

# Quality and Standards Committee Annual Report 2022/23

## Introduction

This report covers the academic year 2022/23 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 2020/21.

## Membership

Members who served on the East Coast College Quality and Standards Committee during the 2022/23 period were:

	<b>Attendance</b>
Peter Lavender (Chair)	4/4
Tina Ellis	3/4
Andrew Timberlake – term of office ended 12 11 22	1/1
Kirk Lower	3/4
Stuart Rimmer	2/4
Malcolm Goodwin – resigned 17 10 23	1/3
Roland Kaye Associate – term of office ended 31 7 23	4/4
Inaya Ayub – term of office ended 31 7 23	1/3
Sue Willgoss Associate – appointed 21 3 23	1/1

giving an overall attendance rate of 71% compared to 82% in 2021/22.

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 2022/23 by Peter Lavender and will be Chaired in 2023/24 by Kirk Lower. Recruitment is ongoing and a new governor and an associate governor appointed to the Committee for 2023/24.

The Committee met on 4 occasions, 04/10/2022, 10/01/2023, 28/03/2023 and 20/06/2023 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 were reviewed and amended at the June 2023 Committee meeting and adopted by the Board at its July 2023 meeting.

## 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 2022/23, the Committee put in place appropriate mitigation for managing its risks and reviewed the register at its meetings.

### **Learner Voice**

The Committee continued to push for learner voice involvement and this included a student governor on the committee and students from curriculum area's discussing their views of the quality of the teaching and learning at the start of the meetings. This has included Apprentices, HE and Access, Lowestoft Sixth Form and students who had taken part in the Turing projects.

The meetings have also received regular learner voice updates.

Learner voice will continue to be an area for improvement in 2023/24.

### **Quality**

The Committee receives a quality update which is based on a set format as agreed by the Committee. This covers the whole College provision and considers areas such as enrolment, attendance, retention, professional learning, careers, destinations and quality assurance together with the Quality Improvement Plan.

### **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 with all of these validations were attended by governors.

### **English and Maths**

English and maths has been reviewed within the overall quality update and .

### **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 considers 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, an annual report and updates on policies are reviewed and recommended to the Board.

### **Careers**

The RAG rated action plan and careers update are reported and reviewed at each meeting.

## **Conclusion**

The Quality and Standards Committee's self-assessment was completed by 5 governors and is included at appendix 2.

This concluded that the Committee is working well and had a wide range relevant skills and experience represented on the committee in 2022/23 and that Governor engagement with walkthroughs and other College events had improved in the year.

Area for improvement include:

- There was a need to continue to recruit and succession plan to the Committee
- Report writing needing to be more succinct and clearer with data analysis
- To continue the improvement in governor visits and walkthroughs
- Monitoring the College performance in relation to Equality, Diversity and Inclusion
- All committees to include learner voice and the learner's perspective

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

Appendix 2 – Quality and Standard Committee's self-assessment.

# **APPENDIX 3 EAST COAST COLLEGE**

## **QUALITY AND STANDARDS COMMITTEE TERMS OF REFERENCE**

### **Objective**

To oversee the delivery of student success, Progression & wellbeing

### **Introduction**

The Quality and Standards Committee is a committee of East Coast College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation.

The Corporation and its Committees at all time will have due regard to the Seven Principles of Public Life and the requirements of the guidance set out in HMT's 'Managing Public Money.'

Delegation does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject.

The Terms of Reference of the Committee may be varied at any time by agreement of the Corporation.

The Committee and the Corporation will have at the heart of its work the College's Strategic Plan and Accountability statement and will demonstrate through its meetings and decision making:

### **Our Purpose**

- To transform individuals and build communities through education.

### **Our Values**

- Aspirational – Being supportive, exploring potential and challenging ourselves daily.
- Respectful – Acting with compassion, being inclusive, and welcoming others in our learning community and to our environment.
- Professional – Putting team first, acting with integrity, developing our expertise and having a focused work ethic.
- Successful – Determining our ambition, achieving excellence and continually raising standards.

### **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 normally 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 which includes Associate Governors, subject to a minimum of 2 independent governors who are members of the Corporation being present.

**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(s) 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 where approved by the Committee participation, but not to vote.

