

East Coast College Corporation

MINUTES of the meeting of the Standards Committee held at 9am on Tuesday 8th December 2020 Video Conference

Present:		
Peter Lavender Chair (PL) Rob Evans (RE) Albert Cadmore (AC) Tina Ellis (TE) Gemma Head (GH) Lucy Pryor (LS) and Stuart Rimmer - Principal (SR)		
In attendance: Paul Padda Vice Principal (PP) Wendy Stanger Director of Governance (WS) Nikki Lane Assistant Principal Student Wellbeing and Support (NL) Holly Chase Assistant Principal (HC) and Lee Beales Curriculum Manager for English, Maths, and Community (LB) for item 5		
S/20/12/1	Apologies and Membership	
Apologies were received from Debbie Pring (DP) and Roger Cracknell (RC)		
S/20/012/2	Declarations of Interest	
There were no declarations of interest.		
S/20/12/3	To approve the Minutes of the meeting of the 20 10 20 and any other matters raised previously not otherwise included in the Agenda	
The minutes were agreed as a true record.		
S/20/12/4	Rolling Action Log	
The action log was reviewed.		
12 11 19 S/19/11/6 – The Committee discussed Governor walkthroughs. It was agreed that the Committee didn't, at this current difficult time, want to cause Staff any additional stress but that it did need to triangulate the quality of teaching and learning.		
Governors agreed the following action:		
<ul style="list-style-type: none"> • Governors, subject to staff and student's consent, to review recorded lessons. 		PP
S/20/12/5	Maths and English Update	
S/20/12/5.1	English and Maths Strategy	
S/20/12/5.2	English and Maths Implementation Plans	
The Curriculum Manager for English, Maths, and Community gave a presentation on maths and English which included a review of performance data and the areas of strengths and challenges. GCSEs had in 2020 been centre assessed grades and functional skills had been based on external examination taken throughout the year.		
Governors challenged if the college was confident in the GCSE centre accessed grades. The Curriculum Manager advised that the assessments were robust and increases were similar to that seen nationally/regionally.		
Governors noted the number of students required to achieve in order to meet the functional skills national average. There was better performance at Great Yarmouth when compared to Lowestoft in both English and maths functional skills and this needed to be addressed. The Curriculum Manger advised that staff were sharing best practise through 'learning communities' and were implementing and then reflecting on changes made. Due to Covid there had also been the need to reconsider digital pedagogy.		
Governors challenged how student attendance was to be improved. The Curriculum Manager advised that some improvement in attendance had been seen. The 'students at risk' register was reviewed and action taken where attendance was a concern. Creating integration between maths and English and the vocational qualification would help attendance as students would better engage and see the relevance of attending. Maths and English was also to be embedded into read and research time.		

	<p>The Committee discussed the use of the 'Covid catch up' funding. The Curriculum Manager advised that it was being used for additional staffing to provide small group catch up that would concentrate on knowledge gaps for those students at risk of not achieving. This would be additional and not instead of the normal timetable and would be timetabled to ensure best fit with the students' timetable.</p> <p>LB was congratulated on his clear and helpful presentation. LB left the meeting.</p>	
<p>S/20/10/6</p>	<p>Subcontracting Quality Review</p>	
	<p>The Deputy Principal presented the report and explained the specific reasons for the subcontracting.</p> <p>The Director of Governance advised that Finance and General Purposes had reviewed the financial aspects of subcontracting and referred the review of the quality of the provision to the Standards Committee.</p> <p>Governors noted that subcontracting was only a small amount of the College's provision but the Corporation needed to be assured of the quality of this provision and the report didn't give the Committee the information required to judge its quality. The Deputy Principal advised that there were no major concerns regarding quality of the subcontracted provision. Meetings were held monthly with the sub-contracting providers and they were part of the College's RED system. There had been a slight drop in achievement at Sentinel but this was mainly due to transfer of students from Lowestoft Academy when it closed.</p> <p>The Committee discussed the College's sports provision. There was a need to ensure that the sub-contracting provision fitted in with the overall curriculum strategy for sport. The College needed a clear diagnostic across all sport and needed to review the market and its curriculum intent. The Deputy Principal advised that the College had a strong cohort at L6FC with good progression to University but numbers were falling at the Lowestoft Campus.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Sport provision to be reviewed as part of curriculum planning to include market analysis and the curriculum intent. 	<p>PP</p>
<p>S/20/12/7</p>	<p>Quality Update</p>	
	<p>The Deputy Principal presented the report which included updates on final achievements rates for 2019/20, attendance, current delivery and professional learning, Electronic Individual Learning Plans 1, apprenticeships quality and quality assurance.</p> <p>Governors discussed the student survey and challenged what action was being put in place to ensure that all students knew how to access Moodle and safeguarding. The Deputy Principal advised that the survey results were being followed up by tutors and the safeguarding team.</p> <p>The student governor advised that students found Moodle difficult and confusing to use. The Assistant Principal Student Wellbeing and Support advised that it had been agreed that the Student Union would assist the Moodle team in carrying out a robust review and test of Moodle to ensure that it was simple to use.</p> <p>Governors commented that it must be ensured that Covid and the rapid IT developments required did not leave anyone behind. The Deputy Principal advised that the College was investing in equipment and resources and had reviewed student's IT skills on induction. Governors discussed Covid and the effect on attendance and challenged the number of students that were refusing to attend College. The Deputy Principal advised that at the start of term a number of parents refused to allow students to attend and requested work for completion at home: this had now reduced. But there were still students and staff that were nervous to attend and at the end of last week 14% of provision was virtual. The Principal commented that it was a constantly changing picture due to the need for staff and/or students</p>	

