

Meeting commenced: 16.00

Meeting ended: 18.00

PRESENT

Mrs Liz Rushton
Mrs Jayne Dickinson
Ms Kirsty Penfold
Ms Georgia Crabb-O'Toole

Independent Member
Principal and Chief Executive
Academic Staff Member
Student Member

Chair

APOLOGIES FOR ABSENCE

Mr Ron Searle
Mr Peter Coughlan

Independent Member
Student Member

IN ATTENDANCE

Mrs Jyoti Baker
Mr Kevin Standish

Vice Principal: Finance and Resources
Deputy Principal: Curriculum and Standards

CLERK

Mrs Sue Glover

Clerk to the Corporation

LQC.16.17 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.17.17 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Mr Ron Searle - business commitments
Mr Peter Coughlan - personal commitments

AGREED

The Learning and Quality Committee accepts the apologies for absence.

LQC.18.17 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.19.17 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 23 FEBRUARY 2017

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

LQC.20.17 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2017

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.21.17 DEPUTY PRINCIPAL TERMLY REPORT: SUMMER 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 Summer Term 2017.

Members reviewed the following key areas:

- Retention 2016/17 – classroom-based
- Achievement by Qualification Type (provisional)
- Full Time Student Destinations
- Work-based learning – Retention and Predicted Achievement 2016/17
- Equality & Diversity
- Quality of Teaching, Learning and Assessment 2016/17
- Safeguarding, Student Suspensions and Exclusions
- Business Development
- Subcontractor Monitoring (ACM/WEA)
- Stakeholder Voice – Full Time Student Survey 2016/17
- Higher Education

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

- The all duration retention rate for classroom-based students 16-18 at 91.5% is slightly lower than the 92.8% final position in 2015/16. For 19+ students the retention is 92.9%, which represents a 1.4% improvement on last year. When both age groups are combined, the overall retention is 91.8% in 2016/17 against 92.5% in 2015/16 (NR 91.3%)
- The overall predicted achievement rate for 16-18 is 89.9%, up from 86.5% in 2015/16 and is well above the national rate (NR) of 79.1%. Similarly, for 19+ the overall predicted achievement rate shows an improvement of 5.5% on 2015/16 and is now well above the 2015/16 NR of 86.1%
- The College has performed well for most qualification types and is considerably higher than the NR for
 - Access to HE (+8.1%)
 - Diplomas (+3.7%)
 - Functional Skills English and Maths (+15.9%)
 - GCSE English and Math (+9.0%)
- Following the release of results in 2015/16 for all providers for GCSE English and Maths, the results for 16-18 and 19+ GCSE English results were very strong compared with General FE and Tertiary Colleges, placing the College high grade (A*-C) results in 18th and 46th place respectively. Regrettably, the College has performed below the NR for GCSE maths results, particularly for 16-18
- The new 9-1 graded qualification for GCSE English and Maths is in its first year and there is a great deal of uncertainty about grades so the predictions are an estimate at this stage
- The predicted BTEC Level 3 Value-Added for 2016/17 is positive for most courses with some Engineering and Construction qualifications indicating the highest level of positive value-added
- Of the known destinations of students (excluding ACM), a greater proportion compared with 2014/15 have progressed to higher education or employment
- Taking account of the achievement rate by apprentices who have already achieved plus those who are active and predicted to achieve, the College will have a 79% achievement rate, which is an increase of 11.3% on the previous year and will comfortably exceed the NR of 68.9%
- Overall the high quality of teaching, learning and assessment has been sustained at 99.2% in 2016/17 with an improvement in the number of outstanding grades, which is the result of good teachers progressing to become outstanding teachers

- A detailed audit of safeguarding provision in the education sector in Surrey has been completed by the College and the outcome reviewed by the College Safeguarding Strategy Group, which is attended by the Vice Chair who is link governor for safeguarding
- The College continues to strengthen its engagement with local and regional employers across a number of key areas, including apprenticeships and work experience with support for the Apprenticeship Levy reforms which came into force in May this year
- 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
- The College and University of Brighton have agreed to end their degree validation partnership and the College has been engaging with new prospective partners. Progress is being made to move towards a transfer of relevant provision to the University of Chichester for September 2018
- HEFCE has postponed its transitional Quality Review Visit from September-October 2017 to February-June 2018, which means that the outcome judgement from the new data-driven quality regime (Annual Provider Review) will be 'pending' until that process is concluded. HEFCE have written to its Quality Board about the College to advise that it had 'no immediate concerns on 2015/16'

