

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 17 JUNE 2021 VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 18.10

Present

Liz Rushton	Independent Member	Chair
Jayne Dickinson	Chief Executive (College Group)	Principal ESC
Colin Monk	Independent Member	
Grace Marriot	Independent Member	
Bob Pickles	Independent Member	
Anne Smith	Independent Member	
Simon Potten	Independent Member	
Lily Franklin	ESC Staff Member	
Natalie Watkins-Khan	JRC Staff Member	
Alex Parker	ESC Student Member	

Apologies for absence

Carmen Dowling	JRC Student Member
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In Attendance

Kevin Standish	Principal JRC & Quality Lead (College Group)
Jyoti Baker	Chief Operating Officer
Frances Harris	Vice Principal Student Support (DSL) & Quality Improvement
Rebecca Taylor	Vice Principal Curriculum & Standards
Michael Smith	Assistant Director Quality & Innovation
Kam Dehal	Vice Principal Business Development
Julia Jones	Head of Marketing

Clerk to the Committee

Sue Glover	Director of Governance
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LQC.26.21 Declaration of Interests

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

Bob Pickles declared that he is a governor of Brooklands College

There were no other declarations of interest.

LQC.27.21 Apologies for Absence

Apologies for absence were received from

Carmen Dowling - personal commitments

Agreed

The Learning and Quality Committee agreed to accept the apologies for absence.

LQC.28.21 Notification of Any Other Business

Members agreed that there was no other business to be considered.

LQC.29.21 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 25 February 2021

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

LQC.30.21 Matters arising and action points from the minutes of the meeting

Members reviewed the schedule of action points arising from the minutes of the previous meeting.

It was agreed that all actions had been satisfactorily completed and that there were no other matters arising from the minutes of the previous meeting.

LQC.31.21 Risk Management: Summer Term 2021

The Principal (JRC) Quality Lead (College Group) 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 that there is no change to each risk rating, with seven 'red' risks remaining under LQC1 and one 'red' risk under LQC2:

- **Risk Reference LQC2: Failure to meet employer, community and other stakeholder needs** – 'Minor' risk – no change
- **Risk Reference LQC1: 'Failure to move towards 'Outstanding'** – 'Significant' risk – no change

Members reviewed the contributing risks, in particular those identified as 'red' noting that

- the risk rating for ACM had been reduced last term as a result of the actions taken to deal with low attendance. However, ACM were delivering their programme entirely remotely up to Easter so absences were not properly recognised. The most recent year to date attendance indicates that attendance is below the level required and therefore the risk score has been increased
- the risk relating to students on a 16-19 Study Programme completing a period of subject related work experience or industry placement remains unchanged. Whilst the College was able to arrange a wide range of relevant and valuable remote/online 'employer encounters' that have replaced physical work experience that are not possible due to Covid restrictions, these are not counted towards achievement of official targets.
- a new risk has been introduced for Notting Hill Academy of Music (NHAM) due to the non achievement of the Level 3s and predicted low achievement rates on the Level 4 course
- failure to support and advise SME/non-levy employers through the introduction of the apprenticeship digital gateway when this becomes the only way for SMEs to recruit apprentices, remains high despite the fact the digital service roll out was delayed until November 2020

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

- the Vice Principal Student Support (DSL) & Quality Improvement chairs a monthly monitoring meeting with ACM where the need to achieve attendance targets is reinforced and that effective strategies must be put in place

- as a result of the various interventions with apprentices and employers, this risk has been declining, however it is at risk of increasing if employers chose not to retain their apprentices due to the impact of Covid lockdown. In May, the current retention rate for the 338 apprentices due to complete in 2020/21 is 82% with 103 already achieved, 172 currently active and 61 withdrawn and so the risk score has fallen to the bottom of the amber range
- the low achievement rates at NHAM are due to the poor retention and some non-completions of students on Level 3 and 4 programmes and the prediction that not all retained students will achieve and will remain a high risk. The May position for the students that commenced is that 77.4% of Level 4s will complete and so the risk will remain high. Level 3 is no longer run at NHAM.
- the ESFA plan to use the same digital system for all apprentices and college staff are currently managing to support employers and so the risk was slightly reduced. However, this remains a high risk, but is within the lowest rating for red risks

