

Meeting commenced: 16.10

Meeting ended: 18.05

PRESENT

Mrs Liz Rushton	Independent Member	Chair
Mrs Jayne Dickinson	Principal and Chief Executive	
Dr Barbara Spittle	Independent Member	
Mr Ron Searle	Independent Member	
Ms Georgia Crabb-O'Toole	Student Member	

APOLOGIES FOR ABSENCE

Ms Kirsty Penfold	Academic Staff Member
Mrs Jyoti Baker	Vice Principal: Finance and Resources
Mr Peter Coughlan	Student Member

IN ATTENDANCE

Mr Kevin Standish	Deputy Principal: Curriculum and Standards
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CLERK

Mrs Sue Glover	Clerk to the Corporation
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LQC.01.17 DECLARATION OF INTERESTS

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

LQC.02.17 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Mr Peter Coughlan	- college commitments
Ms Kirsty Penfold	- ill health
Mrs Jyoti Baker	- college commitments

AGREED

The Learning and Quality Committee accepts the apologies for absence.

LQC.03.17 APPOINTMENT OF COMMITTEE CHAIR

The Clerk advised members that, as a consequence of the previous Chair of the Committee's retirement from the Corporation Board on 31 December 2016, it was necessary to appoint a new Chair of the Committee.

Members were informed that, in accordance with the Terms of Reference and Standing Orders of the Committee, the Chair shall be appointed from among the independent members of the Committee. Members were informed that, following the invitation to members to submit nominations for Chair, Mrs Liz Rushton had been severally nominated for the position.

Liz Rushton 29/06/2017

RESOLVED

The Learning and Quality Committee recommends to the Corporation Board that Mrs Liz Rushton is appointed the Chair of the Committee

LQC.04.17 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.05.17 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 1 DECEMBER 2016

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

LQC.06.17 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING

The Committee agreed that there were no matters arising from the minutes of the meeting.

Members reviewed the Action Points arising from the meeting and agreed that all had been completed to the satisfaction of the Committee.

LQC.07.17 EAST SURREY COLLEGE SELF-ASSESSMENT SUB-GROUP

The Committee received for information the minutes of the East Surrey Self-Assessment Sub-Group held on 23 January 2017 to review and approve the final version of the College Self-Assessment report.

LQC.08.17 DEPUTY PRINCIPAL TERMLY REPORT: SPRING TERM 2017

The Deputy Principal: Curriculum and Standards, presented for information a report providing an update on the current activities and priorities of the College in respect of the Spring Term 2017.

Members reviewed the following key areas:

- Achievement by Qualification Type – 2015/16
- Level 3 Value Added 2015/16
- Full time Student Actual Destinations 2015/16
- Retention Rates 2016/17 – Classroom and Work Based Learning
- Equality and Diversity
- English and Maths Improvement Strategy
- Quality of Teaching, Learning and Assessment 2016/17
- Safeguarding, Student Suspensions and Exclusions
- Employer Engagement Activities
- Sub-Contractor Monitoring (ACM/WEA)
- Stakeholder Voice
- Curriculum Planning 2017/18
- Higher Education

Members discussed issues arising from the report, noting in particular

- The achievement rates, in most cases, for students 16-18 indicate rates at least 2% above the national rates and for students aged 19+ the national rates and minimum standards is exceeded
- The Alps calculation relative to the achievement by ACM students in the Music and Music Technology qualifications is considered by the College to be flawed, as this only considers the grades achieved and not size of the qualification, and is currently being challenged with the Department for Education
- There has been a positive known destination for 96.9% of full time students

- The all duration retention rate for classroom based students aged 16-18 is slightly higher than at the same time last year and for adults 19+ is slightly lower. When both age groups are put together, the overall retention is 96.4% against 96.3% in 2015/16
- An external maths consultant has been retained by the college to deliver support to the maths team, provide one to one feedback and guidance and a whole team training session, which is having a positive impact. However, student attendance at English and Maths classes continues to be unacceptably low for a number of students and it was noted there are a growing number with chronic physical and mental illnesses whose attendance across all classes is less than 30%. There are measures in place to support students with special needs and the student member advised that a good level of support is given
- The number of graded observations shows an increasing number of good and outstanding grades
- The safeguarding team has been expanded in order to improve the service offered and all staff have received relevant training. There have been no cases reported involving radicalisation of students
- The college continues to work closely with its large employers to support the Apprenticeship Levy reforms from 1 May
- HEFCE advise that at the initial stage of the new Annual Provider Review (APR) desk based QA process, 'the APR group has no concerns following its preliminary assessment'.
- However, as the College requires a Transitional Review visit in Autumn 2017 in order to become an Established Provider, it is likely that the formal APR judgement in the form of the Quality Letter will remain pending until then
- Curriculum Planning. In addition to the planned additions outlined in the report, A levels in Graphics, Textile Design and Photography (offered as available combinations around a core UaL programme) and L3 Games Design are to be offered in 2017/18

Members noted the key impact measures arising from the report.

