

East Coast College Corporation

MINUTES of the meeting of the Standards Committee held at 5 pm on Tuesday 11th September 2018 in the Conference room Great Yarmouth

Present:	Peter Lavender (Chair) Rob Evans (RE) Stuart Rimmer (SR) Judy Nichols (JN) Roger Cracknell (RC) Tina Ellis (TE) Debbie Pring (DP) and Albert Cadmore (AC)
In attendance:	Stella Raphael-Reeve Deputy Principal (SRR) Rachel Bunn Assistant Principal (RB) Paul Padda Assistant Principal (PP) Nicki Lane Assistant Principal Student Wellbeing and Support (NL) for item 9 Kerry Payne Assistant Principal Higher Education and Access (KP) for item 11 Kevin Grieve Interim Principal Lowestoft Sixth Form College (KG) Vicky Beck The Director of Business Development and Communications (VP) and Wendy Stanger Director of Governance (WS)
S/18/9/1	Apologies and welcome
	Apologies were received from Karen Knight (KK) Roger Cracknell and Kevin Grieve were welcomed to their first meeting.
S/18/9/2	Declarations of Interest
	There were no declaration of interest.
S/18/9/3	To approve the Minutes of the designate meeting of the 12 6 2018 and any other matters raised previously not otherwise included in the Agenda
	The minutes were signed as a true record.
S/18/9/4	To review the post-meeting action log
	<p>The action log was reviewed and noted where the item was included on the agenda.</p> <p>S/17/05/6 – Governors challenged why the triangulation had not happened. The Deputy Principal advised that the results were not yet finalised. The ILR had been run but achievement data was incomplete so work was ongoing. The Principal advised that triangulation should be carried out at course level in the SARs. The Interim Principal L6FC suggested that it should also triangulate to predicted grades.</p> <p>S/17/12/15 – Governors challenged when the Quality Strategy and manual would be complete. The Deputy Principal advised that they were being finalised.</p> <p>S/18/3/7/9 – The Chair advised that discussions were ongoing with the Deputy Principal to devise a standard reporting template to be presented to each meeting.</p> <p>S/18/6/11 – Governors are invited to all SARs although a maximum of 4 governors was agreed for each SAR. The Director of Governance advised that the Corporation Chair and the Standards Chair were aiming to attend most SARs. The Corporation would review the full College SAR at the special SAR Corporation meeting on 13.11.18.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Results to be triangulated to results, student feedback, predicted grades and observations. • Quality Strategy to be presented to the Corporation on 25.9.18 for approval.
	SRR
	SRR
	SRR

<ul style="list-style-type: none"> Progress and Added Value to be included in the standard reporting template for the Standards Committee. 		
S/18/9/5	Standards Risk Register	
<p>The Principal advised that the Audit Committee were reviewing the format of the risk register and that the Sixth Form's risks needed to be added. Governors noted that format simplification was required.</p> <p>QIQA04 – The Principal advised that the FE Commissioner Visit date had not yet been confirmed but was currently proposed for the week commencing 22.10.18. Given the Ofsted report and the issues raised it was important that Governors were kept up to date on progress in between meetings.</p> <p>DFISIT11 – The Assistant Principal advised that a subcontracting audit had been carried out and this would be reported to the next Audit Committee. This highlighted that the Standards Committee needed to have further oversight of subcontracting provision.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> A monthly reporting section to be added to the Board Portal. Monthly reports to include a Quality Update based on the standard quality template. Standard quality template report to include subcontracting. Director of Governance to send link to Governors when reports posted to the monthly reporting section. <p>TLA01 – The Deputy Principal advised that the predicted success rates were on target.</p> <p>L502 – The Deputy Principal advised that the Higher Needs income target had been met.</p> <p>WOM04 - The Deputy Principal advised that students were being assisted to transfer courses where they were considering withdrawing. A marketing campaign called 'Wish You Were Here' was to commence in the week of 17.9.18 to recruit students that were considering withdrawing from other educational establishments. Governors commented that competitors would run similar campaigns and challenged how the college was ensuring that students didn't move establishment. The Deputy Principal advised that this was through ensuring a quality enrolment with support provided at an early stage when withdrawal was being considered.</p>		<p>WS WS/SR R SRR WS</p>
S/18/9/6	Lowestoft Sixth Form College Quality Update	
<p>The Interim L6FC Principal presented the report. Enrolment was at 758 compared to a curriculum plan of 800 and it was felt that the merger and industrial action had detrimentally affected recruitment. A breakdown of enrolment would be considered to inform future marketing and a detailed report on enrolment linked to course numbers and school destinations would be presented to the next meeting.</p> <p>Results in A levels had been outstanding with a 99.7% pass rate and ALPs grade 2. BTEC results had also been good with an ALPs grade 2. AS level pass rate had reduced and the courses highlighted as significant concern would be reviewed as part of the SAR process.</p> <p>Governors challenged if there had been a reduction in AS levels taken and results nationally. The Interim L6FC Principal advised that there had been a significant</p>		<p>KP</p>

decline nationally in entries. The Sixth Form had discussed the merits of continuing with AS levels and it was felt that they were a good staging point and signpost for future exams.

