

**THE CORPORATION OF EAST SURREY COLLEGE  
LEARNING AND QUALITY COMMITTEE**

MEETING HELD ON THURSDAY 5 JUNE 2014

Meeting commenced: 16.05  
Meeting ended: 18.10

**PRESENT**

Mrs Margaret Davey	Independent Member	Chair
Mrs Jayne Dickinson	Principal and Chief Executive	
Ms Rosemary French	Independent Member	
Ms Susan Kay	Independent Member	
Mr Neil Ward	Academic Staff Member	

**APOLOGIES FOR ABSENCE**

Mrs Catherine Prest	Independent Member
Mr Ron Searle	Independent Member
Mrs Ann-Christine Harland	Vice Principal: Finance and Resources

**IN ATTENDANCE**

Mr Harrison Castle	Student Member
Mr Kevin Standish	Deputy Principal: Curriculum and Standards
Mr Richard Pearce	Head of Higher Education
Mr Peter Phillips	Associate Director of Curriculum and Quality
Mr David Warnes	Associate Director of Business Development

**CLERK**

Mr Melvyn Cass	Clerk to the Corporation
----------------	--------------------------

**LQC.21.14 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.22.14 APOLOGIES FOR ABSENCE**

Apologies for absence were received from two members of the Committee:

Mrs Catherine Prest	-	business commitments
Mr Ron Searle	-	business commitments

**AGREED**

The Learning and Quality Committee accepts the apologies for absence.

**LQC.23.14 NOTIFICATION OF ANY OTHER BUSINESS**

Members agreed that there was no additional business for consideration.

**16.10 Rosemary French joined the meeting.**

**LQC.24.14 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 6 MARCH 2014**

The minutes of the meeting were agreed and, subject to minor amendment, signed as a correct record.

**LQC.25.14 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING HELD ON 6 MARCH 2014**

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.

**16.15 Neil Ward joined the meeting.**

**LQC.26.14 COLLEGE QUALITY IMPROVEMENT PLAN 2013/2014: SUMMER TERM 2014**

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the 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
- Subject Sector Areas (SSA)/departments have their own QIPs covering areas of weakness identified in their individual SAR for improvement; these are reviewed as part of the termly Curriculum Quality and Performance reviews

Members reviewed and commented on the high priority issues relating to the priority areas for improvement, the activities for improvement, the outcome/success criteria and the progress update.

In their detailed review of the QIP, members sought assurances, as appropriate, with regard to

**Outcomes for Learners**

- the progress update relative to Under 19 male success rate improvements, noting improvements in Retention in respect of 16-18 males and 19+ males
- the progress update relative to the overall success rates for apprentices, noting the substantial improvement in the anticipated success rate
- the high volume of students who have sat the GCSE English and Mathematics examinations and the logistical problems faced and addressed by the College

**Quality of Teaching, Learning and Assessment**

- the progress update relative to the lesson observation grade profile, noting the improvements in graded observations and the support and mentoring mechanisms in place to support relevant staff
- the progress update relative to low attendance on some programmes, noting the continuing close weekly monitoring of attendance throughout all levels

**Effectiveness of Leadership and Management**

- the progress update relative to the slow recruitment to some specialist lecturing and support roles, noting recent appointments and the vacancies which remain outstanding

Members again endorsed overall the rigour with which the Plan addresses each of the identified issues and the measures being taken to address all identified areas of concern.

Members noted the key impact measures arising from the report.

### **RESOLVED**

The Learning and Quality Committee approves and commends to the Corporation Board the College Quality Improvement Plan 2013/2014: Summer Term 2014.

**LQC.27.14**

### **GOVERNORS' QUALITY IMPROVEMENT PLAN 2013/2014: SUMMER TERM 2014**

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2013/2014: Summer Term 2014.

The Committee was reminded that

- the Governors' Quality Improvement Plan (QIP) is updated 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 regular 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

The Committee reviewed the document, noting proposed revisions, and suggesting further amendments for incorporation.

Members noted that the Governors' QIP Working Group would meet in the Autumn Term to consider the document in light of the Governors' self assessment.

Members noted the key impact measures arising from the report, in particular the Strategic and Risk implications.

### **RESOLVED**

The Learning and Quality Committee

- approves the Governors' Quality Improvement Plan 2013/2014: Summer Term 2014 and commends the document for the approval of the Corporation Board
- notes that arrangements will be made for a meeting of the Governors' QIP Working Group during the early part of the Autumn Term to consider issues arising from the Governors' self assessment

**LQC.28.14**

### **REVIEW OF COLLEGE STRATEGIES**

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, two College strategies.

