

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 21 NOVEMBER 2019

Meeting commenced: 16.00
Meeting ended: 18.00
Boardroom, Redhill

PRESENT

Mrs Liz Rushton	Independent Member	Chair
Mrs Jayne Dickinson	Chief Executive (College Group)	Principal ESC
Mr Simon Potten	Independent Member	
Mr Colin Monk	Independent Member	
Ms Anne Smith	Independent Member	
Ms Lily Franklin	ESC Staff Member	
Ms Natalie Watkins-Khan	JRC Staff Member	
Ms Amran Mohamed	ESC Student Member	
Ms Amy Whitear	JRC Student Member	

APOLOGIES FOR ABSENCE

Mr Bob Pickles	Independent Member
Ms Grace Marriot	Independent Member

IN ATTENDANCE

Mr Kevin Standish	Principal JRC & Quality Lead (College Group)
Mrs Jyoti Baker	Chief Operating Officer (College Group)
Ms Gwen Hurrion	Director of Student Support ESC
Ms Tracy Andrews	Assistant Principal JRC
Mr Richard Pearce	Director of HE

CLERK TO THE COMMITTEE

Mrs Sue Glover	Director of Governance
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LQC.41.19 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.42.19 Apologies for Absence

Apologies for absence were received from:

Mr Bob Pickles	- business commitments
Ms Grace Marriot	- business commitments

Agreed

The Learning and Quality Committee accepts the apologies for absence.

Elizabeth Rushton

LQC.43.19 Notification of Any Other Business

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

LQC.44.19 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 20 June 2019

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

LQC.45.19 Matters arising and action points from the minutes of the meeting

Members reviewed the schedule of action points arising from the meeting, noting the items that would 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.46.19 Higher Education

The Director of HE presented a self-evaluation document (SED) and accompanying action plan relating to the continuous improvement of HE student academic experience, HE student outcomes and the standards of the HE awards for which the College is responsible.

Members were advised that there is no requirement by the Office for Students (OfS) for providers to submit an Annual Quality Assessment Assurance Statement as had previously been required. However, the Corporation Board should continue to receive appropriate assurance and the SED and action plan are presented to provide a clear statement on the quality of the College's higher education provision and to set appropriate actions at a provider, and where appropriate, programme level.

Members reviewed the detail of the SED, noting the key areas:

- Overview of management and governance of HE at East Surrey College
- The Higher Education Provision
- The framework for Higher Education Qualifications
- The expectations of the UK Quality Code
- Codes of Governance
- Ensuring Consumer Protection
- Student Protection Measures
- Higher Education Quality Assurance Action Plan

Members were advised that

- the College delivered on its prescribed HE programmes in 2018/19, plus one Degree Apprenticeship in Embedded Electronic Systems in conjunction with London South Bank University
- In the light of the Higher Education and Research Act, the establishment of the OfS and the merger with John Ruskin College, the College is consulting over revisions to the HE Strategy and it is anticipated that a new strategy will be put in place during 2019/20
- JRC currently does not offer HE and this provision will be expanded to incorporate this campus

Members agreed that the SED was very comprehensive and provided a clear statement on the quality of the College's higher education provision. However, members felt that the accompanying action plan presented a slightly different view in that some targets and responsibilities were unclear, in particular responsibility for recruitment. In discussion, the Committee was advised that certain targets were picked up elsewhere in other action plans and the College Quality Improvement Plan.

R.R. 23/20/2020.

It was agreed that it would be appropriate for some of the targets and responsibilities to be further reviewed at the forthcoming Performance Review for HE. Following this review, the action plan would then be updated to reflect the outcome of the Performance Review and this version would be presented to the Corporation Board for acceptance and approval.

The Director of HE further presented the Value for Money Strategy recently issued by the OfS, which is designed to promote value for money in the provision of higher education.

Members reviewed the document, noting the issues identified in addressing value for money, which include:

- Improving teaching quality
- Protecting students as consumers
- Increased transparency, and
- Securing positive employment outcomes

The Committee noted and agreed that an action point included in the College's HE action plan to monitor value for money in line with the OfS strategy was appropriate by reporting on

- Feedback from students
- Consumer protection
- Return on investment for public spending

Resolved

The Learning and Quality Committee agreed

- to receive and note the SED
- to receive and note the OfS Value for Money Strategy
- the action plan would be further updated with targets and responsibilities at the forthcoming HE Performance Review and the updated version would be presented to the Corporation Board in December for acceptance and approval

LQC.47.19 Annual Safeguarding Reports for East Surrey and John Ruskin Colleges 2018/19

Members were advised that

- the annual safeguarding reports review the work undertaken at both Colleges in relation to Safeguarding including Prevent throughout the year
- the reports provide assurance to the Board that both Colleges are compliant with their responsibilities in relation to Safeguarding including Prevent and that appropriate actions are being taken in relation to safeguarding students, staff and visitors to both Colleges
- there are measures in place for the Corporation Board in relation to its responsibilities for Safeguarding including Prevent

East Surrey College

The Director of Student Support for ESC, presented for consideration and approval the Annual Safeguarding Report for ESC, which includes Reigate School of Art, for 2018/19.

