

East Coast College Corporation

MINUTES of the meeting of the Quality and Standards Committee held at 9am on Tuesday 28 June 2022 on video conference

Present:	Peter Lavender Chair (PL) Tina Ellis (TE) Roland Kaye (RK) Ian Lomax (IL) Kirk Lower (KL) Gemma Head (GH) and Stuart Rimmer (CEO/Principal) (SR)	
In attendance:	Paul Padda (Deputy Principal Curriculum and Quality) (PP) Julia Bates (Deputy Principal Curriculum and Strategic Partnerships) (JB) Wendy Stanger (Director of Governance) (WS) Lee Nevill (Teaching and Learning Manager) and for item 3 Holly Chase (Assistant Principal) and Helene Quin (Curriculum Manager Childcare, Education and Animal Science)	
S/22/6/1	Apologies and Membership	
There were no apologies received.		
S/22/6/2	Declarations of Interest	
There were no declarations of interest.		
S/22/6/3	Presentation by Curriculum Area – Turing Scheme	
<p>The Curriculum Manager Childcare, Education and Animal Science and three students presented the presentation on the animal care trip to South Africa and the childcare trip to Italy which had been funded through the Turing Scheme. This included how the trip linked to the College's values of aspirational, respectful, professional and successful.</p> <p>The Assistant Principal advised the Committee on the Turing scheme and the College's Turing bids for 22/23.</p> <p>The students commented that it had been a trip of a lifetime and that it had made them review their progression options, consider volunteering, and their attitude to climate change.</p> <p>This was summed up for the Committee by a student's quote which was included in the presentation: "It will shape my future by reminding me of how beautiful the earth can be, and will make me more curious about different cultures and environments around the world." Students and staff were thanked for their excellent presentation</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> Turing scheme evaluation to be considered at the October Quality and Standards Committee. 		HC
S/22/6/4	To approve the Minutes of the meeting of the 29 3 22 and any other matters raised previously not otherwise included in the Agenda	
The minutes of 29 3 22 were agreed as a true record.		
S/22/6/5	Rolling Action Log	
The action log was reviewed.		
S/22/6/6	Quality Update	
S/22/6/6.1	QIP Review	
<p>The Deputy Principal presented the College quality update and QIP. He advised that the national comparisons for retention, pass and achievement rates are based on data from 2018/19 as this was the last time (pre-pandemic) that these were published.</p> <p>The report covered an update on quality since the March Standards Committee and focused on:</p> <ul style="list-style-type: none"> Forecast retention, pass and achievement rates 		

- Destinations and progression update
- Work and impact of the quality team
- Maths and English progress and
- Awards and celebration events.

Governors commented that it was a comprehensive report which provided them with assurance.

Governors noted that the report stated that improvement was required in the inclusive teaching practises and queried what this related to. The Teaching and Learning Manager advised that this was ensuring that every classroom provided opportunities to move forward so that learners didn't feel different; essentially normalising difference.

Governors discussed maths and English and why there were differences in performance. The Deputy Principal Curriculum and Quality advised that this had been considered in Support to Improve and they had concluded that functional skills changes had made the maths comprehension a lot harder whereas the GCSE maths was much more formulaic and this had negatively affected those learners taking functional skills maths level 1. A lot of colleges had moved away from the functional skills to GCSEs. The College was to increase its GCSEs in 2022/23 but would consider the learner at all times and, if Functional Skills was better for the learner, continue to provide Functional Skills.

Governors commented that the awarding bodies needed to review the level of comprehension required.

The RAG rating use within the quality assurance activity was queried. The Deputy Principal Curriculum and Quality advised that this was based on sampling by the Quality Lead and an assessment of progress made. When there was insufficient progress or development against the target it was rated amber or red.

Governors challenged if the careers offer was an inclusive one and included Foundation. The Deputy Principal Curriculum and Quality advised that the Foundation's routes to employment had been improved as there was a need to be more ambitious and this had been supported by the careers team.

Governors challenged if the careers update included all the work taking place cross College and commented that it needed to take a holistic approach to careers. The Deputy Principal Curriculum and Quality commented that there was a need to strengthen curriculum areas' employer focus. This needed to be done as part of curriculum planning with employer links throughout and clear intent linked to employability. This will be assessed through the self-assessment.

Governors challenged the reasons for the reduction in A level, large diplomas across trade areas and adult functional skills retention. The Deputy Principal Curriculum and Quality advised that this was to be reviewed through the self-assessment which would come to the next committee.

The Director of Governance reminded the Committee that all Governors would be invited to the curriculum area self-assessment validation meetings.

S/22/7/7

Apprenticeship Update

S/22/7/7.1

Apprenticeship QIP Review

The Deputy Principal Curriculum and Strategic Partnerships presented the update and advised the Committee of the current position and progress. The Progress Boards have been working hard but there was now a need to move forward to improve the provision.