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.22.17 RISK MANAGEMENT: SUMMER TERM 2017

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 two high level risks

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

- The impact of the Southern Rail strike action has had a marked impact on attendance for some students
- Retention across the whole College is 91.8% and all students have been RAG rated to identify those at risk of failing so that additional support can be put in place to ensure they achieve
- Most staffing vacancies have been filled but a few 'hard to fill' posts remain such as in Mechanical and Electrical/Electronic Engineering
- There are good controls in place to monitor teaching, learning and assessment

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

- Fees for 2017/18 courses have been set and are mindful of the sensitivity to price of students/employers

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

LQC.23.17 COLLEGE QUALITY IMPROVEMENT PLAN 2016/2017: SUMMER TERM 2017

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

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

- weekly meetings to review retention and predicated pass rates for underperforming provision in areas such as Construction, Engineering continues
- all students taking any qualifications have been RAG rated

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 2016/2017: Summer Term 2017.

LQC.24.17 GOVERNORS' QUALITY IMPROVEMENT PLAN 2016/2017: SUMMER TERM 2017

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2015/2017: Summer 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.

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 2016/2017: Summer Term 2017 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.25.17 REVIEW OF COLLEGE STRATEGIES

The Principal presented, for consideration and approval, the Marketing Strategy.

ESC 18 Marketing Strategy

The Committee considered the Marketing Strategy and was advised that the document had been extensively updated in the light of the impact of the Apprenticeship Levy. However, there was still scope to update further and it was agreed that the marketing strategy would be presented to the Committee again in the autumn term.

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the Employer Engagement Strategy.

ESC 23 Employer Engagement Strategy

The Committee considered the Employer Engagement Strategy and agreeing to the minor suggested amendments. As with the Marketing Strategy, this would be presented to the Committee again in the autumn term once the full extent of the Apprenticeship Levy had been assessed.

The Committee noted the key impact measures arising from the report.

RESOLVED

The Learning and Quality Committee endorses and commends to the Board for approval

- **ESC 18 Marketing Strategy**
- **ESC 23 Employer Engagement Strategy**

LQC.26.17 REVIEW OF COLLEGE POLICIES

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

- **ESC 02 Admissions Policy**
- **ESC 10 Internal Verification Policy**
- **ESC 21 Student Malpractice Policy**
- **ESC 78 Fitness to Study 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 02 Admissions Policy**
- **ESC 10 Internal Verification Policy**
- **ESC 21 Student Malpractice Policy**
- **ESC 78 Fitness to Study Policy**

LQC.27.17 TERMS OF REFERENCE AND STANDING ORDERS OF THE LEARNING AND QUALITY COMMITTEE: 2017/2018

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.

Members reviewed the document, noting the suggested changes and made one further amendment with regard to removal of the Community Learning Strategy as this funding is now subsumed with the Adult Education Budget.

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: 2017/2018.

LQC.28.17 ANNUAL SCHEDULE OF BUSINESS OF THE LEARNING AND QUALITY COMMITTEE: 2017/2018

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.

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: 2017/2018.

LQC.29.17 KPI DASHBOARD

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

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Members reviewed each of the Dashboards, noting

- Retention by Age and Level
- Retention by Age and Ethnicity (16-18 & 19+)
- Retention by Age and Gender (16-18 & 19+)
- Retention by Month (16-18 & 19+)
- Retention – High Needs
- Suspension by Department
- Full & Part Time Attendance by Month
- 16/17 Overall Retention & Achievement for Apprentices
- 16/17 Timely Achievement for Apprentices

It was suggested that some of the graphs could be modified in order not to distort the position and presented to the next meeting.

AGREED

The Learning and Quality Committee receives and notes the KPI Dashboards for Curriculum and Quality and Apprentices: June 2017

LQC.30.17 ANY OTHER BUSINESS

There was no other business.

LQC.31.17 SCHEDULE OF MEETINGS: 2017/2018

Thursday 9 November 2017

Thursday 7 December 2017 (to approve College SAR)

Thursday 22 February 2018

Thursday 21 June 2018

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 9 November 2017

