

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

MEETING HELD ON TUESDAY 6 MARCH 2014

Meeting commenced: 16.00

Meeting ended: 18.20

**PRESENT**

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

**APOLOGIES FOR ABSENCE**

Ms Rosemary French	Independent Member
Mr Ron Searle	Independent Member
Mrs Ann-Christine Harland	Vice Principal: Finance and Resources

**IN ATTENDANCE**

Mr Kevin Standish	Deputy Principal: Curriculum and Standards
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
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**LQC.01.14 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.02.14 APOLOGIES FOR ABSENCE**

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

Ms Rosemary French -	business commitments
Mr Ron Searle -	business commitments

**AGREED**

The Learning and Quality Committee accepts the apologies for absence.

**LQC.03.14 NOTIFICATION OF ANY OTHER BUSINESS**

Members agreed that there was no additional business for consideration.

**LQC.04.14 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 3 DECEMBER 2013**

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

**LQC.05.14 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING**

LQC.52.13 REVIEW OF COLLEGE STRATEGIES

**ESC 18 Marketing Strategy**

Members were advised that ESC 18 Marketing Strategy would be taken direct to a future meeting of the Corporation Board for consideration and approval.

Members reviewed the Action Points arising from the meeting and agreed that all had been completed to the satisfaction of the Committee.

**LQC.06.14 COLLEGE QUALITY IMPROVEMENT PLAN 2013/2014: SPRING TERM 2014**  
The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the College Quality Improvement Plan 2013/2014: Spring Term 2014.

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 were informed that, in 2013/2014, the College leadership has organised an external review of progress against the QIP through the AoSEC peer review scheme utilising the expertise of senior curriculum staff from colleges recently inspected to a minimum of 'Good'.

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 with regard to

**Outcomes for Learners**

- the measures which are being taken to ensure the rigorous monitoring of attendance data for patterns of non-attendance
- the measures which are being taken to address the issues raised in the January 2014 audit of apprentice reviews
- the recognised need to maintain the measures taken to address and improve achievement and high grades relative to GCSE Mathematics' success rates

**Quality of Teaching, Learning and Assessment**

- the extent to which it is anticipated that activities for improvement will stimulate high ability students in the achievement of high grades and the importance of continuing rigorous implementation

**Effectiveness of Leadership and Management**

- the need for demonstrable improvements arising from the measures taken relative to inconsistent curriculum leadership and management in Technology and the possible value to the Committee of having sight of the Technology/Construction QIP
- the need to demonstrate the impact of the measures taken to ensure that the quality of course leadership is continually improving

Members 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: Spring Term 2014.

#### **LQC.07.14 GOVERNORS' QUALITY IMPROVEMENT PLAN 2013/2014: SPRING TERM 2014**

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

Members were advised that the Governors' QIP Working Group had met on 26 February and had agreed

- to re-format the Governors' QIP to bring it in line with the College QIP
- progress updates to the Plan for the current term, identified by colour code

The Committee reviewed the document, noting proposed revisions, and agreed that members should be allowed the opportunity further to review the document and make additional comment.

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

#### **RESOLVED**

The Learning and Quality Committee

- agrees that members be given the opportunity further to review the document and make additional comment
- subject to the final endorsement of the document by the Chair, approves the Governors' Quality Improvement Plan 2013/2014: Spring Term 2014 and commends the document for the approval of the Corporation Board

#### **LQC.08.14 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 take account of any changes in legislation
- the documents have been reviewed and approved by the College Directorate

#### **ESC 52 ILT Strategy**

The Committee was advised of the changes made to the Strategy, in particular relative to the implementation of the 'parent portal'.

Members discussed

- the potential for the development of ILT in the College

- the possible review of the Teaching and Learning Strategy relative to the opportunity for the development of ILT

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

### **ESC81 Community Learning Strategy for East and Mid Surrey 2013-2015**

The Committee was reminded that the Strategy had been presented to the governing body at the Curriculum Strategy Workshop on 10 October 2013.

