

East Coast College Corporation

MINUTES of the meeting of the Standards Committee held at 9am on Tuesday 29th June 2021 Video Conference

Present:	Peter Lavender Chair (PL) Albert Cadmore (AC) Roger Cracknell (RC) Tina Ellis (TE) Gemma Head (GH) Stuart Rimmer - Principal (SR) and for part of the meeting due to IT issues Ian Lomax (IL)
In attendance:	Paul Padda Vice Principal (PP) Wendy Stanger Director of Governance (WS) Rachel Bunn Assistant Principal – Apprenticeships and Employer Engagement (RB)
S/21/06/1	Apologies and Membership
	Apologies were received from Rob Evans (RE) Kirk Lower (KL) Debbie Pring (DP) and Andrew Timberlake (AT)
S/21/06/2	Declarations of Interest
	There were no declarations of interest.
S/21/06/3	To approve the Minutes of the meeting of the 29 06 21 and any other matters raised previously not otherwise included in the Agenda
	The minutes of 29 06 21 were agreed as a true record. Governors stated how much they valued the efficiency and quality of the minutes.
S/21/06/4	Rolling Action Log
	The action log was reviewed - It was noted where complete or not yet due for completion.
	S/19/11/6 Governor Learning Walks – The Director of Governance advised that Governance Remuneration and Search were recommending that governor triangulation was booked in for after onsite meetings. The Committee agreed that this was a sensible approach.
S/21/06/5	Quality Update
S/21/06/5.1	QIP
	<p>The Deputy Principal presented the report which included updates on</p> <ul style="list-style-type: none"> • Forecast achievement rates • Lesson observations and RED • Digital Learning • Learner voice • Discrepancies between campuses • Careers • Progression and destinations • Support to Improve • Intensive care • QIP <p>He advised that the QIP was not as advanced in some areas as he had hoped it would be. This was due to the disrupted year and the need to react to the ever-changing situation. It had though been a good year in the circumstances. Governors commented that it had certainly been a difficult year which the College had reacted to well.</p> <p>Governors challenged if forecast achievement rates were being impacted by practical vocational courses. The Deputy Principal advised that teams have been working hard, including using holiday periods, to help learners catch up lost time. The vocational areas - construction, building services, motor vehicles, welding, engineering, hair, beauty therapy and hospitality - are likely to teach through July to ensure many of these learners achieve. This was also having an impact on maths and English results.</p> <p>Governors challenged how confident the College was in the Apprenticeship achievement rates. The Assistant Principal – Apprenticeships and Employer Engagement advised that she was</p>

quietly confident and that work was ongoing to secure the achievements particularly with functional skills which could make a small change in the achievement rate up or down. The data was based on the EILP which gave more assurance.

Governors challenged if RED had been disrupted. The Deputy Principal advised that RED had been disrupted due to the pressure that staff had been under with assessed grades and delayed assessments. Despite the disruptions, managers and teaching staff had still engaged positively with the RED and observed others teaching online. Managers had also continued a more informal drop in approach to online and physical teaching and learning to support teachers. The RED action plans would be rolled forward to the next academic year to ensure that development was not missed and the RED system re-commenced.

Governors discussed the digital update and noted the impact of actions that had been implemented. It was pleasing to see that the student survey results on digital were above the Jisc average but the results also demonstrated that there was a need for the College to improve further.

Governors discussed the progression and destination data. The Deputy Principal advised that the College had reprioritised progression and destinations work with the work carried out earlier than in previous years. This has included student progression interviews and parent follow up meetings where there were concerns. This work has resulted in nearly all progression and destination information being completed ahead of the end of term for full time learners. This work will continue with follow up where concerns and enrolments for returning students will be held earlier than normal to secure the progression.

Governors discussed the update on discrepancies between campuses that had been requested by the last Standards Committee. The teacher training improvements, the introduction of Advanced Practitioners and the changes in student support were very positive changes. The Deputy Principal advised that the environmental changes required would be picked up in the wider conversations related to capital and estates work.

Governors challenged that the equality analysis only included gender and disability. The CEO/Principal advised that the College also collected data on ethnicity and free school meals. These other variables were considered in the SAR.

Governors commented that the action plan on Careers requested at the last Standards meeting was clear and provided evidence of the work that was taking place. It would be useful though to see the careers process mapped so that the Committee was clear on the process. The Director of Governance reminded the Committee that they had agreed that a careers update would be a standard part of each quality update.

Governors challenged if the intensive care system was fit for purpose and provided rapid quality improvements. The Deputy Principal advised that of the 26 courses in intensive care 18 had improved enough to be moved out of the process. The remaining 8 would continue in intensive care until the required improvements were seen. This included where new teams have been appointed to allow time for the team to form and deliver the changes required.

Governors challenged if the support to improve system was fit for purpose and provided rapid quality improvements. The Deputy Principal advised that it was introduced this year for those areas that required a collegiate solution. The process has enabled the College to overcome a number of cross college issues affecting quality and the delivery of services with good progress in most areas.

The CEO/Principal advised that there was a strong correlation between departments scoring poorly in the 'Best companies' survey and those with weaker quality.