**8. Reporting Procedures**

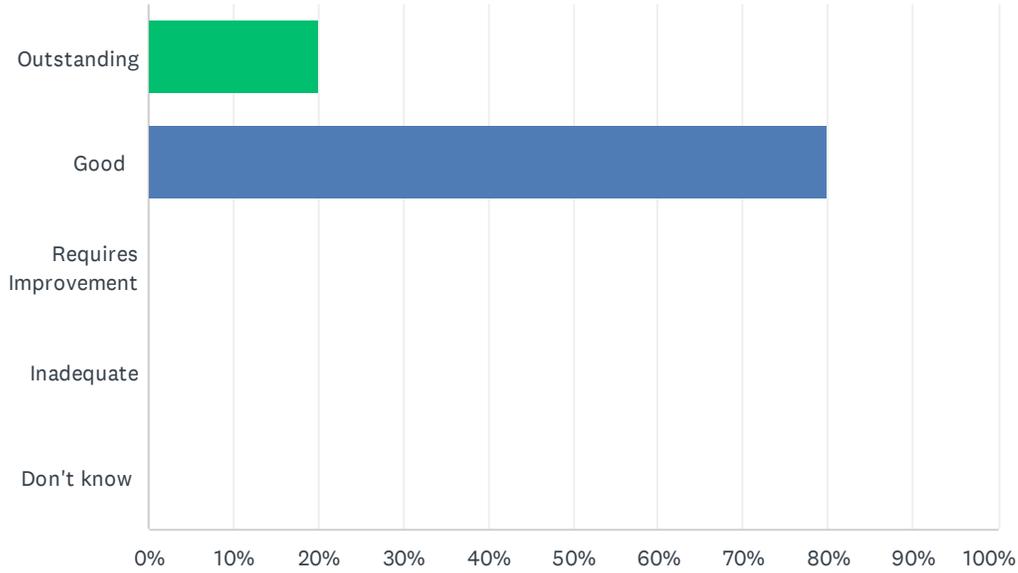
The Chair of the Committee shall present a summary report of the Committee's agenda at the subsequent Corporation meeting and the minutes and action log of the meeting will be circulated to the Corporation.

<b>9. Purpose of the Committee</b>	<b>Delegated Power</b>
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.	Recommend to Board
2. Monitor the College performance in relation to 2..1 Safeguarding and Prevent 2..2 Wellbeing 2..3 SEND 2..4 Equality, Diversity and inclusion 2..5 Careers 2..6 Enrichment 2..7 Learner Involvement and 2..8 Any other area that effects the quality of teaching and learning.	Delegation Annual Report to Corporation
3. Monitor the College's performance 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.	Recommend to Board
4. Monitor the College's performance in relation to the continued professional development of all College Staff.	Delegation
5. 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.	Recommend to Board
6. 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.	Recommend to Board
7. 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.	Recommend to Finance and General Purposes/Estates
8. Review College Strategies that relate to Quality and learner experience.	Delegation unless any effect on the educational character
9. To monitor and review risk management for those areas that are the responsibility of the Committee.	Report to Audit Committee

10. To consider any other specific issues referred by the Corporation and report their findings and recommendations back to the Corporation.	Recommend to Board
11. Conduct a Committee self-critique to inform the Governance Self- Assessment.	Report to Governance Remuneration and Search

## Q2 Quality and Standards committee's terms of reference are fit for purpose (see the Governance Portal's resources section Standing Orders)How good are we at this?

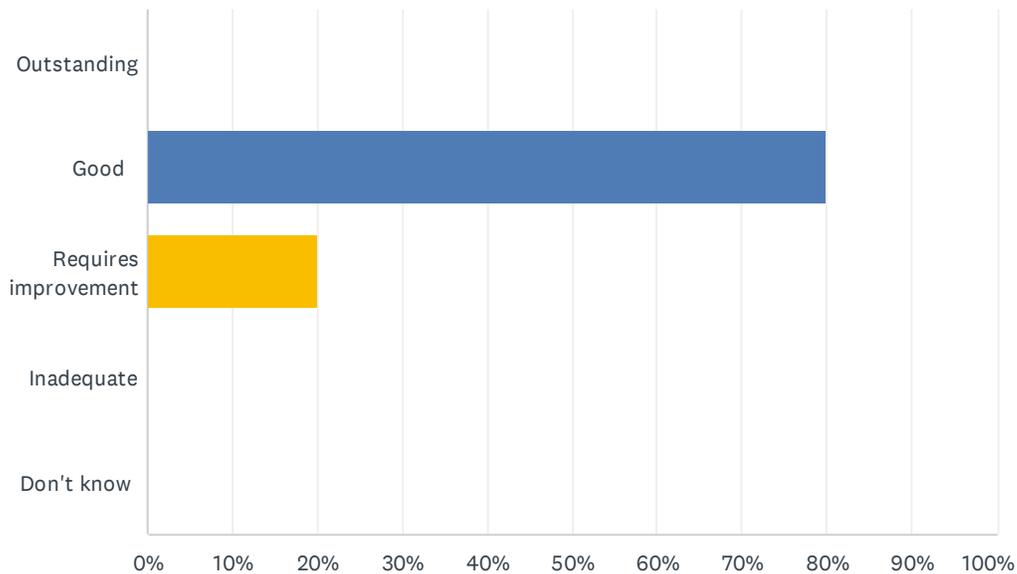
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES
Outstanding	33.33%	20.00% 1
Good	66.67%	80.00% 4
Requires Improvement		0.00% 0
Inadequate		0.00% 0
Don't know		0.00% 0
<b>TOTAL</b>		<b>5</b>

