

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 23 FEBRUARY 2023 VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 18.00

Present

Liz Rushton	Independent Member	Chair
Lindsay Pamphilon	Chief Executive & Principal	
Colin Monk	Independent Member	
Grace Marriott	Independent Member	
Anne Smith	Independent Member	
Bridgette Anderson	Independent Member	
Lily Franklin	ESC Staff Member	
Natalie Watkins	JRC Staff Member	
Antonio Iancu	ESC Student Member	
Suhayla Mohamed	JRC Student Member	

Apologies for absence

Simon Potten	Independent Member
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In Attendance

Eva Dixon	Chief Operating Officer
Richard Pearce	Director of HE
Rebecca Taylor	Vice Principal Curriculum & Standards
Kam Dehal	Executive Director Commercial & Partnerships
Nicola Parrott	Assistant Principal Quality & Student Experience
Abida Umarji	Assistant Principal Student Support

Clerk to the Committee

Sue Glover	Director of Governance
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LQC.10.23 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.

There were no declarations of interest.

LQC.11.23 Apologies for Absence

Apologies for absence were received from

- Simon Potten - personal commitments

The Learning and Quality Committee accepts the apologies for absence.

LQC.12.23 Notification of Any Other Business

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

LQC.13.23 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 19 January 2023

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

LQC.14.23 Matters arising and action points from the minutes of the meeting

Members reviewed the schedule of action points arising from the minutes of the previous meeting and agreed that all actions had been satisfactorily completed and that there were no other matters arising.

LQC.15.23 Risk Management: Spring Term 2023

The Assistant Principal Quality & Student Experience and Vice Principal Curriculum & 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 risk area assigned to the Committee, noting that there is no change to each risk rating:

- **Risk Reference LQC2: Failure to meet employer, community and other stakeholder needs** – ‘Minor’ risk – no change
- **Risk Reference LQC1: ‘Failure to move towards ‘Outstanding’** – ‘Significant’ risk – no change

The Committee was advised on each of the contributing risks associated with both risks, noting those where the risk likelihood and impact have reduced, those where it has increased and those that have remained at the same level.

It was noted that the level of risk associated with attendance has been elevated, remaining within ‘high’ due to attendance falling below 87% at both sites and, in response to questions, were advised that slight improvements have been seen following the implementation of weekly attendance monitoring meetings.

In discussion, members commented whether some of the issues with attendance may be attributable to students taking on part time employment to help with financial pressures at home and if this could be an unseen risk. The student governors commented that some students are facing pressures to help with finances at home, particularly with single parent families.

The Committee were advised that students are continually made aware of all support available to them to help with issues such as this. Members commented that, although it was no doubt difficult for some students, completing their studies would be beneficial in the long run.

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 2023 and commends the report for approval by the Corporation Board.

LQC.16.23 Review of College Policies

The Director of HE presented, for consideration and approval, the following College policy:

- **ESC04 HE Assessment & Appeals Policy**

The Committee considered the highlighted minor changes to bring in line with current legislation, and agreed these should be made.

Resolved

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

- **ESC04 HE Assessment & Appeals Policy**

LQC.17.23 Termly Safeguarding Report for East Surrey and John Ruskin Colleges: Spring Term 2023

The Assistant Principal Student Support presented the termly Safeguarding Report for East Surrey and John Ruskin Colleges, which provided details of the college's safeguarding practices in term 1.

Members were advised that

- the college's Safeguarding and Prevent panel meets termly to provide an oversight function of safeguarding practice and that the panel will be further strengthened in the current academic year through external representation, such as the Local Authority Designated Officer for safeguarding, Prevent and Education Officer and a representative from the police
- CPOM, the child protection online management system, which allows the secure sharing of safeguarding information as students transfer from school to college, is now being used across college. This system is used by the majority of local schools and has enabled safeguarding files to be received in a much swifter way, thus enabling the identification of students at risk earlier, resulting in early interventions and support being provided
- the safeguarding team have supported an increasing number of students to report historic or current sexual abuse/violence to the Police
- there have been two Prevent referrals made during the term

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

- both Prevent referrals were linked to inappropriate content accessed online and picked up by the College Firewall. Both cases have been referred to the Channel Panel and the safeguarding team are working closely with the SE Regional Prevent Co-ordinator to identify any additional training for staff that may be required
- the further education sector is reporting that there is an increasing proportion of individuals coming forward to make disclosures of abuse, including sexual abuse, sexual harassment and violence and the College's Safeguarding Team

Members considered the outcomes of the following in term 1

- Apprenticeship Survey results
- FT Induction Survey results for OSC, ESC, JRC
- Care Leavers and Children Looked After
- Safeguarding referrals
- Suspensions related to safeguarding
- Recommendations/actions being undertaken by the safeguarding team

The Committee commended the excellent work that continues to be done by the College's Safeguarding Team and agreed that the College Leadership is discharging its legal safeguarding duties effectively and there are robust procedures in place to promote the wellbeing and safety of learners.

