

East Coast College Corporation

MINUTES of the meeting of the Standards Committee held at 5 pm on Tuesday 11th December 2018 in the Board Room Great Yarmouth

Present:	Peter Lavender (Chair) Rob Evans (RE) Stuart Rimmer (SR) Roger Cracknell (RC) Albert Cadmore (AC) Nathan Clarke (NC) and Andrew Timberlake (AT) and Gemma Head (GH)
In attendance:	Rachel Bunn Assistant Principal (RB) Paul Padda Assistant Principal (PP) Kevin Grieve Interim Principal Lowestoft Sixth Form College (KG) Wendy Stanger Director of Governance (WS) and Nicki Lane Assistant Principal Student Wellbeing and Support (NL)
S/18/12/1	Apologies and welcome
	Apologies were received from Tina Ellis (TE) Karen Knight (KK) Judy Nichols (JN) Debbie Pring (DP) and from attendees Sue Martin Interim Director of Quality (SM) Gemma Head was welcomed to her first meeting. Curriculum Area Presentation The meeting commenced at 4.30pm with a presentation from the Curriculum Manager for Engineering, Automotive, Welding and Fabrication. This covered scope of provision, areas of strength and challenges, maths and English, equality and diversity and responding to learner feedback.
S/18/12/2	Declarations of Interest
	There were no declarations of interest.
S/18/12/3	To approve the Minutes of the meeting of the 6 11 2018 and any other matters raised previously not otherwise included in the Agenda
	The minutes were agreed as a true record. Governors commented that they were pleased that the FE Commissioners report presented at Corporation recognised that <i>...the improvements in systems and culture put in place over the last six months may not show immediate impact but there is an expectation that learner outcomes and achievements will show noticeable improvement by the end of the 2018-19 year.</i> They hoped that Ofsted would note and also take this approach.
S/18/12/4	To review the post-meeting action log
	The action log was reviewed and noted where the item was included on the agenda. S/17/12/15 – Quality Manual. The Principal advised that this was due to be completed by the end of the week. S/18/9/5 – Quality update template. The Chair advised that the quality update included in the pack was the first one using the template. This was a work in progress and would be further refined. The update included sub-contracting. S/18/11/5.2 – Maths and English Strategy. The Assistant Principal advised that these would take into account best practise from other Colleges. The aim was to have the drafts available for the Standards meeting in March.

<p>S/18/11/5.2 – Review of Quality Improvement Plan. The Principal advised that the QIP had been revised and included in the quality update.</p> <p>S/18/11/5.4 – Ofsted. The Principal advised that the Ofsted update had been included on the agenda and within the quality update.</p> <p>S/18/9/7 – Governor walkthroughs. Governors had taken part in walkthroughs with the Assistant Principals (APs) and the feedback sent to the Director of Governance would be shared with the APs. Governors commented that it would be useful if a short guide could be produced for Governor walkthroughs and it was agreed that the APs would produce this.</p> <p>S/18/11/7.1 – Safeguarding Policy. The Director of Governance advised that as agreed by the Committee the policy had been updated prior to its adoption by Corporation.</p> <p>S/18/11/7.1 – Student Union Constitution. The Director of Governance advised that the Union Constitution was based on the NUS standard template. The Assistant Principal Student Wellbeing and Support was to go through the constitution with union members to help ensure that they found it an inclusive document.</p> <p>S/18/11/9 – Presentations to Committee. The Committee agreed that the next presentation should be Construction.</p> <p>S/18/11/9 – Quality Group feedback. The Director of Governance advised that the quality group for apprenticeship’s action points and notes were included on the agenda, the L6FC quality update included their quality group update and the HE quality group was the academic board whose minutes were included in the HE update. The Chair advised that consideration was being given to whether the FE Quality Group was required and if it was the format it should take.</p>	<p>PP/RB</p> <p>RB/WS</p>
<p>S/18/12/5 OFSTED - Review of Preparation for inspection</p>	
<p>The Principal advised that the Assistant Principal Paul Padda would be the College’s Ofsted nominee. The Assistant Principal presented the report which set out responsibilities and actions to be taken. He advised that Ofsted were introducing a staff view questionnaire which would be in addition to the parent view, an example of the survey was included in the report. Ofsted were currently consulting on the proposed new framework which would change the focus of inspections.</p> <p>The Principal advised that the new framework would have much more focus on why the College was running the curriculum it was and whether it had achieved its set intentions. The discussions at the SAR Corporation meeting were a starting point to this and would be further considered at the Strategic Away Day.</p> <p>Governors challenged when the Ofsted inspection was due and whether it would be a full inspection. The Principal advised that the College would firstly receive a monitoring visit. This would ascertain progress against the last inspection report and the outcome of this would affect the date of the full inspection. Both of these visits would consider all curriculum areas, including L6FC.</p> <p>Governors challenged if Ofsted would take the FEC report into account. The Principal advised that Ofsted have started to be more mindful of FEC reports and also take into account ESFA feedback. ESFA are supportive of giving the College time to improve.</p>	<p>.</p>

