

East Coast College Corporation

MINUTES of the meeting of the Standards Committee held at 5 pm on Tuesday 26th March 2019 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 Tina Ellis (TE)
In attendance:	Paul Padda Interim Vice Principal (PP) Wendy Stanger Director of Governance (WS), Holly Chase Interim Assistant Principal (HC) and Nicki Lane Assistant Principal Student Wellbeing and Support (NL)
S/19/03/1	Apologies, Membership and Declarations of Interest
	<p>Apologies were received from Gemma Head (GH) and Debbie Pring (DP)</p> <p>There were no declarations of interest.</p> <p>Curriculum Area Presentation</p> <p>The meeting commenced at 4.30pm with a presentation from the Curriculum Manager for Creative and Digital. This covered scope of provision, areas of strength and challenges, maths and English, equality and diversity and responding to learner feedback, and a presentation from 3 students on their courses, progression and career ambitions.</p> <p>Dashboard Presentation</p> <p>The Deputy Chief Executive gave a presentation on the dashboard for Student Success Progress and Wellbeing. The data is automatically populated from the source data and would be regularly updated. She advised that each Curriculum Area had their own page within the overall dashboard and this data would be used to inform their SAR. The top level dashboard was an overview of the College and included historic, current and predicted data. This could be drilled down to the curriculum area. Training for Curriculum Managers was to take place in April and the dashboard would be in addition to the weekly data pack that they received and would allow managers to identify and address issues at an early stage.</p> <p>Governors commented that they were reassured with progress to improve data and data analysis and agreed the following actions:</p> <ul style="list-style-type: none"> • Dashboard guide to be produced for staff and governors. • Dashboard data to be included in each quality report. • Dashboard live data to be used at Governor meetings where appropriate. <p>(Link for the dashboard https://the .powerbi.com/home)</p>
S/19/03/2	To approve the Minutes of the meeting of the 11 12 2018 and any other matters raised previously not otherwise included in the Agenda
	The minutes were agreed as a true record.
S/19/03/3	Rolling Action Log
	The action log was reviewed and noted where the item was included on the agenda. The Committee agreed that the following actions could be closed S/18/9/4 as it was on the agenda, S/18/9/5 as the monthly reporting had been superseded by the dashboard and S/18/12/4 as walkthrough guidance on agenda.

UR
PP
PP

The Director of Governance advised that the revised risk register would be on June's agenda for the Committee to review and feedback to the Audit Committee on how they were managing risk.		
S/19/03/4	OFSTED Update	
<p>The Interim Vice Principal presented the report which gave an update on progress. He advised that an Ofsted Presentation 'Working together Getting to Good' had been given to staff and was included in the pack for information. The College has named leads and deputies for each key theme and provision type. There are fortnightly meetings for all leads who have produced a full set of position papers that have been used to create the midyear self-assessment. Data packs are being produced for managers on a weekly basis and issues are addressed through the areas' QIP. An external validation is to be held with our SCIF partner Grimsby Institute and this will help test that the managers are ready for the Ofsted inspection conversations.</p> <p>Governors commented that progress had been made in preparing for Ofsted and were pleased that this work was also being used to inform the mid-year SAR as this showed that the preparations were not just for Ofsted but to enable the College to improve.</p> <p>Governors challenged if the external validation should be held after the dashboard had been released to staff. The interim Vice Principal advised that managers were already receiving weekly data packs and the external validation would help identify areas that needed to be improved and allow us time to improve prior to Ofsted.</p> <p>Governors commented that they were pleased that the pace of change was now far quicker, with managers knowing where we are, where we are going and where we need to be. This was helped by having confidence in the data.</p> <p>Governors resolved to note the contents of the Ofsted Every Ready plan and the College's Ofsted preparations.</p>		
S/19/03/4.1	Ofsted 'every ready' plan	
The Interim Vice Principal presented the Ofsted 'ever ready' plan which set out the actions required and progress made and was reviewed at each Ofsted leads' meeting.		
S/19/03/4.2	Proposed Education Inspection Framework (EIF) 2019	
<p>The Interim Vice Principal presented the proposed Education Inspection Framework. Colleges will be measured on Quality of Education, Behaviour and Attitudes, Personal Development' and Leadership and Management. Curriculum will be judged on 'intent, implementation and impact'.</p> <p>Governors commented that the shift from a quantitative to a qualitative judgement would make the awarded grade difficult to dispute and it would appear that a grade 1 would be more difficult to achieve. The Principal advised that there was a need to ensure that the College built its own qualitative narrative. We need to have a good reason for delivering the curriculum, deliver it well and achieve better progression and destinations. Ofsted would still be using quantitative data to inform their evaluation.</p> <p>Governors noted that Ofsted would not only be looking at qualifications but employability skills, knowledge and behaviour. The Interim Vice Principal advised that Ofsted wanted to see a demonstrable build-up of skills and knowledge rather than teaching to the test. Students needed to understand the intent of their lesson,</p>		

programme and curriculum and this would involve proper dialogue with the students about their learning.