Agreed

The Learning and Quality Committee agreed to receive the termly Safeguarding report for the Spring Term 2023

LQC.18.23 Termly Quality & Standards Report for East Surrey and John Ruskin Colleges: to end of term 1 2022/23

The Assistant Principal Quality & Student Experience presented, for information, a report, which provided an Executive Summary and an analysis of the current activities and priorities of both Colleges to the end of term 1 2022.

Members were updated on the following key areas for each College:

- Student Destinations
- Retention and Attendance (classroom based and apprenticeships)
- Equality & Diversity
- Quality of Teaching, Learning and Assessment
- Stakeholder/Student Voice and Induction Survey
- Apprenticeships headlines

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

- Student destinations are very high for both positive and industry relevant destinations at both colleges, 99% of destinations are positive with 70% of destinations industry relevant with subcontracting and partnership provisions also producing high results
- Retention is high across the college group and supports a good performance position for term 1, Sutton United Football Club has excelled in this area, reporting 100% retention
- Attendance for classroom based programmes is not where it is expected and has been impacted by winter viruses, continued Covid outbreaks and cost of living crisis. Apprenticeship attendance is high and positive compared to previous year
- An equality and diversity forum is held termly to discuss emerging themes within the college and wider community and to review progress made against the two Pledges Orbital South College has committed to
- Collaborative activity has taken place to support the development of the quality in teaching, learning and assessment with all new starters in term 1 receiving probation learning walks and Directors of Learning commencing formal lesson sampling. Joint learning walks with 'critical friends' has enabled reflection of practice to take place and implementation of new ideas
- Positive areas of the student induction survey include 92% of students 'agree' or 'strongly agree' they are enjoying college life and would recommend college to others and 98% 'agree' or 'strongly agree' that the teaching on their course is helping them learn the skills required for employment. However, 87% of students 'agree' or 'strongly agree' they felt safe in college, which is a 10% decline on previous year
- Best case achievement for apprenticeships is within the biggest area of the College - Engineering at 81%. Areas not expected to return achievement rates over 60% are CRM 54% and MET 50%, which represents small numbers of students

In discussion around the safeguarding concern highlighted in the student induction survey, members were advised that swift action was taken to address this with increased site security, an open invitation for the Police to visit both campuses along with an additional campus officer employed at each college site. This comment was also followed up during Student Council meetings and the verbal feedback from students was more positive with students recognising the work that has been done.

With regard to the low achievement rates within CRM and MET, 12 week reviews have been a point of focus over the first term and will continue in term 2. There continue to be too many outstanding, but progress is being made with reviews, risk ratings and reallocation taking place to manage assessor case load. For those students who are retained, pass outcome is positive with students gaining promotion with employers

The Committee thanked the Assistant Principal Quality & Student Experience for a very informative report.

Agreed

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

LQC.19.23 Curriculum update and subcontract and partnership monitoring

The Vice Principal Curriculum and Standards presented a report, which focused on the progress with curriculum planning for 2023/24 and an update on subcontractors and partnership monitoring activities.

Members were advised that curriculum planning process is underway, focusing on adult and apprenticeship provision with completion early February allowing a more timely launch of the adult offer by the Easter break. The Study programme plan will be launched after half term.

The Committee was updated on

- T Levels – current plans for 2023/24
 - Existing offer
 - Childcare (group)
 - Digital Design and Development (group)
 - Construction (ESC)
 - New offer
 - Accounting (ESC)
 - Management and Administration (group)
 - Engineering - Electrical pathway (ESC)
 - Engineering – Mechanical pathway (JRC)
 - The Health T Level is currently at risk due to suitability of content
- In-year Adult Growth – ‘Multiply’ – ‘non substantive’ provision has begun with Croydon based primary schools including Minster, Selsdon Primary and Heavers Farm Primary
- Apprenticeships – new apprenticeship in year through new employer partnership with Merlin Entertainment and potential new employer partnerships for apprenticeships include Ringway for a level 2 highways standard
- Work placement – work placement co-ordinators are actively working with curriculum areas to maximise placement opportunities
- Subcontractors
 - WEA – recruitment to WEA programmes sits at 209 out of a target of 600 by year end. This is being closely monitored as last year only achieved 85% of recruitment target. Retention is good at 97% and pass rates are 100%

- Surrey Choices – has a retention rate of 94% with 15 out of 16 interns continuing in work placement activities
- ACM – retention sits at 99.4%, but most recent monitoring meeting identified concerns with Birmingham monitoring of attendance and withdrawals. Attendance at Guildford is improving and support is being given to ACM to replicate the more rigorous approach to this in Birmingham
- Partnerships
 - Rail Futures – level 2 courses continue to recruit well
 - SUFC – existing students have much improved attendance and retention (100%), and are anticipating achievement rates to be much improved from 2021/22

The Committee thanked the Vice Principal Curriculum & Standards for a very informative report.