## Q3 Quality and Standards committee's mix of skills and experience enables it to effectively fulfil its role (Code of Good Governance)How good are we at this?

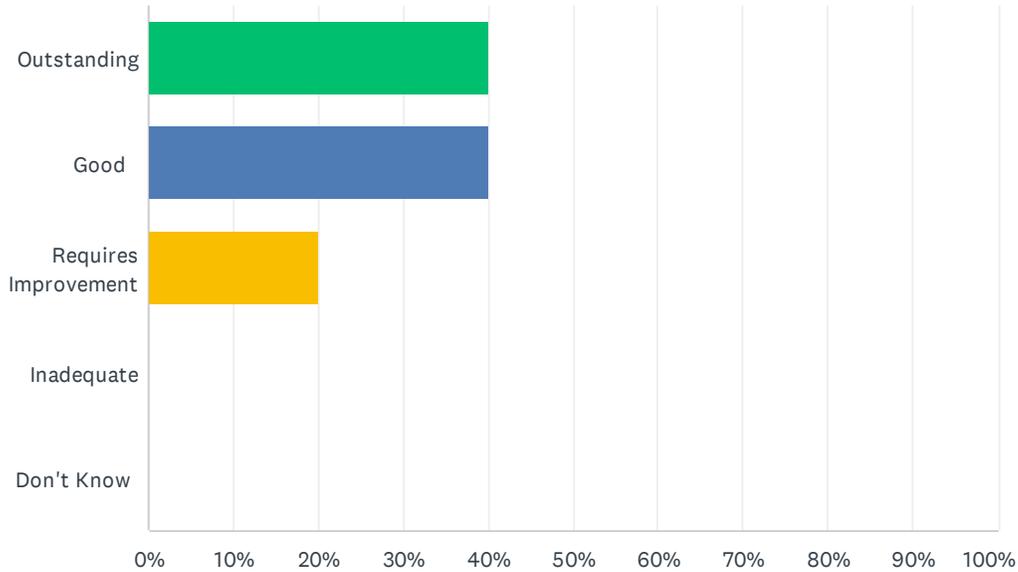
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Outstanding	16.67%	0.00%	0
Good	83.33%	80.00%	4
Requires improvement		20.00%	1
Inadequate		0.00%	0
Don't know		0.00%	0
<b>TOTAL</b>			<b>5</b>

**Q4 The Quality and Standards Committee have a clear understanding of quality strengths and weaknesses across all the provision, based on a range of sources of evidence, and ensure that a plan is in place to deliver improvements(Governance Guide Standing Orders and Code of Good Governance)How good are we at this?**

