

Meeting commenced: 16.00

Meeting ended: 17.50

PRESENT

Mrs Margaret Davey	Independent Member	Chair
Mrs Jayne Dickinson	Principal and Chief Executive	
Dr Barbara Spittle	Independent Member	
Ms Kirsty Penfold	Academic Staff Member	
Mrs Liz Rushton	Independent Member	
Ms Georgia Crabb-O'Toole	Student Member	
Mr Peter Coughlan	Student Member	

APOLOGIES FOR ABSENCE

Mr Ron Searle	Independent Member
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IN ATTENDANCE

Mrs Jyoti Baker	Vice Principal: Finance and Resources
Mr Kevin Standish	Deputy Principal: Curriculum and Standards
Mr Richard Pearce	Head of Higher Education (item 11)

CLERK

Mrs Sue Glover	Clerk to the Corporation
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LQC.34.16 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.35.16 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Mr Ron Searle	-	business commitments
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AGREED

The Learning and Quality Committee accepts the apologies for absence.

LQC.36.16 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.37.16 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 9 JUNE 2016

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

LQC.38.16 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.

LQC.39.16 DEPUTY PRINCIPAL TERMLY REPORT: AUTUMN TERM 2016

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 Autumn Term 2016.

Members reviewed the following key areas:

- Retention, Achievement and Success Rates for 2015/16
- English and Maths performance and improvement strategy
- Equality and Diversity
- Student Intended Destinations
- Quality of Teaching, Learning and Assessment
- Safeguarding, Suspension and Prevent
- Employer Engagement
- Sub-Contractor monitoring (ACM/WEA)
- Stakeholder Voice: feedback from enrolment and Parent/Carers Events
- Community Learning
- Annual Complaints Analysis: 2015/2016

Members discussed issues arising from the report, noting in particular that

- All duration success rate for Classroom Based learning for 2015/16 has improved by 0.3% on the previous year and is up 2.9% from 2013/14
- Success rates for students aged 16-18 have continued to improve, due in the main to an improvement in retention
- The headline performance for the last three years for apprentices shows an improvement in success rates which is now above the 2014/15 national provider group rate
- The strategy for improving GCSE English had worked well but did not improve the results for GCSE Maths. An action plan is in place to identify why results were poor and what actions are necessary to make improvements
- The number of observations completed in 2015/16 for all active staff were good or better
- Safeguarding support is readily available and surveys indicate that 97% of students agreed that they know where to go for help and support
- There are robust procedures in place to deal with student suspensions and there is mentoring support for students at risk of leaving
- Demand for Apprenticeships from both young people and employers continues to increase in 2016/17 and there are also a number of new Levy employers engaging with the College on the recruitment of apprenticeships
- There has been a slight increase in the number of complaints over the previous two years, due in the main to teaching and learning and adult students regarding payment of fees

Members noted the key impact measures arising from the report.

AGREED

The Learning and Quality Committee receives and notes the report.

LQC.40.16 RISK MANAGEMENT: AUTUMN TERM 2016

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 of the risk areas assigned to the Committee, noting:

- **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.

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

- Success rates of new sub-contractor ACM have been reported for the main level 3 qualification and the GCSE and functional skills English and Maths and that there have been regular subcontractor monitoring meetings throughout the year
- Student attendance for September and October 2016 is reported and actions in place to improve attendance, particularly to English and Maths classes
- Final retention rates were reported as were the final success rates which have shown further improvement on 2014/15

Members noted the changes in text under Risk S1, in particular that

- Analysis of the needs of businesses is constantly under review
- Higher education course recruitment has increased
- Apprentices in learning has increased

It was noted that the Risk Register would usually only contain the high risk contributory factors but the medium and low risks are also presented as there are only two high risks; one relating to ACM and the other to student attendance.

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 2016 and commends the report for approval by the Corporation Board.

LQC.41.16 STUDENT PERFORMANCE TARGETS: 2016/2017

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, a report which provided details of the key academic targets which have been set for 2016/2017.

The Committee considered the key issues raised in the report in conjunction with the spreadsheet giving details of comparative retention, achievement and success rates related to Academic Targets (Long Qualifications) for 2015/2016.

Members reviewed the targets proposed for retention, achievement and success in respect of long qualifications noting

- Clearly set and widely communicated academic targets have a proven track record of contributing to quality improvement
- Previously the retention, achievement and success rate targets for classroom-based activities had been set for level, age, course duration and the subject sector area which can vary greatly
- The 2014/2015 success rate targets for classroom based long qualifications were set at the latest available national rates, which were 2013/2014, for each SSA and age group plus 3%
- The 2016/17 target has been set as the 2015/16 national rate plus 3% and with a stretch target at +6%

Members considered in detail the targets proposed in respect of long qualifications by sector subject areas and age.

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

Members were further advised that the proposed targets in respect of Apprenticeship frameworks would reflect the need to achieve the national rate plus 4%.

Members noted the impact measures arising from the report.

AGREED

The Learning and Quality Committee approve and recommend for approval by the Corporation Board the student targets for 2016/17.

LQC.42.16 COLLEGE POLICIES

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

- **ESC 05 Teaching, Learning and Assessment Policy**
- **ESC 08 Client Feedback Policy**
- **ESC 62 Safeguarding Children and Vulnerable Adults Protection 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 had been reviewed and approved by the Directorate.