Governors challenged if the College was inspected prior to the introduction of the EIF whether it would be taken into account. The Principal advised that it was likely that the College would be re-inspected prior to the EIF's introduction but that the new framework would be taken into account. The College was preparing for EIF by ensuring that all managers were aware of the changes and curriculum planning was looking at intent, implementation and impact. There was a need to improve our Community Strategy to validate what we do and how we meet the community's needs.

Governors challenged what the risks of the proposed EIF were to the College. The Principal advised that the risks would be if we don't have students that achieve high level destinations, that we can't articulate the skills, knowledge and behaviour for each course, that unit delivery and the curriculum is not planned well and that advice and guidance is poor. These areas are all being addressed.

S/19/03/5 East Coast College Quality Update

The Interim Vice Principal presented the Quality Update for East Coast College which covered all of the provision and provided a full evaluation of our current position in relation to quality and progress.

Governors challenged what action was being taken to improve English and Maths. There needed to be teaching that was inspiring so that students didn't want to miss the lesson. A Governor commented that he had carried out a walkthrough in adult maths and the students had all been engaged and the teaching had been good with regular feedback on progress. The Interim Vice Principal advised that English and Maths were to be included in the intensive care performance management and there needed to be demonstrable improvements by Easter.

Governors commented that those students having to re-sit Maths and English saw themselves as having already failed and there was a need to excite them by offering inspiring lessons. The Principal commented that the students might also have had a bad experience at school. We needed to ensure that the teaching was relevant, appropriate and well taught and linked to their main qualification.

Governors challenged how many staff had been identified as not meeting the required standard. The Principal advised that across the College 57 staff had been identified and appropriate action and support was being put in place. Formal performance management would be used as required and the process was being supported by the HR Business Managers. Governors commented that this seemed consistent with a College rated as requires improvement.

Governors challenged why the Apprenticeship overall achievement predictions were low. The Interim Vice Principal advised that due to the issues Apprenticeships were to be included in the intensive care performance management. The Apprentice Quality Group Governor Link commented that the group had looked at this in detail. The data was now in a much better format and the Apprenticeship Manager was able to go through each apprentice and identify their current position. A quality issue had been identified with some Assessors and this was being addressed. The Principal advised that there was a need to look behind the data and ensure that the required quality improvements were made and by including in the intensive care programme this would ensure that it was looked at in detail. Governors commented that the Apprenticeship Awards had been a positive evening with a lot of employers and Apprentices in attendance.

<p>Governors raised concern about the low numbers of HE applicants. If we want to grow the HE provision we need to encourage people to apply rather than wait for clearing. Low numbers on top of the risk of fee changes was a key risk to ECC's plans. There was also a need to increase the HE numbers so that an Academic Community of staff, students and resources was created. The Principal advised that we were forecasting higher HE numbers for next year. This was helped by low attrition rates, good retention and course development with 5 new programmes planned for commencement in September.</p> <p>The Principal advised that he had attended a meeting with the ECC Chair and University of Suffolk to discuss the development of joint venture work and suites of qualifications. This would include delivering post graduate modules where we had the expertise.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Future quality reports to include more visuals based on the dashboard. • Future quality reports to use the same format and to cover all of ECC's provision. <p>Governors resolved to note the contents of the Quality Report, midyear self-assessment and quality improvement plan.</p>	<p>PP</p> <p>PP</p>
<p>S/19/03/5.1 Mid-Year Self-Assessment</p>	
<p>The Interim Vice Principal presented the mid-year assessment. The key judgements have been summarised and compared to last year's self-assessment and Ofsted.</p> <p>Governors challenged what the mid-year SAR was based on. The Interim Vice Principal advised that it was based on the position papers that had been produced by the Ofsted Leads and the current data. The Principal advised that the direction of travel was positive and the mid-year SAR was showing a significantly improved position.</p> <p>Governors challenged that the Apprenticeship mid-year and year end assessment was concerning and required improvement. The Principal advised that based on the current data this was the only assessment that could be made. The Manager was currently reviewing the data to ensure that the position was accurate and that the appropriate improvement actions were put in place.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Update on apprenticeship quality position to the June Standards meeting. 	<p>PP</p>
<p>S/19/03/5.2 Quality Improvement Plan</p>	
<p>The Interim Vice Principal presented the QIP which was based on the previous SAR; this would now be updated to take account of the mid-year SAR.</p>	
<p>S/19/03/6 Termly Safeguarding and Prevent Update</p>	
<p>The Assistant Principal Student Wellbeing and Support presented the update. 1.1% more students on vocational courses who have received safeguarding intervention are on target than peers who have not received intervention. Vulnerable students are on target at same percentage as non-vulnerable group peers.</p> <p>Governors challenged if the increase in referrals at Lowestoft and Great Yarmouth campuses was a concern. The Assistant Principal advised that this increase was</p>	