This year the College had recruited 54 gifted and talented students compared to 12 previously and the College needed to ensure that these students' needs were met. Governors challenged if any analysis had been carried out on reasons for the increase. The Interim L6FC Principal advised that a breakdown of recruitment and subjects was to be carried out to see if it was particular subjects attracting these students. The local competition had also increased the lower levels that they taught at and this could have had an effect on the recruitment, with students preferring a more specialist sixth form.

The Interim L6FC Principal highlighted that given the results and level of students being recruited there was a need to raise student's progression expectations. Consideration needed to be given to raising parental aspirations, local area aspirations and student aspirations as well as addressing concerns over cost.

Governors queried the ALPs scoring. The Interim Sixth Form Principal advised on how this was used at the college and nationally.

The Chair thanked the Interim L6FC Principal for his first class report and congratulated him and the team on the excellent results achieved.

S/18/9/7

OFSTED Action Plan Review

The Deputy Principal presented the report which was a review of progress since the action plan was adopted by the Corporation in July. Most of the actions noted had commenced.

Governors challenged why markbook was taking so long to implement. The Deputy Principal advised that the College had not wanted to rush implementation to help ensure that staff accepted the system. Those areas that weren't using markbook would use standard tracking sheets that would be input onto markbook once that area had implemented markbook. Governors raised concerns about the risk of staged implementation, running 2 systems and the additional administrative work this would cause.

Governors challenged why it was noted that the quality manual was complete when in the action log it was noted as in progress. The Deputy Principal advised that it was an ongoing process and that work had commenced and had started to be presented to staff.

Governors challenged how the action could be complete for setting high expectations for students as this would be ongoing and only complete once a difference was seen. The Deputy Principal advised that she had marked it as complete as the training had been carried out, she would revise the action log.

Governors challenged how it would be ensured that staff were implementing the changes required. The Deputy Principal advised that it would be audited to ensure that changes had been implemented through both the changes to the learning walk process and management checks.

Governors asked what the 'gold standard' related to. The Deputy Principal advised that these had been designed to set out what outstanding teaching looks like at ECC. This had been drafted and are due to be circulated to staff for comment. The

standards would be used during the new observation system being carried out by the peer observers. When observed, lessons could meet all, some or none of the gold standards.

The Assistant Principal advised that the process would be one of plan, deliver, review, produce actions, re-observe, reports produced and data set. It would be a reflective process and as peer observation staff would have more freedom to take risks. The peer observations would be audited by the managers and Assistant Principals.

Governors asked how the learner voice would be taken into account in assessing the quality of a lesson. The Deputy Principal advised that their views would be taken into account.

The Director of Governance asked how Governors were to be involved in the learning walks so they could triangulate information presented at the committees. The Deputy Principal commented that Governors were welcome anytime and the Committee agreed that it would be more appropriate for a schedule to be set for Governors to select from.

Governors challenged what the caseload would be for the Creative Teaching and Learning Coaches. The Deputy Principal advised that they were looking initially at a caseload of 4.

Governors agreed the following actions:

- **Report on ‘Gold Standards’ and outcomes of implementation to be presented to the next Standards committee.**
- **Dates for Governor learning walks to be set.**

S/18/9/8

Quality Update

AC joined the meeting.

The Deputy Principal presented the report. Enrolment is currently at 1751 for 16-18 year olds compared to a target of 1816. 50 apprentices had enrolled today and HE was over target at 406. Some areas have recruited above target and changes to staffing hours are being considered to support these additional learners. Students that decide they are on the wrong course are being provided IAG and assistance to transfer course.

Governors challenged why 19+ learners was at 360 compared to a target of 1990. The Deputy Principal advised that the 19+ learners was managed by income rather than number of students and enrolment is throughout the year.

Governors challenged how the learner voice was to be taken into account. The Deputy Principal advised that student services would be carrying out surveys and focus groups during the year as well as the standard induction, in course and end of course surveys. Governors noted that there was a need for governors to get closer to the learner voice.

Governors challenged how we were ensuring that competitors didn't recruit our students that were considering withdrawing. The Principal commented that one of the benefits of the mergers was that competition had been reduced. The best defence was ECC providing a good induction and ensuring that appropriate support was provided to those considering withdrawing. The Interim L6FC Principal

commented that their defence to competitors was the excellent results and support systems.

Governors challenged if the College was prepared for the FE Commissioner's visit. The Principal advised that the FE Commissioner had a different approach to Ofsted. Ofsted have a clear methodology and quality assurance process whereas the Commissioner forms a professional judgement and assesses whether the college has the capacity to improve. They will concentrate on leadership and management and the direction of travel, including the improvement work that was ongoing following Ofsted and the Due Diligence reports.