Members reviewed the detail of the report, noting that

- there was an increase in safeguarding incidents reported during the year over the previous two years. It was accepted that this may reflect better recording of incidents as the team have become more experienced in classification of incidents and consistent in their approach to record keeping,

S.R. 23/01/2020.

in line with statutory duties and advice, however, an increase was also in line with national upward trends

- the highest number of referrals and demand for support is for those students experiencing mental health issues, which may reflect the awareness raising among staff due to related CPD and students themselves who recognise they may need help and advice following their participation in the Level 1 Mental Health Awareness programme
- another area of significant increase and concern is the general welfare of students and further analysis of this category is being undertaken to look for patterns to ensure a consistent and effective approach to interventions is taken

Members also reviewed the number of incidents with regard to disciplinary incidents and student suspensions year on year to date.

John Ruskin College

The Assistant Principal for JRC, presented for consideration and approval the Annual Safeguarding Report for JRC for 2018/19.

Members reviewed the detail of the report, noting that

- there was an increase of 32% in the number of referrals over the previous year and it was accepted that this high proportion against the College cohort reflects the vulnerable nature of students in socially deprived areas within the borough of Croydon
- the level of mental health and general welfare issues are of a similar level to ESC
- all staff and students participate in relevant safeguarding and Prevent training to ensure that the College continues to maintain high standards in its safeguarding processes

Members also reviewed the number of incidents with regard to disciplinary incidents and student suspensions year on year to date, noting they are at similar levels to ESC.

In discussion, members asked how good external agencies are in the Croydon area and were advised by the Assistant Principal that there are a number of excellent charities who are supportive and that Croydon Borough is very responsive.

Members noted the impact measures arising from the report.

Resolved

The Learning and Quality Committee approves and recommends to the Corporation Board for approval the Annual Safeguarding Reports for East Surrey and John Ruskin Colleges for 2018/19

LQC.48.19

College Policies

The Principal JRC/Quality Lead presented for consideration and approval:

- Two Safeguarding Children and Vulnerable Adults Protection Policies and Procedures, one for ESC and one for JRC

Members were advised that

- the Policies have been reviewed and approved by the Directorate
- these will currently remain as two separate policies/procedures due to the differing nature of the areas (Surrey and Croydon), and the staffing configuration

L.R. 23/01/2020,

Members reviewed the detail of both policies, noting the proposed amendments and agreed there were no further changes required.

Gwen Hurrion and Tracy Andrews left the meeting

The following policies were presented for consideration and approval.

- ESC 02 Admissions Policy
- ESC 78 Fitness to Study Policy
- ESC 04 Quality Improvement Policy
- ESC 10 Internal Verification Policy
- ESC 20 Student Voice Policy
- ESC 21 Student Malpractice Policy
- Two Student Disciplinary Policies – one for ESC and one for JRC
- ESC 08 Client Feedback Policy

Members were advised that

- the policies have been reviewed and approved by the Directorate
- the Student Disciplinary Policy will currently remain as two separate policies/procedures, due to the nature of the area (Surrey and Croydon) and the staffing configuration
- all other policies are now considered as cross-college policies, applicable to ESC and JRC

Members reviewed each of the policies, noting the proposed changes to bring them in line with current statutory guidance as relevant for each policy.

In discussion, members raised the question relating to the Quality Improvement Policy, which stated that a report is to be made available on its own assessment of the quality of the provision delivered by sub-contractors, which the College will require under the timeframe necessary for self-assessment report and related quality improvement frameworks. It was agreed that it was appropriate for such reporting to be directed to the Finance and Resources Committee who consider subcontracting arrangements.

