

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 22 NOVEMBER 2018

Meeting commenced: 16.00

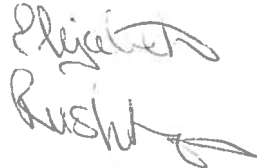
Meeting ended: 18.00

PRESENT

Mrs Liz Rushton
Mrs Jayne Dickinson
Mr Bob Pickles
Ms Kirsty Penfold
Ms Amran Mohamed
Mr Rory Percival

Independent Member
Principal and Chief Executive
Independent Member
Academic Staff Member
Student Member
Student Member

Chair



APOLOGIES FOR ABSENCE

Mr Simon Potten

Independent Member

IN ATTENDANCE

Mrs Jyoti Baker
Mr Kevin Standish
Mr Richard Pearce
Ms Gwen Hurrion
Mrs Frances Harris

Vice Principal: Finance and Resources
Deputy Principal: Curriculum and Standards
Head of Higher Education
Associate Director Student Support
Assistant Principal Curriculum and Standards

CLERK

Mrs Sue Glover

Clerk to the Corporation

LQC.34.18 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.35.18 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Mr Simon Potten - business commitments

It was noted that Mr Andrew Baird, Chair of the Corporation, had been planning to attend but due to business commitments was unable to do so.

AGREED

The Learning and Quality Committee accepts the apologies for absence.

LQC.36.18 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.37.18 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 21 JUNE 2018

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

LQC.38.18 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.39.18 HIGHER EDUCATION

The Head of HE presented a report 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. The report and action plan are presented to consider the 'sign-off' of assurance to the Office for Students (OfS).

Members were reminded that

- The OfS replaced HEFCE in April 2018 as the regulator of higher education in England and continue to require that colleges report on the quality of the student experience to its Governing Body

Members reviewed the detail of the report on Higher Education at East Surrey College 2017/18, noting the key areas:

- Overview of Higher Education at East Surrey College 2017/18
- The framework for Higher Education Qualifications
- The expectations of the UK Quality Code
- Codes of Governance
- Ensuring Consumer Protection
- Student Protection Measures
- Higher Education Quality Assurance Action Plan

Members were advised that the College delivered on its prescribed HE programmes in 2017/18 plus one Degree Apprenticeship in Embedded Electronic Systems and other Higher Apprenticeship programmes. Members agreed that the report was very comprehensive and provided a clear statement on the quality of the College's higher education provision and sets appropriate actions at a provider and programme level to ensure continuous improvement.

It was noted that the date for submission of the Annual Quality Assessment Assurance Statement is 1 December 2018, which is before the governing body meets. It was therefore agreed that the Principal and Chief Executive as Accounting Officer would sign the statement on behalf of the governing body and this would be endorsed at the Board meeting on 13 December 2018.

It was agreed that it would be sensible for the Link Governor for HE, Mr Colin Monk, to be kept informed of the College's HE activities and, as he was not part of the Committee, a copy would be sent to him.

RESOLVED

The Learning and Quality Committee approves and recommends to the Corporation Board for approval, the 'sign off' of full assurance of the Annual Quality Assessment Assurance Statement to the OfS. The Committee further recommends that, in the light of the return date of 1 December, the Principal and Chief Executive as Accounting Officer will sign the statement on behalf of the governing body, which will be presented for endorsement at the Board meeting on 13 December 2018.

LQC.40.18 COLLEGE STRATEGIES

The Head of HE, presented for consideration and approval the following strategy:

- ESC 69 HE Strategy

Members were advised that the current strategy document is due for review as it has reached the end of its 3-year cycle. In the light of the Higher Education and Research Act (2017), the establishment of the Office for Students in April 2018 and the likelihood of a merger with another college, the College will be consulting over revisions to the HE Strategy for 2019-2022 and anticipates a new strategy will be put in place during Spring 2019 and presented to this committee for approval.

Members reviewed the document, making some further minor amendments.

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 69 HE Strategy

Richard Pearce left the meeting

LQC.41.18 ANNUAL SAFEGUARDING REPORT 2017/18

The Associate Director Student Support, presented for consideration and approval the Annual Safeguarding Report 2017/18.

Members were advised that

- The annual safeguarding report reviews the work undertaken in relation to Safeguarding including Prevent throughout the year
- The report provides assurance to the Board that the College is compliant with its responsibilities in relation to Safeguarding including Prevent and that appropriate actions are being taken in relation to safeguarding students, staff and visitors to the College

Members reviewed the detail of the report, noting that

- There was an increase in safeguarding or student support incidents being reported over the previous year. It was accepted that this may be due to the better attention given to the recording of incidents, although it is still recognised as a challenge to record all forms of support and help given. The difficulties in accessing all safeguarding reports from schools was noted although it is a requirement that these follow the student to their post-16 destination. This is an area for improvement which is being addressed. There was one reported concern under the Prevent legislation, but no further action was taken by the authorities. This was reported to the Chair and Vice Chair of governors by the Principal
- There are measures in place for the Corporation Board in relation to its responsibilities for Safeguarding including Prevent

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

In discussion, members highlighted a few anomalies relating to the number of incidents reported and asked if these could be checked and a final version presented for the Board in December.

