

Meeting commenced: 16.00

Meeting ended: 18.15

PRESENT

Mrs Liz Rushton
Mrs Jayne Dickinson
Mr Bob Pickles
Ms Kirsty Penfold

Independent Member
Principal and Chief Executive
Independent Member
Academic Staff Member

Chair

APOLOGIES FOR ABSENCE

Mr Ron Searle
Mr Kieran O'Neill
Ms Lucy Jackson

Independent Member
Student Member
Student Member

IN ATTENDANCE

Mr Kevin Standish
Mrs Jyoti Baker

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

CLERK

Mrs Sue Glover

Clerk to the Corporation

LQC.01.18 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.02.18 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Mr Ron Searle	- ill health
Mr Kieran O'Neill	- college commitments
Ms Lucy Jackson	- college commitments

AGREED

The Learning and Quality Committee accepts the apologies for absence.

LQC.03.18 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.04.18 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 7 DECEMBER 2017

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

LQC.05.18 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.

2.5 E.R.

LQC.06.18 EAST SURREY COLLEGE SELF-ASSESSMENT SUB-GROUP

The Committee received for information the minutes of the East Surrey Self-Assessment Sub-Group held on 25 January 2018 to review and approve the final version of the College Self-Assessment report.

LQC.07.18 DEPUTY PRINCIPAL TERMLY REPORT: SPRING TERM 2018

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 Spring Term 2018.

Members reviewed the following key areas:

- Student Actual Destinations for 2016/17
- Retention (classroom-based and work-based learning) 2017/18
- Equality and Diversity 2017/18
- English and Maths performance and improvement strategy
- Quality of Teaching, Learning and Assessment 2017/18
- Work Experience progress
- Employer Engagement Activities
- Sub-contractor Monitoring (ACM/WEA)
- Stakeholder/Student Voice
- Higher Education update including preparation for QAA
- Curriculum Planning 2018/19

Members discussed issues arising from the report, noting in particular

- There has been a positive known destination for over 90% of full time students. A summary of students who have applied for university places via UCAS was tabled and it was pleasing to see a substantial number who have progressed to higher education
- An increasing proportion of students have commenced employment, which is increasingly including an apprenticeship
- The all duration retention rate for classroom based students aged 16-18 is 96.8% which is slightly higher than at the same time last year and for adults 19+ is 94.7% which is slightly lower. However, it was noted that a number of Subject Sector Areas (SSA) across 16-18 and 19+ are at 100% retention and many areas have improved retention
- Retention of apprentices shows that 74.3% are currently retained compared with 79.7% for the same period last year. Members noted that if an employer decides to terminate the employment of the apprentice there is a small amount of time when the College can try to get the apprentice employed with another organisation and in some instances this has been successful
- The retention of other ethnic groups indicate they do as well as White/British
- Student attendance at English and Maths classes continues to be a concern and the robust action taken by the College to remedy the situation with the involvement with parents was noted
- The number of graded observations shows an increasing number of 'outstanding' grades and a slight increase in 'requires improvement' grades compared with the previous year at this point
- The College continues to monitor work experience closely to ensure all students complete a work placement that is relevant to their vocational sector

- The College is preparing for piloting work placements for a specified cohort of students next year in anticipation of T-levels which are being introduced from 2019/20. Additional staffing is being resourced through the capacity building grant
- Demand for Apprenticeships from both young people and employers continues to increase in 2017/18 and the Levy reforms continue to impact on engagement and growth of Apprenticeships at the College
- The College continues to monitor ACM with regard to enrolment, attendance, progress and English and Maths. There have been a few 'requires improvement' teaching observations and the College is working with ACM to support these staff to improve their practice before they are observed again
- WEA continue to be a valued partner in delivering the offsite provision for the Community Learning element of the Adult Education Budget Funding stream
- The total number of students studying at higher education level has increased by 1%, which is a positive position in the light of UCAS reporting a circa 1% drop in applications nationally for 2017/18
- The College is currently preparing for a QAA Quality Review visit on 7/8 March 2018. The review will assess whether the College meets baseline regulatory requirements in order to transition to the Annual Provider Review regime as an Established Provider. Governors are participating in the visit
- Curriculum plans for 2018/19 are currently being confirmed. These will include preparation for the new T Levels due to start from 2019/20 and a review of new apprenticeship standards to establish which are likely to meet employer demand and the staff and other resourcing implications of offering these standards

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.08.18 RISK MANAGEMENT: SPRING TERM 2018

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 risk area assigned to the Committee, noting there is no change to each risk rating:

- **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-risk contributory factors, but on this occasion the medium and low risks are also presented as there is only one high risk relating to the Academy of Music (ACM).