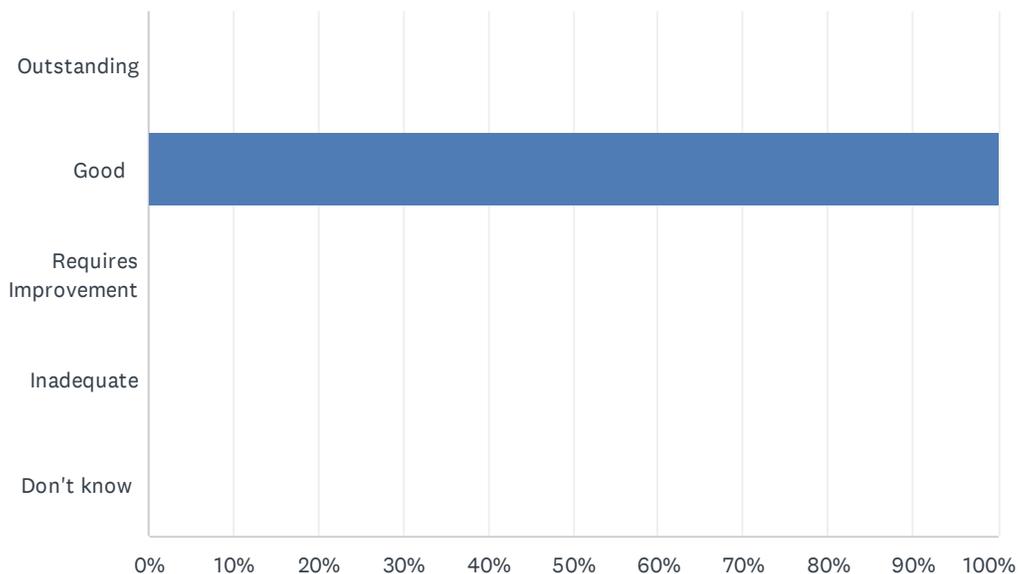
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES
Outstanding	16.67%	40.00% 2
Good	83.33%	40.00% 2
Requires Improvement		20.00% 1
Inadequate		0.00% 0
Don't Know		0.00% 0
<b>TOTAL</b>		<b>5</b>

### Q5 The Quality and Standards Committee's decision making includes and is informed by the learner voice (standing orders and Code of Good Governance)How good are we at this?

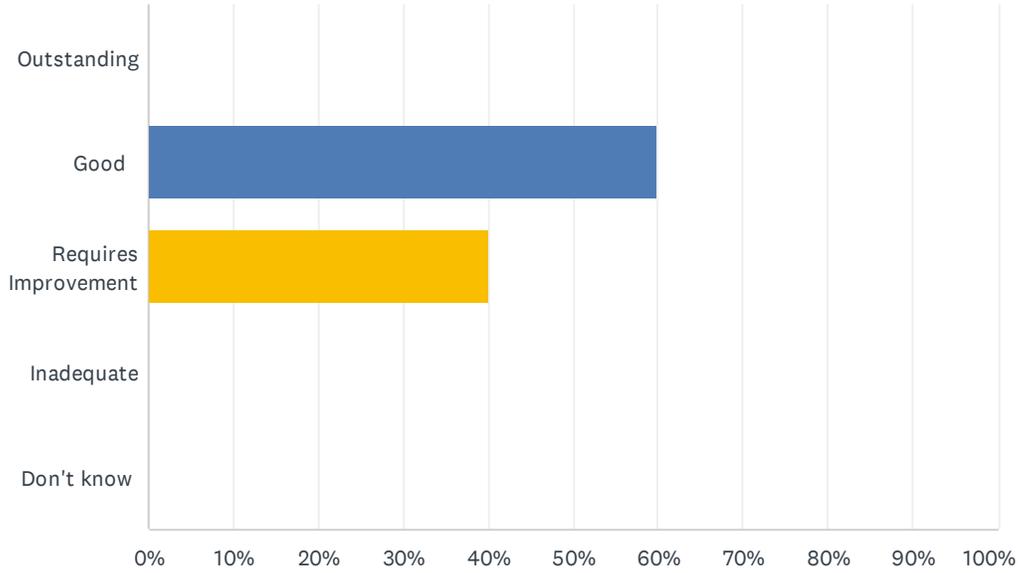
Answered: 4 Skipped: 1



ANSWER CHOICES	2022	RESPONSES	
Outstanding	16.67%	0.00%	0
Good	50%	100.00%	4
Requires Improvement	33.33%	0.00%	0
Inadequate		0.00%	0
Don't know		0.00%	0
<b>TOTAL</b>			<b>4</b>

## Q6 The Quality and Standards Committee fosters exceptional teaching and learning. (Standing Orders and Code of Good Governance)How good are we at this?