Members thanked the Deputy Principal: Curriculum and Standards for a very informative and comprehensive report.

AGREED

The Learning and Quality Committee receives and notes the report.

LQC.09.17 RISK MANAGEMENT: SPRING TERM 2017

The Deputy Principal: Curriculum and Standards 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 proposed changes:

- **Risk Reference S1: Failure to meet learner, employer, community and other stakeholder needs** – 'Minor' risk – no change
- **Risk Reference S3: Failure to move towards 'Outstanding'** – 'Significant' risk – no change.

It was noted that the Risk Register for the committee would usually only contain the high level red risks, but on this occasion the medium and low risks are also presented as there are only two high level risks.

Members noted the following changes in text under Risk S3

- ACM sub-contractor agreed to run a level 2 group for students whose GCSE prior attainment was well below the entry requirements for level 3 provision. This is a one year course with the expectation that successful students will progress to level 3 in 2017/18
- Monthly student attendance is reported with details of some of the causes of low attendance and details of some of the interventions
- Most staffing vacancies have been filled but a few hard to fill posts remain
- There are good controls in place to monitor teaching, learning and assessment

Members noted the changes in text under Risk S1, in particular that

- The low risk 'Development Planning Process to 2016 fails to take into account the impact 'job outcome' has been removed as it is no longer relevant. This was a measure on the SFA experimental dashboard which has now been withdrawn
- Analysis of the needs of businesses is constantly under review
- Higher education course recruitment has increased in 2015/16 in a year when nationally, FE Colleges reported a decline
- Apprentices in learning has increased compared at the same point in 2015/16 and all years preceding

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 2017 and commends the report for approval by the Corporation Board.

LQC.10.17 COLLEGE QUALITY IMPROVEMENT PLAN 2016/2017: SPRING TERM 2017

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the College Quality Improvement Plan 2016/2017: Spring Term 2017.

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 is itself 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
- there is an expectation that actions are clear, comprehensive and measurable

Members reviewed and commented on the high priority issues relating to the priority areas for improvement, the activities for improvement, the outcome/success criteria and the progress update.

In their detailed review of the QIP, members commented that

- the level of retention for underperforming areas such as Travel and Construction had improved over the previous year
- the poor achievement in the high grades for Maths GCSE has a good range of improvements. The low achievement of D grade re-sits for this academic year was discussed and the strategy for this academic year, together with preparation for the introduction of the new Maths GCSE curriculum, was noted.
- there are a number of value added courses in different areas of the college

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 Plan 2016/2017: Spring Term 2017.

LQC.11.17 GOVERNORS' QUALITY IMPROVEMENT PLAN 2016/2017: SPRING TERM 2017

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2016/2017: Spring Term 2017.

The Committee was reminded that

- the Governors' Quality Improvement Plan (QIP) is updated at the beginning of each academic year and is informed by issues arising from the Governors' self-assessment which is undertaken in June
- the Governors' QIP Working Group meets on a regular basis to monitor and review the Plan prior to submission for consideration by the Learning and Quality Committee
- the Plan is monitored on a termly basis by the Learning and Quality Committee

The Committee reviewed the document, noting proposed revisions, and agreed that the suggested amendments are made. It was pleasing to note that the attendance by student governors at meetings of the Learning and Quality Committee and Corporation during the Autumn Term 2016 was 100%

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

RESOLVED

The Learning and Quality Committee approves the Governors' Quality Improvement Plan 2016/2017: Spring Term 2017 and commends the document for the approval of the Corporation Board.

LQC.12.17 REVIEW OF COLLEGE POLICIES

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, three College policies:

- **ESC 04 Quality Improvement Policy**
- **ESC 20 Student Voice Policy**
- **ESC 50 Higher Education Assessment and Appeals Policy**

The Committee was reminded of the basis on which it is important that College policies are reviewed and updated on a regular basis.

Members were advised that the policies have been reviewed and approved by the Directorate.

Members reviewed each of the policy documents noting the proposed revisions and agreed that the suggested amendments are made.

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

- **ESC 04 Quality Improvement Policy**
- **ESC 20 Student Voice Policy**
- **ESC 50 Higher Education Assessment and Appeals Policy**

LQC.13.17 KPI DASHBOARD

The Committee received the KPI Dashboard for Curriculum and Quality: February 2017.

Consideration was given to specific issues:
Retention by Age, Ethnicity, Gender
Attendance

AGREED

The Learning and Quality Committee receives and notes the KPI Dashboard for Curriculum and Quality: February 2017.

LQC.14.17 ANY OTHER BUSINESS

There was no other business.

LQC.15.17 SCHEDULE OF MEETINGS: 2016/2017

The change of date from Thursday 8 June to Thursday 29 June 2017 was noted.

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

SIGNED AS A CORRECT RECORD:

DATE: Thursday 29 June 2017

E.R. 29/06/2017.