

East Coast College Corporation

MINUTES of the meeting of the Quality and Standards Committee held at 9am on Tuesday 28 March 2023 Lowestoft Sixth Form College Board Room

Present:	Peter Lavender Chair (PL) Roland Kaye (RK) Tina Ellis (TE) Inaya Ayub (IA Student Union President)
In attendance:	Paul Padda (Deputy Principal, Curriculum, Quality and Learner Experience) (PP) Wendy Stanger (Director of Governance) (WS) and Paula Ottaway (Assistant Principal Student Services and SEND)
S/23/03/1	Apologies and Membership
	Apologies were received from Malcolm Goodwin (MG) Kirk Lower (KL) and Stuart Rimmer (CEO/Principal) (SR) and from the two new Governors Toni Wynn and Sue Willgoss who had other meetings arranged prior to their appointment being confirmed.
S/23/03/2	Declarations of Interest
	There were no declarations of interest.
S/23/03/3	Presentation - Apprenticeships
	<p>The Committee was joined by students from the apprenticeship provision Lowestoft at Lowestoft Campus who were in their final year in engineering – machining and the Assistant Principal Tom Roberts Assistant Principal Curriculum and Quality.</p> <p>The Committee discussed their experience with them and their views on the College.</p> <p>The Assistant Principal Curriculum and Quality advised that the apprentices attended the College one day a week. The machining team was a strong one and it was a growth area for the College. A coffee morning was to be held for employers after Easter to promote the offer to employers.</p> <p>Why and how did you choose an apprenticeship?</p> <ul style="list-style-type: none">• Inspired by work experience and applied straight from school.• This is the trade the family are in.• Change of career path from animal management• Wanted to do engineering and took a proactive approach by knocking on doors to find an employer who offered an apprenticeship.• Applied from an advert. <p>Best thing about the apprenticeship?</p> <ul style="list-style-type: none">• The tutors and the assessor, could not speak highly enough of them and they have gone above and beyond to get them through the apprenticeship.• All looked forward to coming to College. <p>Value of the apprenticeship?</p> <ul style="list-style-type: none">• all stated that they look forward to coming into College And they felt it would help in their career progression.• There was discussion on whether all parts were relevant to their current work for example some of the maths requirements but agreed that this would help bridge them into further study such as an HNC.

<p>Issues that need improving at the College?</p> <ul style="list-style-type: none"> • Experience was negatively affected by Covid as they couldn't progress due to the closures and their apprenticeship had been extended. • Employers did not know what was going on with the College. Communications with the employers needs to be improved as the College did not inform their employers that the apprenticeship was being extended into a further year. There needs to be regular visits and discussions with the employers. This has improved now there is an assessor back in post. • Employers need to be advised if an apprentice is not attending or is struggling with the work so that they can support them. • None of the apprentices felt they received much from the general support systems of the college until their final year. Need apprenticeships to be integrated into the College and included in the support services such as the wellbeing and careers and general updates and have access to all the resources full time students have including learner voice as it feels detached. The deep dive in engineering is the first time they have been visited to discuss their views on the provision but have recently had a wellbeing, prevent and careers presentation. • The wellbeing presentations was too little, too late and not age appropriate. The wellbeing, prevent etc presentations need to be appropriate for their age and experience. • Most of the resources are up to date but some are basic such as the manual machining as now mainly use CNC machines but it useful to learn the basics as all employers are different. <p>The Assistant Principal and the apprentices were thanked for their contribution and they left the meeting.</p> <p>The Committee discussed the issues raised and what needed to improve. Apprentices needed to feel part of the College and have the same support and opportunities. The Deputy Principal, Curriculum, Quality and Learner Experience advised that a Careers and a Wellbeing post had been put in place specifically for apprentices.</p> <p>The Deputy Principal, Curriculum, Quality and Learner Experience commented that there needs to be a shift about how the College thinks about apprenticeships. Communication needs to improve with employers so that they are aware of the what the College can offer besides the teaching and to keep them fully updated and engaged regarding their apprentices. Improvements are being implemented, for example welfare checks are being carried out with very apprentice</p> <p>Governors challenged what improvements were being put in place specifically in machining. The Deputy Principal, Curriculum, Quality and Learner Experience advised that engagement with the machining employers had been impacted by the vacancy in the assessor role. This has been filled following the governor approved changes to their terms and conditions which has assisted with recruitment. The College was looking at one stage at closing the provision but now the College has been able to recruit and retain staff this is a growth area where the cohort could be increased.</p>	
S/23/03/4	To approve the minutes of the last meeting 10 1 23 and any other matters raised previously not otherwise included in the Agenda
The minutes were approved as a true record	
S/23/03/5	Rolling Action Log
The Action Log was reviewed and it was noted where actions were complete.	
The Deputy Principal, Curriculum, Quality and Learner Experience advised that action S/23/01/7 Progression heat maps had not yet been actioned.	