seen as positive as it demonstrated the open culture of support. There was now in general more openness about asking for and receiving support. It does of course take an enormous amount of staff and resources and our good relationships with our partners was critical in providing this support.

Governors challenged if the decrease in referrals at L6FC was a concern. The Assistant Principal advised that the decrease was seen as a risk as it could mean that students were either not aware of the service or did not feel able to ask for help. The reduction in mental health referrals was being investigated and tutorials were including an increased element on mental health provision.

Governors challenged if the College was concerned by the increase in self harm referrals. The Assistant Principal advised that it was consistent with the national trends and that the College had good support from health colleagues in this area.

Governors challenged how it was ensured that British Values were understood. The Assistant Principal advised that the tutorial programme had been improved and staff have been given more tools to be able to deliver the subject themselves. Additional murals had also been installed around the College to highlight the key messages and this included about fake news, equality and wellbeing. Progress on British values was checked through the walkthroughs.

Governors noted that austerity meant that local services had been cut and the College was now the last safety net for some.

Governors resolved to note the contents of the termly report.

S/19/03/7	Quality Manual	
------------------	-----------------------	--

The Interim Vice Principal presented the Quality Manual for information which set out the operational quality processes and included process maps for quality assurance, student voice, student progress, attendance tracking and academic tracking.

S/19/03/8	Maths and English Strategy	
------------------	-----------------------------------	--

The Interim Vice Principal presented the revised Maths and English Strategy. This Strategy is reviewed annually and this year there had been minor changes. Improvements required are monitored through the Maths and English QIP.

Governors commented that the key to students' success in Maths and English was improving self-esteem.

Governors resolved to approve the Maths and English strategy and to note the Maths and English implementation plans.

S/19/03/8.1	Maths Action Plan	
--------------------	--------------------------	--

The Interim Vice Principal presented the operational maths action plan which demonstrates how the Maths and English Strategy is delivered in terms of teaching, learning and assessment at an operational level.

S/19/03/8.2	English Action Plan	
--------------------	----------------------------	--

The Interim Vice Principal presented the operational English action plan which demonstrates how the Maths and English Strategy is delivered in terms of teaching, learning and assessment at an operational level.

S/19/03/9	Single Equality Scheme	
<p>The Assistant Principal Student Wellbeing and Support presented the Single Equality Scheme which outlines the college's approach to fulfilling its commitment to equality, diversity and inclusion and is reviewed annually. The main differences were in the action plan which had been more aligned to the Community Plan.</p> <p>Governors resolved to note and recommend the Single Equality Scheme and Action Plan to Corporation for approval.</p>		WS
S/19/03/10	Governor Walkthrough Guidance and Feedback Form	
<p>The Director of Governance presented the walkthrough guidance and feedback form. These forms would be used to analyse and report on the Governors' walkthroughs. It was not expected that each question would be addressed at each walkthrough. As part of the college calendar planning it was proposed that a set week for governor walkthroughs would be planned for each 1/2 term.</p>		
S/19/03/11	Agenda planning	
<p>No additional items were raised.</p>		
S/19/03/12	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: Apprenticeship Quality as only predicting a grade 3 by year end. 3. Equality & Diversity: any issues discussed which may require an additional Impact Assessment: Health & Safety: any issues discussed which may require an additional Impact Assessment: None 4. Media: any issues discussed to inform local media: There is a need to address the negative narrative of the local press 5. How did the meeting go: The students' presentation gave a good positive start to the meeting. 		
Dates of Next Meetings		
11 June 2019		