The Assistant Principal presented the maths and English update. He advised that the functional skills had not yet been validated and that the GSCEs may have minor changes due to re-marks. There had been a fall in maths performance and it had been noted that the functional skills maths paper was getting more difficult. We are considering how we enrol students and whether it would be more suitable for them to complete a 1 or 2 year course. This will be based on what is most suitable for the learner.

Governors agreed the following actions:

- **Previous year's figures to be added to enrolment numbers to enable an assessment of progress.**
- **A measurable target to be added for 19+ learners to enable assessment of whether the college is on target with enrolments.**

S/18/9/9

Careers and Progression Strategy

The Assistant Principal Student Wellbeing and Support gave a presentation on the Strategy.

Governors challenged how they could be assured that the College will provide high quality IAG. The Assistant Principal advised that IAG staff were being trained and funding was available to train course leaders to IAG2. It will be audited through 'Promonitor', tracking sheets and learner voice. To meet the need for independent IAG as raised in the Ofsted report learners would have access to independent advisers and partners and the College website had been updated to include access to online independent advice.

Governors challenged what the Gatsby benchmarks were. The Assistant Principal advised that these were benchmarks to improve careers progression, had to be met by 2020 and our IAG had been designed to meet all the benchmarks. They included a stable careers programme and addressing the needs of each student. Promonitor would be used as evidence and would include a 'my career plan' that would be used by students, staff and support staff record all career interventions.

Governors challenged if the same IAG would be available to part time students. The Assistant Principal advised that all students would have the same access to IAG and work had been ongoing to improve access to all. The parents' welcome would also promote IAG.

Governors challenged if schools were allowing the College access. The Assistant Principal advised that all were, but the quality of the relationship and promotion of the College varied.

Governors resolved to approve the Careers and Progression strategy for academic year 2018/19

S/18/9/10	Commercial and Apprenticeship Update	
<p>The Director of Business Development and Communications presented the minimum standards report and gave a verbal update on commercial work. The College is under ESFA intervention due to not meeting minimum standards. The Director commented that she is confident that the College will now meet the minimum standards and the overall timely achievement. The Apprenticeship team has now been split into a Sales Team and a Quality Team. The Team will carry out exit interviews when apprentices complete with both the apprentice and the employer.</p> <p>The Director advised that the Commercial recruitment had been affected by the loss of tier 4. Tier 4 couldn't be re-applied for until the college had an Ofsted 'Good' grade. A new model has been introduced for the Chief Mate with 3 months in India and 6 months in UK, this has increased student numbers and market share and an additional October cohort is planned. The HNC has a high level retention of at least 95%.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Clarification of the definition of minimum standard to be sent to the Committee. • Commercial update to be added to the Governance portal. 		
S/18/9/11	HE Update	
<p>The Assistant Principal Higher Education and Access presented the report. She advised that recruitment had exceeded target and the attrition rate had reduced. During the academic year 6 new course validations and 6 re-approvals have been processed. The HE Rime event will be on 30/10.</p> <p>Governors commented that the increase in recruitment was good but that it only took us back to the 2013/14 position and that wider HE participation was key for the local area.</p> <p>Governors challenged why there was such a difference in recruitment between campuses. The Assistant Principal advised that this was due to courses not being developed or reviewed at the Lowestoft Campus pre-merger. This had been addressed since merger and work was ongoing to develop the offer.</p> <p>Governors commented that the conversion rate was a risk as having a low number of applications meant a reliance on them converting to meet target.</p>		
S/18/6/12	Agenda planning	
<p>The Director of Governance presented the draft schedule for the year.</p> <p>Governors discussed that curriculum area managers and their students should be invited to present at future meetings to help governors triangulate performance. The Principal advised that as the size and complexity of the College grew this would also need to be carried out outside the meetings.</p> <p>Governors agreed that the priority item needed to be the Ofsted action plan and that this needed to be given sufficient time on the agenda.</p>		

<p>Governors suggested that an additional Standards meeting might be required prior to the scheduled December meeting.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Standard quality template to include updates on maths and English, learner voice and safeguarding. • OFSTED action plan to be considered at each meeting as a stand alone item. • Consideration to be given to an additional Standards meeting. 		
S/18/6/13	Review of Meeting	
	<ol style="list-style-type: none"> 1. Confidential Items: None 2. Risk Management: any issues discussed which may require an additional Assessment: Risk register format being reviewed. 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: Excellent media coverage of L6FC results. 6. How did the meeting go: A lot of detailed information; will be improved by the standard template so that progress can be seen. 	
	Dates of Next Meetings	
	<p>11 December 2018</p> <p>26 March 2019</p> <p>11 June 2019</p>	