Governors commented that it was good to see the varying Governor visits and engagement that was taking place.		
S/23/03/6	Quality Update	
S/23/03/6.1	Summary Report - Quality Review of Engineering Apprenticeships	
S/23/03/6.2	Summary Report - Quality Review Construction	
S/23/03/6.3	Careers & Wellbeing Programme 22/23	
S/23/03/6.4	PlusMore Enrichment Activities Calendar 2022/23	
S/23/03/6.5	Maths and English Quality Update	
S/23/03/6.6	Subcontracting Quality Update	
<p>The Deputy Principal, Curriculum, Quality and Learner Experience presented the Quality Update which covered:</p> <ul style="list-style-type: none"> • Retention • Attendance • Electronic Individual Learning Plans • Deep dive activity • Quality Team Update and • Personal Development Programme. <p>Copies of the deep dives and the careers and wellbeing and enrichment activities were included as appendices to the report.</p> <p>Governors discussed retention and attendance and noted that they needed to improve. Lowestoft Sixth Form College's retention was impacted by poor retention in year one and had not improved. The Student Union President commented that attendance at the Sixth Form could be impacted by timetabling as some students had large gaps between lessons which meant that they didn't all stay for the full day. Students' wellbeing had also been impacted by Covid and as this was the first time that they had been assessed by exams this could be causing them to not attend or to withdraw from the course. The Deputy Principal, Curriculum, Quality and Learner Experience advised that blocking of timetable can be difficult due to the varying subject choices. Students were also leaving due to having to take work due to financial circumstances. Support was being put in for students that were struggling with one to one support and catch up time.</p> <p>Governors challenged if student's destination was tracked for all those that left in year. The Deputy Principal, Curriculum, Quality and Learner Experience advised that every learner's destination is tracked. The College tried everything it could to retain students that were looking to drop out and followed up with them after they had dropped out.</p> <p>Governors challenged what was being done to improve the noted inconsistent tutorials. The Deputy Principal, Curriculum, Quality and Learner Experience commented that consistency had not been helped by staffing gaps but that action was being taken to improve this. The Student President commented that students did not always see the value of the tutorials as a lot of the areas had been covered at school and were not always taught to them in an adult way. However, the tutorials in year 2 in the Sixth Form have been valuable for covering what was needed for progression and this had seen an improvement in attendance.</p> <p>The deep dives were noted and the Deputy Principal, Curriculum, Quality and Learner Experience advised that the Construction deep dive looked at brick apprenticeships and carpentry. Classroom-based provision brick had validated as good and carpentry was strong and should achieve outstanding. The Engineering deep dive looked solely at apprenticeship delivery for machining and engineering technicians. These deep dives had been useful to help develop managers and had highlighted areas of strength and areas for improvement which were being addressed. The next deep dive was to be on personal development.</p>		

<p>Governors discussed the Careers & Wellbeing Programme 22/23 and the PlusMore Enrichment Activities Calendar 2022/23. The Assistant Principal Student Services and SEND advised that the volunteering carried out by students was great for developing employability skills and that over 10k hours had been volunteered this academic year.</p> <p>The Safeguarding Link Governor commented that she had been reviewing how personal development was delivered in the curriculum areas and had seen good practise which was being shared through mentoring in other areas. The Assistant Principal Student Services and SEND advised that key to good delivery was the curriculum area making it relevant to that area.</p> <p>Governors discussed the maths and English paper and raised concerns on the low pass rates and that the report's analysis needed to be clearer. The Deputy Principal, Curriculum, Quality and Learner Experience commented that there were now a lot more sitting the GCSE due to the move away from functional skills to GCSE and that added value also needed to be considered as part of the analysis.</p> <p>Governors discussed the subcontracting report and the quality assurance that was in place to monitor the subcontracted provision.</p>	
S/23/03/7	Learner Voice
S/23/03/7.1	Student President Report
<p>The Student President presented her report which covered Safety on Campus, LGBTQ+ group, development with Unloc, Sixth Form Prom, voting and meeting with senior team. Safety had been reviewed with students through them considering a map of the campus and then marking where they did not feel safe. It would appear some of the areas that they marked as unsafe was because students felt anxious as the areas were busy and this could reflect the isolation people experienced during covid. The LGBTQ+ group was run by students for students and was a forum where issues could be discussed and campaigns agreed. The Sixth Form Prom was being planned and students had requested this because the majority had not had a prom when they left school due to covid.</p> <p>Governors asked if there were quiet areas that students could use and the Student President advised that at the Sixth Form certain rooms were noted as quiet rooms and it was noted on the notice board which these were.</p> <p>Governors discussed the campaign to get students voting in national/local elections and all agreed that students needed to be encouraged to vote and to apply for the relevant ID form. The Student President advised that the Politics student had made a video to promote voting and it was hoped that local candidates could be invited in to discuss their manifestos.</p>	
S/23/03/7.2	Review of Unloc Student Development Day
<p>The Director of Governance presented the report and advised about the day. There had been one session at Great Yarmouth which had included students from foundation to T Level and at Lowestoft which had been attended by Sixth Form students. Governor feedback from the governors that attended to have the campaigns presented to them was included in the report.</p> <p>The Student President advised that the Unloc Development Day had been really useful and enjoyable and at the Lowestoft session had considered developing a Diversity Day where all differences were celebrated.</p> <p>Governors commented that the campaigns included in the report and the work on the day was really useful to help develop students as young leaders and queried when the next elections were to be held. The Director of Governance advised that the Student President elections were to be held in May for the 2023/24 academic year in order to have students in place at the start of the academic year and to allow for some handover.</p>	

