



**THE CORPORATION OF EAST SURREY COLLEGE**

**LEARNING AND QUALITY COMMITTEE**

MEETING HELD ON THURSDAY 8 MARCH 2012

Meeting commenced: 16.05

Meeting ended: 18.00

**PRESENT**

Mrs Margaret Davey  
Mr Ron Searle  
Mr Joseph Main

Independent Member  
Independent Member  
Academic Staff Member  
Chair

**IN ATTENDANCE**

Mr Jeremy Goodwin

Interim Vice Principal: Curriculum and Standards

**APOLOGIES FOR ABSENCE**

Mrs Jayne Dickinson  
Ms Rosemary French  
Mrs Ann-Christine Harland  
Ms Laura Selby

Principal and Chief Executive  
Independent Member  
Vice Principal: Finance and Resources  
Student Member

**CLERK**

Mr Melvyn Cass

Clerk to the Corporation

**LQC.01.12 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.02.12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from two members of the Committee:  
Mrs Jayne Dickinson - business commitments  
Ms Rosemary French - ill health

**LQC.03.12 NOTIFICATION OF ANY OTHER BUSINESS**

Members agreed that there was no additional business for consideration.

**LQC.04.12 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 10 NOVEMBER 2011**

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

**LQC.05.12 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING**

Members 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.06.12 RISK MANAGEMENT: SPRING TERM 2012**

The Interim Vice 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 risk area assigned to the Committee, noting:

- **Risk Reference S1: Failure to meet learner, employer, community and other stakeholder needs** – 'Significant' risk - no overall change
- **Risk Reference S2: Failure to achieve 19+ learner targets** – 'Fundamental' risk – no overall change
- **Risk Reference S3: Failure to move towards 'Outstanding'** – 'Significant' risk – noting the increasing risk arising from the changes to the Ofsted inspection regime but no overall change

- **Risk Reference S4: Failure to achieve 16-18 learner targets** – ‘Significant’ risk - no overall change

Members discussed key issues arising from the report and the factors considered in respect of each of the risks leading to the determination that there should be no changes to the individual risks.

Members noted the key implications arising from the report.

#### **RESOLVED**

The Learning and Quality Committee approves the report on the updated assessment of risks for the Spring Term 2012 and commends the report for approval by the Corporation Board.

#### **LQC.07.12**

#### **REVIEW OF COLLEGE POLICIES**

The Interim Vice Principal: Curriculum and Standards presented, for consideration and approval, three College policies:

- **ESC 02 Admissions Policy**
- **ESC 16 Single Equality Policy for Learners**
- **ESC 62 Child Protection, Safeguarding Children and Vulnerable Adults 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 discussed issues of relevance arising from each policy, in particular

- **ESC 02 Admissions Policy:** the perceived shortcomings in the arrangements for interviews and initial assessment of full time applicants for entry to the College and agreement that further discussion on the process was needed to ensure relevant information, such as references, is available as far as possible at the time of the interview
- **ESC 62 Child Protection, Safeguarding Children and Vulnerable Adults Policy:**
  - ↓ the policy applies to ‘staff, governors and volunteers working for East Surrey College’ but does not refer to students
  - ↓ the recognition that a range of policies exist to cover students under similar circumstances

Members were advised that each policy had been reviewed and approved by the Directorate.

Members noted the key implications arising from the report.

#### **RESOLVED**

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

- **ESC 02 Admissions Policy**
- **ESC 16 Single Equality Policy for Learners**
- **ESC 62 Child Protection, Safeguarding Children and Vulnerable Adults Policy**

#### **LQC.08.12**

#### **ENROLMENT: 2011/2012 AND APPLICATIONS: 2012/2013**

The Interim Vice Principal: Curriculum and Standards presented, for information, a report detailing the enrolment position as at 6 February 2012, the mid year forecast date, and full time applications for 2012/2013.