Governors challenged if the College was ready for Ofsted. The Assistant Principal advised that the Interim Director of Quality was helping to ensure that the College was prepared. This included working with the Curriculum Managers to bring evidence together and checking on their team's preparations. The Curriculum Managers would then cascade the information to their teams. This would include an Ofsted briefing that would also be shared with Governors. The Principal advised that a mock inspection, coaching and training session would be carried out in the new year in conjunction with our SCIF partners Grimsby.

Governors challenged what quality assurance was being carried out. The Assistant Principal advised that auditing of systems was underway and where issues were identified training put in place.

Governors challenged if the College had sufficient information on destinations and whether this information demonstrated the relevance of destinations to the student's study. The Principal advised that the SAR included destination data analysed by the ESFA set categories though this did not record the relevance of the study to the destination.

The Director of Governance reminded Governors that the AOC East Governance Conference at Bury St Edmunds included an Ofsted update.

S/18/12/6 Quality Groups Update

The Committee discussed the Apprenticeship quality group action log and notes. They noted that the action log actions needed clarity.

The Director of Governance advised that the Link Governor for that area, Tina Ellis, had attended the meeting and commented that it had been a useful meeting. She advised that there needed to be more liaison with curriculum leads to avoid a potential silo approach both with current and future planning of growth areas and what are loss leaders.

The Principal advised that the lost leaders would be considered within the overall curriculum planning process. There was a need to improve the apprenticeship overall contribution rate.

The Principal advised that as noted the current performance has an overall achievement of 69% but that timely achievement was only 59%. This was caused by 100 students being out of time or heading towards being out of time. This had been caused by a shortage of assessors and issues with back office processes.

Governors commented that the Apprenticeship quality group would give them a better oversight of this curriculum area and needed to consider progress with improving timely achievements.

S/18/12/7 Quality Update and QIP Review

The Assistant Principals presented the report which include the quality update, QIP and student survey The Chair advised that the report had used the quality reporting template and that this was a work in progress.

The Assistant Principal advised that the students' progress rates were included as an appendix, which showed where students were currently. This will be used for trend analysis, to inform the predicted outcomes and for parent feedback.

Governors challenged that the amount of students below target appeared high. The Assistant Principals advised that this may be due to managers not fully appreciating that the progress was considering the current position rather than the

predicted outcome. A task and finish group has been established to work to agree and implement strategies for improvement actions and progress against these would be provided at the next Standards meeting.

Governors challenged the reasons for attendance being below target. The Principal advised that attendance in maths and English was a concern and that strategies for improving this needed to be considered as part of the maths and English strategy. This would be looked at in more detail by the quality groups. The Assistant Principal Student Wellbeing and Support advised that the barriers to learning needed to be considered as these affected attendance.

Governors challenged why the use of open questioning in classes was an area for improvement. The Assistant Principal advised that this was due to open questioning putting too much reliance on some students answering rather than ensuring that the whole group understood.

Governors challenged if progress had been made with the courses in intensive care. The Principal advised that courses were placed into intensive care for varying reasons such as retention or achievement rates. This year all members of staff were included in the review meetings and this had given a fuller picture of the issues. The actions agreed are reflected in the area's QIP and will be taken account of in the curriculum planning process.