The Committee was advised that

- a regular cycle of reviews ensures that College strategies takes account of any changes in legislation
- the documents have been reviewed and approved by the College Directorate

### **ESC 17 College Charter**

The Committee considered the College Charter and was advised

- the Charter is widely used at inductions and, by departments, throughout the year
- at the Student Conference in May 2014, students from all departments were given the opportunity to comment on the Charter

The Student Member commented on the satisfactory nature of the process and that, as a consequence of the consideration given to the document, no specific changes had been requested.

Members made no additional comment regarding the text and composition of the document.

The Committee noted the key impact measures arising from the report.

**RESOLVED**

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

- **ESC 17 College Charter**

**Members agreed that consideration of Agenda Items 8.2 and 9 be deferred to later in the meeting.**

**LQC.29.14 TERMS OF REFERENCE AND STANDING ORDERS OF THE LEARNING AND QUALITY COMMITTEE: 2014/2015**

The Clerk to the Corporation presented a report which outlined the need to review, on an annual basis, the Committee's Terms of Reference and Standing Orders.

Members reviewed the document, noting the change at Paragraph 3.4 in light of Minute SGC.08.14 of the meeting of the Search and Governance Committee held on 13 February 2014.

Members noted the impact measures arising from the report.

**RESOLVED**

The Learning and Quality Committee approves and commends to the Board the Terms of Reference and Standing Orders of the Learning and Quality Committee: 2014/2015.

**LQC.30.14 ANNUAL SCHEDULE OF BUSINESS OF THE LEARNING AND QUALITY COMMITTEE: 2014/2015**

The Clerk to the Corporation presented a report which outlined the need to review, on an annual basis, the Committee's Annual Schedule of Business.

Members reviewed the document, which reflected the business conducted during the current year, and agreed that no changes to the document were required.

Members noted the impact measures arising from the report.

**RESOLVED**

The Learning and Quality Committee approves and commends to the Board the Annual Schedule of Business of the Learning and Quality Committee: 2014/2015.

**LQC.31.14 OFSTED DATA DASHBOARD FOR FURTHER EDUCATION AND SKILLS**

The Principal and Chief Executive presented, for information and comment, details of the new Ofsted Data Dashboard relevant to East Surrey College.

Members were informed of the official purpose of the Data Dashboard ie

- to be used by governors, leaders and senior managers to assess the performance of the college or other training provider in which they are interested
- to provide a starting point for governors to access a high-level summary of performance data for individual colleges or training providers to generate questions about the quality and impact of their provision

Members noted that the Data Dashboard does not provide financial data.

The Committee was advised that

- some data is labelled as 'experimental'
- some data is missing or is based on years previous to 2012/2013
- data judgements are generic and do not take into account the differing national rates, volumes or specific cohorts of students

Members considered the Dashboard content relative to the College, noting

- 16-18 Summary
- 19+ Summary
- 16-18 Destination Data
- 19+ Destination Data
- GCSE English
- GCSE Mathematics
- Apprenticeships
- Value Added
- Comparisons with Other Local Providers

In response to questions, members were advised

- it is difficult to provide a comparative review against an identified cohort of colleges owing to the lack of context to any information provided
- the benefit of the Dashboard, as it develops, will be in providing governors with an external perspective with reference to a given set of data

Members noted the key impact measures arising from the report.

### **AGREED**

The Learning and Quality Committee

- receives and notes the report
- requests that the report is submitted for consideration by the Corporation Board at the meeting to be held on 10 July 2014

### **17.00 David Warnes joined the meeting**

#### **LQC.32.14 CURRICULUM QUALITY REPORT: SUMMER TERM 2014**

The Deputy Principal: Curriculum and Standards presented, for information, a report which provided an update on the quality of the College through the reporting of outcomes of observation of teaching, learning and assessment, retention rates across classroom based provision, predicted success rates for workplace learning and a summary of the latest external reviews.

Members were reminded that

- the improvement of curriculum quality is a major College focus
- improvement in teaching, learning and assessment is a key College priority which has a significant effect on student development and outcomes
- the College is constantly reviewing and improving performance monitoring and quality assurance processes in order to ensure that more students achieve to their highest potential

Members considered the key elements of the report

- Graded Teaching, Learning and Assessment Observations
- Retention, Achievement and Success Rates for Classroom Learning
- Apprenticeships
- Workplace Learning
- External Verifier Reports

Members discussed the key data contained in the report, in particular

- Retention, Achievement and Success Rates for all qualifications (excluding Functional Skills)
- Retention, Achievement and Success Rates for all qualifications by age and duration (excluding Functional Skills)
- Retention and Achievement Rates for Long Qualifications by age and level (excluding Functional Skills)
- Apprenticeships: Overall Framework Success Rates (All Ages)
- Apprenticeships: Timely Framework Success Rates (All Ages)

- Workplace Learning: Overall Success Rate (All Ages)
- Workplace Learning: Timely Success Rate (All Ages)
- External Verifier Reports: a number of extracts across a range of courses

In response to questioning with regard to the implications for the College of the continuing improvement in standard of the graded teaching, learning and assessment observations, members were advised that it was anticipated that there would be similar improvement in retention, achievement and in success rates.

