

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 28 FEBRUARY 2019
BOARDROOM, REDHILL

Meeting commenced: 16.00

Meeting ended: 18.00

PRESENT

Mrs Liz Rushton
Mrs Jayne Dickinson

Independent Member
Chief Executive (College Group)
Principal (East Surrey College)

Chair

Mr Bob Pickles
Ms Anne Smith
Ms Grace Marriott
Ms Kirsty Penfold
Ms Abbee Cole
Mr Shaka Anderson
Ms Amran Mohamed
Ms Alam Begum
Ms Harleen Kaur Sandhu
Ms Mo Manoharan

Independent Member
Independent Member
Independent Member
Academic Staff Member – ESC
Academic Staff Member – JRC
Support Staff Member – JRC
Student Member – ESC
Student Member – ESC
Student Member – JRC
Student Member - JRC

APOLOGIES FOR ABSENCE

Mr Simon Potten
Mr Rory Percival

Independent Member
Student Member - ESC

IN ATTENDANCE

Mr Andrew Baird
Mr Kevin Standish
Mrs Jyoti Baker

Chair of the Corporation
Principal (JRC) Quality Lead (Cross College)
Chief Operating Officer (Cross College)

CLERK

Mrs Sue Glover

Clerk to the Corporation

LQC.10.19 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.11.19 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Mr Simon Potten - business commitments
Mr Rory Percival - college commitments

AGREED

The Learning and Quality Committee accepts the apologies for absence.

LQC.12.19 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.13.19 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 24 JANUARY 2019

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

LQC.14.19 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING

Members reviewed the action points arising from the meeting, noting the items that would be picked up under this agenda. It was agreed that all other actions had been satisfactorily completed and that there were no other matters arising from the minutes of the previous meeting.

LQC.15.19 TERMLY QUALITY & STANDARDS REPORTS FOR EAST SURREY AND JOHN RUSKIN COLLEGES: SPRING TERM 2019

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

Members reviewed the following key areas for each College:

- Student Actual Destinations for 2017/18
- Retention (classroom and Apprenticeship) 2018/19
- Equality and Diversity 2018/19
- Quality of Teaching, Learning and Assessment 2018/19
- Work Experience and Industry Placements
- Employer Engagement Activities
- Sub-contractor Monitoring (ACM/WEA)
- Stakeholder Voice
- Curriculum Planning 2019/20

East Surrey College

Members discussed issues arising from the report, noting in particular

- There has been a positive known destination for the majority of full time students. A summary of known destinations was presented and it was pleasing to see a substantial number who have progressed to further full time education, with a number progressing to higher education or full time employment which includes an apprenticeship
- The all duration retention rate for classroom based students aged 16-18 is 95.5% at 7 February 2019, which is 2.9% lower than in 2018. However, it was noted that last year's retention rate is pre-retention audit whereas this year is post audit and therefore more accurate. Following discussion, it was noted that the full-year retention rate for 2018/19 was likely to be lower than that of 2017/18.
- A large number of Subject Areas for the 19+ adult students are still at 100% retention with a number showing improved retention
- Retention of apprentices shows that 79.1% are currently retained or have already completed and achieved their full framework or standard. This is an improvement over the February 2018 position of 76.0% retention but then finished the year at 61.9% achievement, just below the national minimum standard of 62.5%, predominantly due to some apprentices failing/leaving their employer by the end of the year (July 2018). It was noted that the majority of apprenticeships are in construction areas which carry low national rates.

Members noted that a change in funding regulations now means that if an employer decides to terminate the employment of the apprentice, there is no longer a three-month period during which the College could support the apprentice in finding another employer that would agree to take them on so they could continue their apprenticeship. The majority of apprenticeship withdrawals now are where the employer has dismissed the apprentice. Members asked whether the relationship between the student and employer is an issue and were advised that the College has a regular cross-college apprenticeship monitoring meeting where all aspects of apprenticeship delivery and achievement are closely monitored with interventions agreed as required

- 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. Members were advised that a new web-based package is being investigated by the College, which will include learning materials for English and Maths to help support students
- A greater number of graded observations have been completed compared with the previous year at this point. Observation reports have highlighted a number of key strengths, including effective teacher planning, effective use of resources, impact of teacher subject expertise, strong evidence of learner progress
- There is no real gender gap with retention for 16-18 and 19+ students
- 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 level 3 T-Level work placements and building a new team structure to support this
- 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 full time student induction survey 2018 had a high level of responses enabling the College to identify emerging themes, which will help to inform the basis of student forum and student council discussion topics
- Curriculum plans for 2019/20 are currently being confirmed. The other main activity is the review, market analysis and justification of every apprenticeship framework or standard currently offered in order to help identify which have a demand with employers and which can be successfully delivered using existing staff and resources. The 2019/20 curriculum plan will therefore have many additional apprenticeship programmes offered which can now be presented to Croydon-based employers more effectively following the merger. Members asked that the outcome of the review is shared with the committee at the next meeting so that there is a greater understanding of the apprenticeship requirement

