

## THE CORPORATION OF EAST SURREY COLLEGE

### LEARNING AND QUALITY COMMITTEE

#### MEETING HELD ON THURSDAY 24 FEBRUARY 2022, VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 18.10

#### Present

Liz Rushton	Independent Member	Chair
Jayne Dickinson	Chief Executive	
Colin Monk	Independent Member	
Grace Marriott	Independent Member	
Anne Smith	Independent Member	
Bob Pickles	Independent Member	
Lily Franklin	ESC Staff Member	
Natalie Watkins-Khan	JRC Staff Member	
Jhalak Limbachia	ESC Student Member	
Elizabeth Konan	JRC Student Member	

#### Apologies for absence

Simon Potten	Independent Member
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#### In Attendance

Lindsay Pamphilon	Principal
Jyoti Baker	Chief Operating Officer
Richard Pearce	Director of HE
Frances Harries	Vice Principal Student Support (DSL) & Interventions
Rebecca Taylor	Vice Principal Curriculum & Standards
Michael Smith	Vice Principal Quality, Innovation & Student Experience
Kam Dehal	Vice Principal Business Development
Paul Banthorpe	Director of Teacher Development & Training
Mitzi Gibson	Executive Director HR & Professional Development

#### Clerk to the Committee

Sue Glover	Director of Governance
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#### LQC.10.21 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.11.22 Apologies for Absence**

Apologies for absence were received from:

- Simon Potten - business commitments

#### **Agreed**

The Learning and Quality Committee accepts the apologies for absence.

#### **LQC.12.22 Notification of Any Other Business**

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

#### **LQC.13.22 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 25 January 2022**

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

#### **LQC.14.22 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, noting those items that will be dealt with under this agenda.

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.15.22 Risk Management: Spring Term 2022**

The Principal 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:

- **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

The Committee was advised on each of the contributing risks associated with both risks, noting those where the risk likelihood and impact have reduced and those where it has increased.

In discussion, it was agreed that

- contributing risk LQC1.1 – ‘student attendance falls below 90% minimum expectation and punctuality below 95%’ could be removed from the register as the attendance data is now being accurately collected and in year position is very good
- contributing risk LQC2.1 – ‘failure to support and advise SME/non-levy employers through the introduction of the apprenticeship digital gateway when this becomes the only way to recruit apprentices’ could be removed as the majority of employers are now on the DAS account and those moving to it are being well supported

The Committee was asked to consider the introduction of a new risk – ‘failure to be able to respond with agility to new opportunities to a high standard without impacting on reputation’. In discussion, the Director of Governance advised that there is already a similar risk in place ‘failure to identify opportunities and threats to the College market position’ which is considered by the Search and Governance Committee. It was agreed that the Principal would review the content of this risk with the CEO to ascertain whether a further separate risk is necessary.

Members commented whether risks to safeguarding students was sufficiently addressed within the risk register. It was agreed that the Principal would review the register and update the committee at the next meeting.

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 Spring Term 2022, subject to the removal of two contributing risks as discussed and commends the report for approval by the Corporation Board.

#### **LQC.16.22 College Quality Improvement Plan 2021/22**

The Vice Principal Quality, Innovation & Student Experience presented, for consideration and approval, the College Quality Improvement Plan 2021/22: Spring Term 2022.

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
- there are 13 key areas identified for improvement, which were agreed by the Committee at the meeting held on 25 January 2022
- 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 progress made in term 1 for each of the key areas for improvement, noting

- 4 key areas where good or better progress has been made
- 8 key areas where some progress has been made
- 1 key area where further progress is needed

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. It was recognised that attendance is an ongoing focus. The student governor for JRC advised that the Student Union has been focusing on ways for ESOL students to connect and feel more part of the College.

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 2021/22: Spring Term 2022

#### **LQC.17.22 Review of College Policies**

The Director of HE presented, for consideration and approval, the following College policy:

- **ESC04 HE Assessment & Appeals Policy**

The Committee considered the highlighted changes and agreed these gave clarity to the document and should be made.