Resolved

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

- ESC 62 Safeguarding Children and Vulnerable Adults Protection Policy and Procedure for ESC and the separate policy for JRC
- ESC 02 Admissions Policy
- ESC 78 Fitness to Study Policy
- ESC 04 Quality Improvement Policy
- ESC 10 Internal Verification Policy
- ESC 20 Student Voice Policy
- ESC 21 Student Malpractice Policy
- ESC 06 Student Disciplinary Policy and the separate policy for JRC
- ESC 08 Client Feedback Policy

LQC.49.19 Termly Quality & Standards Report for East Surrey and John Ruskin Colleges: Autumn Term 2019

The Principal (JRC) Quality Lead (College Group), presented for information a report, which provided an update on the current activities and priorities of both Colleges in respect of the Autumn Term 2019.

S.R. 23/01/2020

Members reviewed the following key areas for each College:

- Retention and achievement rates for 2018/19 (classroom based and apprenticeships)
- Equality and Diversity
- Quality of Teaching, Learning and Assessment
- Work Experience progress
- Employer Engagement Activities
- Subcontractor monitoring
- Stakeholder/student voice
- Annual Complaints Analysis 2018/19

Members discussed issues arising from the report, noting in particular

- Retention and achievement rates for 2018/19
 - for ESC, the headline achievement rate for 16-18 is 84.9%, which is 2.1% above the national rate, representing a small decline of 0.2% on 2017/18 and for adults is 89.9%, which is 0.8% above the national rate representing a 7.4% improvement over 2017/18
 - for JRC, the headline achievement rate for 16-18 is 84.3%, which is 1.5% above the national rate and has improved by 4.8% compared with 2017/18 and for adults is 91.4%, which is a 3.0% decline but still 2.3% above the national rate
 - the number of qualifications taken by 16-18s at ESC has declined marginally while the number taken by adults has doubled and represents 32% of all qualifications
 - the number of qualifications taken by 16-18 at JRC has increased while the number taken by adults has declined as fewer qualifications were delivered by subcontractors
- For ESC apprenticeships there has been an increase in the number completing their programme each year and over the last three years there has been an increase in achievement, now at 71%. However, there are two qualifications where achievement is capped at slightly below 62% (MLP) as some student achievements tipped into 2019/20 rather than 2018/19.
- For JRC, there are significant concerns that apprenticeship achievements fall well below 62% due predominantly to subcontractor performance concerns that precede merger
- Achievement rates for ESC 16-18s based on ethnicity are on or above the national average for 18 of the 19 categories with only 'other mixed' marginally below national average. For JRC, the achievement rate for White/British has increased by 3% and all other ethnicities increased by 5.1%
- Both Colleges have an improving trend in the quality of teaching, learning and assessment as evidenced in the outcomes of the Learning Observations carried out in 2018/19
- Providing work experience for students at ESC remains difficult as there are insufficient local employers able to take work experience students for long periods of time although students have taken up a range of experiences of work. This is an ongoing issue and noted as a risk in the risk register. At JRC this has been relatively successful
- Employer engagement –Croydon Council have been impressed with the ESC Care Academy and asked for our support with setting one up for their area. ESC are rated near the top of the FE Choices Employer Survey results which demonstrates how well employers feel the College is meeting their needs

E.R. 23/01/2020

- Subcontractors – Academy of Contemporary Music (ACM) achievement rates were slightly lower than in 2017/18 although still good and for The Learner Curve and REMIT were very positive. The College has now commenced subcontracting arrangements with Notting Hill Academy of Music, and their performance will be monitored by this Committee
- Feedback from enrolment – ESC conducted a short survey of students which established their enrolment experience was very positive
- Annual Complaints analysis for 2018/19 – for ESC there was a reduction over last year and for JRC all formal complaints have been resolved. It was agreed that compliments should be added into the report for next year

Members discussed the issues raised and agreed that it would be helpful if perhaps future reports might focus around Ofsted's new framework of Intent, Implement and Impact.

Members thanked the Principal (JRC) Quality Lead (College Group) for a very informative and comprehensive report.

Agreed

The Learning and Quality Committee receives and notes the reports.

LQC.50.19 Risk Management: Autumn Term 2019

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 there is no change to each risk rating:

- **Risk Reference S1: Failure to meet learning, employer, community and other stakeholder needs** – 'Minor' risk – no change
- **Risk Reference S3: 'Failure to move towards 'Outstanding'** – 'Significant' risk – no change

Members reviewed the 'red' risks under Risk S3, in particular that

- Student attendance falling below 90% is still considered to be the most challenging
- finding and placing around 1800 students aged 16-18 into work experience or industry placements is now the second highest risk as it becomes more difficult to find suitable placements
- achievement rates not meeting or exceeding national rates remains a high risk
- ensuring achievement rates for every apprenticeship programme exceed the 62% minimum standard achievement rate

Members noted the new amber risk under Risk S1, relating to the new digital procedures for apprenticeships when this becomes available in 2020.