Members noted the impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves and commends to the Corporation Board for approval the Annual Safeguarding Report: 2017/18, subject to amendments as discussed

LQC.42.18 COLLEGE POLICIES

The following policies were presented for consideration and approval.

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.

The Associate Director Student Support presented, for consideration and approval

- ESC 62 Safeguarding Children and Vulnerable Adults Protection Policy and Procedure

Members reviewed the proposed changes to the policy, noting that these are to bring the policy in line with current statutory guidance. In discussion, members agreed to the changes proposed, making some further suggestions.

Gwen Hurrion left the meeting

The Assistant Principal Curriculum and Standards presented for consideration and approval

- ESC 05 Teaching, Learning and Assessment Policy

Members reviewed the proposed changes to the policy and agreed that these were appropriate. The Committee was advised that the policy will be further updated to reflect the new Ofsted Common Inspection Framework when this is introduced next year.

The Deputy Principal Curriculum and Standards presented for consideration and approval

- ESC 06 Student Disciplinary Policy
- ESC 08 Client Feedback Policy

Members reviewed the proposed changes to the policies and agreed that these were appropriate.

RESOLVED

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

- ESC 62 Safeguarding Children and Vulnerable Adults Protection Policy and Procedure, subject to amendment as discussed
- ESC 06 Student Disciplinary Policy
- ESC 05 Teaching, Learning and Assessment Policy
- ESC 08 Client Feedback Policy

LQC.43.18 DEPUTY PRINCIPAL REPORT 2017/18

The Deputy Principal, Curriculum and Standards, presented, for information, a report providing an overview of key activities and issues relevant to the College in 2017/18.

Members reviewed the following key areas:

- Retention, Pass and Achievement Rates – Classroom and WBL
- Equality and Diversity
- Quality of Teaching, Learning and Assessment
- Employer Engagement Activities
- Sub-Contractor monitoring (ACM/WEA)
- Student/Stakeholder Voice: feedback from enrolment and Parent/Carers events
- Annual Complaints Analysis: 2017/18

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

- The headline achievement rate for 16-18's is 85.2%, which is 3.7% above the national rate, but marginally down on 2016/17. 81% of qualifications taken are by 16-18s, an increase on 2016/17 of 3.3%
- The headline achievement rate for adults is 82.5%, which is 5.4% below the national rate, representing a decline of 3.7% on 2016/17, having previously improved by 1.4% in 2016/17
- English and maths qualifications (GCSE/functional skills) accounts for 30% of all qualifications taken by 16-18's and 29% of all qualifications taken by adults, it was noted that if these qualifications were removed, the underlying achievement rate for 16-18s would be 87.8% and 86.3% for adults
- All underperforming programmes are placed in 'intensive care' and will receive focused support to help improve achievement in 2018/19
- The headline performance for the last four years in apprenticeship achievement rates show that as the number of apprentices completing their programme has increased, there has been a small overall decline in achievement rates. It was noted that the national achievement rates are low for some subjects in which the College specialises and there is little that a provider can do if any apprentice leaves their employment or the employer leaves them via a termination in their contract. The College does all it can to find another employer in these cases
- Apprenticeship subjects that have been successful include
 - Supporting Teaching & Learning in Schools
 - Vehicle Maintenance
 - Customer Service
 - Rail Traction Engineering
 - Barbering

- The achievement rate for 16-18's White/British has decreased and all other ethnicities have increased which has closed the gap from 2.7% to just 0.8%
- The majority of observations completed in 2017/18 for all active staff were outstanding or good. Those graded as inadequate (2) and requires improvement received mentoring support provided by the Heads of Curriculum
- The College continues to strengthen its engagement with local and regional employers and demand for Apprenticeships from both young people and employers continues to increase
- The College subcontracted funded provision to three organisations in 2017/18
 - WEA
 - Academy of Contemporary Music
 - The Learning Curve

The student achievement rates were better in 2017/18 than in the previous year for the Academy of Contemporary Music (ACM), demonstrating a 3-year upward trend and the achievement of students with The Learning Curve was also very positive

- The total number of complaints in 2017/18 was very similar to those received the previous year. Complaints from 16-18's were typically with regard to English and Maths classes, timetables and tutor absence. Adult complaints were typically with regard to cancelled classes and absent tutors

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.44.18 COLLEGE QUALITY IMPROVEMENT PLAN: 2017/18

The Deputy Principal: Curriculum and Standards, presented for consideration and approval the final College Quality Improvement Plan: 2017/18

Members were advised that the Plan had been approved at the meeting of the Corporation Board held on 12 July 2018 and was submitted for the final 'sign off' by the Committee, following an update of progress during the remainder of the Summer Term 2018 and achievement data finalised in October 2018.

Members noted the key impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves and commends for the approval by the Corporation Board the College Quality Improvement Plan: 2017/18 for final 'sign off'

LQC.45.18 GOVERNORS' QUALITY IMPROVEMENT PLAN 2017/18

The Clerk to the Corporation presented, for consideration and approval, the final Governors' Quality Improvement Plan: 2017/18.