	<p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Maths and English to be reported on separately in future quality reports, as they were separate areas with their own different challenges • Careers process to be mapped and reported to the Committee at each meeting • Destination data to be reported to the next meeting, including consideration of short term and long-term destinations and the quality of that destination • Qualitative destination data to be considered in self-assessment validations 	<p>PP PP/NL PP PP</p>
<p>S/21/06/6</p>	<p>Apprenticeship Update - MESMA Audit</p>	
	<p>The Assistant Principal – Apprenticeships and Employer Engagement presented the update and advised that the team had found the MESMA audit a proactive and positive experience. The work was carried out by the CEO of the company and an HMI who inspected the College in February 2020. The lines of enquiry were set to explore the processes involved in an apprentice’s journey and quality issues identified at the previous Ofsted inspection. The areas that still needed improving would be set out in the updated Apprenticeship QIP, and sufficient progress would not be made until the impact could be seen of the changes made.</p> <p>Governors noted the progress had been made but commented that there was still a lot of areas that required improving. It was important that Apprenticeships improved and challenged at what grade Apprenticeships would self-assess at. The Assistant Principal – Apprenticeships and Employer Engagement advised that it would be looking to self-assess as good. Governors commented that this would need robust justification within the SAR.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Apprenticeships to remain a standing item on the Standards agenda with the next report to include the QIP and progress made on the recommendations in the MESMA Audit. <p>The Committee resolved to:</p> <ul style="list-style-type: none"> • note the report, progress made and the further actions that are to be taken. 	<p>RB</p>
<p>S/21/06/7</p>	<p>OFSTED Update</p>	
	<p>The Deputy Principal presented the update. The slide pack included with the papers was from a webinar run by Ofsted and AOC. Ofsted were hoping to re-commence the full EIF inspection in the Autumn. It was likely that the College would receive a monitoring visit within the next 4 years.</p> <p>The Committee discussed the data changes and the new data dashboard called FESIT. This would be used by inspectors and shared with providers. The idea was that this FESIT would be an interactive one stop shop to meet all pre-inspection data needs and it was to be used from September 2021. Governors noted that the data set included destinations and this was an area that FE needed to improve and consider both short term and long-term destinations. The CEO/Principal advised that long term destinations were to be challenged through the SAR validation process. Governors stated their wish to see the early considerations on destination data.</p> <p>Governors commented that it was important that qualitative data was also considered and that decisions were not made just on the scrutiny of the data. Education needed to be about the life changes it meant for people and the community.</p>	
<p>S/21/06/8</p>	<p>Risk Register</p>	
	<p>1. Has the risk register been reviewed The register had been reviewed and updated.</p> <p>2. Is the Committee content that the risks are relevant and are being updated The Committee agreed that the risks were relevant but that further update was required to better reflect the work that was ongoing.</p>	

<p>3. Is the Committee content that the risks are being mitigated The Committee noted that the mitigation needed to be updated for the changes and appointment of the quality team.</p> <p>4. Where a red risk is the Committee assured that appropriate action is being taken The Committee were content that the reports on the agenda gave assurance that these risks were being managed and in particular the MEMSA Audit re apprenticeships.</p> <p>The risk 'Students with EHCPs do not maximise their potential achievement levels' had increased since the last review and the reasons for this had been detailed in the Quality Update - <i>Although many were eligible and invited to come to college during the lockdown in term two, many parents were unwilling to allow attendance and this had hindered their academic progress.</i></p> <p>5. Where does the Committee have significant concerns. The Committee considered apprenticeships was still a significant concern but had been given assurance by the update that appropriate action was being taken. Progress was to be kept under review at each meeting and the risk register updated to reflect the work, including the MEMSA audit, that was taking place.</p>	
<p>S/21/06/9</p>	<p>Agenda planning</p>
<ul style="list-style-type: none"> • Progress on work to manage the quality imbalance between campuses to be included in each Quality Update • Careers update to be included in each Quality Update • Apprenticeship update including QIP standing item on agenda • Long term destinations 	
<p>S/21/06/10</p>	<p>Review of Meeting</p>
	<ol style="list-style-type: none"> 1. Confidential Items: none 2. Risk Management: any issues discussed which may require an additional Assessment: none 3. Equality & Diversity: any issues discussed which may require an additional Impact Assessment: none 4. Health & Safety: any issues discussed which may require an additional Impact Assessment: none 5. Media: any issues discussed to inform local media: 6. How did the meeting go: good discussion with an uplifting presentation <p>The Committee recorded thanks to Albert Cadmore and Roger Cracknell for their work and support. Their contributions would be missed.</p>
	<p>Dates of Next Meetings</p>
	<p>The Director of Governance advised that the Governance Remuneration and Search Committee were recommending that Committees decided if they wanted to meet on site or virtually. The committee agreed that all meetings should be onsite in order to triangulate through presentations by staff and students.</p> <p>Governors asked that Governors be able to attend onsite meetings virtually where they wouldn't otherwise be able to attend and this was agreed. It was noted that this could cause issues with participants feeling part of the meeting and would need careful chairing.</p> <p>The Director of Governance advised that as all the meetings were to be on site, she would arrange governor learning walks and other triangulation for after the meeting and would therefore arrange for meetings to alternate between Great Yarmouth and Lowestoft campus.</p>

