

East Coast College Corporation

MINUTES of the meeting of the Standards Committee held at 5 pm on Tuesday 20th February 2018 in the Conference room Great Yarmouth

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| Present: | Tina Ellis (TE) Stuart Rimmer (SR) Albert Cadmore (AC) Rob Evans (RE) Peter Lavender (PL) | |
| In attendance: Stella Raphael-Reeve (SRR) Paul Padda (PP) and Wendy Stanger (WS) Director of Governance | | |
| S/18/2/1 | Apologies and welcome | |
| Apologies were received from Gwen Parsons (Chair) Debbie Pring (DP) and Karen Knight (KK) and attendees Vicky Beck Director of Business Development and Communications and Rachel Bunn Vice Principal. | | |
| It was agreed that Tina Ellis would Chair the meeting. | | |
| S/18/2/2 | Declarations of Interest | |
| There were no declaration of interest. | | |
| S/18/2/3 | To approve the Minutes of the designate meeting of the 12 December 2017 and any other matters raised previously not otherwise included in the Agenda | |
| The minutes were signed as a true record. | | |
| S/17/12/6 Governors challenged if resources are in place at course commencement. The Deputy Principal advised that resources were agreed at HE course validation prior to course approval. The resources would be put in place prior to the students commencing based on actual recruitment figures. | | |
| S/18/2/4 | To review the post-meeting action log | |
| The action log was reviewed and noted. | | |
| S/17/10/11 Governors noted that the review of HE fees needed to be addressed as any changes in fee levels could have a detrimental effect on the business plan. | | |
| S/17/12/08 Governors agreed that viability of courses needed to be assessed and contribution rates considered. | | |
| Governors agreed the following actions: | | |
| <ul style="list-style-type: none"> • Effects of the HE review to be financially modelled and outcome considered by Finance and General Purposes. • Contribution rates to be assessed in curriculum planning, | | |
| | | SE SE/SR R |
| S/18/2/5 | Teaching and Learning Update | |
| The Deputy Principal presented the report. Teaching was currently not acceptable and being assessed as requires improvement. Students were not being stretched or challenged enough and target setting was not consistent. There needed to be a focus on pace, stretch and challenge together with smart targets linked to progress. | | |

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| <p>Governors commented that we mustn't demotivate staff but mediocre teaching is not acceptable. Governors challenged if staff were engaged and accepted the seriousness of the situation.</p> <p>The Deputy Principal advised that part of the improvement process was changing the culture and the way we think about teaching and learning to instil high expectations in all staff; we are only as good as our weakest link. The OFSTED letter has been discussed with staff and the changes being implemented linked to the improvements required.</p> <p>Governors challenged how the learning walks process had been improved. The Deputy Principal advised that the learning walks had been lengthened, paperwork improved and feedback given to staff within 24 hours. Staff received action points for improvement and these were reviewed at future learning walks. CPD had been linked to issues raised and a CPD session for teachers that had been assessed as requires improvement was being held on 5/3.</p> <p>Governors challenged if mentoring as well as CPD was in place to help improve teaching. The Deputy Principal advised that there was peer to peer mentoring so that staff could share their strengths and good practise. This is also being used to help improve the learning walks and their write ups. Experts within teams are being used to give advice and guidance.</p> <p>The Principal advised that how good teaching is judged is changing and we need to understand this better. Merger has caused some system barriers, such as registration, online exams, Moodle and promonitor and these need to be improved. Staff had also been effected by management and team changes.</p> <p>Governors challenged when improvements would be seen. The Deputy Principal advised she would present a progress report to the March meeting and an update on outcomes at the June meeting. By March there should be less action points and less feedback on poor teaching identified in the learning walks.</p> <p>Governors commented that consideration needs to be given to what action was taken with staff whose teaching did not improve.</p> <p>Governors commented that on the learning walks they had taken part in they hadn't seen evidence of outstanding teaching but they had seen some outstanding learning.</p> <p>Governors resolved to note the report.</p> | |
| <p>S/18/2/6 Quality Assurance Processes</p> | |
| <p>The Deputy Principal presented the report that set out the quality assurance processes that had been mapped to help ensure that there was a robust process in place. A Quality Manual would be produced for all teaching staff. The processes that had been mapped were the ones that would have an immediate effect on quality.</p> <p>Subcontracting and maritime would also be included within the quality processes.</p> <p>The Director of Governance raised that the process for attendance monitoring needed to be checked to ensure that it was compliant with GDPR.</p> <p>Governors resolved to note the report.</p> | <p>SRR</p> |