Members discussed

- the basis on which the Strategy has been developed
- the consultations involving key community stakeholders
- the overarching priorities of community engagement, noting the requirement to adhere to the 'Pound Plus' agenda
- the basis on which progress is monitored
- the potential impact on the Strategy of changes in adult funding

Members identified the requirement for minor amendments to the document.

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

### **RESOLVED**

The Learning and Quality Committee endorses and, subject to minor amendment as appropriate, commends to the Board for approval

- **ESC 52 ILT Strategy**
- **ESC 81 Community Learning Strategy**

### **17.00 David Warnes and Peter Phillips joined the meeting**

#### **LQC.09.14 REVIEW OF COLLEGE POLICIES**

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, one College policy:

- **ESC 12 Single Equality Policy for Students**

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 policy had been reviewed and approved by the Directorate.

Members reviewed the document noting proposed minor revisions to the text.

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

### **RESOLVED**

The Learning and Quality Committee approves and, subject to minor amendment, commends to the Board for approval

- **ESC 12 Single Equality Policy for Students**

#### **LQC.10.14 STUDENT PERFORMANCE TARGETS: 2013/2014**

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, a report which provided details of the academic targets for achievement which have been set for 2013/2014.

The Committee reviewed the key issues identified in the report in conjunction with the spreadsheet related to Academic Targets (Long Qualifications) for 2013/2014, with particular reference to

- the 2012/2013 success rate achieved by the College
- the national rate for 2012/2013 for similar providers and the difference between the two rates
- the 2013/2014 target rate
- the amount of change needed to achieve the 2013/2014 target

Members considered in detail the targets proposed in respect of

- long qualifications by sector subject area and age
- short and very short qualifications
- apprenticeship programmes
- work-based NVQs

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

Members discussed the detail of the report in light of consideration given to the issue at the previous meeting, confirming the need to ensure that targets are challenging but realistic.

Members noted the impact measures arising from the report.

#### **RESOLVED**

The Learning and Quality Committee approves and commends to the Corporation Board the Student Performance Targets: 2013/2014.

#### **LQC.11.14 RISK MANAGEMENT: SPRING TERM 2014**

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 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** – ‘Fundamental’ risk – no change and noting the continuing range of challenges facing the College
- **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 noting that the volume of enrolments to date continues to be less than expected against a far higher funding target

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

#### **LQC.12.14 CURRICULUM QUALITY REPORT: SPRING 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, external reviews and internal initiatives.

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
- Impact of mentoring
- External verifier, quality reviews and standards verifiers – report samples
- BTEC Quality Review and Development
- Course Performance Reviews

Members discussed issues arising from the report, in particular

- the impact of mentoring in securing improved lesson observation grades and, as part of the wider staff development strategy, to secure improvement in the College teaching, learning and assessment profile
- the impact of course performance reviews, noting the frequency with which the reviews take place relative to the issues to be addressed

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.

#### **LQC.13.14 EQUALITY AND DIVERSITY**

The Principal and Chief Executive presented, for information, the minutes of the meeting of the College Equality and Diversity Forum held on 6 February 2014.

Members were advised of

- the termly basis on which the Equality and Diversity Forum meets under the chairmanship of the Principal
- the recently reviewed membership of Forum to include a wider range of staff relative to the range, make-up and context of the College's student and staff body
- the basis on which the minutes of meetings are circulated and actions taken, both consequent upon and prior to, meetings of the Forum

Members reviewed the key issues arising from the minutes of the meeting, in particular

- Progress against EDIMS
- Year 11/12 Transition Contract – Year 2 Outturn
- ALS Support – overview
- In-year Learner Survey – interim results
- Opt Into – recruitment and progression
- 2012/2013 Success Rates/Destinations – students previously on Free School Meals
- Single Equality Policy for Learners
- Consideration of Risk

Members reflected on the information provided by the minutes of the Equality and Diversity Forum and agreed that, on balance, it would be appropriate to receive the traditional report.

Members noted the key impact measures arising from the report.