John Ruskin College

Members discussed issues arising from the report, noting in particular

- There are positive destinations outcomes for all students
- Overall retention for all ages and levels is 96.1% at 19 February 2019, which is 2% higher than at the same point in the previous year
- Retention of the White Ethnic Group has dropped to 92.8% which is below the College's KPI of 94%. It was agreed that this would be kept under review by the committee

- English and Maths attendance remains in line with the College KPI and is above last year's attendance which is an improvement on the previous year
- 'Teacher Voice' evaluation has had a significant impact on the quality of teaching and learning
- Good progress has been made on work experience hours and the College is on track to exceed last year's achievement

Kirsty Penfold left the meeting

- The student members from JRC advised that the induction survey had been well received by students who felt it had given them a good understanding of the College
- There are concerns with regard to the apprenticeship provision this year which was subcontracted prior to merger. Members were advised that the College is currently investigating the issues and this has been identified as a risk on the Risk Register

Members noted the key impact measures arising from the reports.

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

AGREED

The Learning and Quality Committee receives and notes the report.

LQC.16.19 RISK MANAGEMENT: SPRING TERM 2019

The Principal (JRC) Quality Lead (Cross College) 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 were advised that the risks presented relate to East Surrey College only as the risks for John Ruskin are currently being assessed..

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 be judged as 'Outstanding'** – 'Significant' risk – no change.

Members reviewed the changes under Risk S3, in particular that

- A number of concerns have been raised by the College regarding the timely completion of several tasks/activities at the Academy for Contemporary Music which has resulted in raising the risk from Amber back to Red
- Attendance rates for the whole College are carefully monitored throughout the year
- There have been an increasing 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 the changes to the one contributing factor under Risk S1, that the AEB funding allocation for 2018/19 will not be met by ESC delivery of provision alone and therefore some funding will be subcontracted to the Learning Curve and Remit who will deliver complementary qualifications in the locality that ESC are currently not able to deliver.

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

Alam Begum left the meeting

LQC.17.19 COLLEGE QUALITY IMPROVEMENT PLAN 2018/19: SPRING TERM 2019

The Principal (JRC) Quality Leading (Cross College) presented, for consideration and approval, the College Quality Improvement Plans 2018/19: Spring Term 2019 for both Colleges.

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 reviewed the key areas for improvement in 2018/19 in both QIPs, noting the good progress made in 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 Plans 2018/19: Spring Term 2019 for both colleges.

LQC.18.19 GOVERNORS' QUALITY IMPROVEMENT PLAN 2018/19: SPRING TERM 2019

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2018/19: Spring Term 2019.

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.

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 2018/19: Spring Term 2019 and commends the document for the approval of the Corporation Board.

Amran Mohamed left the meeting

LQC.19.19 REVIEW OF COLLEGE POLICIES

The Principal (JRC) Quality Leading (Cross College) presented, for consideration and approval, the following College policies:

- **ESC 04 Quality Improvement Policy**
- **ESC 10 Internal Verification Policy**
- **ESC 20 Student Voice Policy**
- **ESC 21 Student Malpractice Policy**
- **ESC 50 HE Assessment and Appeals 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 are due to be reviewed under the normal cycle of policy reviews. However, following the merger with JRC, additional time is required to review these policies in order to meet the requirements of both Colleges, with the exception of the HE Assessment and Appeals Policy. The committee was asked to extend the timescale for reviewing these policies so that they may be presented to the next meeting.

The HE Assessment and Appeals Policy is updated to meet current legislative requirements. Members reviewed the proposed changes 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 the **ESC 50 HE Assessment and Appeals Policy** and recommends that the timescale on the other policies is extended to the next meeting and presented again for approval

LQC.20.19 TERMLY SAFEGUARDING REPORTS FOR EAST SURREY AND JOHN RUSKIN COLLEGES: SPRING TERM 2019

The Principal (JRC) Quality Lead (Cross College) presented, for information the termly Safeguarding reports for both Colleges relating to the Spring Term 2019.

Members reviewed the detail of both reports, noting

- The number of safeguarding incidents and referrals YTD
- Safeguarding team responsibilities
- The number of student suspension and exclusions to date.
- Safeguarding & Prevent CPD Report as at 19 February 2019

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

- Due to the large number of mental health disclosures a more detailed analysis is being undertaken to establish the reasons for the increase. It is thought that probable reasons for the increase could include awareness raising among staff during CPD who then refer students for support; students recognising they need help and advice through the L1 mental health qualification which all full time study programme students are undertaking, students feeling enabled to disclose issues
- The more robust process for dealing with disciplinary incidents could contribute to the increase in suspensions so far this year. Members asked if a summary report detailing changes in behaviours could be presented to the next meeting

Members noted the key impact measures arising from the report.

AGREED

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

LQC.21.19 KPI DASHBOARD

The Committee received the KPI Dashboards for

- Classroom based – February 2019
 - Retention Rates by Age and Level
 - EDIMs
 - Attendance

AGREED

The Learning and Quality Committee receives and notes the KPI Dashboards for Curriculum and Quality: February 2019.

LQC.22.19 ANY OTHER BUSINESS

There was no other business.

LQC.23.19 SCHEDULE OF MEETINGS: 2018/19

Thursday 20 June 2019

All meetings commence at 16.00

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

SIGNED AS A CORRECT RECORD:

DATE: Thursday 20 June 2019

