

## East Coast College Corporation

### MINUTES of the meeting of the Standards Committee held at 5 pm on Tuesday 11<sup>th</sup> June 2019 in the Board Room Great Yarmouth

<b>Present:</b>	Peter Lavender (Chair) Rob Evans (RE) Stuart Rimmer (SR) Roger Cracknell (RC) Gemma Head (GH) and Debbie Pring (DP)	
<b>In attendance:</b>	Paul Padda Interim Vice Principal (PP) Rachel Bunn Assistant Principal (RB) Wendy Stanger Director of Governance (WS) and Nicki Lane Assistant Principal Student Wellbeing and Support (NL)	
<b>S/19/06/1</b>	<b>Apologies, Membership and Declarations of Interest</b>	
	Apologies were received from Albert Cadmore (AC) Nathan Clarke (NC) and Tina Ellis (TE)	
<b>S/19/06/2</b>	<b>Declarations of Interest</b>	
	There were no declarations of interest.	
	<b>Curriculum Area Presentation</b>	
	The meeting commenced at 4.30pm with a presentation from the Curriculum Manager for Construction, Building Services and Civil Engineering. This covered scope of provision, areas of strength and challenges, maths and English, equality and diversity and responding to learner feedback. It included a presentation from 6 students - 3 apprentices and 3 level 1. A number of useful suggestions came from the discussion that followed.	
<b>S/19/06/3</b>	<b>To approve the Minutes of the meeting of the 26 3 18 and any other matters raised previously not otherwise included in the Agenda</b>	
	The minutes were agreed as a true record.	
<b>S/19/06/4</b>	<b>Rolling Action Log</b>	
	The action log was reviewed and noted where the item was included on the agenda and therefore could be closed - actions S/19/03/5 and S/19/03/5.1	
	S/19/03/1 The action dashboard guide to be produced for staff and governors – it was agreed that this action should include that staff and governors be able to competently use the dashboard by September 2019.	<b>UR</b>
<b>S/19/06/5</b>	<b>OFSTED Monitoring Visit</b>	
	The Interim Vice Principal presented the report which was based on the verbal feedback at the end of the visit. He advised that the monitoring visit was one following merger which had focused on 4 themes. The College was judged as making reasonable progress on all the 4 themes.	
	Governors challenged whether reasonable progress was a good result. The Interim Vice Principal advised that there were 3 possible outcomes: insufficient progress, reasonable progress and significant progress. Reasonable progress's definition was that 'the provider's actions are already having a beneficial impact on learners, and improvements are sustainable and are based on the provider's thorough quality assurance procedures' which given where we had been was a positive result. There had also been positives in the detailed feedback such as all staff knew the Strategy and their place within it, talked positively about the RED scheme and its impact on learners and that aspirational targets were now being set for	

students. Areas for improvement included giving students the skills to meet the aspirational targets and embedding the quality processes in all curriculum areas.

The Interim Vice Principal advised that the full inspection would be under the new EIF which would include 'deep dives' in curriculum areas. The Principal commented that this made the College vulnerable if all teachers and curriculum areas were not complying with the quality processes and were not confident to talk and explain to the inspectors what impact they were having on the learners. The College would need to learn from the early inspections under EIF.

Governors commented that it would be a risk to the College if we were inspected early under EIF. Prior to inspection we needed a good set of results and to feel confident in the EIF regime. The Interim Vice Principal advised that he was working closely with the Assistant Principals and Curriculum Managers to get ready for EIF. The Principal commented that all teachers needed to know and be able to articulate the intent of their curriculum; for instance the only intent of construction/craft level 1 and 2 should be progression to an apprenticeship.

Governors commented that if quality processes such as progress tracking were not complied with it had a negative effect on the rest of the college as well as on individual students.

Governors commented that the monitoring visit had been a useful process and it was credit to the Interim Vice Principal and his team for managing it well. It was now key that we used what we had learnt from the visit to ensure that we were prepared for the full inspection and were improving the quality of teaching and learning.

**S/19/06/6** | **Quality Update**

The Interim Vice Principal presented the report.

Governors commented that the strengths and weaknesses paper was useful as Governors needed to be able to challenge officers on the College's strengths and weaknesses. It was agreed that this would be amalgamated into the Quality Report for future meetings.

