

# Draft Quality and Standards Committee Annual Report 20 21

## Introduction

This report covers the academic year 20/21 of the East Coast College's Curriculum Development Committee.

The Code of Good Governance state that:

*The Search committee should produce an annual report, which describes the work of the committee, including the Board's recruitment policy and practices, a description of its policy on equality and diversity and any measurable objectives that it has set together with progress in their implementation. If there is not a separate report then the college's annual report should cover these areas.*

It was agreed by Corporation that this remit should be expanded to include an annual report for all Committees for the period 20/21.

## Membership

Members who served on the East Coast College Quality and Standards Committee during the 20/21 period were:

	<b>Attendance</b>
Peter Lavender (Chair)	4/4
Albert Cadmore	4/4
Tina Ellis	4/4
Rob Evans	2/4
Debbie Pring	1/4
Roger Cracknell	3/4
Gemma Head	4/4
Andrew Timberlake	1/4
Lucy Pryor	2/4
Ian Lomax (joined as of June 21 meeting)	1/1
Kirk Lower (joined as of June 21 meeting)	0/1
Stuart Rimmer	4/4

The Committee was chaired during 20/21 by Peter Lavender who will continue to Chair in 21/22.

The Committee met on 4 occasions, 20/10/20, 8/12/20, 23/3/21 and 29/6/21 all of which were quorate.

The Committee was clerked during the year by the Director of Governance Wendy Stanger.

A copy of the Committee's term of reference are included at appendix 1 and these are kept under regular review.

## Risk Management

The Committee received the Tactical risk register relating to its role and reviewed it in line with the Audit Committee set questions. These are:

1. Has the risk register been reviewed
2. Is the Committee content that the risks are relevant and are being updated
3. Is the Committee content that the risks are being mitigated
4. Where a red risk is the Committee assured that appropriate action is being taken
5. Where does the Committee have significant concerns.

During 20/21, the Committee put in place appropriate mitigation for managing its risks and reviewed the register at its meetings. They focused their agendas on areas of risk such as apprenticeships, maths and English and the effect of Covid on the quality of teaching and learning.

### **Learner Voice**

The Committee were pleased to support the introduction in 20/21 of the Student President sabbatical. The Committee's SAR highlighted that this work needs to be built on. In 21/22 Governors will be scheduling in regular meetings with student representatives to compliment the Student Governor's attendance and curriculum area presentations by staff and students at the committee.

### **Quality**

The Committee received a quality update at each meeting which is based on a set format as agreed by the Committee. This covers areas such as enrolment, attendance, RED, professional learning, support to improve and intensive care.

To support the quality discussions the Committee has received presentations from students and staff on Childcare, Education and Animal Care, considered the results of the College research project on the effectiveness of the "virtual college" at East Coast College, which was supported by the Committee's Chair and reviewed the findings of the Internal Audit on Teaching and Learning during COVID-19.

Due to the Covid restrictions governors have been unable to carry out walkthroughs during 20/21, these are to re-commence in 21/22.

### **Self-Assessment Review (SAR)**

The College SAR is reviewed by the Committee and recommended to Corporation. In 20/21 a different format was introduced that used the concept of a learner journey to take a holistic viewpoint of quality for learners before, during and after they leave the College. The Committee confirmed the College overall grade as good.

### **Risk-based Monitoring and Enhancement (RIME)**

The HE Rime is the higher education version of the SAR and is produced with the University of Suffolk who the College partners with for the HE offer. This was reviewed by the Committee and suggestions were made to the format of the report to help ensure that it was evaluative and included a review of provision across the 2 campuses.

### **English and Maths**

English and maths reports have been considered including a review of the strategies, attendance, retention and outcomes together with the provision's strengths and challenges. This will continue to be reviewed in 21/22 within the overall quality update.

### **Apprenticeships**

Apprenticeships have been considered in detail due to the quality issues identified both in Ofsted and by the College's SAR. Reports have been received on a regular basis including from MESMA who are supporting the College to improve. This provision was assessed as requires improvement and will continue to be a focus of the Committee's work in 21/22.

### **Subcontracting**

The Committee is responsible for the College's subcontracting provision that is provided by DPA, Sentinel and Inspire Suffolk. A quality update reviewed current performance including the use of the College's RED system of review.

## **Safeguarding and Prevent**

Each term the Committee receives a safeguarding and prevent update that covers summary areas for improvement /risks and summary Strengths along with referral data. In addition, the Committee reviewed and recommended to Corporation updates to the Prevent Strategy and Safeguarding Children and Vulnerable Adults Policy and Procedure.

## **Careers**

The Committee considered the Careers Strategy 20/2 and an overall position paper on careers education, information, advice and guidance provision. The RAG rated action plan from and future careers update have now been built into the Quality Report.

## **Conclusion**

The Corporation overall self-assessed Governance as good in 20/21 and this was reviewed by the Governance Remuneration and Search Committee at its October meeting.

The Quality and Standards Committee's self-assessment was completed by 6 governors and this highlighted that there was a need to look at linkages between the Quality and Standards and the Curriculum Development Committee, that recruitment was required to improve the skills and knowledge of the Committee, that the Committee needed to be more challenging, learn from others and that there needed to be more consideration of the learner voice. These will be picked up in the Governance QIP.

Appendix 1 – Quality and Standard Committee's Terms of Reference

Appendix 2 – Strategic Plan 2020-2030 extract

**APPENDIX 3**  
**EAST COAST COLLEGE**  
**QUALITY AND STANDARDS COMMITTEE**  
**TERMS OF REFERENCE**

**1. Membership**

Not fewer than four independent members of the Corporation plus the Principal/Chief Executive, and up to 2 Associate Governors.

