

Meeting commenced: 16.00

Meeting ended: 18.15

*Elizabeth Rushton*

**PRESENT**

Mrs Liz Rushton  
Mrs Jayne Dickinson  
Mr Ron Searle  
Mr Kieran O'Neill

Independent Member  
Principal and Chief Executive  
Independent Member  
Student Member

Chair

**APOLOGIES FOR ABSENCE**

Ms Kirsty Penfold  
Mr Bob Pickles  
Ms Lucy Jackson

Academic Staff Member  
Independent Member  
Student Member

**IN ATTENDANCE**

Mr Andrew Baird  
Mrs Jyoti Baker  
Mr Kevin Standish  
Mr Richard Pearce

Chair of the Corporation  
Vice Principal: Finance and Resources  
Deputy Principal: Curriculum and Standards  
Head of Higher Education (item 6)

**CLERK**

Mrs Sue Glover

Clerk to the Corporation

The Chair of the Committee advised that as Mr Searle would be arriving late to the meeting, the last minutes would be taken for approval once he had arrived. The Chair of the Corporation was welcomed to the meeting and it was noted that his attendance would count towards the quorum for the meeting.

**LQC.32.17 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.33.17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Ms Kirsty Penfold	- business commitments
Mr Bob Pickles	- business commitments
Ms Lucy Jackson	- personal commitments

**AGREED**

The Learning and Quality Committee accepts the apologies for absence.

**LQC.34.17 NOTIFICATION OF ANY OTHER BUSINESS**

Members agreed that there was no additional business for consideration.

### **LQC.35.17 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 enable consideration of 'sign-off' of assurance to HEFCE.

Members were reminded that

- HEFCE as the regulator of higher education in England has required 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 2016/17, noting the key areas:

- Introduction
- Higher Education Completion Data
- Review of Previous Action Plan
- 2015/17 Review Events
- Student Engagement and Feedback
- External Examiner Feedback
- Meeting UK Quality Code Expectations in 2016/17
- Action Plan on 2016/17

Members were advised that HEFCE have confirmed that the recent Annual Provider Review (APR) 2016-17 resulted in a positive outcome and that the quality and standards meets requirements with no action required.

It was noted that the date for submission of the Annual Quality Assessment Assurance Statement is 1 December 2017, 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 14 December 2017.

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 HEFCE. 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 14 December 2017.

### **LQC.36.17 OFSTED INSPECTION – AUTUMN TERM 2017**

The Principal advised that the recent short inspection by Ofsted, held on 11/12 October 2017 had resulted in the College being judged as continuing to be good with safeguarding being effective.

Members were advised that

- the draft letter was checked for factual accuracy to inform a final version that will be published on the Ofsted website
- the Board was advised at the recent meeting of the Strategy Committee that, whilst agreeing the College is very proud of its position, some of the content in the final report is being challenged through the Ofsted complaints process and governors will be kept informed of progress

The final version of the short inspection letter will be circulated to all members of the Board.

#### **AGREED**

The Learning and Quality Committee agreed to note the update.

#### **LQC.37.17 DEPUTY PRINCIPAL TERMLY REPORT: AUTUMN 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 Autumn Term 2017.

Members reviewed the following key areas:

- Retention, Pass and Achievement Rates for 2016/17
- English and Maths performance and improvement strategy
- Equality and Diversity
- Quality of Teaching, Learning and Assessment 2016/17
- Employer Engagement
- Sub-Contractor monitoring (ACM/WEA/Learning Curve)
- Stakeholder Voice: feedback from enrolment
- Community Learning
- Annual Complaints Analysis: 2016/17

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

- The achievement rate for all durations and all ages is 85.9%, marginally down on 2015/16
- Although the 16-18 achievement rate is slightly lower, the rate for 19+ is higher than 2015/16 and it is anticipated that this outcome could still place the College in the top 25 GFE colleges in England
- There has been a slight dip in retention rates over 2015/16, however pass rates are higher for both 16-18s and 19+
- Overall, construction remains the subject area of greatest concern, which has consistently underperformed against national rates and other subject areas within the College, although with some pockets of good performance
- All underperforming programmes are placed in 'intensive care' and will receive focused support to help success in 2017/18
- Apprenticeship achievement rates show an overall improvement for all ages of apprentices, but there are some variations by age grouping which will require further investigation. Construction apprenticeship outcomes are good. Timely achievement has significantly improved from 23.1% in 2015/16 to 60.8% in 2016/17
- The strategy to improve achievement in GCSE Maths and English has resulted in a significant improvement in high grades for Maths in 2016/17, which are now in line with national rates and although the high grades in English declined in 2016/17 they remain well above national rates
- The achievement rate for 16-18's White/British has increased and is now above the College rate of 85.6% and a number of other ethnic groups have improved success rates
- The majority of observations completed in 2016/17 for all active staff were outstanding or good. Those graded as inadequate (2) and requires improvement received coaching and development support to improve performance or were subject to performance management actions resulting in their leaving the College

- 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 annual FE Choices survey of employer satisfaction shows an increase in the satisfaction rating placing the College third highest out of 202 GFE Colleges in England at 99.2%, highlighting the continued highly effective partnership work with local businesses
- The survey conducted regarding the enrolment experience indicated a positive response with respondents agreeing that the process was easy and effective
- There has been a slight decrease in the total number of complaints over the previous year. The area of Accounting received the majority of complaints due to problems with an absent tutor and the time taken to find new 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.