Governors challenged whether the self-assessment of 2 was a robust judgement given that the outcomes for 16-18 were predicted at, or just above, the national average. The Interim Vice Principal advised that the outcomes were predicting at just above the national average but this was an increase of some 4% compared to the previous year. These forecast outcomes were constantly triangulated. Colleges had achieved grade 2 with lower outcomes. The College had proportionally a large amount of teaching that was good or better, intended destinations were positive, the RED system was having an impact on learners and quality processes were improving.

Governors commented that progress was being made but we needed to get to the position where the quality processes were accepted as part of improving teaching and learning and integral to everyone's role as a teacher. We needed confidence in our performance so that we were not –solely focused on the future Ofsted visit.

Governors challenged what actions were being taken to improve apprenticeships. The Interim Vice Principal advised that he is meeting with the Curriculum manager for apprenticeships every fortnight to ensure quality is improved, that all learners have intervention plans in place, and 4 of the programmes have been brought into the intensive care programme. Managers are focusing efforts to re-engage as

<p>many of these apprenticeships with the aim of meeting the national rate by the end of the year and prioritising achievements in-year to achieve national rates.</p> <p>Governors challenged whether employers were fully signed up to the apprenticeship programmes. The Interim Vice Principal advised that some employers were not and in future the College is only going to work with employers that meet the College's standards so that both the employer and the student are brought into the apprenticeship process. Assessors would be attending all sign ups to ensure that the apprenticeship is aligned to the right standard for the employer.</p> <p>Governors challenged if all students had tutorials. The Interim Vice Principal advised that all tutorials were recorded and all students have at least 1 tutorial a term, this is carried out on a rolling programme. The quality of these were an area of improvement and a new college tutorial programme has been created addressing all aspects of personal development and wellbeing to be delivered across all campuses in 2019/20. The Principal commented that the tutorial programme becomes more important under EIF and we have to demonstrate that we are providing a real meaningful value driven programme.</p> <p>Governors challenged if the intensive care was making a difference to quality. The Interim Vice Principal advised that good progress has been made in terms of identifying in year concerns and improvements through robust meetings and actions by curriculum managers and staff of the 28 that were in Intensive Care at the start of the year only 10 remained and of those 20 brought in, in year only 12 remained.</p> <p><b>Governors agreed the following actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Strengths and Weaknesses to be included in the Quality Update.</b></li> <li>• <b>Quality update to report on the quality of the HE provision including qualification levels and progression.</b></li> </ul>	<p>PP PP</p>	
<p><b>S/19/06/7</b></p>	<p><b>SAR Process and draft timetable</b></p>	
<p>The Interim Vice Principal presented the revised SAR process. This had been updated to reflect the EIF and to help ensure that all curriculum areas had the same understanding of the process. It was important that the course self-assessments were detailed due to the deep dives in the EIF.</p> <p>Governors commented that at the last SARs the conversations at the SAR meetings had been good but the self-assessments presented had not been. It was hoped that the new forms and additional guidance would improve this.</p> <p>Governors commented that it was important that Governors were again fully involved in the SAR process. The Interim Vice Principal advised that the draft SAR would be considered by October's Standards meeting and then each area would be validated, this validation would include governors. The finalised SAR would be presented for consideration to November's Corporation.</p>		
<p><b>S/19/06/8</b></p>	<p><b>Safeguarding and Prevent Update</b></p>	
<p>The Assistant Principal Student Wellbeing and Support presented the update and gave an overview of progress.</p> <p>Governors commented that the Wellbeing Week had been positive with a good range of activities.</p>		