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

### **AGREED**

The Learning and Quality Committee receives and notes the report.

### **17.10 Peter Phillips joined the meeting.**

#### **LQC.33.14 REVIEW OF COLLEGE STRATEGIES**

The Associate Director of Business Development presented, for consideration and approval, one College strategy.

Members were reminded of the basis, detailed at Minute LQC.28.14, on which College strategies are considered and presented for consideration and approval.

#### **ESC 23 Employer Engagement Strategy 2014/2015**

The Committee considered the Employer Engagement Strategy, noting in particular

- effective employer engagement is critical to the College's meeting the needs of its communities and achieving funding targets
- the risk related to increased competition from other colleges and private providers working within a challenging and more competitive environment requires strong marketing activity
- the importance of the input of employers into curriculum design and planning to ensure an offer that meets employer and industry requirements

Members were advised that a new national strategy framework for apprentices is awaited.

Members made no additional comment regarding the text and composition of the document.

The Committee noted the key impact measures arising from the report.

### **RESOLVED**

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

- **ESC23 Employer Engagement Strategy 2014/2015**

### **17.15 Richard Pearce joined the meeting**

#### **LQC.34.14 EMPLOYER ENGAGEMENT REPORT: SUMMER TERM 2014**

The Associate Director of Business Development presented, for information, a report which provided an update on current employer engagement activities together with an overview of key data sets relating to work place learning.

The Committee reviewed the detail of the report, with particular reference to:

- Executive Summary
- Employer Engagement Strategy
- Apprenticeships and Work Place provision

- Engagement with employers
- Work based curriculum developments
- 2013/2014 Retention rates (Apprenticeships)

Members considered issues arising from the report, in particular

- the introduction of a new Employer Services KPI Dashboard as appended to the report
- the disappointing performance levels of MIT Skills Ltd, subcontracted to deliver 19+ Apprenticeships in PEO and Manufacturing, and the on-going quality issues
- the high completion levels by students, to-date, of work experience and work-related projects

Members reviewed the Employer Responsive Dashboard: 2013/2014 and commented on the excellence of the statistical information available in the document.

Members noted the key impact measures arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the report.

#### **17.25 David Warnes left the meeting.**

#### **LQC.35.14 EQUALITY AND DIVERSITY: SUMMER TERM 2014**

The Associate Director of Curriculum and Quality presented, for information, a report on the Equality and Diversity Impact Measures in respect of the Summer Term.

Members were reminded that, by measuring the retention, achievement and success of different student groups, it is possible for the College to ensure that all student groups are appropriately supported.

Members considered the summary of the report, noting the progress made in 2013/2014 by underperforming groups in 2012/2013.

Members noted the key impact measures arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the report.

#### **LQC.36.14 STUDENT DESTINATIONS 2012/2013**

The Associate Director of Curriculum and Quality presented, for information, a report which provided information on

- the College's 2012/2013 Destination outturn updated
- data by age, progression into work related to the vocational area of study
- data for young people previously on free school meals (FSM)
- initial work to collect Destination data relevant to the 2013/2014 student body

Members were reminded that

- Destination data now has a high profile under Outcomes for Learners
- the College is committed to progressing more students to higher levels of study or into employment and evidencing this through the Destination data

Members considered specific elements of the report, including

- categories and examples of student destination data
- Full time student destinations
- Actions and Impact
- 2013/2014 Student Destinations Proposal

The Committee reviewed key sections of the report, in particular

- the 2012/2013 full time student destinations: vulnerable students
- Employment related to course (2012/2013 final)

Members noted the key impact measures arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the report

**17.40 Peter Phillips left the meeting.**

#### **LQC.37.14 HE UPDATE**

The Head of Higher Education presented, for information, a report which provided an update on the new higher education courses and initiatives in preparation for 2014/2015 and beyond.

Members were reminded that the College continues to be committed to expansion of the range of its higher education programmes and has invested time in seeking new provision and opportunities.

Members were advised of the planned provision for 2015/2016

- FdA Event and Tourism Management
- BA(Hons) Media and Special Effects Make-up
- BA (Hons) Aviation Operations Management

Members received an update on the new courses being offered in 2014/2015

- HNC Sport & Exercise Science/ HNC Public Services
- Foundation Degree in Lifelong Learning
- Foundation Degrees in Creativity/ Development for the Interactive Industries
- HNC/HND Mechanical engineering
- HNC/HND Electrical/Electronic Engineering

Members considered issues relating to

- HEFCE Catalyst Project
- University of Brighton Institutional Review
- Quality and Enhancement Initiatives

In response to questioning, members were advised

- there is a major risk in not achieving the HE student number targets relative to the impact on the College finances and the reputation of the College

Members noted the key impact measures arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the report.