In discussion, members were advised that despite poor attendance at ACM, this is having no impact on achievement. The student governor commented that from a student perspective there is the question of how achievement would end up long term in terms of remote learners, but accepted that consideration of this issue was probably at an early stage. It has normally been the case, that there is a correlation between poor attendance and poor achievement, but it would appear, in this instance, there is not. Members asked whether there may be a particular issue with performing arts students and were advised that this could be a possibility, but students at the Reigate School of Art have some of the highest attendance levels in the College.

The Committee was advised that the college is confident that, with the strategies in place and the regular monitoring of ACM, the attendance will improve for next year.

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 2021 and commends the report for approval by the Corporation Board.

LQC.32.21 College Quality Improvement Plan for 2020/21

The Principal (JRC) Quality Lead (College Group) presented, for consideration and approval, the College Quality Improvement Plan 2020/21: Summer Term 2021.

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 in itself is 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
- the QIP relates directly to all five of the College's strategic aims
- there is an expectation that actions are clear, comprehensive and measurable

Members reviewed the key areas for improvement in 2020/21, noting that good progress continues to be made.

Members endorsed overall the rigour with which the Plan addresses each of the identified issues and the measures 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 2020/21: Summer Term 2021

LQC.33.21 Review of College Policies and Strategies

The following College policies and strategies were presented for consideration and approval:

- **OSC09 Fitness to Study Policy**
- **OSC70 College Learning Contracts for**
 - **Apprenticeships**
 - **Higher Education**
 - **Study Programmes**
- **OSC71 Marketing Strategy**
- **OSC75 Employer Engagement Strategy**
- **OSC76 Careers, Information, Advice and Guidance Strategy**

OSC09 Fitness to Study Policy

Members reviewed the proposed updates to the policy, noting that it continues to adhere to ESFA and GLA guidance and agreed there were no further changes necessary.

OSC70 College Learning Contracts

Members were advised that following discussions with students, the previous College Charter should be replaced by a separate Learning Contract for each of the areas of:

- Apprenticeships
- Higher Education
- Study Programmes

It was noted that each learning contract sets out the commitment by the college and the learner. In discussion, members were advised that the development of the learning contracts had been a very collaborative and a reflective exercise. The Committee endorsed the approach taken to formalise the commitment by the college to the students and agreed there were no further changes necessary.

OSC71 Marketing Strategy

The Head of Marketing presented the Marketing Strategy for consideration by the Committee.

Members reviewed the strategy, noting the consideration given to key stakeholders, target markets, sectors and customer groups.

In discussion, members made a number of suggestions to give a more concise and sharper focus on various specific points and some of the priorities. A small competitive analysis was suggested and it was agreed that this would be included in the forthcoming performance review for Marketing.

The Committee agreed that this was a good strategy, but emphasised that this should be updated as often as was required as the pace of change increased.

OSC075 Employment Engagement

The Vice Principal Business Development presented the Employer Engagement Strategy for consideration by the Committee.

Members reviewed the proposed changes, noting these reflect the changes in the FE White Paper and that governors have an overarching responsibility for monitoring the effectiveness of performance against annually set targets. In discussion, it was acknowledged that the recently appointed Link Governor for Careers would be instrumental in the monitoring of these and reporting back to the Board. It was agreed that the changes to the document were appropriate.

OSC76 Careers Information, Advice and Guidance Strategy (CIAGS)

The Vice Principal Business Development presented the CIAGS for consideration by the Committee.

Members reviewed the proposed changes and agreed these were appropriate.

The student governor took the opportunity to inform members that the level of support given to students has been exceptional, with the understanding and 1:1s given by tutors of great benefit. It has been very much appreciated and gives a great deal of reassurance to students that they are well supported.