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| S/18/2/7 | Risk Register - Quality | |
| <p>The Deputy Principal presented the risk register and advised that the register was updated monthly and was reviewed by the programme board.</p> <p>The Director of Governance advised that each Committee received their relevant section of the register, with the full register considered by the Audit Committee and a summary register by the Corporation.</p> <p>Governors queried that some of the colour coding didn't match the key and needed to be checked.</p> <p>Governors noted that there was a lot of mitigation in place to reduce the risks to the college.</p> <p>Governors resolved to note the report.</p> | | WS |
| S/18/2/8 | Quality Update for Work Based Learning including minimum standards report | |
| <p>It was agreed that as the Director of Business Development and Communications was not in attendance and due to the strategic implications of the College not achieving minimum standards the report would be referred to Corporation.</p> | | WS |
| S/18/2/9 | Maths and English Update | |
| <p>The Assistant Principal presented the report and circulated the predicted grades. He advised that Promonitor was being used to 'BRAG' rate every student, and these were then used for grade predictions. It was evident in the November sittings that grade boundaries had moved which made predicting grades more difficult. Weighted averages had been used and triangulated against last year's pass rates.</p> <p>Governors challenged what action was being taken to improve the teaching and learning. The Assistant Principal advised that timetabling changes had been made to help with attendance, review of how students were grouped to help with contextualisation, link tutors for curriculum areas that had underperformed in 16/17, workshops for parents/learners for those on the borderline of passing and using embedded teaching where appropriate.</p> <p>Governors challenged if embedded teaching had improved results. The Assistant Principal advised that embedding teaching had not necessarily improved Maths & English results but it had helped with the vocational results and learner's correlation between the two.</p> <p>Governors resolved to note the report.</p> <p>AC and PP left the meeting.</p> | | |
| S/18/2/10 | Student Progress | |
| <p>The Deputy Principal presented the report. Attendance is now at 84.7% and retention at 97%. Progress is being tracked rigorously and processes implemented as detailed in the quality processes at agenda item 6.</p> <p>Governors challenged that comparative data was required so that it could be seen if performance had improved.</p> <p>The Deputy Principal advised that an update would be provided to May's Standards meeting.</p> | | |

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| Governors resolved to note the report. | | |
| S/18/2/11 | Student Surveys | |
| <p>The Deputy Principal presented the report which included results from the induction survey and the questions that were being used for the on programme survey which is being currently being carried out. To date there had been a 95% return.</p> <p>Governors commented that the return rate was good and that it was important the student voice was heard. The Deputy Principal advised that the survey results would be considered by March's Standards meeting.</p> <p>The Director of Governance advised that at February's Corporation 2 student governors were to be appointed and these would also be members of the Standards committee.</p> <p>Governors resolved to note the report.</p> | | |
| S/18/2/12 | Intensive Care Review | |
| <p>The Deputy Principal presented the report. All courses under intensive care have had review meetings with the Deputy Principal, Assistant Principals and curriculum managers. These have looked in detail at success, attendance, retention and students at risk. Actions were set for each tutor and reviewed by the Curriculum manager. The reviews are triangulated by the learning walks. Courses have come out of intensive care when attendance and retention had improved.</p> <p>Governors resolved to note the report.</p> | | |
| S/18/2/13 | Action Plan Update | |
| <p>The action plan update was noted. These are reviewed by the programme board and for quality include the areas of quality improvement discussed earlier in the agenda.</p> <p>Governors resolved to note the report.</p> | | |
| S/18/2/14 | Curriculum Planning | |
| <p>The Deputy Principal presented the report on the current progress with the curriculum plan.</p> <p>The Principal advised that the curriculum needs to be reduced and courses will have to be removed off the curriculum plan. The 16-18 provision needed to be reduced to around 1700.</p> <p>Governors resolved to note the report and agreed the following actions:</p> <ul style="list-style-type: none"> • Standards Committee to receive a list of courses that were proposed to be cut or combined together with the rationale. • Alternative provision for those proposed to be cut to be detailed. • Details of transport links where courses to only be offered on one campus. | | SRR |

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| S/18/2/15 | Agenda planning | |
| | Student Survey Results Curriculum Planning | |
| S/18/2/16 | Review of Meeting | |
| | <ol style="list-style-type: none"> 1. Confidential Items. Curriculum planning implications for staff. 2. Risk Management: any issues discussed which may require an additional Assessment: Minimum standards. 3. Equality & Diversity: any issues discussed which may require an additional Impact Assessment. Need to consider effect of curriculum changes and minimum standards. E&D to be considered when receive proposals for Nursery. 4. Health & Safety: any issues discussed which may require an additional Impact Assessment 5. Media: any issues discussed to inform local media – Need to get more positive messages out to local media re Student’s work. 6. How did the meeting go – thank you to TE for Chairing | |
| S/18/2/17 | Date of Next Meeting | |
| | 27 th March 5pm | |