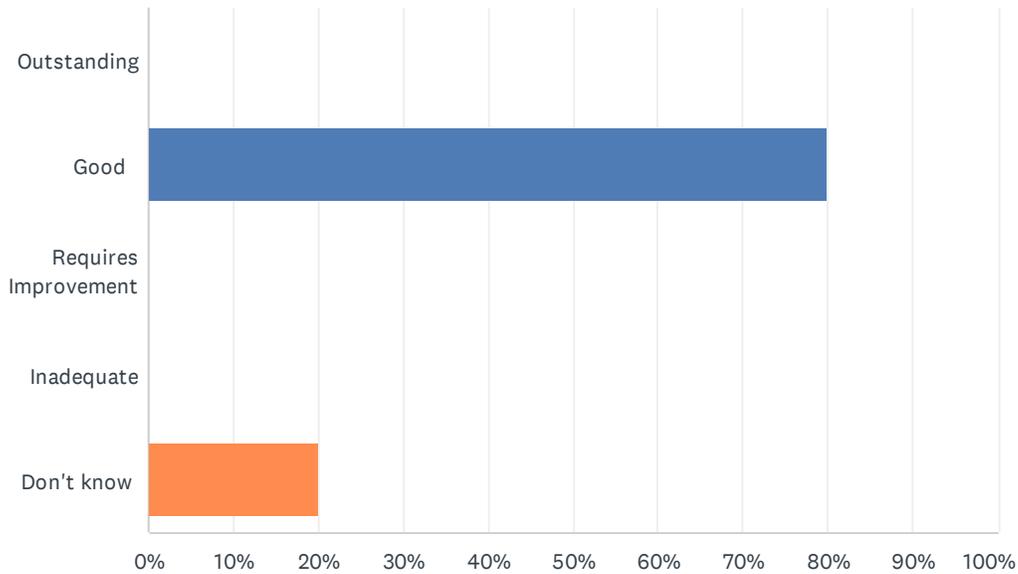
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Outstanding	33.33%	0.00%	0
Good	33.33%	60.00%	3
Requires Improvement	16.67%	40.00%	2
Inadequate		0.00%	0
Don't know	16.67%	0.00%	0
<b>TOTAL</b>			<b>5</b>

**Q7 The Quality and Standards Committee reviews and monitors the College's Annual Self-Assessment report, including reviewing the effectiveness of the self assessment review process, and the actions taken to improve (Standing Orders and Code of Good Governance)How good are we at this?**

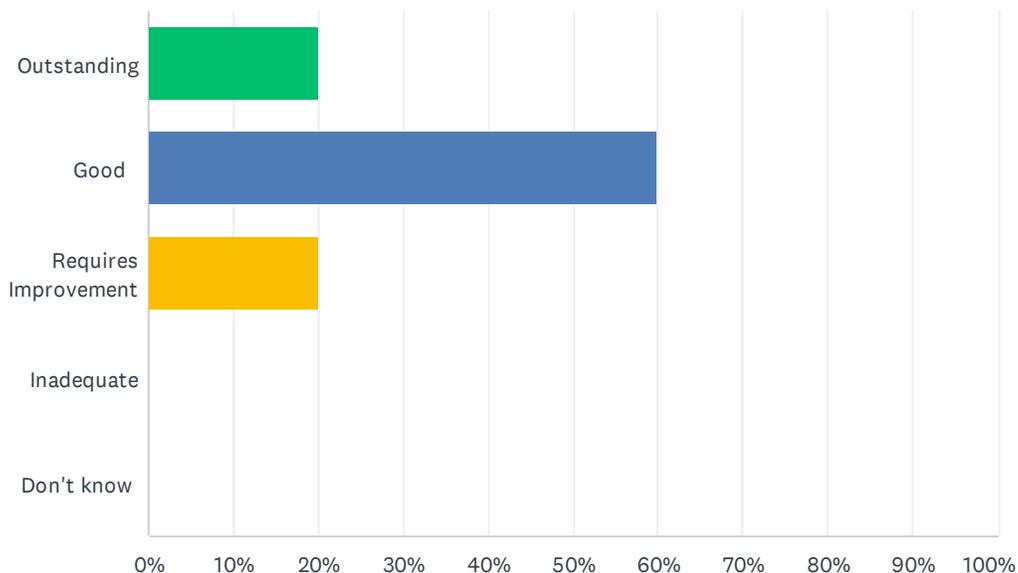
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Outstanding	16.67%	0.00%	0
Good	66.67%	80.00%	4
Requires Improvement		0.00%	0
Inadequate		0.00%	0
Don't know	16.67%	20.00%	1
<b>TOTAL</b>			<b>5</b>

## Q8 The Quality and Standards Committee understand OFSTED expectations and gradings and take this into account in their work (Standing Orders, Further education and skills handbook and Code of Good Governance)How good are we at this?