	<p>The Deputy Principal Curriculum and Quality advised that the work of the Quality Team was resulting in improvements and that areas were now being assessed at good. The problem was that the largest apprenticeship area was engineering and this still required improvement and had been adversely affected by staffing shortages and student delays.</p> <p>Governors discussed the shortage of staff in key areas and the effect that this had on the offer and outcomes. The CEO advised that differential pay was to be used to hopefully recruit high quality candidates in these key areas. This would not match industry levels but would be higher than other Colleges. The role of Technical Trainers had also been introduced. The Technical Trainer will manage, train, assess and review a caseload of apprentices and see them through from their starting point to a successful end point in a timely manner and are to be paid at a similar rate to lecturers.</p> <p>Governors challenged if compliance checks had improved. The Deputy Principal Curriculum and Strategic Partnerships advised that the volume of compliance checks was an issue and kept under constant review with prioritisation of work looked at twice a week. Progress had been made and this was demonstrated by the awarding body EAL sign off.</p> <p>Governors challenged if there would be a need for any apprentices to be carried into the next academic year. The Deputy Principal Curriculum and Strategic Partnerships advised that the exact position was still being assessed and was a priority action for early July. Governors challenged how engagement with employers was to be improved. The Deputy Principal advised that each qualification should have a clear intent and be validated by employers.</p> <p>Governors noted that case studies had been included in the report which were interesting but that the Committee needed to see case studies of learners where there was an issue with them completing and the actions that were needed for the learner to complete. The action would be updated to reflect this.</p> <p>The CEO commented that Ofsted was still a risk and the provision needed to have improved since the last inspection and be measured against the inspection framework to assess what areas still needed improvement. This included progress learners made after they had completed their apprenticeship and employer's views of the offer.</p>	
S/22/7/8	Termly Safeguarding and Prevent Update	
	<p>The report was reviewed.</p> <p>Governors were reminded of the revised Keeping Children Safe in Education 2022 which comes into force as of 1 9 22.</p> <p>The Committee noted that was the last report from the current Assistant Principal Student Wellbeing & Support as she was changing role. Her reports had always been informative and detailed and their thanks was recorded, with a letter to be sent by the Chair.</p>	
S/22/7/9	Learner Voice Update	
	<p>The Deputy Principal presented the update and the Director of Governance updated on student governance. There had been positive work by the Student President but a lack of engagement with formal governance. Support from Unloc was to continue in 22/23 and would include an onsite development session.</p>	
S/22/7/10	Risk Register	
	<ol style="list-style-type: none"> 1. Has the risk register been reviewed <p>The register was reviewed and it was noted that this was June's review</p> <ol style="list-style-type: none"> 2. Is the Committee content that the risks are relevant and are being updated <p>The Committee discussed whether the risk 'The College's reputation for apprenticeship delivery is damaged through an Ofsted grading for apprenticeships of 'Requires Improvement'' should</p>	

<p>have been increased. But the Committee agreed that this should be reviewed at the next review in order to assess if the work in year had reduced this risk.</p> <p>3. Is the Committee content that the risks are being mitigated The Committee agreed that the risks were being mitigated and the reports considered at the meeting provided mitigation.</p> <p>4. Where a red risk, is the Committee assured that appropriate action is being taken Variance from Risk Appetite were red for the following risks: The College's reputation for apprenticeship delivery is damaged through an Ofsted grading for apprenticeships of 'Requires Improvement. Apprentices do not complete their apprenticeship qualification in a timely manner and Levels of student retention, attendance and achievement are not maximised. The Committee had received assurance that action was being taken to reduce these risks through the Quality Update and QIP and the Apprenticeship Update and QIP.</p> <p>5. Where does the Committee have significant concerns. Apprenticeships still remained a significant concern and would remain a standing item. Ofsted was now a significant concern and was to be added to the Committee's business schedule. It was noted that Corporation's agenda included an Ofsted briefing.</p>		
S/22/7/11	Policies for approval	
S/22/7/11.1	Quality Strategy	
S/22/7/11.2	Teaching, Learning and Assessment Strategy	
S/22/7/11.3	SEND Strategy and Policy	
<p>The Committee reviewed the Strategies/Policies.</p> <p>The Committee resolved to recommend the:</p> <ul style="list-style-type: none"> • Quality Strategy • Teaching, Learning and Assessment Strategy • SEND Strategy and Policy <p>to Corporation for adoption.</p>		
S/22/7/12	Agenda planning	
<p>Ofsted preparation to be a standing item.</p> <p>International visits and their contribution to the quality improvement strategy.</p> <p>College SAR the substantive item for October meeting. All encouraged to attend curriculum area self-assessments.</p>		
S/22/7/13	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: to be assessed at next review 3. Equality & Diversity: any issues discussed which may require an additional Impact Assessment: Need to consider inclusive practises 4. Health & Safety: any issues discussed which may require an additional Impact Assessment: None 5. Sustainability: needs to be assessed at self-assessment 6. Media: any issues discussed to inform local media: The Turing publicity was very positive. 7. How did the meeting go - a good meeting with uplifting student presentations 		
Dates of Next Meetings		
TBC		

