

Meeting commenced: 16.00

Meeting ended: 17.45

**PRESENT**

Dr Barbara Spittle

Mrs Jayne Dickinson

Mr Ron Searle

Ms Kirsty Penfold

Ms Georgia Crabb-O'Toole

Mr Peter Coughlan

Independent Member

Principal and Chief Executive

Independent Member

Academic Staff Member

Student Member

Student Member

Chair

**APOLOGIES FOR ABSENCE**

Mrs Margaret Davey

Mrs Jyoti Baker

Independent Member

Vice Principal: Finance and Resources

**IN ATTENDANCE**

Mr Kevin Standish

Deputy Principal: Curriculum and Standards

**CLERK**

Mrs Sue Glover

Clerk to the Corporation

In the absence of the Chair, Mrs Margaret Davey, it was agreed that Dr Barbara Spittle would Chair the meeting.

**LQC.52.16 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.53.16 APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Mrs Margaret Davey - personal commitments

Mrs Jyoti Baker - business commitments

**AGREED**

The Learning and Quality Committee accepts the apologies for absence.

**LQC.54.16 NOTIFICATION OF ANY OTHER BUSINESS**

Members agreed that there was no additional business for consideration.

**LQC.55.16 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 10 NOVEMBER 2016**

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



**LQC.56.16 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.57.16 EAST SURREY COLLEGE SELF-ASSESSMENT REPORT: 2015/2016**

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the draft key sections of the East Surrey College Self-Assessment Report: 2015/2016 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, following further external moderation which is scheduled to take place on 6 December.

Members noted that the College sees this as the key document for self-reflection, honest analysis and quality improvement.

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

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.

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 2, Good

In discussion, members agreed with the proposed grades for each of the sections. However, it was agreed that for Section C, the 'outstanding' grade should be presented to the Corporation with a number of caveats relative to the key areas for improvement as discussed.

Members were advised that all the comments made would be incorporated into the revised document, which will be presented to the Corporation Board at the meeting on 8 December 2016.

Members were advised that the final document is due to be submitted to Ofsted at the end of January. There will be some further work required following the external moderation, which will need to be done after the meeting of the Corporation Board and, therefore, it was agreed that a sub-group should be formed, with authority delegated by the Corporation Board, to approve the final College Self-Assessment Report 2015/16 in January.

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: 2015/2016, 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 the College Self-Assessment Report 2015/16 in January.

**LQC.58.16 COLLEGE QUALITY IMPROVEMENT PLAN 2016/2017: AUTUMN TERM 2016**

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 reviewed each of the sections, noting that a number of areas for improvement were contained in the relevant sections of the draft Self-Assessment Report for 2015/16.

**RESOLVED**

The Learning and Quality Committee approves and commends to the Corporation Board the College Quality Improvement Plan 2016/2017: Autumn Term 2016

**LQC.59.16 ANY OTHER BUSINESS**

There was no other business.

**LQC.60.16 SCHEDULE OF MEETINGS: 2016/2017**

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:**



**DATE:** 23 February 2017

Chair's Initials...