Staff and Student governors are eligible to be members.

In the absence of the Chair, the members attending the meeting shall select one of their number to 'Chair' that meeting.

Persons who are not members of the Corporation but are deemed to have the skills required to enhance the responsibilities of the committee may be appointed as Associate Governors on the Committee but may not hold the position of Chair.

**2. Terms of Office**

Members shall normally serve for a period of two academic years and shall be eligible for re-appointment thereafter.

**3. Appointment of Chair**

The Chair of the Committee shall be appointed by the Corporation and shall serve for a period of two academic years and shall be eligible for re-appointment thereafter.

**4. Quorum**

A quorum shall be one third (rounded up) of the appointed members, subject to a minimum of 2 independent governors.

**5. Clerking**

The Director of Governance shall act as Clerk to the Committee.

**6. Frequency of Meetings**

Meetings shall be held a minimum of four times a year

**7. Attendance at Meetings**

The Deputy Principal shall attend and speak at meetings of the Committee (they will have no voting rights).

Senior managers shall attend and speak at meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

Other Corporation members shall have the right of attendance and participation, but not to vote.

## **8. Reporting Procedures**

The Chair of the Committee shall present a summary report of the Committee's agenda at the subsequent Corporation meeting and the minutes of the meeting will be circulated to the Corporation.

## **9. Purpose of the Committee**

1. To advise the Corporation on arrangements for assuring the quality and standards of all educational activities in the College, subcontractors and of its subsidiaries.
2. Monitor the College performance in relation to Safeguarding, Equality and Diversity and Learner Involvement.
3. Monitor the College's performance at a strategic level in relation to teaching & learning activity, student retention, achievement, attendance, destination and value added and recommend to the Corporation annual targets and key performance indicators in these areas, and monitor the College's progress towards achieving them. Including consideration of external agencies judgements and data.
4. Monitor the College's performance at a strategic level in relation to the continued professional development of all College Staff.
5. To receive the Curriculum Strategy and planned programme developments and to review and recommend for approval to the Finance & General Purposes Committee and the Corporation for such developments to be included in the financial forecasts and College Strategy.
6. To receive and review the College's Annual Self-Assessment report and Quality Improvement Plan and to recommend its approval to Corporation including reviewing the effectiveness of the College's Self-Assessment procedures and the effectiveness of the actions taken to improve standards.
7. To receive and review the College's Risk-based Monitoring and Enhancement Report (RiME) and to recommend its approval to Corporation including reviewing the effectiveness of the actions taken to improve standards.
8. Review and assess the College's facilities and infrastructures that affect the teaching and learning experience and make recommendations to the appropriate committee for improvement and investment.
9. Review College Strategies that relate to Curriculum and Quality issues.
10. To monitor and review risk management for those areas that are the responsibility of the Committee.
11. To consider any other specific issues referred by the Corporation and report their findings and recommendations back to the Corporation.

# DELIVERING STUDENT SUCCESS



## Our Intent

ECC provides an outstanding, dynamic, experiential learning environment, where positive wellbeing is the expectation for all. This environment produces learners who flourish by being confident, healthy, safe, emotionally resilient, happy and secure in their future prospects.

All students at East Coast College will have access to high quality teaching, learning and assessment and the opportunity for the development of skills that support their personal progression and their wellbeing. High quality learning will be the expectation both online and offline to provide flexibility to respond to a post Covid-19 world.

We will prepare our students to face and relish the challenges ahead. We will embrace diversity and promote respect, helping students fulfil their academic and personal potential and become thinking, questioning and caring members of society.

## We will do this by:

- Embracing a culture of reflective practice and improvement, innovation and ambition leading to excellence in teaching and learning.
- Working collaboratively with community groups, partner providers and employers to ensure a curriculum to support all learners in our local region including:
  - Employer co-delivering content and specialist skills through delivery in areas such as T Levels.
  - Partnerships to support the most vulnerable and disadvantaged through our Community College, Prince's Trust and specialist providers for students with special educational needs.
  - Community and third sector organisations that support the health and wellbeing of our students.
- Ensuring that we assist our learners to be emotionally resilient and have the skills to respond to unexpected life changes.
- Developing the digital skills of our staff and students and ensuring that they are not detrimentally affected by digital poverty.
- Creating outstanding learning environments and utilising the best teaching and learning methods for the 21st century providing high quality digital learning.
- Providing all our students with meaningful work placements that assist in their development.



## By 2030 we will have:

- Achieved Ofsted 'Outstanding' grade for all aspects of our provision.
- Achieved and maintained national and regional respect for our higher education provision.
- Achievement rates in the top quartile for all aspects of our provision.
- At least 95% of students will be satisfied with their learning and development.
- 30% of 16-18 students will progress into high quality apprenticeship programmes.
- 80% of students will achieve level 3 qualifications and above.
- An annual increase of 10% in the number of students who attain qualifications at level 4.
- A level and BTEC achievement rates in the top 10% nationally.
- Achieved the best 'value added' scores regionally for maths and English.



**East Coast College delivers high quality technical and professional teaching, ensuring students make excellent progress resulting in high achievement rates and outstanding progression. By providing an environment that enables learners to flourish by being confident, healthy, safe, emotionally resilient, happy and secure in their future prospects.**



*- Paul Padda, Deputy Principal, Curriculum and Quality*