Members were advised that the Plan had been approved at the meeting of the Corporation Board held on 12 July 2018 and was now submitted for the final 'sign-off' by the Committee, following an update of progress during the remainder of the Summer term 2018. Members reviewed the document noting the proposed revisions.

Members noted the key impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves the final Governors' Quality Improvement Plan: 2017/18 and commends the document for the approval of the Board.

LQC.46.18 GOVERNORS' QUALITY IMPROVEMENT PLAN 2018/19: AUTUMN TERM 2018

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2018/19: Autumn Term 2018.

The Committee was reminded that

- the Governors' Quality Improvement Plan (QIP) is established 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 termly 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

Members were advised that the Governors' QIP Working Group identified changes to the Plan as a consequence of the issues arising from the Governors' Self-Assessment in June 2018.

The Committee reviewed the document and agreed with the areas for development.

Members noted the key impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves the Governors' Quality Improvement Plan: 2018/19 Autumn Term 2018 and commends the document for the approval of the Board

LQC.47.18 COLLEGE SELF-ASSESSMENT REPORT FOR 2017/18

The Deputy Principal: Curriculum and Standards presented details of the provisional grading by department and the College for the annual Self-Assessment report (SAR).

Members reviewed the final grades for 2016/17 and the provisional grades for 2017/18.

It was noted that the grades for some areas were less than the previous year. However, it was noted that others were better. It was accepted that the forthcoming Performance Reviews would present a better representation of each area once complete. The Committee asked if there could be some further context in the summary report to be presented to the Board in December as initial recommendations would need to be made by the Committee. It was agreed that the Chair of the Committee would meet with the Principal and Deputy Principal outside of the meeting to give further input.

AGREED

The Learning and Quality Committee agreed to receive the initial grades for the College SAR, noting that the Chair of the Committee would meet with the Principal and Deputy Principal to give further context for the summary report to be presented to the Board in December

LQC.48.18 STUDENT PERFORMANCE TARGETS: 2018/19

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, a report which provided details of the key academic targets which have been set for 2018/19.

The Committee considered the key issues raised in the report in conjunction with the details of the Classroom-based achievement rate performance against targets 2017/18 and 2018/19 targets for all ages.

Members reviewed the targets proposed, noting

- Clearly set and widely communicated academic targets have a proven track record of contributing to quality improvement
- Achievement rate targets for classroom-based activities had been set by subject sector area (SSA) for all ages for 2017/18, based on the latest available national rates (NR) for each SSA +3%
- The latest national rates have again been used to set a NR +3% target for 2018/19

Members noted that it is proposed the targets for attendance, at 90%, and punctuality, at 95%, should remain unchanged.

Members noted the impact measures arising from the report.

AGREED

The Learning and Quality Committee approve and recommend for approval by the Corporation Board the student performance targets for 2018/19.

LQC.49.18 RISK MANAGEMENT: AUTUMN TERM 2018

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 of the risk areas 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.

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

- Achievement rates of subcontractor Academy for Contemporary Music were 88.8% in 2017/18 and so it is proposed to reduce the level of risk from red to amber
- The College achievement rate for 2017/18 for all qualifications declined by 1% and so monitoring and intervention measures, particularly regarding English and Maths, will continue
- Most staffing vacancies have been filled but there remain some difficult posts to fill in Construction and Engineering
- A new risk has been added which is the potential loss of business due to the time it can take to process validation of HE programmes with HEIs or with awarding bodies for high level programmes

Members noted the minor changes in text under Risk S1.

It was noted that the Risk Register would usually only contain the high risk contributory factors but the medium and low risks are also presented as there is only one high risk relating to ACM.

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

LQC.50.18 ANNUAL REPORT OF THE LEARNING AND QUALITY COMMITTEE: 2017/18

The Clerk to the Corporation 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

- the work undertaken by the Committee in finalising the College Self-Assessment Report
- 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: 2017/18 and commends the report to the Corporation.

LQC.51.18 ANNUAL REVIEW OF THE RESTRICTED MINUTES OF THE LEARNING AND QUALITY COMMITTEE

The Clerk to the Corporation presented a report, which outlined the basis on which, in accordance with Instrument 17(4), it is appropriate for the Committee to review the restricted minutes of the meetings of the Committee.

Members noted that there were no meetings of the Learning and Quality Committee held on a restricted basis in 2017/18.

AGREED

The Learning and Quality Committee agreed to note the report.

LQC.52.18 ANNUAL REVIEW OF THE BUSINESS OF THE LEARNING AND QUALITY COMMITTEE: 2017/18

The Clerk to the Corporation presented, for information, a report which provided a review of the Action Points arising from the meetings of the Committee during 2017/18.

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.53.18 KPI DASHBOARD FOR CURRICULUM AND QUALITY

The Committee received the KPI dashboards for

- Apprenticeships – November 2018
- EDIMs

AGREED

The Learning and Quality Committee receives and notes the KPI Dashboards

LQC.54.18 ANY OTHER BUSINESS

There was no other business.

LQC.55.18 SCHEDULE OF MEETINGS: 2018/19

Thursday 24 January 2019 (to approve the 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 24 January 2019