

Quality and Standards Committee Annual Report 21 22

Introduction

This report covers the academic year 21/22 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 from the period 20/21.

Membership

Members who served on the East Coast College Quality and Standards Committee during the 21/22 period were:

	Attendance
Peter Lavender (Chair)	4/4
Tina Ellis	4/4
Gemma Head	3/4
Andrew Timberlake	1/4
Ian Lomax	4/4
Kirk Lower	3/3
Stuart Rimmer	4/4
Roland Kaye Associate	4/4
Nathan Clarke Associate Student	1/2
Jose Bamonde	0/1

giving an overall attendance rate of 82%.

The Corporation's minimum attendance rate is 80% which not all members exceeded and this was addressed by the Governance Remuneration and Search Committee.

The Committee was chaired during 21/22 by Peter Lavender who will continue to Chair in 22/23.

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 and were assessed as fit for purpose in the Governor's self-assessment.

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 21/22, 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 and areas such as apprenticeships was included as a standing item.

Learner Voice

The Committee continued to push for learner voice involvement and this included an associate student governor on the committee and student presenting as part of the curriculum area's presentations as detailed below.

The meetings have also received regular learner voice updates.

Learner voice will continue to be an area for improvement in 22/23 and has been included in the Governance QIP.

Quality

The Committee receives a quality update which is based on a set format as agreed by the Committee. This covers areas such as enrolment, attendance, retention, professional learning, careers, destinations and quality assurance.

To support and triangulate the quality discussions the Committee has continued to receive presentations from Curriculum Areas staff and where appropriate students. In 21/22 this included:

- Our Teacher Development and Support Team
- Turing which included students talking about their life changing trips to South Africa and Italy
- Creative, digital & business including students talking about their experiences at the College and their planned progression and
- ESOL with students talking about their learning and support received from the College.

Self-Assessment Review (SAR)

The College SAR is reviewed and challenged by the Committee and recommended to Corporation.

It is triangulated by Governors attending the curriculum areas self assessments and a Quality Improvement Plan (QIP) produced that is monitored during the year by the Committee.

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 and is reviewed by the Committee.

English and Maths

English and maths has been reviewed 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. This provision was assessed as requires improvement and was a focus of the Committee's work in 21/22 and will continue to be so in 22/23.

Subcontracting

The Committee is responsible for the College's subcontracting provision and the Committee has reviewed a report on its quality assurance.

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 RAG rated action plan and careers update are built into the Quality Report.

Conclusion

The Committee met its terms of reference and remit in 21/22 .

The Quality and Standards Committee's self-assessment was completed by 6 governors and is included at appendix 2. This highlighted the Committee's strengths and included areas for improvement in areas such as learner voice, data analysis and benchmarking and quality to be a focus in the Board. These are reflected in the overall Governance SAR and QIP.

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

APPENDIX 1
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.