

## THE CORPORATION OF EAST SURREY COLLEGE

### LEARNING AND QUALITY COMMITTEE

#### MEETING HELD ON THURSDAY 21 JANUARY 2021 VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 17.45

#### Present

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

#### Apologies for Absence

|                |                    |
|----------------|--------------------|
| Simon Potten   | Independent Member |
| Carmen Dowling | JRC Student Member |

#### In Attendance

|                |  |
|----------------|--|
| Kevin Standish | Principal JRC & Quality Lead (College Group)     |
| Jyoti Baker    | Chief Operating Officer (College Group)          |
| Tracy Andrews  | Assistant Principal JRC                          |
| Frances Harris | Vice Principal Interventions & Projects          |
| Kam Dehal      | Vice Principal Business Development              |
| Rebecca Taylor | Vice Principal Curriculum & Standards ESC        |
| Mitzi Gibson   | Executive Director HR & Professional Development |
| Michael Smith  | Assistant Director Quality & Innovation          |

#### Clerk to the Committee

|            |                        |
|------------|------------------------|
| Sue Glover | Director of Governance |
|------------|------------------------|

#### LQC.01.21 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.

#### LQC.02.21 Apologies for Absence

Apologies for absence were received from:

|                |                        |
|----------------|------------------------|
| Simon Potten   | - business commitments |
| Carmen Dowling | - personal commitments |

#### Agreed

The Learning and Quality Committee accepts the apologies for absence.

**LQC.03.21 Notification of Any Other Business**

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

**LQC.04.21 Unconfirmed Minutes of the Meetings of the Learning and Quality Committee held on 19 and 27 November 2020**

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

**LQC.05.21 Matters arising and action points from the minutes of the meetings**

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

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

**LQC.06.21 College Policies**

The Principal (JRC)/Quality Lead (College Group) presented, for consideration and approval:

- OSC08 Client Feedback Policy

Members were advised that

- All policies are now cross-college and applicable to ESC and JRC campuses
- The main change to this policy is the removal of the appeal option, which is considered unnecessary as every complaint is investigated by a senior manager thus further investigation is unlikely to reveal any additional information or different outcome
- Complaints relating to admission decisions are now dealt with as an appeal option within the Applications Policy
- Higher Education students are able to appeal to the Office for Students if they are not satisfied with the College's response

Members reviewed the detail of the policy and agreed that the proposed amendments were appropriate.

**Resolved**

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

- OSC08 Client Feedback Policy

**LQC.07.21 College Self-Assessment Report for 2019/20**

The Principal JRC/Quality Lead (College Group) presented the 'live' draft annual Self-Assessment Report (SAR) for 2019/20, which has been based on Ofsted's Education Inspection Framework (EIF).

Members were reminded that, at the previous meeting, the Committee had recommended to the Board that the proposed overarching grades for all areas of the College be graded as Good. The Board endorsed this recommendation at the meeting held on 10 December 2020 and reiterated that authority is delegated to the Learning and Quality Committee to approve the final version of the SAR at this meeting.

The Summary of Grades for all areas was reviewed, noting these have been graded as 2 (Good), including Overall Effectiveness, with the exception of Provision for learners with high needs which has been graded as 1 (Outstanding).

Members were presented with each of the following key sections for consideration and approval:

- Section A – Quality of Education
- Section B – Behaviour and Attitudes
- Section C – Personal development
- Section D – Leadership and Management
- Section E – Education Programmes for Young People
- Section F – Adult Learning Programmes
- Section G – Apprenticeships
- Section H – Provision for learners with high needs

Members reviewed each of the sections of the SAR, discussing the key areas of strength and giving consideration to the key areas for improvement, together with supporting evidence for each, making suggestions to enhance each section.

It was agreed that each area had a sufficient amount of evidence to support their grade, which was further evidenced by the guidance given in the EIF.

Members commented that, although the Pandemic has been mentioned in the Executive Summary, there is no mention of it in Quality of Education, Section A. It was felt that, as the College successfully switched to remote learning and continued to provide a high level of provision to its students during the Pandemic, this should be reflected in this section of the document.

The Committee agreed that, overall, the grading for Quality of Education should be Good. However, there was some concern around the grading of Good for adult qualifications.

Members were reminded that recent target information presented for adults indicated over 50% of the qualifications delivered for adults had achieved above the national rate. However, it is recognised that this leaves a large percentage below the national rate and, for this reason, the overall grade for this section is not Outstanding. Members were also reminded that there had been considerable discussion and agreement on this matter at the MET Performance Review. A number of those not achieving were ESOL students who had joined in January and, when lockdown occurred, should have been transferred onto a different course as their original qualification was not then achievable. It was recognised this is a Leadership and Management issue and would be reflected accordingly in the Quality Improvement Plan.

Members reviewed the executive summary, acknowledging that this would be finalised once all sections of the SAR have been finalised. It was agreed that the executive summary presented a clear, succinct statement on the Overall Effectiveness of the college.

The Committee agreed that the SAR document very clearly set out the position of the College and was an excellent document. Members asked that thanks on behalf of the Board and the Committee are passed to all who have been involved for the amount of hard work and contribution made to the document.

It was noted that the Chair of the Committee would give an overview of the grading and key issues arising from the SAR to the Board when it meets at the end of January.

### **Resolved**

The Learning and Quality Committee approves that all sections of the self-assessment report 2019/20 are graded as Good, with the exception of Provision for learners with high needs, which is graded as Outstanding, subject to incorporation of amendments as discussed, and that the report is submitted to Ofsted by the end of January.

- Section A – Quality of Education
- Section B – Behaviour and Attitudes
- Section C – Personal development
- Section D – Leadership and Management
- Section E – Education Programmes for Young People
- Section F – Adult Learning Programmes
- Section G – Apprenticeships
- Section H – Provision for learners with high needs
- Overall grade for the College

#### **LQC.08.21 College Quality Improvement Plan for 2020/21**

The Principal JRC/Quality Lead (College Group) presented for consideration and approval the draft College Quality Improvement Plan (QIP) 2020/21.

Members were advised that the key areas for improvement from each section of the SAR have been incorporated into the QIP.

Members reviewed each section and the progress made against each improvement. It was accepted that the QIP could not be finalised until there is a final version of the SAR, and agreed that work should continue on the QIP and presented to the Committee for approval when it meets again at the end of February.

### **Agreed**

The Learning and Quality Committee agreed that as the QIP could not be finalised until the SAR is complete, this would be presented to the Committee at the next meeting in February for consideration and approval.

#### **LQC.09.21 Any Other Business**

There was no other business.

#### **LQC.10.21 Schedule of Meetings: 2020/21**

Thursday 25 February 2021

Thursday 17 June 2021

All meetings commence at 18.00

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

**Signed as a correct record:**



**Date: 25 February 2021**