#### **AGREED**

The Learning and Quality Committee

- receives and notes the report
- requests that the Committee receives the traditional report at its future meetings

#### **LQC.14.14 EMPLOYER ENGAGEMENT REPORT: SPRING 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
- Business 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 impact of Apprenticeship Reforms on the College and the sector as a whole
- current retention rates on Apprenticeship programmes, noting the difference between College provision and an area of sub-contracted provision
- the extent of timely achievement on Apprenticeship programmes and the basis on which the College is confident of tracking and addressing issues of concern
- the close working relationship between the College and employers in seeking to meet local and national skills priorities
- the expressed concern with regard to difficulties in securing adequate work placement opportunities and the efforts of the College to address this

Members noted the key impact measures arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the report.

#### **17.55 Susan Kay left the meeting**

#### **LQC.15.14 STUDENT VOICE: SPRING TERM 2014**

The Deputy Principal: Curriculum and Standards presented, for information, a report which provided an analysis of the full time student induction survey results, parent views to date and the Student Conference.

Members considered the key elements of the report

- Full time On-Programme Survey Results (final collection date 8 March 2014)
- Initial analysis of the survey feedback
- Actions arising from the survey
- Student Voice Conference/College Council
- Parent/Carer Feedback

Members discussed issues arising from the report, including

- the basis on which the data arising from the survey is used within departments
- the process of analysis and evaluation of the data and the basis on which the College is able to demonstrate a commitment to the outcomes of evaluation
- the launch of the 'parent portal' in February 2014 and its potential to benefit the progress of individual students

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

#### **AGREED**

The Learning and Quality Committee receives and notes the report.

#### **LQC.16.14 STUDENT DESTINATIONS 2012/2013**

The Associate Director of Curriculum and Quality presented, for information, a report which provided information on the actual destinations of full time students for 2012/2013.

Members considered the key elements of the report, including

- categories and examples of student destination data
- detailed findings arising from the student destination data
- the value of destination data in supporting curriculum planning
- Actual Destination Data by Course: 2012/2013

The Committee reviewed the report noting

- the College collected information on student intended destinations in the final weeks of the academic year 2012/2013
- the process of checking the actual student destination against that intended took place in the Autumn Term 2013

In response to questions, members were advised that it is a target for the College that all students move into a positive destination and that any student who is identified as seeking work or unemployed is referred back within the College in order that further advice and guidance might be provided.

Members noted the key impact measures arising from the report.

#### **AGREED**

The Learning and Quality Committee receives and notes the report.

#### **LQC.17.14 CURRICULUM PLANNING 2014/2015**

The Deputy Principal: Curriculum and Standards presented, for information, a report which outlined the College's plans with respect to the provision of a responsive and cost effective curriculum offer.

Members considered the main issues arising from the report

##### **Study Programmes**

- the emphasis on GCSE English, GCSE Mathematics and work experience
- the potential impact of funding reductions leading to streamlining of delivery
- the anticipated implementation of an Employability 'tutorial' programme utilising employers
- the anticipation that core and common units eg health and safety will be taught together

##### **Curriculum developments**



- the new programmes launched in Autumn 2013
- the successful launch of Step Up a pre-Level 1 programme
- the identification by the College of the Aviation industry as a priority and the consequent review of all relevant qualifications

#### **Traineeships**

- the expansion of the programme of Traineeships

#### **Apprenticeships/workplace learning**

- the completion by the college of mapping exercises
- the consequent assessment of any areas of skills gaps against LEP and local need

#### **ESOL**

- the growth in both ESOL and EFL provision during the past year

#### **Higher Education**

- the College is working with several external groups to develop HE
- 2014/2015 will see the commencement of delivery of new qualifications

Members considered the benefit of providing the opportunity for the Board to review the mapping exercises in respect of Apprenticeships/workplace learning.

The Committee noted the impact measures arising from the report.

#### **AGREED**

The Learning and Quality committee receives and notes the report.

#### **LQC.18.14 KPI DASHBOARD**

The Committee received the KPI Dashboard: December 2013

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: December 2013.

#### **LQC.19.14 ANY OTHER BUSINESS**

There was no other business.

#### **LQC.20.14 SCHEDULE OF MEETINGS: 2013/2014**

Thursday 5 June 2014 commencing at 16.00

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

**SIGNED AS A CORRECT RECORD:**



**DATE:** Thursday 5 June 2014