

East Coast College Corporation

MINUTES of the meeting of the Quality and Standards Committee held at 9am on Tuesday 29th March 2022 on video conference

Present:	Peter Lavender Chair (PL) Tina Ellis (TE) Roland Kaye (RK) Ian Lomax (IL) Kirk Lower (KL) Gemma Head (GH) Nathan Clark (NC) and Stuart Rimmer (CEO/Principal) (SR) from item 6.
In attendance:	Paul Padda (Deputy Principal) (PP) Wendy Stanger (Director of Governance) (WS) Holly Chase (Assistant Principal) Mat Dale (Curriculum Manager for Creative & Digital) for item 1 - 3 and Kate Cassidy (Apprenticeships Manager) for Items 1-8
S/22/3/1	Apologies and Membership
Apologies were received from the CEO who would join the meeting late.	
Apologies were received from attendees Rachel Bunn and Nikki Lane and it was noted that their reports would be presented by the Deputy Principal and the Apprenticeship Manager.	
Nathan Clark was welcomed to his first meeting of the Committee. The Director of Governance advised that Nathan had been appointed as an Associate Student Governor on Quality and Standards and the Curriculum Development Committees.	
S/22/3/2	Declarations of Interest
There were no declarations of interest.	
S/22/3/3	Presentation by Curriculum Area - Creative, digital & business
The Curriculum Manager for Creative & Digital and three students from varying areas of the provision each gave a presentation and answered questions.	
The presentations covered: <ul style="list-style-type: none">• Personal learner journey and progression• Learner feedback• Scope of provision• Enrichment• Covid recovery• Curriculum development and• Data pack	
The learners were complimentary about the courses and support that they received to achieve their goals. They all stated that the tutors went above and beyond their role in supporting students. Governors commented that it was inspiring to hear the students talk so positively about the College and their tutor's support.	
Governors discussed work experience opportunities including opportunities in varying industries. The students advised that tutors assisted and supported students with finding and preparing for work experience both externally and internally and that there was a good mix of opportunities. The Curriculum Manager commented that employer engagement was good but not all employers were able to take a learner on work experience as it required commitment and a lot of the local firms were SMEs.	
Governors discussed careers advice with the students. Students commented that the careers support was good and discussed with them the different options and progression routes available. Support was also provided to complete UCAS applications and on University choices.	

	<p>Governors challenged the Curriculum Manager on what it would take for the provision to be outstanding. He advised that the team believed that their provision was outstanding but to ensure that it demonstrated this they needed to address maths and English attendance. They needed to embed it into the curriculum and demonstrate why it was needed for future careers with relevant content on work.</p> <p>Governors discussed applications and the Curriculum Manager advised that due to the pandemic there had been a fall in applications. This was being addressed by strong planning, developing new offers and work with schools on the creative options, together with the additionality and enrichment that was available at the College.</p> <p>Governors commented that the students should be proud of what they have achieved and the progression routes chosen. They would all make great ambassadors for the College in helping future learners to appreciate what the college could offer.</p>	
S/22/3/4	To approve the Minutes of the meeting of the 11 1 22 and any other matters raised previously not otherwise included in the Agenda	
	The minutes of 11 1 22 were agreed as a true record.	
S/22/3/5	Rolling Action Log	
	<p>The action log was reviewed and it was noted that actions were completed by items on the agenda.</p> <p>The Director of Governance advised that actions were complete by the reports on the agenda apart from the governor learning walks. These had been delayed due to Covid and were being included in a Governor Engagement Policy, which included Link Governor roles.</p>	
S/22/3/6	Quality Update	
S/22/3/6.1	QIP Review	
	<p>SR joined the meeting</p> <p>The Deputy Principal presented the College quality update and QIP. The report covered an update on quality since the October Standards Committee and a review of the first term of the academic year with updates on:</p> <ul style="list-style-type: none"> • In year retention and attendance • Destinations analysis for 2020/21 and proposals moving forward • Work and impact of the quality team • Maths and English progress • Careers progress and • T level progress. <p>Governors commented that the report was a comprehensive one and that the subject area review section showed how individual curriculum areas were progressing, including their current self-assessment. This should mean that there were no surprises in the annual self-assessment. The Deputy Principal advised that the majority of areas were making progress as demonstrated in the report.</p> <p>Governors challenged what action was being put in place to improve maths and English. The Assistant Principal advised that students had been surveyed and this identified issues with timetabling, anxiety about attending, sense of failure as they had previously failed, and issues with teaching. Timetabling issues have been addressed where possible, smaller workshop classes introduced, achievement mentors helping with one to one coaching, maths and English being embedded into the curriculum with professional learning days looking at how to embed English and maths in the curriculum. These changes had seen a marked improvement in attendance.</p>	