Members reviewed the policies noting proposed minor revisions to the text, making one minor amendment to the Client Feedback Policy.

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 05 Teaching, Learning and Assessment Policy**
- **ESC 06 Client Feedback Policy**
- **ESC 62 Safeguarding Children and Vulnerable Adults Protection Policy**

LQC.43.16 GOVERNORS' QUALITY IMPROVEMENT PLAN 2015/2016

The Clerk to the Corporation presented, for consideration and approval, the final Governors' Quality Improvement Plan: 2015/2016.

Members were advised that the Plan had been approved at the meeting of the Corporation Board held on 14 July 2016 and was now submitted for the final 'sign-off' by the Committee, following an update of progress during the remainder of the Summer term 2016. Members reviewed the document noting the proposed revisions.

Members noted the key impact measures arising from the report.

RESOLVED

The Learning and Quality Committee approves the final Governors' Quality Improvement Plan: 2015/2016 and commends the document for the approval of the Board.

LQC.44.16 GOVERNORS' QUALITY IMPROVEMENT PLAN 2016/2017: AUTUMN TERM 2016

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2016/2017: Autumn Term 2016.

The Committee was reminded that

- the Governors' Quality Improvement Plan (QIP) is established 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 termly 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

Members were advised that the Governors' QIP Working Group identified changes to the Plan as a consequence of the issues arising from the Governors' Self-Assessment in June 2016.

The Committee reviewed the document noting proposed revisions and suggested some further wording be agreed for the section relating to 'being judged outstanding'.

Members noted the key impact measures arising from the report.

AGREED

The Learning and Quality Committee approves the Governors' Quality Improvement Plan: 2016/2017 Autumn Term 2016 and commends the document for the approval of the Board, subject to amendments as discussed

LQC.45.16 HIGHER EDUCATION

The Head of HE presented a report and accompanying action plan relating to the continuous improvement of the HE student academic experience, HE student outcomes and the standards of the HE awards for which the College is responsible. The report and action plan are presented to enable consideration for sign-off of assurance or partial assurance to HEFCE.

Members were reminded that at the last meeting it was noted that

- HEFCE as the regulator of higher education in England has required that colleges report on the maintenance of the quality of the student experience to its Governing Body after the removal of student number controls
- It particularly asks that *'you will review such arrangements by the end of July 2016 and provide a report to your governing body'*.

Members reviewed the detail of the report on Higher Education at East Surrey College 2015/16, noting the key areas:

- Introduction
- Higher Education Completion Data
- Review of Previous Action Plan
- 2015/16 Review Events
- Student Engagement and Feedback
- External Examiner Feedback
- Meeting UK Quality Code Expectations in 2015/16
- Action Plan relating on 2015/16

In discussion, members agreed that it would be sensible, in view of some of the actions still to be completed, that the quality assessment return to HEFCE should be a partial assurance. It was noted that the date for submission of the return is 1 December 2016, which is before the governing body meets. It was therefore agreed that the Principal and Chief Executive as Accounting Officer would sign the return on behalf of the governing body and this would be endorsed at the Board meeting on 8 December 2016.

RESOLVED

The Learning and Quality Committee approves and recommends to the Corporation Board for approval the partial assurance of the HEFCE quality assessment return and that, in the light of the return date of 1 December, the Principal and Chief Executive as Accounting Officer will sign the return on behalf of the governing which will be endorsed at the Board meeting on 8 December 2016.

LQC.46.16 ANNUAL REPORT OF THE LEARNING AND QUALITY COMMITTEE: 2015/2016

The Clerk to the Corporation 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

- Membership had remained at 5 in 2015/2016
- 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: 2015/2016 and commends the report to the Corporation.

LQC.47.16 ANNUAL REVIEW OF THE RESTRICTED MINUTES OF THE LEARNING AND QUALITY COMMITTEE

The Clerk to the Corporation 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 2015/2016.

AGREED

The Learning and Quality Committee agreed to note the report.

LQC.48.16 ANNUAL REVIEW OF THE BUSINESS OF THE LEARNING AND QUALITY COMMITTEE: 2015/2016

The Clerk to the Corporation presented, for information, a report which provided a review of the Action Points arising from the meetings of the Committee during 2015/2016.

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.49.16

KPI DASHBOARD

The Committee received the new format KPI Dashboard

Members noted that the format of the KPI Dashboard is now split between finance and curriculum. Members agreed that it is useful to see the split between the two but made some further suggestions with regard to the format and asked if this could be looked at again by governors at the Board meeting.

AGREED

The Learning and Quality Committee receives and notes the KPI Dashboard

LQC.50.16

ANY OTHER BUSINESS

There was no other business.

LQC.51.16

SCHEDULE OF MEETINGS: 2016/2017

Thursday 1 December 2016

Thursday 23 February 2017

Thursday 8 June 2017

All meetings commence at 16.00

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

SIGNED AS A CORRECT RECORD:

B. N. Spiller

DATE: Thursday 1 December 2016

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THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

PHYSICAL CHEMISTRY
PROFESSOR J. H. DINEEN

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