	<p>to isolate and good teaching was being disrupted by the need to move to a hybrid teaching model.</p> <p>Governors commented that apprenticeship learner journey was complex, noted that quality was not improving and challenged what action was being taken to address this. The Deputy Principal advised that wider structural review will be required to move the quality of apprenticeships forward, including the roles of vocational trainers and teachers and this is due to be reviewed by SLG in the new year. Apprenticeships were also included within the support to improve process as the provision required a whole college solution in order for quality to improve.</p> <p>Governors challenged what action was being taken for learners below target. The Deputy Principal advised that all learners below target have been followed up through parents' evenings and interventions. Additionally, these cohorts of learners will be targeted through the additional tuition funding for small group tuition.</p> <p>Governors discussed quality differences between campuses and agreed that this needed to be reviewed. Curriculum planning should also review what is delivered and the quality of that delivery between campuses both in terms of resources and teaching and learning.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Quality imbalance between campuses to be reviewed in the next Quality Update. To include differences in delivery models, facilities, student support, student experience and outcomes. <p>The Deputy Principal was thanked for a clear and succinct report.</p>	PP
S/20/12/7.1	HE RiME and QIP as approved by the Academic Committee	
	<p>The Deputy Principal presented the RiME which had been approved by the Academic Committee. He advised that the RiME was the HE's version of the SAR.</p> <p>The Committee commented that the RiME needed to be more succinct and clearer on where improvements were required. It was concerning that there was again a quality difference between the campuses and this needed addressing.</p> <p>Governors noted that the NSS survey results were lower than previously, which could be attributed to the impact of Covid. Future comparisons should include other universities in order to challenge the HE quality.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Summary report to be added for Corporation's review of the RiME • Review of HE quality between the campuses to be included in the report on quality imbalance between campuses • NSS review in future RiMEs to include comparison with other universities • Future RiME reports to be succinct and evaluative 	<p>KP KP KP KP</p>
S/20/12/8	Termly Safeguarding and Prevent Update	
	<p>The Assistant Principal Student Wellbeing and Support presented the update and advised the Committee on current referral rates and reasons for referrals. There had, as expected, been an increase in referrals and this was split across all provision level. The UEA Developmental Psychology student placements had been reviewed and it had been agreed to increase the offer from 2 to 10 placements for the next year. The College was supporting the Norman Lamb Mental Health Fund through group forums exploring experiences and students will form part of a decision making committee.</p> <p>Governors congratulated the College on the increase in the UEA placements and the Norman Lamb Mental Health Fund project, both of which were very positive for student support.</p>	

<p>Governors challenged what the underlying reasons were for the increase in friendship issues and a decrease in bullying. The Assistant Principal advised that students were finding it more difficult to make friends in the changed environment. Bullying had reduced due to the use of bubbles and the reduction in use of shared spaces.</p> <p>Governors challenged what support was provided to those who withdrew from a course. The Assistant Principal advised that the safeguarding team continued to follow up and to make referrals if required.</p> <p>Governors challenged if the College was receiving the required information from schools. The Assistant Principal advised that this year referrals were being provided at an earlier stage. To help with consistency one safeguarding officer was responsible for all school referrals.</p> <p>Governors challenged if support for apprentices was in place. The Assistant Principal advised that promoting wellbeing and safeguarding support continues and that apprentices were a particular focus because there is a low referral rate from apprentices, and Vocational Trainers are delivering tutorial topics including mental health.</p> <p>The Assistant Principal was thanked for a detailed and succinct report.</p>		
S/20/12/9	Referred from Audit Committee - Internal Audit Teaching and Learning During Covid	
<p>The Director of Governance advised that the report had been referred from the Audit Committee for review of the agreed actions.</p> <p>Governors noted their disappointment that the report didn't include the voice of governors or students given that any review of teaching and learning should include these aspects.</p> <p>Governors commented that it was positive that the report stated: <i>... that the College responded rapidly to the changing teaching and learning environment as a result of COVID-19 restrictions and the national lock down, which has resulted in teaching and learning continuing throughout the period.</i> And that the College could learn from the recommendations made.</p> <p>The Committee noted that audit reviews of teaching and learning should be carried out by those with specialist experience. The Director of Governance advised that the Internal Audit tender process for 21/22 was to be carried out shortly and this was looking at splitting the assurance between financial and other more specialist assurance.</p>		
S/20/12/10	Agenda planning	
<ul style="list-style-type: none"> • Quality imbalance between campuses to be reviewed in the next Quality Update • Quality of digital delivery 		PP PP
S/20/12/11	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: none 3. Equality & Diversity: any issues discussed which may require an additional Impact Assessment: none 4. Health & Safety: any issues discussed which may require an additional Impact Assessment: none 5. Media: any issues discussed to inform local media: student sabbatical appointment and the Norman Lamb Mental Health Fund project. 6. How did the meeting go: good discussion 		

	Dates of Next Meetings	
	23/3/21 29/6/21	