Members considered the report which provided detailed information in respect of

- recruitment to-date of full time and part time learners compared to funding target
- applications for full time 16-18 courses in 2012/2013
- 19+ full and part time recruitment
- applications for full time 19+ courses in 2012/2013
- provision for JCP referred learners within the Adult Skills Budget
- LLDD learners and the impact of funding changes
- the various funding streams now consolidated into the Adult Skills Budget
- HE enrolment
- IACL numbers
- 14-16 recruitment

Members noted the basis on which

- the College tracks all enrolment and student data vigorously and reports regularly to members on the current position and the implications
- the first data return on 1 December 2011 was used as the basis for 2012/2013 YPLA grant allocation
- current SFA guidance with respect to the single Adult Skills Budget gives the College greater flexibility than in previous years

Members noted the key implications arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the report.

#### **LQC.09.12**

##### **SELF ASSESSMENT REPORT: 2010/2011**

The Interim Vice Principal: Curriculum and Standards presented, for information, the final College Self Assessment Report: 2010/2011.

The Committee, in reviewing the report, was reminded of the schedule, including external verification, leading to the formal submission of the summary Self Assessment Report for approval by the Board on 15 December 2011.

Members noted the importance of a thorough and detailed Self Assessment Report relative both to Ofsted and to the College on its journey to 'Outstanding'.

Members were advised of the relationship between the Self Assessment Report and the College Quality Improvement Plan which is updated and reviewed on a termly basis by the Learning and Quality Committee.

Members noted the key implications arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the report.

#### **LQC.10.12**

##### **COLLEGE QUALITY IMPROVEMENT PLAN: 2011/2012**

The Interim Vice Principal: Curriculum and Standards presented, for information, the College Quality Improvement Plan: 2011/2012.

The Committee was reminded that the College Quality Improvement Plan is the major working document which follows on from the full Self Assessment Report and which is itself the most important quality monitoring document within the general further education sector.

Members reviewed and commented on the high priority issues relating to the priority areas for improvement:

#### **Outcomes for Learners**

- Poor retention on some Level 2 long programmes for both 16-18s and adults
- Poor achievement of some completers on Level 2 long programmes for 16-18s
- Poor overall success rates for Level 2 functional skills
- Poor timely success rates on Apprenticeship programmes
- Satisfactory but greatly improved retention on Level 1 long programmes for 16-18s

#### **Quality of Provision**

- Reduced but persistent Grade 3 provision in a minority of areas
- Poor attendance on a minority of programmes
- Slow development of the employability offer
- Use of data at course leader level in a minority of areas to improve course performance
- Monitoring of student progress on some programmes
- Persistent satisfactory teaching in a minority of curriculum areas

Members noted the rigour with which the Plan addresses each of the identified issues and reflected on

- the importance attached to ensuring that learners are placed on the correct course from the outset, noting the discussions on this issue under LQC.07.12
- the measures being taken to address all identified Grade 3 areas
- the measures being taken to continue to raise teaching standards, including sharing of best practice, peer review, peer observation, weekly CPD sessions (currently held on Wednesday afternoons)

Members considered the key implications arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the College Quality Improvement Plan: 2011/2012

#### **LQC.11.12 HIGHER EDUCATION SELF EVALUATION**

The Interim Vice Principal: Curriculum and Standards presented, for information, a report which identifies the basis on which the College is preparing for the Summative Review which is the final phase of the Integrated Quality Enhancement Review (IQER) process.

The Committee considered the detail of the Self Evaluation Document for Summative Review, noting the key content

- Higher Education at East Surrey College
- Employer Engagement
- Future Provision
- Self Evaluation
- Academic Standards
- Quality of Learning Opportunity
- Public Information

Members were advised that, from September 2012, government direct funding for non STEM (Science, Technology, Engineering, Mathematics) within higher education will be withdrawn, thus creating a marketplace for higher education to be pursued by ambitious FE colleges.

Members noted the key implications arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the report.

#### **LQC.12.12 GOVERNORS' QUALITY IMPROVEMENT PLAN: 2011/2012**

The Clerk to the Corporation presented, for information, the Governors' Quality Improvement Plan: 2011/2012.