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

- Retention rates for ACM remain high, however there are concerns regarding attendance at English and Maths classes and the College has in place monthly monitoring meetings to focus attention on these issues

- Retention rates for the whole College are carefully monitored throughout the year
- There has been a slight increase in the number of students who enrolled then did not start their programme and in the numbers withdrawn within the first 6 weeks, although many took up employment and apprenticeship opportunities, often with the College
- There are good controls in place to monitor teaching, learning and assessment

Members noted no changes to the one contributing factor under Risk S1, but that the Ofsted report indicated strong local partnership working, which is a predominant feature of the College and its leadership and this was also reported in the short inspection in October 2017.

In discussion, members agreed that as the College has assessed itself as 'outstanding' Risk S3 should be reworded accordingly.

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 2018 and commends the report for approval by the Corporation Board.

LQC.09.18

COLLEGE QUALITY IMPROVEMENT PLAN 2017/18: SPRING TERM 2018

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the College Quality Improvement Plan 2017/18: Spring Term 2018.

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 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 were reminded that a previous version had been reviewed by the Self-assessment sub-group in January when a number of amendments had been suggested.

Members reviewed the key areas for improvement in 2017/18, noting the good progress made for each.

Members endorsed overall the rigour with which the Plan addresses 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 2017/18: Spring Term 2018.

LQC.10.18 GOVERNORS' QUALITY IMPROVEMENT PLAN 2017/18: SPRING TERM 2018

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2017/18: Spring Term 2018.

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 the process in place for the recruitment of student governors for the forthcoming year. Following discussion, it was agreed that the Clerk would ensure this is expanded to include specific HE student representation.

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 2017/18: Spring Term 2018 and commends the document for the approval of the Corporation Board.

LQC.11.18 REVIEW OF COLLEGE POLICIES

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, three College policies:

- **ESC 12 Equality Policy for Students**
- **ESC 67 Personal Care Policy**
- **ESC 02 Admissions 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 12 Equality Policy for Students**
- **ESC 67 Personal Care Policy**
- **ESC 02 Admissions Policy**

LQC.12.18 REVIEW OF COLLEGE STRATEGIES

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

- ESC 18 Marketing Strategy
- ESC 23 Employer Engagement Strategy

The Committee was reminded that, although these strategies had been approved at the meeting held 29 June 2017, it was agreed that they would be presented again as there was still scope to further update in the light of the Apprenticeship Levy.

Members reviewed each of the documents noting the further updates.

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 18 Marketing Strategy
- ESC 23 Employer Engagement Strategy

LQC.13.18 GUEST SPEAKER PROTOCOL

The Vice Principal: Finance and Resources presented, for information, the College Protocol for visiting speakers and visitors.

Members were advised that, in the light of the heightened awareness with regard to safeguarding and the need to keep students safe, for example, from radical views, the College has reviewed its protocol for visiting speakers/visitors as it wishes to continue its engagement with external speakers to offer an enriched educational experience to its learners.

The Committee was informed that the College complies with its legal duties under the Safeguarding and Prevent legislation. The protocol is presented for information to give reassurance to governors that the College has processes in place to demonstrate it is compliant with the legislation.

Members noted the key impact measures arising from the report, in particular the Risk implications

AGREED

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

LQC.14.18 TERMLY SAFEGUARDING REPORT: SPRING TERM 2018

The Deputy Principal: Curriculum and Standards, presented, for information the termly Safeguarding report: Spring Term 2018.

Members reviewed the detail of the report, noting

- The number of safeguarding incidents in term 1, particularly mental health issues
- Safeguarding record keeping
- Safeguarding team responsibilities
- Continuous professional development (CPD)
- The number of student suspension and exclusions to date
- Counselling service report

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

- Staff are fully engaged in supporting students with mental health issues to ensure positive outcomes where possible. The College has introduced 'mental health champions' in order to give additional support to staff and students within their department; these are staff who have shown an interest in learning more about mental health and training has been delivered to these volunteers
- The record keeping of safeguarding cases continues to be improved to ensure easier analysis of data for reporting purposes and for accessing past records collated as these are sometimes required by the authorities
- The safeguarding team has been expanded in order to ensure the strategic development of safeguarding throughout the College

Members noted the key impact measures arising from the report.

AGREED

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

LQC.15.18 KPI DASHBOARD

The Committee received the KPI Dashboards for

- Classroom based – February 2018
 - Retention Rates by Age and Level
 - EDIMs
 - Attendance
- Apprenticeships – at February 2018

AGREED

The Learning and Quality Committee receives and notes the KPI Dashboards for Curriculum and Quality: February 2018.

LQC.16.18 ANY OTHER BUSINESS

There was no other business.

LQC.17.18 SCHEDULE OF MEETINGS: 2017/18

Thursday 21 June 2018

All meetings commence at 16.00

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

Elizabeth Rushton .

SIGNED AS A CORRECT RECORD:

DATE: Thursday 21 June 2018

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