**17.50 Richard Pearce left the meeting.**

#### **LQC.38.14 RISK MANAGEMENT: SUMMER TERM 2014**

The Principal and Chief Executive 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 change



- **Risk Reference S2: Failure to achieve 19+ learner targets** – ‘Significant’ risk – reduced, in both likelihood and impact, from ‘Fundamental’ risk
- **Risk Reference S3: Failure to move towards ‘Outstanding’** – ‘Significant’ risk – no change
- **Risk Reference S4: Failure to achieve 16-18 learner targets** – ‘Significant’ risk – no change but subject to further review in light of the approved Financial Forecast: 2015/2016

Members discussed the issues relating to the revision of **Risk Reference S2: Failure to achieve 19+ learner targets**, noting in particular

- the substantial reduction in the adult classroom grant for 2014/2015 will reduce the expected use of subcontractors for curriculum delivery
- consequently, the curriculum plan is expected to over- deliver provision by over £80k
- the risk remains that the 19+ apprenticeship – ring fenced – element of the grant ie £130k may be challenging to achieve without a subcontractor

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 Summer Term 2014 and commends the report for approval by the Corporation Board.

#### **LQC.39.14 STUDENT VOICE: SUMMER TERM 2014**

The Deputy Principal: Curriculum and Standards presented, for information, a report which provided an analysis of the student voice surveys and conferences undertaken since March 2014.

Members considered the key elements of the report

- 14 – 16 Survey
- Learning Resource Centre Survey
- FE Choices Survey
- Student Council

Members discussed issues arising from the report, including

- the basis on which the College continues to develop new and innovative ways to engage students in student voice activities and to ensure that the views of a diverse range of students are gathered
- the increasing importance of the speed of collection and analysis of data in order to inform departments and Student Council meetings

The Student Member commented on the effectiveness of the process and the positive outcomes across the College.

The Committee noted the key impact measures arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the report.

#### **LQC.40.14 COMMUNITY LEARNING – PROGRESS AGAINST STRATEGY**

The Deputy Principal: Curriculum and Standards presented a report which provided an update on progress against the Community Learning Strategy.

The Committee was reminded that the Community Learning Strategy

- informs how the College will deliver a high quality locally determined learning offer that conforms to the objectives set out in 'New Challenges, New Chances' and in line with the College Mission
- aims to achieve this by operating through strong local partnerships to ensure that plans and strategies are underpinned by engagement with communities, the local authorities, Coast to Capital LEP, Gatwick Diamond and other stakeholders

Members were informed that

- a new Community Learning Dashboard is used to inform progress against targets
- Community Learning provision is required to meet quality targets; tutors are observed and mentored by the Quality and Observation team under the College Observation/CPD scheme
- there is a designated Performance Review for Community Learning

Members discussed issues arising from the report, noting in particular

- the drop in enrolment on Leisure courses in 2013/2014 relative to 2012/2013 and the possible reasons for this
- enrolments on to taster sessions for GCSE English and Mathematics for adults have recruited well and with strong progression to accredited courses
- the recent promotion of a series of taster courses across a range of provision have proved effective in engaging predominantly new students
- the basis on which community engagement is regularly monitored and updated
- the increasing reach of the College into its community and the consequent enhancing of its reputation

Members reviewed the Community Learning Dashboard: April 2014.

The Committee noted the key impact measures arising from the report, in particular the Strategic, Financial and Risk implications.

### **AGREED**

The Learning and Quality Committee receives and notes the report.

#### **LQC.41.14 KPI DASHBOARD**

The Committee received the KPI Dashboard: March 2014

Consideration was given to specific issues:

KPI 2 HE – Recruitment Numbers

KPI 3 Workplace Learning Starts

KPI 13 Lesson Observations (Excluding Probational and Peer Observations)

KPI 14.1 Attendance – Full time EFA/SFA Funded Learners

KPI 14.2 Attendance – Part time EFA/SFA Funded Learners

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

### **AGREED**

The Learning and Quality Committee receives and notes the KPI Dashboard: March 2014.

**LQC.42.14 ANY OTHER BUSINESS**  
There was no other business.

**LQC.43.14 SCHEDULE OF MEETINGS: 2014/2015**  
Thursday 13 November 2014  
Thursday 4 December 2014  
Thursday 26 February 2015  
Thursday 4 June 2015

All meetings commence at 16.00

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

**SIGNED AS A CORRECT RECORD:**



**DATE:** Thursday 13 November 2014