

## East Coast College Corporation

### MINUTES of the meeting of the Standards Committee held at 5 pm on Tuesday 1<sup>st</sup> October 2019 in the Board Room Great Yarmouth

<b>Present:</b>	Rob Evans (RE) Stuart Rimmer (SR) Roger Cracknell (RC) Gemma Head (GH) Debbie Pring (DP) Nathan Clarke (NC) and Tina Ellis (TE)
<b>In attendance:</b>	Paul Padda Vice Principal (PP) Rachel Bunn Assistant Principal (RB) and Wendy Stanger Director of Governance (WS)
<b>S/19/10/1</b>	<b>Apologies, Membership and Declarations of Interest</b>
	Apologies were received from Peter Lavender (Chair) Andrew Timberlake (AT) and Albert Cadmore (AC)
	It was agreed that as Standards Vice Chair RE would chair the meeting,
<b>S/19/10/2</b>	<b>Declarations of Interest</b>
	There were no declarations of interest.
	<b>Curriculum Area Presentation</b>
	The Curriculum area presentation was postponed to the next meeting due to the absence from work of the Curriculum Manger.
<b>S/19/10/3</b>	<b>To approve the Minutes of the meeting of the 11 6 19 and any other matters raised previously not otherwise included in the Agenda</b>
	The minutes were agreed as a true record.
<b>S/19/10/4</b>	<b>Rolling Action Log</b>
	The action log was reviewed.
	S/19/03/1 – Dashboard – The Vice Principal advised that the dashboard was currently being updated to ensure that it included all the required data for the EIF.
	Governors commented that the dashboard was important as it ensured that Governors were able to access up to date key data. It was agreed that governors needed training on 1. How to use the dashboard and 2. How to use and interpret the data provided.
	The Principal advised that it was important to distinguish between that data which governors need to know and that which is of interest.
	The Director of Governance advised that there was a governor headline page for each strategic aim and that the link to the dashboard was included in the documents section of the Governors portal.
	The Vice Principal advised that the SAR and the quality updates would both include data from the dashboard.
	<b>Governors agreed the following actions:</b>
	<ul style="list-style-type: none"> <li>• Training to be provided on how to use the dashboard</li> <li>• Training to be provided on how to use and interpret the data</li> <li>• Guidance notes on the dashboard to be produced, with a section for each strategic aim (the Vice Principal to provide a guide relevant to quality data for the next meeting)</li> <li>• Dashboard to include date last updated</li> </ul>
	S/19/06/7 – HE Data – The Committee were advised that comparative HE data had been included in the pack at 6.1 and it was agreed that this action could be closed.
	<b>WS/PP</b> <b>PP</b> <b>SLG</b>  <b>UR</b>



Governors challenged the intensive care performance and whether 17 was a high number to remain in intensive care. The Vice Principal advised that courses were in intensive care for varying reasons and that they remained in the system until they had improved against the reasons for their inclusion. The Principal commented that inconsistency in the quality of delivery led to fluctuations in the student experience and the People Committee were wanting to see triangulation between staff performance and the quality of provision.

Governors challenged if part time students received tutorials. The Vice Principal advised that they received the mandatory ones. Appropriate tutorial programmes have been developed for the different levels of provision.

Governors noted that positive destinations had increased but challenged and discussed if the destination data gave the college all the information required. The Vice Principal advised that the actual destination report would include more information and that the details were based on the ILR; if additional information was required additional resources would be required to gather the information. Intervention work was taking place where a student didn't have a positive destination. Governors noted the possible resource implications and that further thought would be given to whether there were any practicable ways of acquiring more detail.

Governors agreed that with student destinations we should be considering 'is it an appropriate destination outcome based on the student's starting point.' Strategically we need to know that our students are progressing to a positive destination and celebrating that success.

Governors noted the data on subcontracting and the performance data for each provider.

Governors challenged the fall in the ALPs grade but noted that compared to the 17/18 AS results this was an ALPs increase (i.e. students progressing from 17/18 had done better in 18/19)..

Governors discussed AS levels, it was noted that these are being phased out and other Colleges were no longer offering them. The Student Governor advised that they were used for predicted grades but added stress to students as it meant covering additional items that were not included in the final A Level and students were concerned that they would be withdrawn if they failed the AS level. The Principal commented if we were just considering it as a mock then we could look at another form of validation as AS levels were expensive to run.

Governors challenged what the Vice Principal's current view on quality was. The Vice Principal advised that achievement had improved and progression was good but intent needed to be tightened.

**Governors agreed the following actions**

- **Destination data to be reviewed as part of the Curriculum SARs.**
- **Data analysis of courses with achievement level below national average to be included in the next quality report.**

**S/19/10/6.1 | Additional HE Data**

The Committee were advised that additional HE data comparing the college to like colleges had been added to the portal. (It was noted that the NSS data in the quality report had not been weighted in the overall ECC figure).

Governors commented that it was pleasing that most of the survey results and comparisons were positive.

Governors challenged what the student expectation was for IT. The Principal advised that as a College we have a high % of IT provision. The Staff Governor advised that there were still WIFI blackspots around the college and this included HE areas. The student governor commented that there also needed to be a better induction to the IT and Library resources so that students were clear what was available and how to access them.

The Principal commented that there was a need to review the library resources and as an operational matter SLG would consider such areas as:

- What facilities we have
- Where they are located
- What's in them and
- What resources available.

**S/19/10/7      Apprenticeship Quality Update**

The Assistant Principal presented the report.

