

East Coast College Corporation

MINUTES of the meeting of the Standards Committee held at 5 pm on Tuesday 12th June 2018 in the Conference room Great Yarmouth

Present:	Gwen Parsons (Chair) Albert Cadmore (AC) Rob Evans (RE) Stuart Rimmer (SR) Peter Lavender (PL) Judy Nichols (JN) and Karen Knight (KK)	
In attendance:	Stella Raphael-Reeve Deputy Principal (SRR) Rachel Bunn Assistant Principal (RB) Nicki Lane Assistant Principal Student Wellbeing and Support (NL) for items 9 and Wendy Stanger Director of Governance (WS)	
S/18/6/1	Apologies and welcome	
	Apologies were received from Tina Ellis (TE) Debbie Pring (DP) and Michaela Kent (MK).	
S/18/6/2	Declarations of Interest	
	There were no declaration of interest.	
S/18/6/3	To approve the Minutes of the designate meeting of the 27 3 2018 and any other matters raised previously not otherwise included in the Agenda	
	The minutes were signed as a true record.	
S/18/6/4	To review the post-meeting action log	
	<p>The action log was reviewed and noted.</p> <p>The Director of Governance advised that the standard reports hadn't been brought to this Committee to allow the Committee time to consider the Ofsted report.</p> <p>S/17/12/15 The Deputy Principal advised that the Quality Manual was still being produced.</p> <p>S/18/3/7 The Committee agreed to bring this forward to the next academic year as a standing item,</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • To request an HE update to be circulated to the Committee. • Progress and added value to be a standing item on the Standards Committee. • Current progress and added value data to be circulated to the Committee 	<p>WS WS/SR R SRR</p>
S/18/6/5	OFSTED Review and Draft Action Plan	
	<p>The Deputy Principal tabled the updated draft action plan and presented the report. It was a disappointing outcome but not unexpected given that we had self-assessed in the SAR as requires improvement. Teaching and Learning had not been consistently good and teachers were not observed to be stretching and challenging students. A positive of the Ofsted visit was that it had helped to create the one college with all staff keen to move forward to achieve a 'good'.</p> <p>Governors commented that it was somewhat disappointing given that we thought we had addressed the issues raised in the report following the support and challenge visit. The Deputy Principal advised that Ofsted had not believed our data and predicted outcomes. Quality of tracking had been inconsistent, of poor quality and starting points were not being used correctly.</p>	

Governors commented that there were some urgent actions required and these needed to be given priority. The main one being student progression and data integrity. The Deputy Principal advised that a tracking system was to be purchased, with clear CPD on how to use and a standardised timeline. Governors commented that processes alone won't improve performance and whatever system was used there needed to be a clear set of criteria, training to use and monitoring of accuracy.

Governors commented that teaching and learning was not assessed as being good enough and this needed to be addressed with appropriate action and deep level development with appropriate action where performance didn't improve. CPD needed to be tailored to the individual teacher and they in turn needed to tailor their teaching to the individual student.

Governors commented that there appeared to be a fundamental lack of pedagogy and this needed to be addressed to help drive up standards of teaching. If teachers can't improve then performance manage them out, if they have potential provide CPD and, if already good, use them to support others to achieve. The Deputy Principal advised that 5 teachers who were assessed as outstanding were to become peer mentors.

Governors challenged that there needed to be a rigorous quality control system which was regularly reviewed. The Deputy Principal advised that a Quality Manual was being produced that would include all processes so staff were clear of what was expected of them and the monitoring that would take place.

Governors challenged if the assessment of the teaching and learning was accurate. The Deputy Principal advised that the majority of the observations had been joint ones and college staff had agreed with the inspectors' conclusions.

Governors commented that they were disappointed that Personal Development, Behaviour and Welfare had not been graded as good given all the excellent work that student services do. The Deputy Principal advised that this was due to attendance, work experience and independent careers' advice being included in this section.

Governors challenged how we would encourage staff to set high expectations for our students. The Deputy Principal advised that this would be addressed in the upcoming CPD days and through the SCIF project.