Members thanked the student governor for her feedback.

Resolved

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

- **OSC09 Fitness to Study Policy**
- **OSC70 College Learning Contracts for**
 - **Apprenticeships**
 - **Higher Education**
 - **Study Programmes**
- **OSC71 Marketing Strategy**
- **OSC75 Employer Engagement Strategy**
- **OSC76 Careers, Information, Advice and Guidance Strategy**

LQC.34.21 Terms of Reference and Standing Orders of the Learning and Quality Committee for 2021/22

The Director of Governance 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, and agreed there were no further changes required.

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: 2021/22

LQC.35.21 Annual Schedule of Business of the Learning and Quality Committee for 2021/22

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

Members were advised that the document has been compiled to include the items of business that need to be addressed by each Committee and items for consideration by the Corporation Board. The Learning and Quality Committee is asked to consider the items for business relevant to this committee.

Members reviewed the document and agreed this reflected the business that would need to be conducted by the Committee 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: 2021/22

LQC.36.21 Termly Safeguarding and Prevent Report for East Surrey and John Ruskin Colleges: Summer Term 2021

Members reviewed the detail of the report, which covered the following areas for both colleges

- the number of safeguarding incidents
- the number of referrals and outcomes
- Safeguarding developments
- current concerns
- student disciplinaries and permanent exclusions

Members discussed the issues arising, noting that there continues to be a significant increase in the number of incidents logged since the start of the academic year compared to this period last year, for both colleges.

There have been no referrals made to Prevent for JRC, but there has been one made for ESC. It was acknowledged that the continuing rise in incidents is attributable in the main to the number of young people struggling with their well-being and home lives during lockdown restrictions.

There continues to be a rise in male disclosures when compared to female at JRC, mainly due to the number of male ESOL students at JRC, who make up a significant proportion of safeguarding referrals. The gap between male and female incidents at ESC continues to close year on year, indicating that males are increasingly more comfortable with coming forward to the safeguarding team.

It was noted that, in response to the Government commissioning Ofsted to carry out a formal review and conduct a deep dive on practice within State, Independent Schools and Further Education Colleges to consider whether there is sufficient guidance for providers on how to deal with sexual harassment or violent allegations, the Student Support Teams had carried out a review of the College's safeguarding policy and practices.

In discussion, members were advised that the number of cases encountered at the College have been very wide ranging, but that the College's procedures were very robust and allowed students to report any sexual abuse freely knowing that these will be taken seriously and dealt with swiftly and appropriately. Members asked if at some point, there could be an indication of the volume of reporting. The Vice Principal Student Support (DSL) advised that an analysis would be prepared for the forthcoming Safeguarding performance review.

Both colleges have experienced a significant decline in the number of suspensions to date, which reflects the college lockdown restrictions in the first two terms.

Agreed

The Learning and Quality Committee agreed to receive and note the report, recognising that it has been a particularly challenging year with the lockdown restrictions and commending the continuing efforts of all staff in the safeguarding teams for their hard work and contribution to the safeguarding of students.

LQC.37.21 Remote Learning 2020/21

The Assistant Director Quality & Innovation presented a report, which provided an update on the review of remote learning as an element of teaching and learning due to the Covid-19 restrictions and further use of remote learning into 2021/22.

Members were advised that

- after the lockdown from January-March, a return to college took place with some classes moving to more face-to-face delivery and some keeping the week on and week off models
- the platforms used, such as Century, MS Teams, Google Classroom, are now well used by teachers and staff with engagement varying from department to department, with many examples of good or better practice emerging,
- feedback was collected from the student council on the VLE systems as well as the use of these during remote learning and students had commented that they liked a number of the features, such as recording of lessons to refer back to for revision and meeting rooms for collaborative or group work

Members reviewed the detail of the report, noting the recommendations and next steps in place and the plans for 2021/22.

In discussion, members agreed that the college has made significant progress in rapidly developing the ability for remote learning and, although in the main 16-18 students prefer to be in college, this will be hugely beneficial for adult students.