S/23/03/7.3	Learner voice and Survey Term 2	
<p>The Assistant Principal Student Services and SEND presented the report and advised that this included more detail on the 'feeling safe at College' as well as the results of the On-Course Survey. The On-Course Survey demonstrated improvement from the Induction Survey though it was disappointing that apprentices' engagement had been poor and this was being picked up by the team.</p> <p>Governors discussed the results and noted that improvement was required on enrichment and on what learners were doing next. The Assistant Principal Student Services and SEND advised that enrichment had good intent and a varied calendar but there was work to do on implementation and students accessing the programme. The low response regarding the 'I know what I am doing at the end of my course' was to be broken down to course level to identify if there was an area that needed improving so that there could be a targeted approach.</p> <p>Governors commented that the poor engagement by apprentices could be a symptom of them not feeling part of the College which was reinforced by the discussions with the apprentices at the start of the meeting.</p>		
S/23/03/8	Careers Position Paper	
<p>The Assistant Principal Student Services advised that the College was currently taking part in an Ofsted Thematic Review on careers. This was not an inspection but research and might be used to help the College improve. The College needed to ensure that all had every opportunity for targeted individual advice and that the Gatsby standards were adhered to, these had been reviewed with each Curriculum Manager. This was covered in the report and in the earlier Careers & Wellbeing Programme 22/23.</p> <p>Governors highlighted ESOL and unaccompanied asylum seekers and how the careers offer needed to work with them to get prior qualifications recognised as well as ensuring that they felt safe at the College and could access support needed.</p>		
S/23/03/9	Termly Safeguarding and Prevent Update	
<p>The Assistant Principal Student Services and SEND presented the termly update.</p> <p>Governors noted that the referrals were high and queried how these were managed. The Assistant Principal Student Services and SEND advised that the team were looking at supporting the curriculum teams to provide initial support through a triage system as there were issues referred that could be managed or was more appropriately managed by the curriculum area. This would then allow the safeguarding and wellbeing team to focus on those more in need of their support.</p> <p>Governors queried what support was available to help address the increase in students presenting with suicidal ideation or attempts. The Assistant Principal Student Services and SEND advised that the College had good links for support referrals but unfortunately due to waiting lists and demand there were delays which meant the College had to provide additional support until the referred for support was provided.</p> <p>Governors discussed that there was a need to help students with their resilience and coping mechanisms and this may include helping to identify what action they need to take when they are anxious. The Assistant Principal Student Services and SEND advised that the College had for instance provided craft activities in the library as an idea to help students relax.</p>		
S/23/03/10	Risk Register	
<p>1. Has the risk register been reviewed The register had been reviewed with no major changes as it was the second review this term.</p> <p>2. Is the Committee content that the risks are relevant and are being updated The Committee agreed that the risks were relevant.</p> <p>3. Is the Committee content that the risks are being mitigated?</p>		

<p>The Committee agreed that the risks were being mitigated and the mitigation was covered by the reports that had been discussed.</p> <p>4. Where a red risk, is the Committee assured that appropriate action is being taken Apprenticeships continue to be a red risk as was demonstrated by the discussions with the apprentices and a focus on this improvement needed to continue.</p> <p>5. Where does the Committee have significant concerns. Apprenticeships, their inclusion in College services, and potential Ofsted inspection were a significant risk.</p>		
S/23/03/11	Agenda planning	
<ul style="list-style-type: none"> Higher Education or Adult Part Time learners to meet with the Committee 		
S/23/03/12	Review of Meeting	
<ol style="list-style-type: none"> Confidential Items: none Risk Management: any issues discussed which may require an additional Assessment: to be assessed at next review: none Equality & Diversity: any issues discussed which may require an additional Impact Assessment: Diversity Day and the feedback from Unloc day. Health & Safety: any issues discussed which may require an additional Impact Assessment: Safeguarding and wellbeing report. Sustainability: needs to be assessed at self-assessment and in curriculum planning Media: any issues discussed to inform local media: None. How did the meeting go – a useful meeting which helped governors understand strengths and weaknesses through the apprentice conversation and the learner voice reports. 		