The Committee was reminded that

- the Governors' Quality Improvement Plan is established at the beginning of each academic year by the Search and Governance Committee
- the Plan is updated in the light of progress against the Plan and is reviewed on a termly basis by the Search and Governance Committee and by the Learning and Quality Committee
- the final edition of the Plan is considered for approval by the Search and Governance Committee and by the Learning and Quality Committee in the Autumn Term

Members were advised that, at the meeting of the Search and Governance Committee held on 26 January 2012, it had been agreed that a review of the Plan be undertaken by a working group of four ie Margaret Davey, Ray Elgy, Jayne Dickinson, Melvyn Cass.

Members noted that the working group had met on 5 March 2012 and had identified changes which would update the Plan relative to the strategic imperatives of the governing body.

Members were informed that the updated Plan would be submitted for consideration by the Search and Governance Committee and by this Committee during the Summer Term 2012.

#### **AGREED**

The Learning and Quality Committee receives and notes the Governors' Quality Improvement Plan: 2011/2012.

**LQC.13.12 CURRICULUM QUALITY REPORT**

The Interim Vice Principal: Curriculum and Standards presented a report which provided an update for the Committee on the key quality milestones which have already been passed during Academic Year 2011/2012.

Members considered the detail of the report with particular reference to:

- re-launch of the weekly Continuing Professional Development (CPD) programme
- revisions to Observations of Teaching and Learning (OTLs)
- Self Assessment Report (SAR) validation
- QDP induction survey
- Edexcel Quality Review and Development Report
- External Quality Review
- Other collaborative activities

Members discussed the report in the light of

- the recognition that academic quality improvement is the key driver as the College strives to become 'Outstanding'
- the preparation by the College for an Ofsted inspection during any one of the next three years

Members noted the key implications arising from the report.

**AGREED**

The Learning and Quality Committee receives and notes the report.

**LQC.14.12 EQUALITY AND DIVERSITY REPORT – PROGRESS AGAINST EDIMS**

The Interim Vice Principal: Curriculum and Standards presented a report which informed members of performance against Equality and Diversity Impact Measurements (EDIMS) for 2010/2012.

The Committee reviewed the EDIMS Action Plan 2010/2011 and noted progress against each of the Impact Measures.

Members noted the key implications arising from the report.

**AGREED**

The Learning and Quality Committee receives and notes the report.

**LQC.15.12 ADULT AND COMMUNITY LEARNING**

The Interim Vice Principal: Curriculum and Standards presented a report which provided the Committee with information on progress and developments within adult and community learning.

Members considered the detail of the report, with particular reference to

- Background and Context
- Workers Educational Association (WEA)
- Quality
- Marketing the ACL offer
- Working in the community
- Collaborative forums
- Formal First Steps

Members discussed issues arising from the report, including

- the basis on which current ACL provision is included within curriculum department self assessment reports and the consideration being given to separating this out for self assessment in 2011/2012; it was noted that this could involve a separate Quality Improvement Plan and Performance Review ( the latter already being trialled during the current academic year)

- the extent of the involvement of the College in the community – ‘a key part of its engagement with communities’ - noting the intention that the College will continue to work collaboratively to improve the ACL offer and its involvement in the community

Members noted the key implications arising from the report.

**AGREED**

The Learning and Quality Committee receives and notes the report.

**LQC.16.12 KPI DASHBOARD**

The Committee received the KPI Dashboard: January 2012.

Consideration was given to specific issues:

KPI 12 Long Retention (Aims Ending in 2011/2012)

KPI 13 Lesson Observations

KPI 14.1 Attendance – Full time YPLA/SFA Funded Learners

KPI 14.2 Attendance – Part time YPLA/SFA Funded Learners

KPI 15 Class Size – YPLA/SFA Full time courses excluding full cost infill

**AGREED**

The Learning and Quality Committee receives and notes the document.

**LQC.17.12 ANY OTHER BUSINESS**

There was no other business.

**LQC.18.12 SCHEDULE OF MEETINGS: 2011/2012**

Thursday 7 June 2012 commencing at 16.00

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

**SIGNED AS A CORRECT RECORD:**



**DATE:** Thursday 7 June 2012