Agreed

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

LQC.38.21 Termly Quality & Standards Reports for East Surrey and John Ruskin Colleges: Summer Term 2021

The Principal (JRC) Quality Lead (College Group), presented for information a report, which provided an Executive Summary and an analysis on the current activities and priorities of both Colleges in respect of the Summer Term 2021

Members were updated on the following key areas for each College:

- Retention and Predicted Achievement for 2020/21 (classroom based and apprenticeships)
- Equality and Diversity – retention position
- Student Intended Destinations
- Work Experience/Industry Placement Progress
- Employer Engagement Activities
- Subcontractor Monitoring
- Stakeholder/student voice
- Higher Education

Members discussed issues arising from the report, noting in particular

- the retention of 16-18s across all provision and locations is very high, at ESC this is 95.0% and predicated achievement rate is 86.4%, which is 1.9% higher than the final position in 2019/20 and at JRC retention is at 94.8% and the predicated achievement rate is 87.0%, which is 4.1% higher than the final position on 2019/20
- the retention of 19+ adults is also high, at ESC this is 90.8% and the predicted achievement rate is 84.2%, which is 8.8% higher than the final position in 2019/20 and at JRC is at 89.8% and the predicted achievement rate is 76.8%, but with a small number of learners
- there are over 650 active apprentices of which 338 are due to complete in 2020/21. The current achievement rate is 62.8% but this could rise to 82.0% if all on-programme apprentices also achieve
- there are no significant gaps in the retention of any groups and in most cases retention is higher than in 2019/20 and higher than national rates
- intended destinations of all current full time learners indicates that at ESC 62.6% wish to continue studying at college (56.7% in 2019/20), 13.1% plan to progress to HE study and 12.5% intend to progress into employment compared with 18.7% in 2019/20. At JRC, 74.2% wish to continue studying at the college (58.4% in 2019/20), hence the proportion intended to enrol with another college has fallen from 13.8% to 5.4%
- The College Group continues to have a high quality careers programme with a dedicated Careers Hub section on the website, making the offer more transparent and engaging for students, prospective students, parents, schools, HE providers and employers
- Apprenticeship enrolments this year have increased on the previous year with 640 active apprentices in September, despite Covid-19
- The College will be hosting its first Sustainable Construction Breakfast event in July, focusing on the key green priorities
- The College has been successful within two National Bootcamp bids covering London and the South East
- JRC have resubmitted a Croydon bid for DWP/JCP Youth Hub and are expecting to hear the outcome in June

In discussion, members were advised that, whilst there has been an issue with learners at NHAM completing, there has been a very good partnership review by Pearsons involving both NHAM and ESC staff and, in the main, the issue relates to those learners having been out of education for some time and the struggle they have encountered with remote learning due to lockdown restrictions.

The Committee thanked the Principal JRC for a very informative report and agreed that the results presented are outstanding, showing a consistency across the group. It was hoped that once the results are confirmed that the opportunity is taken to market the College's successes.

Agreed

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

LQC.39.21 KPI Dashboard

The Committee received the KPI Dashboards for

- Apprenticeships
 - Retention and achievement rates by age, level and ethnicity
- Three year Classroom based retention

Members reviewed both dashboards, commenting on the positive picture, which indicates that levels are well above national rates.

Agreed

The Learning and Quality Committee receives and notes the KPI Dashboards for Apprenticeships and Classroom based retention

LQC.40.21 Any Other Business

There was no other business.

Members commented on the range of excellent papers and presentations at the meeting, which had given a clear summary of the College's position.

The Chair of the Committee took the opportunity to thank the student governor for her contribution at this year's meetings.

LQC.41.21 Schedule of Meetings: 2021/22

Thursday 18 November 2021

Thursday 20 January 2022

Thursday 24 February 2022

Thursday 9 June 2022

All meetings commence at 16.00

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

Signed as a correct record:



Date: 18 November 2021