The Vice Principal Student Support (DSL) & Interventions presented the following policies for consideration and approval:

- **OSC49 Personal Care Policy**
- **OSC09 Fitness to Study Policy**

The Committee considered the highlighted changes to each of the documents and agreed these are made.

### **Resolved**

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

- **ESC04 HE Assessment & Appeals Policy**
- **OSC49 Personal Care Policy**
- **OSC09 Fitness to Study Policy**

**Richard Pearce left the meeting**

### **LQC.18.22 Teaching and Learning Framework**

The Director of Teacher Development & Training presented, for consideration and approval, the Teaching and Learning Framework.

Members were advised that

- the framework pulls together the College's approach and quality methodologies to developing and improving the pedagogical practices of teaching at OSC
- the framework focuses not only on what students learn, but how they learn to be successful learners for life
- a full review has taken place on the College's approach to the grading or not grading of teaching learning; the most successful approaches to develop a culture that focuses on developing skills to improve; and has also taken reference from the Education and Training Foundation (ETF) in drawing together this framework

Members reviewed the detail of the framework, noting the

- Learning Philosophy
- Pedagogy in Practice
- Teacher Professional Development
- Quality Improvement and the evaluative methods to be used:
  - Themed Learning Walks
  - Developmental Lesson Visits
  - Postcard Lesson Visits
  - Peer Reviews
  - Unseen Lesson Observations/Collaborative Lesson Reviews
  - Online Lesson Visits
  - Formal Lesson Sampling
  - Graded Lesson Observations

In discussion, members were advised that

- the Learning Philosophy will include Career development as part of the measurement and included in 'next steps' of the framework
- Student feedback has been taken into account, Learner Voice is part of the evidence and part of the standard
- Teachers have been able to have input into the framework, and the process has been well received by them

The Committee agreed that the framework puts in place a very robust and comprehensive way of assessing the quality of teaching and learning and ensuring that the College is providing high quality learning to meet the needs of all student groups and commended the excellent work in producing this framework.

### **Resolved**

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

#### **LQC.19.22 Termly Safeguarding Report for East Surrey and John Ruskin Colleges: Spring Term 2022**

The Vice Principal Student Support (DSL) & Interventions presented the termly Safeguarding Report for East Surrey and John Ruskin Colleges.

Members considered the detail of the report, noting

- the number of safeguarding incidents relating to Abuse and Mental Health
- Children who are looked after (CLA)
- Attendance of vulnerable groups
- Apprenticeships safeguarding update
- Suspensions related to safeguarding
- Safeguarding developments
- Local and regional issues

The Committee discussed the issues arising, noting in particular the issues relating to Croydon, which has the largest population of 0-19 year olds of all the London boroughs and 25% of Croydon's population is under 18. There is also significant deprivation with 1 in 4 children growing up in poverty and 58% of children being from minority ethnic groups and half of the looked after children are unaccompanied asylum seekers. The Croydon local authority recorded their highest number of violent crimes during 2021. Members were advised that tutorial delivery has been enhanced this year to incorporate awareness of these prevalent themes and highlights the support available.

The JRC student governor advised that the SU have been working with local charities and the community to offer support.

The Committee commended the excellent work that continues to be done by the College's Safeguarding Team.

### **Agreed**

The Learning and Quality Committee agreed to receive the termly Safeguarding report for the Spring Term 2022

#### **LQC.20.22 Termly Quality & Standards Report for East Surrey and John Ruskin Colleges: Spring Term 2022**

The Vice Principal Quality, Innovation & Student Experience, 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 Spring Term 2022.