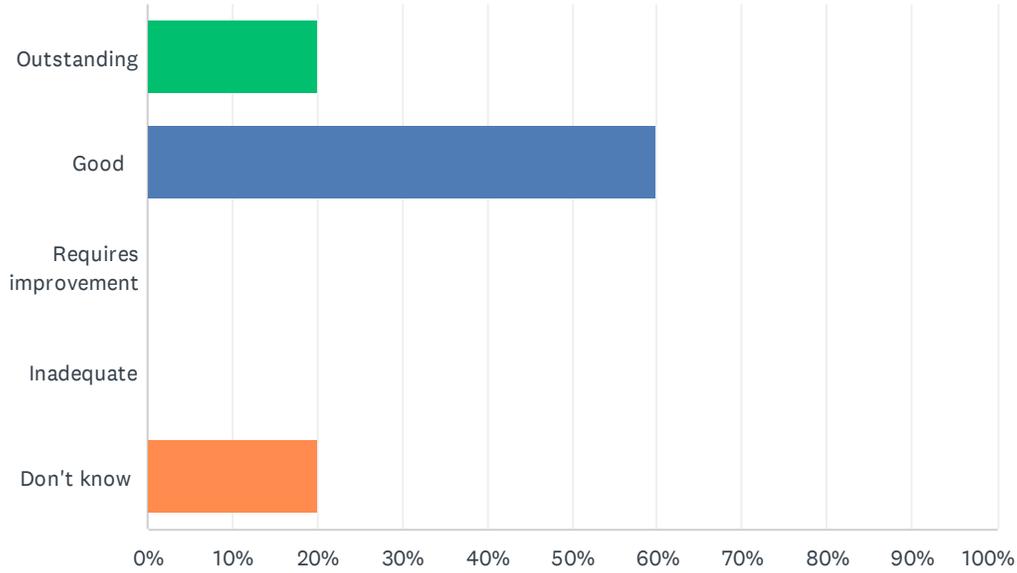
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Outstanding	16.67%	20.00%	1
Good	83.33%	60.00%	3
Requires Improvement		20.00%	1
Inadequate		0.00%	0
Don't know		0.00%	0
<b>TOTAL</b>			<b>5</b>

### Q9 The Quality and Standards Committee has ensured that the College has appropriate quality related procedures and strategies that are regularly reviewed (Standing orders)How good are we at this?

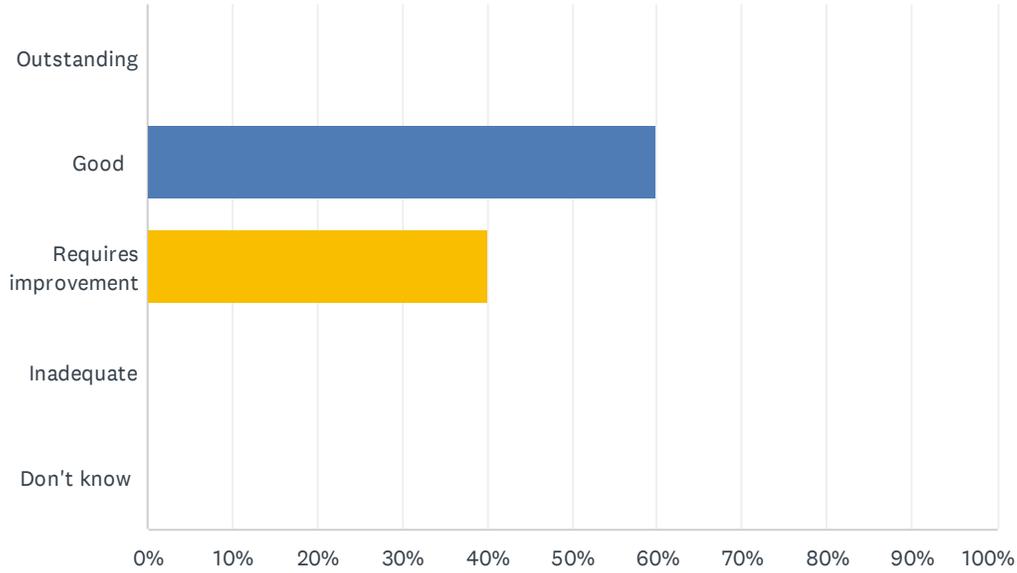
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES
Outstanding	33.33%	20.00% 1
Good	66.67%	60.00% 3
Requires improvement		0.00% 0
Inadequate		0.00% 0
Don't know		20.00% 1
<b>TOTAL</b>		<b>5</b>

## Q10 Quality and Standards Committee monitors performance using key performance indicators (Governance Guide and Code of Good Governance)How good are we at this?

