

Meeting commenced: 16.00

Meeting ended: 17.50

PRESENT

Mrs Liz Rushton
Mrs Jayne Dickinson
Mr Ron Searle
Mr Andrew Baird

Independent Member
Principal and Chief Executive
Independent Member
Independent Member

Chair

APOLOGIES FOR ABSENCE

Mr Bob Pickles
Ms Kirsty Penfold
Mr Kieran O'Neill
Ms Lucy Jackson

Independent Member
Academic Staff Member
Student Member
Student Member

IN ATTENDANCE

Mrs Jyoti Baker
Mr Kevin Standish
Ms Gwen Hurrion

Vice Principal: Finance and Resources
Deputy Principal: Curriculum and Standards
Associate Director of Student Support (item 6 only)

CLERK

Mrs Sue Glover

Clerk to the Corporation

Members were advised that as absences had been known in advance, Mr Andrew Baird had been invited to attend as an independent member to provide relevant expertise and to ensure that the meeting was quorate.

The Chair advised that the Deputy Principal report under item 7 on the agenda would be taken after the items for approval to ensure these are given sufficient time for consideration.

LQC.18.18 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.19.18 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Mr Bob Pickles	-	personal commitments
Ms Kirsty Penfold	-	personal commitments
Mr Kieran O'Neill	-	personal commitments
Ms Lucy Jackson	-	personal commitments

AGREED

The Learning and Quality Committee accepts the apologies for absence.

LQC.20.18 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.21.18 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 22 FEBRUARY 2018

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

e.R.

LQC.22.18 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING HELD ON 22 FEBRUARY 2018

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.23.18 TERMLY SAFEGUARDING REPORT: SUMMER TERM 2018

The Associate Director of Student Support presented, for consideration, the termly Safeguarding report: Summer Term 2018.

Members reviewed the detail of the report, noting

- The number of safeguarding incidents to May 2018, particularly mental health issues
- Safeguarding record keeping
- Operation Encompass
- Continuous professional development (CPD)
- Disciplinary incidents and suspensions by level

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

- The increase in the number of safeguarding concerns may reflect the raising of awareness with College staff through induction and CPD activities and the better attention to recording incidents
- The College staff 'mental health champions' introduced earlier in the year continue to support staff and students - the College is about to undertake a mental health assessment and develop its mental health strategy to give further support; there has also been a focus on mental health in the College during the national mental health week
- A concern had been reported under the Prevent legislation, but no further action was taken by the authorities on this occasion. The incident was reported to the Chair and Vice Chair of Governors
- It is difficult to track where a student has gone following a permanent exclusion but is referred to the relevant authorities in the area in an attempt to ensure that the student continues to receive support

Members noted the key impact measures arising from the report.

AGREED

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

Gwen Hurrion left the meeting

LQC.24.18 RISK MANAGEMENT: SUMMER TERM 2018

The Deputy Principal: Curriculum and Quality 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:

- **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 three high level risks.

Members noted the changes in text under Risk S3, in particular that

- Attendance of full time students, particularly to English and Maths classes, continues to cause concern, which is reviewed fortnightly by HoDs where interventions are planned and reviewed
- Although the retention rate is high across the College, attendance and retention are carefully monitored throughout the year and the HoDs work intensively with those students identified at serious risk of failure
- External Verifier reports are generally very favourable and minimal actions are necessary
- Students, parent and employer satisfaction surveys continue to be very positive

Members noted there were no changes in text under Risk S1.

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 Summer Term 2018 and commends the report for approval by the Corporation Board.

LQC.25.18 COLLEGE QUALITY IMPROVEMENT PLAN 2017/2018: SUMMER TERM 2018

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the College Quality Improvement Plan 2017/2018: Summer 2018.

The Committee was reminded that

- the College Quality Improvement Plan (QIP) is the main working quality improvement document which follows on from the full Self Assessment Report (SAR) and 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 made comment with regard to

- although there has been improved usage of the eTrackr system this will be a target for next year
- the achievement rates in underperforming areas have improved, which is pleasing to note
- the predicted achievement rate for Apprenticeships is currently slightly higher than last year

Members endorsed overall the rigour with which the Plan continues to address 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 2017/2018: Summer Term 2018.

LQC.26.18

GOVERNORS' QUALITY IMPROVEMENT PLAN 2017/2018: SUMMER TERM 2018

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2017/2018: Summer Term 2018.

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 the proposed revisions, agreeing that the suggested amendments are made and, following discussion, suggested further changes.

Members noted that the Governors' QIP Working Group would meet in the Autumn Term to consider the document in light of the Governors' self-assessment.

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 2017/18: Summer Term 2018, subject to further amendment as discussed and commends the document for the approval of the Corporation Board
- notes that arrangements will be made for a meeting of the Governors' QIP Working Group during the early part of the Autumn Term to consider issues arising from the Governors' self-assessment

LQC.27.18

REVIEW OF COLLEGE POLICIES

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the following policies:

- ESC 17 College Charter
- ESC 65 Scholarship and Research Ethics 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.

It was noted that there are no changes to the College Charter, which underwent a significant change for 2013/14. However, the Charter will be reviewed at the next Student Conference in October when there will be an opportunity to consult with students on the content and relevance of the current Charter.