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

- Student Destinations for 2020/21
- Retention for 2021/22 (classroom based and apprenticeships)
- Equality & Diversity
- Quality of Teaching, Learning and Assessment
- Work Experience/Industry Placement progress
- Value Added
- Employer Engagement Activities

- Stakeholder/Student Voice

Members discussed issues arising from the report, noting in particular

- Student destinations overall remain high with many students moving into industry relevant destinations; the data reporting for destination will be available during the May half term and presented at the next meeting
- Retention is high across the College group and supports a good performance position for term 1
- Attendance for full time programmes is steadily improving, but has been impacted by the return to College following the Christmas break and isolation periods
- Attendance for apprenticeships is good and holding a strong position
- Value added is good and indicates a good in year position
- Employer engagement and experience of work have taken off positively in term 1 with a range of talks and visits across all departments
- A wealth of activity has taken place to assess the quality of teaching, learning and assessment which has identified well planned lessons and a confident use of verbal questioning techniques
- Student feedback is very positive with high levels of 'agree' or 'strongly agree' on the quality of teaching, use of VLE and support

The Vice Principal Student Support (DSL) & Interventions presented a report, which provided an update on the progress made by the College's subcontractor provision, WEA and the Academy of Contemporary Music.

Members were advised that

- both providers have been impacted by the Covid-19 restrictions and the subsequent periods of lockdown
- WEA currently have 270 active students against their annual target of 660. They are working proactively to develop relationships with new partners and those partners where programmes have been affected, there is sustained demand for the types of courses that support mental health in community and WEA are confident they will meet target
- Staff and students have responded positively to the review and responsibilities for ACM's FE provision, which has resulted in a more stable leadership team. In year retention is very strong and in year attendance is comparable to OSC
- ACM's recent Industry Week was highly successful where students were offered a broad range of employer opportunities relating to careers in the industry

The Vice Principal Curriculum and Standards presented a report, which focused on the progress with curriculum planning for 2022/23, the relationship with Sutton United Football Club and an update on T Level progress for delivery in 2022/23.

Members were advised that

- Curriculum planning is well underway and proposals from Heads and Directors for the next academic year have been presented, with the next stage of the process being the delivery model and to agree the offer
- T level applications are strong in Childcare and Construction, which is where the T level replaces the existing level 3 offer at the College
- The quality of delivery at Sutton United is progressing well, particularly following the appointment of the new Head of Department who has experience with football academies

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

- Proposed changes in curriculum plans for 2022/23 includes all funding streams, ensuring due consideration of 16-18 apprenticeships, HE, adult provision, full cost and 14-16
- The T Level Digital Production is a concern and additional resource is being given to raise awareness and the marketing of this offer
- Although there has been a positive start to the new term at SUFC, a poor retention rate is anticipated due to the experience students had in term one. All level 2 students have been moved to a smaller qualification to improve the depth of learning across fewer units and account for the attendance gaps in the first term. Level 3 year 1 students have been moved to a one-year qualification in order that they can take achievement and progress elsewhere if suitable or return for a second year at SUFC

Members commended the work done at SUFC to support the students, which has been done in a very short space of time.

The Committee thanked the each of the Vice Principals for their very informative reports, which highlight the positive position of the College.

#### **Agreed**

The Learning and Quality Committee agreed to receive and note the reports:

- Termly Quality and Standards report for both colleges
- Subcontractor Monitoring
- Curriculum Planning for 2022/23, T Levels update and performance of SUFC

#### **LQC.21.22 KPI Dashboard**

The Committee received the KPI Dashboard for

- Apprenticeships
- Curriculum and Quality/EDIMs

Members discussed the value of each of the dashboards and the information these contained. It was agreed that the Principal would undertake a reassessment of the Dashboard and present proposals at the next meeting. Members asked if destinations could be included.

#### **Agreed**

The Learning and Quality Committee receives and notes the KPI Dashboard, agreeing that these will be reassessed, and proposals presented to the next meeting

#### **LQC.22.22 Any Other Business**

There was no other business.

#### **LQC.23.22 Schedule of Meetings: 2021/22**

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: 9 June 2022**

