

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 26 FEBRUARY 2015

Meeting commenced: 16.00

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	
Mrs Catherine Prest	Independent Member	
Mr Neil Ward	Academic Staff Member	

APOLOGIES FOR ABSENCE

Mr Ron Searle	Independent Member
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IN ATTENDANCE

Mr Robert Campbell	Student Member
Mrs Ann-Christine Harland	Vice Principal: Finance and Resources
Mr Kevin Standish	Deputy Principal: Curriculum and Standards
Ms Frances Franklin	Associate Director: Curriculum and Quality
Ms Kam Dehal	Associate Director: Business Development

CLERK

Mrs Sue Glover	Clerk to the Corporation
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LQC.01.15 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.02.15 APOLOGIES FOR ABSENCE

Apologies for absence were received from one member of the Committee:

Mr Ron Searle - business commitments

AGREED

The Learning and Quality Committee accepts the apologies for absence.

LQC.03.15 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.04.15 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 4 DECEMBER 2014

The minutes of the meeting were agreed and signed as a correct record, subject to one minor amendment with regard to clarity on availability of the Autumn Term 2014 Risk Management report.

LQC.05.15 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.06.15 COLLEGE QUALITY IMPROVEMENT PLAN 2014/2015: SPRING TERM 2015

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, the College Quality Improvement Plan 2014/2015: Spring Term 2015. It was noted that this does not yet include the post inspection action plan.

The Committee was reminded that

- the College Quality Improvement Plan (QIP) is the main working quality improvement document following on from the full Self Assessment Report (SAR) 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 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 made comment with regard to

- The addition of information to indicate the current position of students relative to where they should be at this time of year
- Qualification Success Rates (QSR) data – to include more detail on the actual activity for improvement as the current focus seems more on retention data
- The addition of examples of progress being made on the journey to outstanding
- The improvements being made in English and Maths and the progress of students towards their targets. It was noted that clarity on the position of English and Maths is being sought from Ofsted through the AoC

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 2014/2015: Spring Term 2015.

LQC.07.15 GOVERNORS' QUALITY IMPROVEMENT PLAN 2014/2015: SPRING TERM 2015

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2014/2015: Spring Term 2015.

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 are proposing this term to make a number of amendments so that the areas for improvement and development reflect current requirements.

The Committee reviewed the document, noting proposed revisions, and agreed that the suggested amendments are made.

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 2014/2015: Spring Term 2015 and commends the document for the approval of the Corporation Board

LQC.08.15 REVIEW OF COLLEGE POLICIES

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, four College policies:

- **ESC20 Student Voice Policy**
- **ESC04 Quality Improvement Policy**
- **ESC10 Internal Verification Policy**
- **ESC26 CPD 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 were advised that the policies have been reviewed and approved by the Directorate.

Members reviewed each of the policy documents noting proposed minor revisions to the text and made one further amendment to the Student Voice Policy.

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

- **ESC20 Student Voice Policy**
- **ESC04 Quality Improvement Policy**
- **ESC10 Internal Verification Policy**
- **ESC26 CPD Policy**

17.00 – Ms Kam Dehal joined the meeting

Chair's Initials. 

LQC.09.15 RISK MANAGEMENT: SPRING TERM 2015

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 the proposed changes:

- **Risk Reference S1: Failure to meet learner, employer, community and other stakeholder needs** – Reduced to 'Minor' risk from 'Significant' risk - this risk is planned to be removed from the Risk Management Plan for this Committee, with monitoring delegated to the internal Risk Management Committee
- **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, but the overall net scoring within the Significant section is reduced
- **Risk Reference S4: Failure to achieve 16-18 learner targets** – Increased to a 'Fundamental' risk from a 'Significant' risk through the overall net scoring

Members noted the other changes to the Risk Register following a review by the internal, cross College Risk Management Committee and, following piloting last term with Governors, that the Risk Management Plan now only contains the high risk contributory factors.

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 2015 and commends the report for approval by the Corporation Board.

LQC.10.15 QUALITY OF TEACHING, LEARNING AND ASSESSMENT REPORT: SPRING TERM 2015

The Associate Director: Curriculum and Quality presented, for information, a report providing 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
- Grade Profiles – Term 1 2014/15
- Learning Walks 2014/15
- External verifier, quality reviews and standards verifiers
- Staff development

Members discussed issues arising from the report and asked for clarification of

- 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 data presented on grade profiles which should include some context for future reports

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.11.15 EQUALITY AND DIVERSITY

The Associate Director: Curriculum and Quality presented, for information, a report on the Equality and Diversity Impact Measures in respect of the Spring 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 2014/2015 by underperforming groups in 2013/2014.

Members noted the key impact measures arising from the report.

AGREED

The Learning and Quality Committee receives and notes the report

LQC.12.15 SAFEGUARDING

The Deputy Principal: Curriculum and Standards presented, for information, a report on the issues relating to the safeguarding of students at the college.

Members reviewed the report, noting

- Ofsted Inspection Outcome
- Incidents relating to safeguarding
- Suspensions
- Student suspensions

Members were advised that with regard to the forthcoming 'Prevent duty for colleges', which supports the 'Counter-Terrorism and Security Act' currently going through Parliament, the College has already engaged with the local police and all staff are trained in this regard. Governors will be further advised of any implications regarding the 'Prevent duty' once Government has published further guidance.

Members noted the key impact measures arising from the report.

AGREED

The Learning and Quality Committee receives and notes the report.

LQC.13.15 EMPLOYER ENGAGEMENT REPORT: SPRING TERM 2015

The Associate Director: 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

Members noted the key impact measures arising from the report.

AGREED

The Learning and Quality Committee receives and notes the report.

LQC.14.15 STUDENT VOICE: SPRING TERM 2015

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 Induction (November) Survey Results 2014/2015
- Initial analysis of the survey feedback
- Actions arising from the survey
- Divisional Council Meeting
- Parents Evening Feedback

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

AGREED

The Learning and Quality Committee receives and notes the report.

LQC.15.15 STUDENT DESTINATIONS 2013/2014

The Deputy Principal: Curriculum and Standards presented, for information, a report which provided information on the actual destinations of full time students for 2013/2014.

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: 2013/2014

Members noted the key impact measures arising from the report.

AGREED

The Learning and Quality Committee receives and notes the report.

LQC.16.15 KPI DASHBOARD

The Committee received the KPI Dashboard: December 2014

Consideration was given to specific issues:

- KPI 3 Work place learning starts
- KPI 4 CL Learner Numbers vs. targets
- KPI 5 Additional contract income
- KPI 6 Tuition Fees
- KPI 13 Supplier Invoice Payments Days

AGREED

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

LQC.17.15 ANY OTHER BUSINESS

There was no other business.

LQC.18.15 SCHEDULE OF MEETINGS: 2014/2015

Thursday 4 June 2015 commencing at 16.00

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

SIGNED AS A CORRECT RECORD:

DATE: Thursday 4 June 2015