

Meeting commenced: 16.00

Meeting ended: 18.35

PRESENT

Mrs Liz Rushton
Mrs Jayne Dickinson
Mr Ron Searle
Ms Kirsty Penfold

Independent Member
Principal and Chief Executive
Independent Member
Academic Staff Member

Chair

APOLOGIES FOR ABSENCE

Mr Bob Pickles
Mr Kieran O'Neill
Ms Lucy Jackson

Independent Member
Student Member
Student Member

IN ATTENDANCE

Mr Kevin Standish
Mrs Jyoti Baker
Mrs Frances Harris

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

CLERK

Mrs Sue Glover

Clerk to the Corporation

LQC.53.17 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.54.17 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Mr Bob Pickles	- business commitments
Mr Kieran O'Neill	- personal commitments
Ms Lucy Jackson	- personal commitments

AGREED

The Learning and Quality Committee accepts the apologies for absence.

LQC.55.17 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.56.17 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 9 NOVEMBER 2017

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

LQC.57.17 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.

It was noted that it has not been possible to update the Marketing and Employer Engagement Strategies as there are a number of unknown elements relating to the Apprenticeship Levy and, therefore, it was agreed that presentation of these is deferred to the next meeting in February.

LQC.58.17 COLLEGE POLICIES

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

- **ESC 08 Client Feedback Policy and Procedure**

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 policy and procedure had been reviewed and approved by the Directorate.

Members reviewed the document, noting the proposed revisions to be made in the light of the recent changes to consumer rights relative to Higher Education, 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 Corporation Board for approval

- **ESC 08 Client Feedback Policy**

LQC.59.17 EAST SURREY COLLEGE SELF-ASSESSMENT REPORT: 2016/17

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the draft key sections of the East Surrey College Self-Assessment Report: 2016/17 prior to further presentation to the Corporation Board for approval.

Members were advised that

- the document is still work in progress and some statements may be refined and additional data incorporated
- as with the previous year, the final document is due to be submitted to Ofsted at the end of January

In discussion, members agreed that a sub-group should again be formed, with authority delegated by the Corporation Board, to review and approve the final College Self-Assessment Report in January. The sub-group would meet once any further moderation has taken place so that it may consider any final reflection or evidence.

Members were advised that the date for submitting the self-assessment document would continue to be at the end of January rather than the end of December as it was in the past. On this basis, consideration was given as to whether it was necessary for the Committee to meet twice in the autumn term in future. It was agreed that it would be more sensible to meet just once, and as late as possible, during the autumn term so that initial grades could be reviewed and recommendations made to the Board at the December meeting with a second meeting in January to review and approve the final document. The Clerk advised that this would be reflected in the calendar of meetings for the next academic year.

Members reviewed each of the key sections presented:

- Section A – Effectiveness of Leadership and Management
- Section B – Teaching, Learning and Assessment
- Section C – Personal development, behaviour and welfare
- Section D – Outcomes for learners
- Section E – 16-19 Study Programmes
- Section F – Adult Learning Programmes
- Section G – Apprenticeships
- Section I – Provision for learners with high needs

The Committee discussed the key strengths, areas of significant progress and key areas for improvement, together with supporting evidence, for each section, making a number of suggestions to improve the content and to enhance key areas of strength. The underpinning grades for each curriculum area were also considered in respect of how these contributed to the overarching grades.

Members were advised of the proposed recommended grade for each of the sections:

- Section A – Grade 1, Outstanding
- Section B – Grade 2, Good
- Section C – Grade 1, Outstanding
- Section D – Grade 1, Outstanding
- Section E – Grade 1, Outstanding
- Section F – Grade 1, Outstanding
- Section G – Grade 1, Outstanding
- Section I – Grade 1, Outstanding

Members discussed the proposed recommended grades, noting that 'Outcomes for Learners' demonstrated a strong position of achievement rates for students, which are predominately above or well above the national rates evidencing the proposed 'Outstanding' grade. However, members considered that if 'Outcomes for Learners' was 'Outstanding' then the grading for 'Quality of teaching, learning and assessment' should reflect the same grade and, following discussion, which included consideration of the good improvements in relation to those few areas for improvement, it was agreed that there is sufficient evidence against the current Ofsted inspection framework criteria to evidence 'Outstanding'.

In addition, members gave consideration to the grade for 'Overall Effectiveness'. It was noted that, whilst the recent short inspection by Ofsted resulted in the judgement that the College continues to be 'Good', it was limited necessarily by time restraints to consideration of a few lines of enquiry. The current SAR process has been a robust and demanding schedule of performance reviews, benchmarking and moderation, and it was agreed that there is sufficient evidence against the current Ofsted inspection framework criteria to judge that the grade for 'Overall Effectiveness' fits into 'Outstanding'.

Members agreed that the Strengths and Areas for Improvement for each section should be presented to the Corporation Board at the meeting on 14 December 2017. Each section would be updated to incorporate all the comments made during the meeting.

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

RESOLVED

The Learning and Quality Committee approves and recommends to the Corporation Board

- the draft sections and proposed recommended grades of the Self-Assessment Report: 2016/17, subject to incorporation of amendments as discussed
- a sub-group is formed, with authority delegated by the Corporation Board, to approve the final version of College Self-Assessment Report 2016/17 prior to its submission to the Ofsted portal in January

LQC.60.17 COLLEGE QUALITY IMPROVEMENT PLAN 2017/18: AUTUMN TERM 2017

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the draft College Quality Improvement Plan.

The Committee was reminded that

- the College Quality Improvement Plan (QIP) is the major working quality improvement document which follows on from the full Self Assessment Report (SAR) and 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 agreed that as the QIP could not be finalised until there is a final version of the SAR, it would be sensible for the sub-group to review this document again when it meets in January. However, the draft QIP would be presented to the Board on 14 December 2017 for information.

AGREED

The Learning and Quality Committee agreed to receive and note the College Quality Improvement Plan 2017/18: Autumn Term 2017, which will be reviewed and approved by the sub-group in January

LQC.61.17 ANY OTHER BUSINESS

There was no other business.

LQC.62.17 SCHEDULE OF MEETINGS: 2017/18

Thursday 22 February 2018
Thursday 21 June 2018

All meetings commence at 16.00

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

SIGNED AS A CORRECT RECORD:



DATE: 22 February 2018