	<p>The Staff Governor commented that the College was attracting students due to the support that the College offered and this was reflected in conversations with parents.</p> <p>Governors challenged what action had been taken to improve apprentice's access to services. The Assistant Principal Student Wellbeing and Support advised that good progress had been made this term to engage with both the employers and apprentices. Employers had felt that it was their role to provide support and had not realised that this could also be accessed from the College. A lot of support for mental health issues was now being provided.</p> <p>Governors challenged the reasons for the reduction in physical and cyber bullying. The Assistant Principal Student Wellbeing and Support advised that this showed that the College was creating an inclusive environment and that the restorative approach was working.</p>	
<b>S/19/06/9</b>	<b>Student Wellbeing and Mental Health Strategy</b>	
	<p>The Assistant Principal Student Wellbeing and Support presented the Strategy, the aim of which was to create a whole college approach.</p> <p>Governors challenged if a student led strategy was required. The Assistant Principal Student Wellbeing and Support advised that the strategy would be used in the tutorial programme and that the Mental Health Charter was the College's public declaration to its students and other stakeholders.</p> <p>Governors concluded that the Strategy and action plan were excellent documents with student interaction throughout.</p> <p><b>Governors agreed the following action:</b></p> <ul style="list-style-type: none"> <li><b>To help ensure inclusivity a Mental Health and Wellbeing Charter to be produced for those with learning disabilities.</b></li> </ul> <p><b>Governors resolved to approve the Student Wellbeing and Mental Health Strategy and agreed that the Strategy should be highlighted to the Corporation in the Committee's report to the July meeting.</b></p>	<p><b>NL</b></p> <p><b>Chair</b></p>
<b>S/19/06/10</b>	<b>Risk Register</b>	
	<p>The Director of Governance advised that the Audit Committee had requested that each Committee review their risk register and report back to the Committee on how they were managing their risks.</p> <p>The committee commented that the agenda items were addressing the risks and agreed that the Committee's review of the risk register would be more appropriate at its first meeting of 19/20 when results would be known.</p>	
<b>S/19/06/11</b>	<b>Curriculum Developments 2019</b>	
	<p>The Principal presented the report. He advised that the Governors' role was to determine and periodically review the College's educational character. The changes proposed were operational ones and did not affect the educational character. Changes had been proposed due to the quality of provision, employers and students demand and utilising of provision and facilities at the sixth form.</p> <p>Governors discussed the closing of Ambitions and concluded that the reasons for its closure were justifiable and agreed with the arrangements that had been put in place for those students affected.</p>	

<b>S/19/06/12</b>	<b>Presentation - Forecast Recruitment September 2019</b>	
<p>The Director of Curriculum Development and Partnerships was unable to attend and therefore the Principal made the presentation. This set out that the overall forecasts for 19/20 were:</p> <ul style="list-style-type: none"> <li>• FE (all ages) 2100</li> <li>• Sixth Form 763</li> <li>• Apprenticeships 402</li> <li>• HE 422</li> </ul> <p>The Principal advised that there was a need to establish a very clear dataset around winning our market as this was a key risk in the strategy. F&amp;GP had commented at their meeting that the College was 'losing its market' and supported the need to establish a Winning our Market and Growth Committee. This Quality and Standards Committee should concentrate on quality and standards of the provision.</p> <p>Governors commented that there was a need to look at each income line in detail so that marketing and recruitment activities were refined as appropriate.</p> <p>Governors concluded that there was a need to have more oversight over this key strategic aim and agreed that an establishment of a Winning our Market and Growth Committee was appropriate. This Committee would need to ensure that it consulted with other Committees as appropriate.</p>		
<b>S/19/06/13</b>	<b>Presentation - Marketing Activity including Prospectus and Website</b>	
<p>The Director of Curriculum Development and Partnerships was unable to attend and therefore the Principal took the item and circulated examples of the prospectus proposed design. There would be a range of prospectuses for the College's different brands and these would include student case studies to demonstrate progression. The website had been redesigned with an easy application process.</p> <p>Governors commented that the pictures used in the prospectus needed to demonstrate inclusivity and written for the market that they were aimed at.</p>		
<b>S/19/06/14</b>	<b>Agenda planning</b>	
<p>Hospitality and Catering would be the next Curriculum area to present.</p>		
<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: None</li> <li>3. Equality &amp; Diversity: any issues discussed which may require an additional Impact Assessment: Curriculum plan and marketing</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: There is a need to update photos used in College documents and ensure that they are inclusive.</li> <li>6. How did the meeting go: The presentation from the Curriculum area was an excellent positive one and interesting to hear the students views on what was key to their success.</li> </ol>		
<b>Dates of Next Meetings</b>		
TBC		