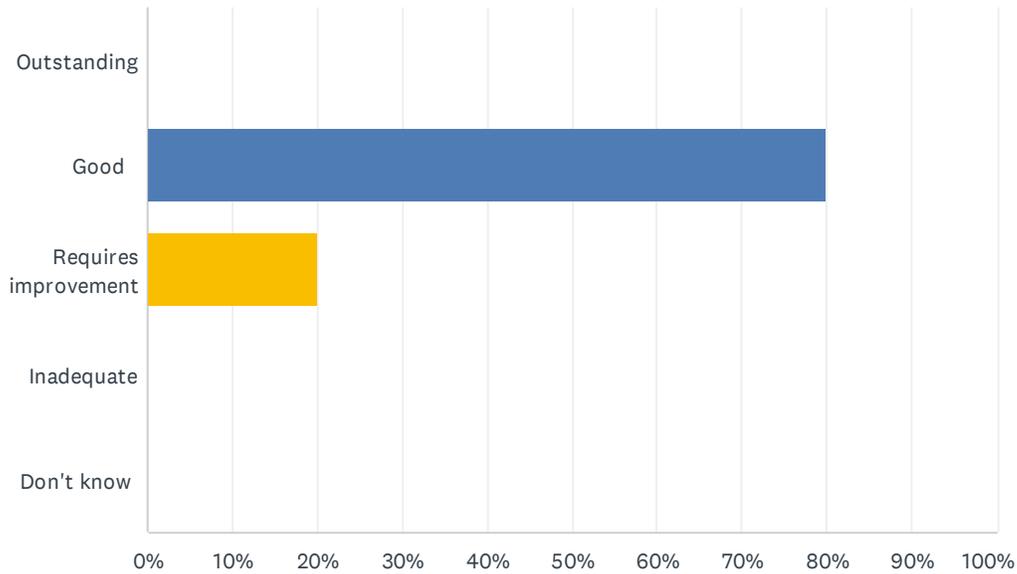
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Outstanding		0.00%	0
Good	83.33%	60.00%	3
Requires improvement	16.67%	40.00%	2
Inadequate		0.00%	0
Don't know		0.00%	0
<b>TOTAL</b>			<b>5</b>

## Q11 Quality and Standards Committee monitor the College performance in relation to Safeguarding, and student wellbeing (Standing Orders and Governance Guide)How good are we at this?

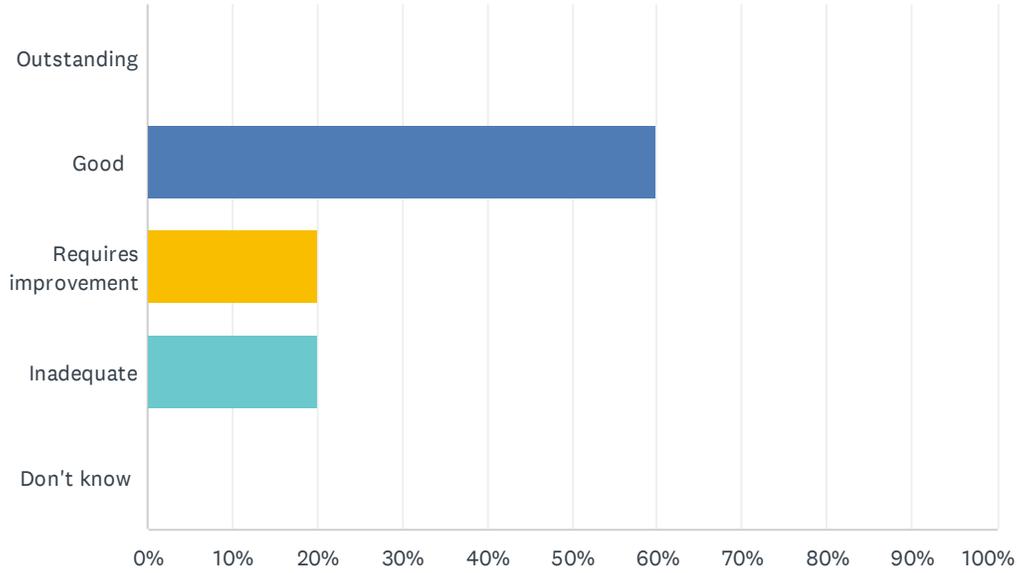
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Outstanding	50%	0.00%	0
Good	50%	80.00%	4
Requires improvement		20.00%	1
Inadequate		0.00%	0
Don't know		0.00%	0
<b>TOTAL</b>			<b>5</b>

## Q12 Quality and Standards Committee monitor the College performance in relation to Equality, Diversity and Inclusion (Standing Orders and Governance Guide)How good are we at this?