Governors challenged why the achievement rate had fallen. The Assistant Principal advised that 18/19 data was still on track to meet the current national achievement rate. The rate had fallen due to some apprentices that should have been withdrawn in 17/18 but had been withdrawn in 18/19; issues with the number and quality of assessors and need to double assess while training and lack of direct claims for some frameworks due to changes in staff and lack of quality processes. Progress and impact needed to be considered rather than a tick box view of achievement.

Governors challenged what action was being taken to address the fall in achievement rates and the audit findings. The Assistant Principal advised that those courses most at risk have been included in the intensive care programme, all vocational trainers were to be subject to the RED system and the induction programme was to be improved. The College had withdrawn from the lower health and social care apprenticeship market due to lack of support for apprentices from employers and an action plan had been set out to address the audit findings which included priorities for term 1 which had started to be implemented.

Governors noted that the audit had been an advisory one designed to help improve performance.

Governors challenged how growth was to be achieved. The Assistant Principal advised that a review was taking place of the commercial provision and the sales teams were to be brought together so that cross selling could be maximised and an improved CRM system introduced which would help ensure that employers were not contacted multiple times by the college. Work to expand the apprenticeship provision was ongoing with developments with boatbuilding and Sentinel and we also needed to ensure that we were maximising the use of our own apprenticeship levy. To help ensure that we were listening to our employers an employer survey was to be carried out.

The Assistant Principal advised that the Apprenticeship SAR would address all the issues and set out how quality is to be improved.

Governors commented that it was a very useful report and it was important that the actions set out to address the issues were completed.

<b>S/19/10/8</b>	<b>Annual Safeguarding and Prevent Update</b>	
<p>The Vice Principal presented the update which covered the end of year 18/19 &amp; first capture of data 19/20.</p> <p>Governors challenged why referrals had increased and whether this should be a concern. The Assistant Principal advised that this demonstrated the confidence of students to report and seek support.</p> <p>Governors challenged if there was any concern with the highest course referrals. The Vice Principal advised that where there was the highest level of awareness or of support there tended to be the highest level of referrals.</p> <p><b>Governors agreed the following actions:</b></p> <ul style="list-style-type: none"> <li><b>The next safeguarding report to include details on how apprentices were made aware of and accessed safeguarding and wellbeing services.</b></li> </ul>		<b>NL</b>
<b>S/19/10/9</b>	<b>Policy Updates</b>	
<p>Governors noted that it would be helpful if policies were presented with tracked changes so it was clear the changes being proposed.</p>		
<b>S/19/10/9.1</b>	<b>Student Union Constitution</b>	
<p>The Director of Governance advised that the Student Union constitution provides the framework for the operation of the Student Union at East Coast College and is based on the NUS standard format.</p> <p>Key changes proposed are:</p> <ul style="list-style-type: none"> <li>Inclusion of L6FC</li> <li>Requirement for a primary role on each campus (one president and two vice-presidents)</li> <li>Availability of all other roles at all three campuses.</li> </ul> <p>Governors noted that the format was not student friendly. The Principal advised that as the College was affiliated to the NUS it had to use the standard format.</p> <p>The Director of Governance advised that UNLOC were in College on 5<sup>th</sup> and 6<sup>th</sup> November to promote all aspects of the learner voice including the student union and it was hoped that this would lead to additional student governors.</p> <p><b>The Committee resolved to approve the Student Union Constitution.</b></p>		
<b>S/19/10/9.2</b>	<b>Prevent Strategy and Action Plan</b>	
<p>The Governors noted the changes to the Prevent Strategy and Action Plan.</p> <p><b>The Committee resolved to recommend the Prevent Strategy and Action Plan to Corporation for adoption.</b></p>		
<b>S/19/10/9.3</b>	<b>Safeguarding Children and Vulnerable Adults Policy</b>	
<p>The Governors noted the changes to the Safeguarding Children and Vulnerable Adults Policy.</p> <p><b>The Committee resolved to recommend the Safeguarding Children and Vulnerable Adults Policy to Corporation for adoption.</b></p>		
<b>S/19/10/9.4</b>	<b>Single Equality Scheme</b>	
<p>The Governors noted the changes to the Single Equality Scheme.</p> <p>The Director of Governance advised that the Single Equality Scheme Action Plan was in the process of being reviewed and would be considered by SLG prior to</p>		

<p>submission to the Committee. This review had included the relevant Governor Links.</p> <p>The Principal advised that the People Committee had addressed staff issues that were relevant to the Single Equality Scheme Action Plan.</p> <p><b>The Committee resolved to recommend the Single Equality Scheme to Corporation for adoption.</b></p>		
<b>S/19/10/10</b>	<b>Agenda planning</b>	
<p>It was agreed that the next meeting's agenda would be:</p> <ul style="list-style-type: none"> <li>• Data Dashboard</li> <li>• Quality Report – including in year data</li> <li>• SAR</li> <li>• QIP</li> </ul> <p><b>It was agreed that Governors required training on:</b></p> <ol style="list-style-type: none"> <li><b>1. How to use the dashboard and</b></li> <li><b>2. How to use and interpret the dashboard data.</b></li> </ol>		<b>SLG</b>
<b>S/19/06/18</b>	<b>Review of Meeting</b>	
	<ol style="list-style-type: none"> <li>1. Confidential Items: None</li> <li>2. Risk Management: any issues discussed which may require an additional Assessment: as noted in minutes</li> <li>3. Equality &amp; Diversity: any issues discussed which may require an additional Impact Assessment: None</li> <li>4. Health &amp; Safety: any issues discussed which may require an additional Impact Assessment: None</li> <li>5. Media: any issues discussed to inform local media: None</li> <li>6. How did the meeting go: A good detailed meeting.</li> </ol>	
<b>Dates of Next Meetings</b>		
	12 <sup>th</sup> November	