**Ron Searle arrived**

#### **LQC.38.17 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 29 JUNE 2017**

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

#### **LQC.39.17 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.40.17 RISK MANAGEMENT: AUTUMN 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 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

- Success rates of sub-contractor Academy for Contemporary Music (ACM) have been reported for the main level 3 qualification and the GCSE and functional skills English and Maths and that there have been regular subcontractor monitoring meetings throughout the year
- Student attendance for September 2017 and 2016 for comparison is reported and actions in place to improve attendance, particularly to English and Maths classes

- Retention rates for the whole College and by SSA for classroom-based provision are carefully monitored through the year

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

- Analysis of the needs of businesses is constantly under review

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

#### **LQC.41.17 STUDENT PERFORMANCE TARGETS: 2017/18**

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 2017/18.

The Committee considered the key issues raised in the report in conjunction with the spreadsheet giving details of the Classroom-based achievement rate performance against targets 2016/17 and 2017/18 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 2016/17, based on the latest available national rates (NR) for each SSA +3%
- The latest national rates have been used to set a NR +3% target for 2017/18, which will be updated later in the year

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

Members were further advised that the proposed targets in respect of Apprenticeship frameworks would reflect the need to achieve the national rate plus 4%.

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 2017/18.

#### **LQC.42.17 ANNUAL SAFEGUARDING REPORT 2016/17**

The Deputy Principal: Curriculum and Standards, presented for consideration and approval the Annual Safeguarding Report 2016/17.

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 was due not only to more students experiencing issues, but also to the better attention given to the recording of incidents and more staff available to support students following the expansion of the safeguarding team
- The recent Ofsted inspection had judged that the College's safeguarding procedures remain effective
- The safeguarding team undertook a number of self-assessment activities during the year, which included
  - Update of Prevent Action Plan, ensuring compliance with statutory duties and continually arising awareness among staff and students of the dangers of radicalisation and extremism
  - Update of Prevent Risk Assessment
  - Audit of statutory safeguarding duties in relation to Keeping Children Safe in Education 2016
  - Overhaul of safeguarding records
- There are measures in place for the Corporation Board in relation to its responsibilities for Safeguarding including Prevent

Members also reviewed the KPI dashboard which highlighted the number of student suspensions for 2015/16, 2016/17 and the year 2017/18 to date.

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: 2016/17

#### **LQC.43.17**

#### **COLLEGE POLICIES**

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

- **ESC 62 Safeguarding Children and Vulnerable Adults Protection Policy and Procedure**
- **ESC 06 Student Disciplinary 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 had 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 62 Safeguarding Children and Vulnerable Adults Protection Policy and Procedure**
- **ESC 06 Student Disciplinary Policy**

**LQC.44.17 COLLEGE QUALITY IMPROVEMENT PLAN: 2016/17**

The Deputy Principal: Curriculum and Standards, presented for consideration and approval the final College Quality Improvement Plan: 2016/17

Members were advised that the Plan had been approved at the meeting of the Corporation Board held on 6 July 2017 and was submitted for the final 'sign off' by the Committee, following an update of progress during the remainder of the Summer Term 2017 and achievement data finalised in October 2017.

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: 2016/17 for final 'sign off'

**LQC.45.17 GOVERNORS' QUALITY IMPROVEMENT PLAN 2016/17**

The Clerk to the Corporation presented, for consideration and approval, the final Governors' Quality Improvement Plan: 2016/17.

Members were advised that the Plan had been approved at the meeting of the Corporation Board held on 6 July 2017 and was now submitted for the final 'sign-off' by the Committee, following an update of progress during the remainder of the Summer term 2017. 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: 2016/17 and commends the document for the approval of the Board.

**LQC.46.16 GOVERNORS' QUALITY IMPROVEMENT PLAN 2017/18: AUTUMN TERM 2017**

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

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 2017.

The Committee reviewed the document, suggesting some refinement to the wording relating to the monitoring of the impact of decisions made by governors.

Members noted the key impact measures arising from the report.

**RESOLVED**

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

**LQC.47.17 ANNUAL REPORT OF THE LEARNING AND QUALITY COMMITTEE: 2016/17**

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: 2016/17 and commends the report to the Corporation.

**LQC.48.17 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 2016/17.

**AGREED**

The Learning and Quality Committee agreed to note the report.

**LQC.49.17 ANNUAL REVIEW OF THE BUSINESS OF THE LEARNING AND QUALITY COMMITTEE: 2016/17**

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 2016/17.



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.50.17 KPI DASHBOARD FOR CURRICULUM AND QUALITY**

The Committee received the KPI dashboards for

- Curriculum and Quality – November 2017
- Apprenticeships – October 2017
- EDIMs

Members reviewed each of the dashboards and suggesting that volumes could be added to the Curriculum and Quality dashboard.

**AGREED**

The Learning and Quality Committee receives and notes the KPI Dashboards

**LQC.51.17 ANY OTHER BUSINESS**

There was no other business.

**LQC.52.17 SCHEDULE OF MEETINGS: 2017/18**

Thursday 7 December 2017

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 7 December 2017