In discussion, members agreed that the amendments were appropriate.

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 2019 and commends the report for approval by the Corporation Board.

J.R. 23/01/2020

LQC.51.19 College Quality Improvement Plans 2018/19

The Principal (JRC) Quality Lead (College Group) presented, for consideration and approval, the final College Quality Improvement Plans 2018/19 for both colleges.

Members were advised that both plans had been approved at the meeting of the Corporation Board held on 11 July 2019 and are submitted for the final 'sign off' by the Committee, following an update of progress during the remainder of the Summer Term 2019 and achievement data finalised in October 2019.

Resolved

The Learning and Quality Committee approves and commends to the Corporation Board, the College Quality Improvement Plans 2018/29 for final 'sign off' for both colleges.

LQC.52.19 College Self-Assessment Report for 2018/19

The Principal (JRC) Quality Lead (College Group) presented details of the emerging overarching grades for the annual Self-Assessment report (SAR) for 2018/19.

Members were advised that

- an analysis of the Ofsted reports published since September reveals only one FE college has been graded outstanding
- other reports indicate that some colleges appear to have many strengths and few weaknesses, but have only been graded as Good
- the combined East Surrey and John Ruskin Colleges have many strengths, however, it is likely that the few weaknesses could pull our grades down to Good, especially as ESC was previously graded as Good and John Ruskin as Required Improvement
- the initial assessment of each area of provision is that the majority will support a Good grade but with areas for improvement required to be made
- At this time, provisional grading is Good for all overarching grades including the Overall Effectiveness of the College

Members discussed the issues and, in response to questions, were advised that underpinning grades by department will be confirmed at Performance Reviews in December, which will inform the final SAR position so that the Corporation Board can be informed at the meeting in December.

Members were reminded that authority is delegated by the Corporation Board to this Committee to review and approve a final version at their meeting in January in order that the SAR can be submitted to Ofsted by the end of January.

Resolved

The Learning and Quality Committee agreed that the initial grades of Good for each area and the College was a sensible approach, noting that the final SAR position will be confirmed following the Performance Reviews and the Corporation Board informed at the meeting in December.

LQC.53.19 Student Performance Targets for 2019/20

The Principal (JRC) Quality Lead (Cross College) presented, for consideration and approval, a report which provided details of the key academic targets which have been set for 2019/20 for both colleges.

The Committee was advised that

- classroom-based provision is divided by age, level and type of qualification
- each of these measures has a GFE (General Further Education) national achievement rate, which is reported annually in the National Achievement Rate Table.

L.R. 23/01/2020,

- Apprenticeship programmes also have national achievement rates by age, level and subject

Members reviewed the targets proposed, noting

- the Colleges' performance over the last three academic years
- the target for achievement is to exceed the given rate by 3% for both classroom-based provision and apprenticeships

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

Members noted the impact measures arising from the report.

Resolved

The Learning and Quality Committee approve and recommend for approval by the Corporation Board the Student Performance Targets for both Colleges for 2019/20.

LQC.54.19 Annual Report of the Learning and Quality Committee for 2018/19

The Director of Governance 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 oversight of curriculum, quality and standards issues now incorporates John Ruskin College following the merger
- 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 2018/19 and commends the report to the Corporation Board

LQC.55.19 Annual Review of the Restricted Minutes of the Learning and Quality Committee

The Director of Governance 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 2018/19.

Agreed

The Learning and Quality Committee agreed to note the report

L.R. 23/01/2020,

LQC.56.19 Annual Review of the Business of the Learning and Quality Committee 2018/19

The Director of Governance presented, for information, a report which provided a review of the Action Points arising from the meetings of the Learning and Quality Committee during 2018/19.

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.57.19 KPI Dashboard

The Committee received the KPI Dashboard for

- Apprenticeships
 - Retention and achievement rates by age and level

Agreed

The Learning and Quality Committee receives and notes the KPI Dashboard for Apprenticeships and agreed that presented a good consistent picture

LQC.58.19 Any Other Business

There was no other business.

LQC.59.19 Schedule of Meetings: 2019/20

Thursday 23 January 2020
Thursday 27 February 2020
Thursday 18 June 2020

All meetings commence at 18.00

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



Signed as a correct record:

Date: 23 January 2020