Governors commented that at the Governance session with the inspectors they had been asked about the College's use of data and how Governors knew that it was accurate. They did acknowledge that once the first results were known this would be easier to triangulate.

Governors challenged that vocational staff needed to own the study programme and contextualise maths and English for the students.

Governors challenged attendance levels during the Ofsted visit. The Deputy Principal advised that based on the observations it had been assessed at 81%, our target is 90% and the AOC national average 85%. Governors commented that we need to consider why students don't attend, is it due for instance to poor timetabling, poor teaching or starting too early and issues with transport. Attendance alone doesn't demonstrate that students are learning especially if our teachers are not challenging and stretching enough in lessons.

	<p>The Student Governor commented that action taken when students didn't attend was not robust enough with no consequences of not attending.</p> <p>The Assistant Principal Student Wellbeing and Support advised that reasons for non-attendance given by students were care responsibilities, needing to work to contribute to the household and not being able to afford transport to attend.</p> <p>Governors challenged that the action plan was not measurable and actions were not specific enough. Action plans have to be about actions not intentions so that people can be held to account if the action has not been completed. It should also be kept simple with not all actions to be completed at the same time. The Deputy Principal advised that the action plan was a draft.</p> <p>Governors concluded that learners do not make good progress and too many do not meet their potential. It is critical that this is addressed through good quality teaching which stretches and challenges students to meet the high expectations that have been set for them.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Action plan to be reviewed and simplified with specific and measurable actions. • Action plan to be monitored at each Standards Committee. • Timetabling to be reviewed to be more student friendly. 	<p>SRR</p> <p>SRR</p> <p>SRR</p>
S/18/6/6	SCIF bid update and programme of work	
	<p>The Deputy Principal presented the report, the SCIF programme has been updated to reflect the Ofsted report. There are 5 action plans:</p> <ol style="list-style-type: none"> 1. Develop Excellence In Leadership 2. Embedding a model of supportive performance management 3. Unlock potential through learning 4. Technology that enhances teaching and assessment and supports students 5. To improve data quality and accessibility. <p>The Ofsted draft action plan had been reviewed in agenda item 5.</p> <p>Governors resolved to note the SCIF bid.</p>	
S/18/6/7	Quality Update - Recruitment, retention, progression, predicted results	
	<p>The Deputy Principal presented the report. Currently ECC have 2140 active applicants which is on par with last year. Recruitment though is down in some areas such as sport and IT and the curriculum plan has been adjusted accordingly. We are on target with HE recruitment. Predicted achievements are showing an improvement from last year which is a 3 year upward trend and above the provider group average.</p> <p>Governors challenged if the Ofsted report would affect recruitment. The Principal advised that local competitors may use the report but an Ofsted rating had less impact on an FE College than on a Sixth Form College.</p> <p>Governors challenged if the HE numbers were now set at a realistic target. The Deputy Principal advised that they had been revised and we had budgeted for this target, HE retention had been good and ECC was outperforming other colleges. It is hoped that, with the proposed merger, numbers will increase.</p>	