Governors challenged what data managers received to help them manage their area. The Assistant Principal advised that managers receive a weekly data pack and this could be drilled down to the individual student.

Governors commented that the QIP areas needed splitting into more discrete areas as some were too wide to be able to monitor.

Governors noted that the teaching and learning of maths and English was red and as had been mentioned required strategies to be put in place to improve as the performance in these areas affected the College's overall results.

The Assistant Principal Student Wellbeing and Support advised that the student survey had been re-opened due to the poor completion rate. Based on the current results positives included that the majority of students stated that they were pleased they had chosen to study at ECC, that they had received good information and guidance before they commenced their course, were positive about their first day at college and agreed that the induction helped them settle in quickly. Areas for improvement included the understanding of support available, knowing what the Student Union does, being aware of the complaints procedure and being introduced to the 'learning about me wheel.'

Governors challenged what action was being taken to improve the areas identified in the survey. The Assistant Principal Student Wellbeing and Support advised that the Assistant Principals are due to follow up the areas with a negative response through student focus groups and smaller meetings within specific curriculum areas. The Student Union had now been launched and appointments made to the various roles and the survey had been completed before this.

Governors challenged how the survey results compared to previous years and other colleges. The Assistant Principal Student Wellbeing and Support advised that this was demonstrated by the difference column and the upper and lower quartile analysis.

Governors agreed the following actions:		NP
<ul style="list-style-type: none"> • Updated student survey induction results to be presented to the next Standards meeting. • Distance travelled to be included in the analysis of student survey results. 		
S/18/12/8	Sixth Form Quality Update	
<p>The Interim L6FC Principal presented the update. Applications are in line with the previous year and retention is good. Subject reviews have had the first set of reviews with actions agreed and the next meetings will be held before the end of term. The L6FC quality group had considered applications and attendance and another meeting was due this week.</p> <p>Governors challenged why courses were in subject reviews. The Interim L6FC Principal advised that this was due to unsatisfactory ALPs scores.</p> <p>Governors challenged the reason why the recruitment from Ormiston Denes had fallen. The Interim L6FC Principal advised that there had been a drift from this school to East Norfolk Sixth Form and that this had not been helped by not having a year 10 taster day last year. This has been rectified for this year.</p> <p>Governors commented that East Norfolk Sixth Form were carrying out an aggressive marketing campaign and that the College needed to counter that by getting good news stories into the local media and the college into all the schools.</p> <p>The Interim L6FC Principal advised that L6FC good results could conversely put students off as they didn't feel confident that they would fit in and get similar good results. This was being worked on through the school liaison.</p>		
S/18/12/9	Termly Safeguarding and Prevent Update	
<p>The Assistant Principal Student Wellbeing and Support presented the report which was an update on term 1 for all campuses. Comparable figures for 17/18 were included where available. She advised that there had been an increase in referrals which demonstrated that students were aware of the support that the College provided. The risk areas were criminal exploitation and the increase in mental health referrals.</p> <p>The Principal commented that it was good to see a whole college report. The report needed to consider and report on the academic progression for students who had accessed the services. The Assistant Principal Student Wellbeing and Support advised that this was work in progress with the lead developer working on reporting by the set vulnerable groups. Reporting on this should be available at the next standards committee. Student Services are able to see the progress for each individual learner.</p> <p>Governors commented there was a need to demonstrate that successful intervention assisted student progress and that the College should be known as one that looked after its students.</p> <p>The Assistant Principal Student Wellbeing and Support advised that the College had been awarded special commendation status in AoC Beacon Awards due to our best practice in supporting mental health.</p>		

