC 67 Personal Care Policy**

LQC.18.20   **Termly Safeguarding and Prevent Reports for East Surrey and John Ruskin Colleges: Spring Term 2020**
The Principal (JRC) Quality Lead (College Group) presented, for information the termly Safeguarding and Prevent reports for both Colleges relating to the Spring Term 2020.

John Ruskin College
Members reviewed the detail of the report, noting
- The number of incidents reported since September 2019
- Prevent Duty
- The number of student suspensions and exclusions to date.
- Summary by gender and ethnicity

Members discussed the issues arising, noting the increase in the number of incidents from the previous year and, in response to questions, were advised that the highest number of referrals and demand for support is for those students identified as having mental health difficulties and were advised that the Well-being Officer is offering vital support to these students.

Liz Rushton and Simon Potten left the meeting
Colin Monk assumed the Chair of the Learning and Quality Committee

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 although there was a decrease in the overall total of incidents, this was largely because in 2018/19 all incidents were recorded uniquely whereas in 2019/20 each student is recorded once, unless there is another safeguarding incident which is a different category from the first. This has the effect of distorting comparisons. In discussion, members commented that it would appear there has been a significant increase in the number of some of the mental health categories, and were advised that this may be due to the way incidents are reported. It was agreed that future reports would by recorded by the number of all incidents and by the number of students.

Members noted the key impact measures arising from the report.

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

LQC.19.20 **Termly Quality & Standards Reports for East Surrey and John Ruskin Colleges: Spring 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 Spring Term 2020

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

- Student Destinations
- Retention for 2019/20
- Equality and Diversity
- Quality of Teaching, Learning and Assessment
- Work Experience/Industry Placement Progress
- Employer Engagement Activities
- Subcontractor Monitoring
- Curriculum Planning 2020/21
- Ofsted Monitoring Visit 22/23 January 2020

Members discussed issues arising from the report, noting in particular

- A small percentage of JRC students progressed to study at another FE provider, suggesting that the offer at JRC was not broad enough and therefore the curriculum has been expanded
- Progression to an apprenticeship is much higher at ESC, reflecting the wider apprenticeship offer at ESC when compared to JRC
- Retention at ESC for 16-18 is currently 93.7%, which is a decline of 1.8% on last year and is below JRC at 96.1%, however, the JRC data presented is for November 2019; the ESC data is for February 2020. It was noted that the full year national retention rate is 91.2% and that the attendance is being monitored within the College QIP.
- The retention rate for apprenticeships is significantly higher than previous years at 84.2% for frameworks and 77.3% for standards, which compares favourably with the full year national achievement rate of 68.7%
- Equality and diversity is fairly consistent between ESC and JRC and there are no emerging gaps
- A number of deep dive reviews have been carried out on selected courses and findings have been broadly in line with expectations, equating to mostly Grade 2 levels of performance. An extended deep dive of apprenticeship provision is currently underway
- The Employer Services Department continues to work closely with curriculum in delivering high quality experiences of work, including industrial placements. Work continues to focus on developing partnerships with employers where industrial work placements and experiences of work are integral to Study Programmes
- The annual FE Choices Survey of employer satisfaction was published in late November 2019 and indicated the satisfaction rating was 96.5% giving a strong endorsement of the high quality customer service and support employers are experiencing
- During 2019/20 the College expects to work with five subcontractors, some are well-established, with two new this year such as Notting Hill Academy of Music (NHAM) and the London Learning Consortium. There have been some initial problems with NHAM which have taken considerable management time
- The major offer changes in curriculum planning were noted at JRC where in addition to existing courses, there will be new full time programmes
- The final version of the Ofsted Monitoring report was released on 6 February 2020. The report was very positive and has been circulated to all governors

The Committee thanked the Principal (JRC) Quality Lead (College Group) for a very informative report and agreed that having an Executive Summary with appendices for each area was very helpful and looked forward to future reports being handled in the same way.

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

LQC.20.20   **KPI Dashboard**
The Committee received the KPI Dashboard for

- Apprenticeships
  - Retention and achievement rates by age and level

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

LQC.21.20   **Any Other Business**
There was no other business.

LQC.22.20   **Schedule of Meetings: 2019/20**
Thursday 18 June 2020

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: 18 June 2020