	<p>Governors challenged how good practise was being shared across the college. The Deputy Principal advised that this was part of the Quality Team's remit with the Advanced Teaching Practitioners encouraging this sharing and they were currently working on a bank of outstanding practice guides. RED has also been carried out across curriculum areas to help with cross fertilisation of practice.</p> <p>Governors discussed destinations and noted that it had been collected early so that intervention could be put in place to try and ensure all had a positive destination. It was noted that the destination data was 'indicative' at this stage. The Deputy Principal advised that this data had also been used to inform curriculum planning.</p>	
S/22/3/7	Sub-Contracting Update	
	<p>The Deputy Principal presented the subcontracting update. He advised the Committee of Sentinel's insolvency and advised that the College will ensure the learners affected are able to complete these programmes.</p> <p>Governors noted that the College only had a small amount of sub-contracting provision and that the College was carrying out quality assurance on it as detailed in the report.</p>	
S/22/3/8	Apprenticeship Update	
S/22/3/8.1	Apprenticeship QIP Review	
	<p>The Apprenticeship Manager presented the update and the QIP review.</p> <p>Governors commented that there were lots of actions to be completed but that it was positive to see progress with no red on the QIP.</p> <p>Governors discussed the progress boards held to review all apprentices, due to complete by 31 July 2022. It was noted that a whole team approach was required to get the outcomes required. The Apprenticeship Manager commented that the progress boards had introduced a much more formal process and where there was under-performance in the team this was being dealt with through team building, motivation and, if required, performance management. In the progress boards each learner was categorised by completion confidence and appropriate intervention put in place - if they were at risk of not completing by July 2022.</p> <p>Governors challenged if the provision had the resources to improve. The Apprenticeship Manager advised that there were still gaps in staffing and this caused high caseloads for some vocational trainers. The Committee noted the current vacancies and the action the College was taking to mitigate this, such as the development of a new technical trainer role and using underutilised staff in curriculum areas.</p> <p>Governors discussed the issues with the awarding body EAL. The Apprenticeship Manager advised that the previously blocked claims have now been released due to an increased confidence with the College's internal quality assurance processes and moderation of on-site delivery. EAL are to deliver training to the College on their paperwork.</p> <p>Governors challenged whether employer engagement had improved. The Apprenticeship Manager advised that the team was working to ensure that there were proactive communications with employers to ensure that they were kept up to date with their apprentice's progress, requirements for completion and a completion plan.</p> <p>The Committee concluded that to improve work with apprentices the following needed to be addressed:</p> <ul style="list-style-type: none"> • Staffing gaps • Compliance 	