<p>Governors challenged the number of former L6FC students that currently progress to ECC HE. The Principal advised that this is very low with currently only 4 former L6FC students. There needed to be marketing of what's available at ECC and development of courses in conjunction with L6FC.</p> <p>Governors challenged if the predicted overall achievement rate would be met. The Deputy Principal advised that the best case achievement was 92% and the worst case 83.5% which would still be above the previous years.</p> <p>The Student Governor challenged what action was being taken to improve attendance as this was also a key life skill. The Deputy Principal advised that timetables were being revised to make them more accessible and support was provided to students who were identified as at risk.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Report on student progress to each Standards Committee. 		SRR
S/18/6/8	Curriculum Planning	
<p>The Deputy Principal presented the report. The curriculum plan is complete and she highlighted the curriculum changes. The plan will now be used to inform the budget.</p> <p>Governors commented that staff needed to be aware that if the quality of a course isn't good enough and doesn't improve after intervention that it will be cut. The Deputy Principal advised that the intensive care process would be again used in 18/19.</p> <p>Governors challenged if alternative provision was available for those applicants whose courses were no longer available. The Deputy Principal advised that advice and guidance would be available to sign post them to alternative provision. A lot of the proposed changes were amalgamation of provision or specialisation at one campus. If there was a barrier to a student progressing such as transport the College would look to provide.</p> <p>Governors commented that the changes should improve 18/19's performance.</p> <p>Governors resolved to note the curriculum changes.</p>		
S/18/6/9	Safeguarding	
<p>The Assistant Principal Student Wellbeing and Support presented the report which was an update on safeguarding work during term 3. There continued to be an increase in referrals. The mental health category had been split between non-specified, universal and specialist/targeted. Substance abuse has increased and there had been increased searches and staff training to counter this.</p> <p>Governors challenged regarding the increase in accommodation referrals. The Assistant Principal advised that students were seeking help at an earlier stage which enabled support to be put in to reduce the number of students leaving home.</p> <p>Governors challenged if Universal Credit had affected families and students. The Assistant Principal advised that its affect was reflected in attendance with students not able to afford to attend college or having to work to help support the family.</p>		

<p>Governors challenged if teachers were aware of individual student's support needs. The Assistant Principal advised that they were included in meetings and kept up to date with progress.</p> <p>Governors challenged that the Ofsted report had noted that apprentices and adult learners don't have a good awareness of the risks of radicalisation and extremism and how was this to be addressed. The Assistant Principal advised that additional information had already been added to the induction packs for community courses and there was mobile information for those non-site based. The Principal advised that the issue that Ofsted identified was that the students were aware of radicalisation and extremism but couldn't apply the knowledge to their employment sector.</p> <p>Governors challenged whether right wing activity had increased. The Assistant Principal advised that organised activity had reduced but individual actions were up and recruitment was online based.</p> <p>Governors challenged if the intervention and support had worked. The Assistant Principal advised that positive indicators were increased attendance and retention. Governors commented that there was a need to link to the quality data to demonstrate the benefit of the service.</p> <p>Governors commented that there was a need to measure progress in year against the different needs groups, with reports by age, gender and support needs.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Safeguarding report to include quality data to demonstrate what difference the service has made. • Progress in year reports to be split by age, gender and support needs. 		<p>NL/SR R</p>
S/18/6/10	Risk Register	
<p>NL, RB and KK left the meeting.</p> <p>The risk register was noted. The Director of Governance advised that this review was prior to Ofsted and the register was being updated to reflect the outcomes and the resultant action plan.</p> <p>Governors commented that they found the risk register hard to use and interpret.</p> <p>Governors noted that the main risks were outcomes and recruitment and that there was a need to better articulate and differentiate between quality assurance and quality improvements.</p>		
S/18/6/11	Agenda planning	
<p>Governors discussed whether an additional early Standards Committee in 18/19 academic year should be held so that results could be assessed to see if the action taken had resulted in improvements. The SAR should be written early so that there was time to address the issues raised. Governors confirmed that they should be represented at each SAR validation meeting and a Corporation SAR meeting should be held to review the College SAR.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Early September Standards meeting to be planned to review outcomes. 		<p>WS</p>

	<ul style="list-style-type: none"> Governors, as in previous years, to be fully involved in the SAR and SAR validation meetings <p>The Director of Governance advised that this meeting would be the Chair's last Standards as she was stepping down as a Governor as at 1 8 18. The Committee thanked the Chair for her work both pre and post-merger and noted that her contributions and knowledge would be missed.</p>	WS/SR R
S/18/6/12	Review of Meeting	
	<ol style="list-style-type: none"> Confidential Items – Ofsted report until published Risk Management: any issues discussed which may require an additional Assessment: Ofsted Equality & Diversity: any issues discussed which may require an additional Impact Assessment. None Health & Safety: any issues discussed which may require an additional Impact Assessment: None Media: any issues discussed to inform local media – statement re Ofsted How did the meeting go – Good open discussion. 	
S/18/6/13	Date of Next Meeting	
	TBC	