Members reviewed the Scholarship and Research Ethics Policy, which is a new policy. Members were advised that as part of its commitment to the AoC Scholarship Project, the College gave an assurance that it would develop and implement a Scholarship Policy. In discussion, members made a number of suggestions so that the policy clearly indicates that it refers to Higher Education provision.

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 17 College Charter
- ESC 65 Scholarship and Research Ethics Policy, subject to amendment as discussed

LQC.28.18 TERMS OF REFERENCE AND STANDING ORDERS OF THE LEARNING AND QUALITY COMMITTEE: 2018/2019

The Clerk to the Corporation presented a report, which outlined the need to review, on an annual basis, the Committee's Terms of Reference and Standing Orders.

The Committee reviewed the document, noting the proposed revisions, agreeing that the suggested amendments are made and, following discussion, suggested further changes.

Members noted the impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves and commends to the Board the Terms of Reference and Standing Orders of the Learning and Quality Committee: 2018/2019, subject to amendment as discussed.

LQC.29.18 ANNUAL SCHEDULE OF BUSINESS OF THE LEARNING AND QUALITY COMMITTEE: 2018/2019

The Clerk to the Corporation presented a report, which outlined the need to review, on an annual basis, the Committee's Annual Schedule of Business.

Members reviewed the document, which reflected the business conducted during the current year, noting the proposed changes and agreed that the amendments are made together with a further minor amendment.

Members noted the impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves and commends to the Board the Annual Schedule of Business of the Learning and Quality Committee: 2018/2019, subject to amendment as discussed.

LQC.30.18 DEPUTY PRINCIPAL TERMLY REPORT: SUMMER TERM 2018

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 Summer Term 2018.

Members reviewed the following key areas:

- Retention and predicted achievement rates 2017/18
- Achievement by Qualification Type – 2017/18 provisional
- Equality and Diversity
- English and Maths – retention, predicted achievement and high grades
- Work experience progress
- Full time student intended destinations 2017/18
- Quality of Teaching, Learning and Assessment 2017/18
- Employer Engagement activities
- Subcontractor Monitoring (ACM/WEA)
- Stakeholder/student voice (feedback from full time student surveys)
- Higher Education
- Community Learning

Members discussed issues arising from the report, noting in particular that

- The all duration retention rate for classroom-based students 16-18 at 91.7% is 0.6% higher than the final full year position in 2016/17. For 19+ students the retention is 90.7%, which represents a 0.6% decline compared with 2016/17. However, it is noted that these figures do not include the recent enrolments with the subcontractor, the Learning Curve, which will raise the final retention position for adults. For all ages, the overall retention is 91.5% in 2017/18, an increase of 0.4%.
- The overall predicted achievement rate in 2017/18 for 16-18 and 19+ is, in the main, at or above the national average (NR). All students are RAG (red, amber, green) rated with Reds being those at risk of failure. Tutors focus interventions on these students with the aim of them achieving.
- Apprenticeships are of varying durations and apprentices sometimes leave or lose their employment. Where appropriate, the College tries to help them secure an alternative apprenticeship, but this is not always possible.
- The retention of other ethnic groups indicate they do as well as White/British
- The new 9-1 graded qualification for GCSE English and Maths is in its first year and predictions are in line with the NR.
- The majority of known intended destinations of all active full time students is that the majority intend to return to full time study at the College (or ACM) next year, which is an increase of 5.3% on this point in 2016/17. A number intend to gain employment, down 9.6%, or intend to progress to higher education, an increase of 1.9%.
- The number of outstanding observation grades continues to improve. It was noted that there has been a slightly different approach to the observation programme this year, to ensure equal emphasis on theory and practical lessons
- The College continues to strengthen its engagement with local and regional employers across a number of key areas, including apprenticeships and work experience.
- There is a robust system in place for the monitoring of subcontracts – ACM and WEA.
- The results of the on-line induction survey completed by students in the autumn term followed by an on-programme survey in the spring term show that, generally, students are telling us that they are very satisfied with the experience at the College.
- There has been good engagement with the University of Chichester who are expected to approve ESC delivery of the Chartered Manager Degree Apprenticeship from September 2018. The College launched its first Degree Apprenticeship in Embedded Electronic Systems in September 2017, in partnership with London South Bank University and Thales, a major engineering company.

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.31.18 KPI DASHBOARD

The Committee received the KPI Dashboards for

- Classroom based – June 2018
 - Retention rates by age and level
 - EDIMs
 - Attendance
- Apprenticeships – June 2018

AGREED

The Learning and Quality Committee receives and notes the KPI Dashboards for Curriculum and Quality and Apprentices: June 2018

LQC.32.18 ANY OTHER BUSINESS

There was no other business.

LQC.33.18 SCHEDULE OF MEETINGS: 2018/2019

Thursday 22 November 2018

Thursday 24 January 2019 (to approve College SAR)

Thursday 28 February 2019

Thursday 20 June 2019

All meetings commence at 16.00

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

SIGNED AS A CORRECT RECORD:



DATE: Thursday 22 November 2018