<ul style="list-style-type: none"> • Data quality <p>and</p> <ul style="list-style-type: none"> • Quality assurance. <p>It was agreed that apprenticeships would continue to be a standing item on the Committee's agenda and that illustrative case studies would be helpful.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Apprenticeship case studies on problems and resolutions to be included in next apprenticeship update. 		PP
S/22/3/9	Safeguarding and Prevent	
S/22/3/9.1	Safeguarding and Prevent Termly Update	
S/22/3/9.2	ECC Says Stop! to Sexual Harassment, Discrimination and Violence Position Paper Feb 22	
<p>The Deputy Principal presented the update and the 'ECC Says Stop!' Paper. He noted that support work had increased and that it was now much more difficult to refer to external agencies as their services were fully utilised.</p> <p>Governors noted the case studies that had been included to help demonstrate impact of the service and that the year on year data comparisons should be read cautiously because of the impact of the covid lock downs when the campus was closed.</p> <p>Governors challenged if weapons were an issue on site. The Deputy Principal advised that students' concerns about weapons were mainly offsite and related to gangs and County Lines. Security Rangers were now in place at the College.</p> <p>Governors discussed the staff resources in place and the risk highlighted in the report of staff absence. The Deputy Principal advised that the risk had been mitigated through staff covering from other campuses. There are three Wellbeing Co-Ordinators and a Student Wellbeing Manager that provide the service and they have been providing cover.</p> <p>The CEO advised that resources for supporting students was unlikely to increase and we therefore need to look at how best we use our resources. Consideration for instance would need to be given to low level support being provided by curriculum areas or through outside support.</p> <p>Governors noted that sexual harassment was an Ofsted focus. It was important that all students felt safe at the College and the committee reviewed the 'feeling safe maps.' The Deputy Principal advised that an increased College security presence had been arranged for the areas students had highlighted they felt unsafe in, and the tutorial programme was being reviewed to ensure all areas raised in the report were covered. The CEO advised that the findings would be considered in the Great Yarmouth design.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • ECC Says Stop! to Sexual Harassment, Discrimination and Violence Position Paper Feb 22 to be shared with the April Board as part of the Committees update. 		WS
S/22/3/10	Learner Voice Update	
<p>The Deputy Principal presented the update which included a section on the work of the Student President. The CEO advised that the Student President was working well on learner voice and had attended the Senior Team to talk about his action plan.</p> <p>The Director of Governance updated on the student governors and the support being provided to them by Unloc. The Vice President Lowestoft was now a member of the Corporation. He had attended his first Corporation and given some clear views on English and maths, and approaches to student support. The Vice President Great Yarmouth was now a member of the Curriculum Development and the Quality and Standards Committee.</p>		

Governors discussed the on-course survey results and the survey action plan. The Student Governor noted it was important that the learner voice was considered in the College including in enrichment and in event planning.		
S/22/3/11	Risk Register	
<p>1. Has the risk register been reviewed The register not been reviewed since January, it was noted that a termly update took place.</p> <p>2. Is the Committee content that the risks are relevant and are being updated The Committee commented that the risks were relevant</p> <p>3. Is the Committee content that the risks are being mitigated The reports on the agenda including the Quality Update and Apprenticeship update had demonstrated risk mitigation.</p> <p>4. Where a red risk, is the Committee assured that appropriate action is being taken Red risks for variance from risk appetite were:</p> <ul style="list-style-type: none"> • S03T02 The College's reputation for apprenticeship delivery is damaged through an Ofsted grading for apprenticeships of 'Requires Improvement' This had also increased since the last review. The Deputy Principal advised that this was due to the College now being within the window for Ofsted with all Colleges to be inspected between 2022 - 2025. • S03T04 Apprentices do not complete their apprenticeship qualification in a timely manner. The actions being taken to mitigate this risk had been considered in detail by the Committee and are a standing item on the agenda. • S03T07 Levels of student retention, attendance and achievement are not maximised. This had been considered within the quality reports and action taken to mitigate these risks considered. <p>5. Where does the Committee have significant concerns. The main concern continues to be apprenticeships but some progress to mitigate this risk had been seen in the apprenticeship report and its QIP.</p>		
S/22/3/12	Agenda planning	
Turing and South Africa trip case studies Apprenticeships standing item		
S/22/3/13	Review of Meeting	
<p>1. Confidential Items:</p> <p>2. Risk Management: any issues discussed which may require an additional Assessment: None</p> <p>3. Equality & Diversity: any issues discussed which may require an additional Impact Assessment: None</p> <p>4. Health & Safety: any issues discussed which may require an additional Impact Assessment: None</p> <p>5. Sustainability: any issues discussed which may require an additional Impact Assessment: None</p> <p>6. Media: any issues discussed to inform local media: Turing</p> <p>7. How did the meeting go - a good meeting with uplifting student presentations</p>		
	Dates of Next Meetings	
	28 th June 2022	