Governors agreed the following action:		NL
<ul style="list-style-type: none"> Academic progression by vulnerable group to be reported to the next Standards Committee. 		
S/18/12/10	Commercial and Apprenticeship Update - presentation Employer Survey Results	
<p>The Principal presented the employer survey results. This showed that there had been significant progress but that work was still required. The College had managed to get ahead of the levy through business breakfasts, briefing notes and working with levy payers. This work had made the difference to our recruitment.</p> <p>Governors challenged whether communications could be improved. The Principal advised that sometimes rather than communicating en masse we needed to communicate by sector to make the communications relevant to the employer.</p> <p>Governors noted that the survey again demonstrated the reduction in timely achievements and it was important that this was regularly reviewed.</p> <p>The Director of Governance advised that employer feedback was identified as a weakness in the Governance Remuneration and Search's review of the code of good governance.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> Overall and timely achievement to be included in future updates to the Committee. Employer surveys to be reported to the Committee when completed. 		<p>VB</p> <p>VB</p>
S/18/12/11	HE Update - QIP and National Student Survey	
<p>The HE update was noted. The HE link governor commented that the HE QIP was clear and simple and consideration should be given to using this format for the whole college.</p> <p>The Director of Governance advised that the HE Academic Board was acting as the HE quality group and the minutes were included in the pack for information.</p>		
S/18/12/12	Curriculum Development and Planning Strategy	
<p>The Principal presented the Strategy this sets out an annual development and planning cycle. The annual cycle is determined based on the college's financial and academic year and aims to integrate the market intelligence, customer feedback, trends and past performance data into future plans in order to meet the College's Strategic Plan. With the proposed changes to the Ofsted framework it was important that we could justify our curriculum offer. The market information had been shared with Governors at the SAR Corporation meeting.</p> <p>Governors noted that when planning the curriculum there was a need to consider the contribution rate, learner demand and quality of the provision. Governors were required to maintain the educational character of the college and for this it was important that the breadth and depth of the curriculum was maintained whilst balancing finance and quality.</p> <p>The Principal advised that the College must not plan too many courses and places as we needed to ensure that the curriculum was viable. The College could not</p>		

<p>support provision that was of low quality, or had weak demand from students or employers.</p> <p>The Principal advised that the curriculum planning progress had commenced at the performance review meetings. The first curriculum plan would be produced over the next few weeks looking at courses and numbers. This would then be reviewed with the final curriculum plan ready in April to set the budget around. The budget would then be considered by Finance and General Purposes and approved by July's Corporation.</p> <p>The Committee resolved to adopt the Curriculum Development and Planning Policy.</p>		
S/18/12/13	Risk Register - October Review	
<p>The Director of Governance advised that the Audit Committee had resolved at its last meeting to ask each Committee to review their risk register, report to the Audit Committee how it was reviewed, what their view of risk for their area is and any concerns regarding the management of risk. The Audit Committee had considered a draft of a new risk register which would split risks into strategic, tactical and operational, this was to be further reviewed at an additional Audit Committee in January. The Corporation had agreed that a risk workshop be held to help with the management of risk.</p> <p>The Principal advised that this review was Octobers and therefore did not reflect the FE Commissioners visit.</p> <p>Governors commented that in all the reports received at the meeting there was a consistent pattern of appreciating the seriousness of the underperformance in maths and English but no evidence of improvements. There was a need for this to be addressed now in order to effect 18/19 outcomes. This was about a lot more than the 'English and maths' effect on the Ofsted grade.</p> <p>Governors commented that clarity of language used in the risk register required improvement as the risks listed didn't fully reflect the risk and that the mitigation listed wasn't always actually mitigation.</p> <p>The Assistant Principal advised that industry placements and work placements need to be added to the risk register as there was a financial risk of not meeting the requirements and a knock on effect on the College's ability to implement T levels.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Revised risk register to be considered at March's Quality and Standards Committee. • Industry placements and work placements to be added as a risk. 		<p>SR</p> <p>SR</p>
S/18/12/14	Agenda planning	
<p>March's presentation to be construction.</p> <p>Apprenticeship Manager to present an update report to the March meeting.</p> <p>Update at March meeting to demonstrate where the College is in preparation for an Ofsted visit.</p>		<p>RB</p> <p>VB</p> <p>PP</p>

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: Learner progress re characteristics 4. Health & Safety: any issues discussed which may require an additional Impact Assessment: None 5. Media: any issues discussed to inform local media: Good news stories e.g. Beacon and research projects and HE. 6. How did the meeting go: Informative presentation & good discussions, APs to pick up areas on learning walks with Governors. 	
	Dates of Next Meetings	
	26 March 2019 and 11 June 2019	