Agreed

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

LQC.20.23 Termly Higher Education report

The Director of HE presented a report to update on recent developments relating to curriculum, quality and standards in Higher Education.

Members were advised that

- there have been only minor changes in the combined number of students since the autumn with only four students having withdrawn from prescribed HE programmes, one more apprentice and five more non-prescribed HE students
- the college has around 70 fewer high level students than at the same time in 2021/22, which is due to the fall of 30 in prescribed HE reported in the autumn, and a significant drop of around 50 enrolments in higher professional programmes, which often enrol in-year
- Apprentices have risen by 10 year-on-year
- the college is preparing for the Partner Re-approval with University of Chichester, which permits some adjustments to be made to current degree programmes. The university has already indicated it intends to continue the partnership and the college has successfully passed legal and financial due diligence
- the college is proposing FdSc Cloud Computing and FdSc Cyber Security, which will improve the College's HE offer in computing and is planned to be available for September 2023
- between 2020/21 and 2021/22, the gap between White and BAME students closed by 15.6%, but is still of concern at 38.1%. The gap between Young and Mature students closed by 4.7% but is still of moderate concern at 14.8%
- the College has completed oversight of the teach-out for the 8 current students with Nottingham Hill Academy of Music. The Director of HE is supporting NHAM with their final external examiner visit
- response to the HE Induction Survey was good, with 95% recommending the course to others
- the Head of Apprenticeships has been unable to date to secure co-operation from London South Bank University regarding a potential transfer of chartered Surveying Degree Apprentices in order they can complete on an RICS-accredited degree if required. However, RICS have been positive and supportive towards the College's ambitions

In discussion, members commented on the current trend of falling numbers for degree courses offered by FE Colleges and Universities and also the increase in degree apprentices. It was noted that there is a trend towards greater use of, and emphasis upon, the clearing system, which may require a different focus on marketing when this becomes clearer.

The Committee thanked the Director of HE for a very informative report, which highlighted the positive position of the College.

Agreed

The Learning and Quality Committee agreed to receive and note the report

LQC.21.23 Careers Education

The Executive Director Commercial & Partnerships presented, for information, a report which provided an overview of the College's position in relation to Skills and Careers across the key stakeholders including community, civic, employers and schools links.

The Committee was updated on

- the London Local Skills Improvements Plans (LSIPs)
 - soft launch event in January, outlining vision and timelines over the next few months
 - four regional annexes will be covered, including
 - South London Partnerships (SLP)
 - Local London
 - Central London
 - West London Alliance
 - the commissioned provider for the SLP annex will lead on data analysis, stakeholder engagement and prepare draft report, setting out overall priorities of
 - to inform the priorities and actions of the next future skills strategy for the sub-region
 - to shape future funding pots e.g. People and skills UK shared Prosperity Funding (worth £2.9m in South London)
 - to create a future talent pool equipped with the skills needs to harness good jobs
 - the report and findings are expected to be published in April with an official launch and governance model in place by June 2023. The college will form part of a Stakeholder Advisory Group, which will report directly into the Skills and Employment Board
- Accountability Agreements are expected to be produced by all colleges by May/June 2023. These will demonstrate how we link and contribute to
 - LSIPs
 - Employer Representative bodies
 - Mayoral combined authorities
 - Local Enterprise Partnershipsand arrangements are in place for Board approval to be given by the Strategy Committee in May
- Ofsted inspection in December noted that the college makes a 'reasonable' contribution to meeting skills needs
- Apprenticeship enrolments this year continue to be strong with 800 active apprentices and onboard still taking place
- Procurement, Projects and Contracts with
 - Mayoral Academies – Community/Employers
 - Youth Hubs - Community
 - Strategic Development Funds (SDF) – Civic/Education
 - Sponsorships - Employer
 - Employer Events
 - Employer satisfaction

- Careers – the college group continues to have a high quality careers programme across the two campuses with a dedicated Careers Hub section on the website
- Next steps

The Committee thanked the Executive Director Commercial & Partnerships for a very informative report.

In discussion, members agreed that the College continues to have strong partnerships and collaborations across civic, schools, community and employers. There is strong alignment to priority skills needs supported by a strong pipeline of employer partnerships, continuing our growth of work based learning provision and careers engagement.

Agreed

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

LQC.22.23

KPI Dashboard

The Committee reviewed the KPI dashboard, which reported on the areas of

- 42-day withdrawal
- Attendance
- Standards of teaching, learning and assessment
- Intended destination
- Positive destination
- HE continuation
- Overall achievement rates
- Maths & English pass rates
- Awarding body sanctions
- Learner satisfaction
- EDIMs

It was noted that attendance remains a high risk at 79.52% against the target of 90%.

Agreed

The Learning and Quality Committee receives and notes the KPI Dashboard

LQC.23.23

Any Other Business

There was no other business.

LQC.24.23

Schedule of Meetings: 2022/23

Thursday 8 June 2023

All meetings commence at 16.00

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

Signed as a correct record:

Date: 8 June 2023