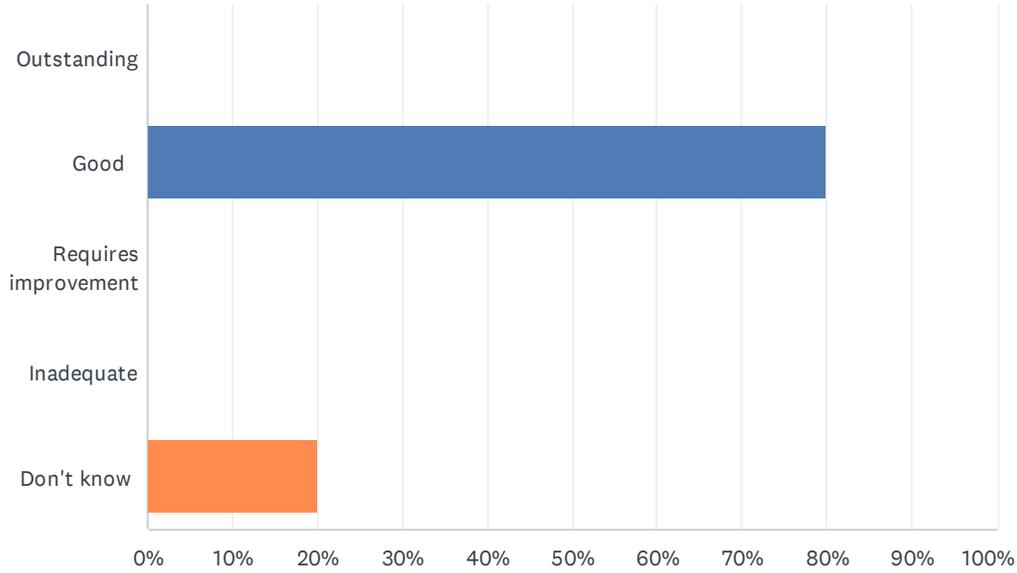
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Outstanding	16.67%	0.00%	0
Good	50%	60.00%	3
Requires improvement	33.33%	20.00%	1
Inadequate		20.00%	1
Don't know		0.00%	0
<b>TOTAL</b>			<b>5</b>

## Q13 Quality and Standards related risks are adequately identified, monitored and mitigated (Standing Orders and Governance Guide)How good are we at this?

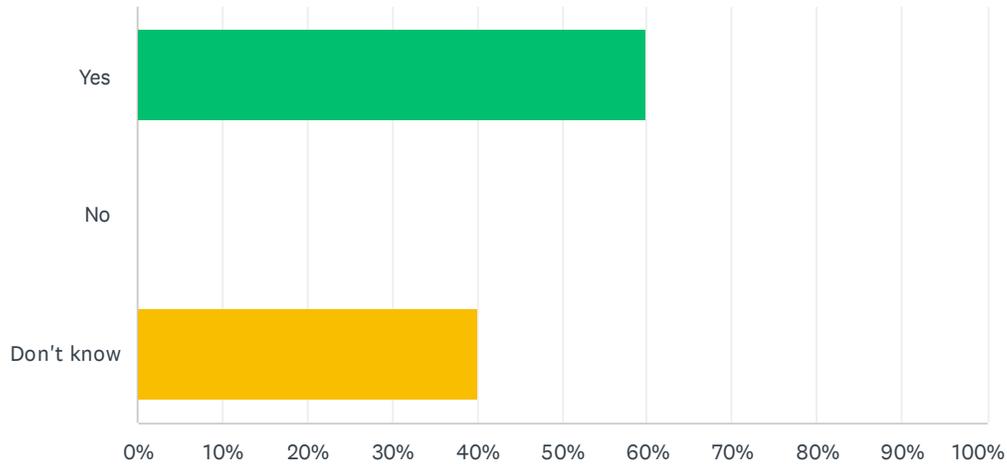
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Outstanding	50%	0.00%	0
Good	50%	80.00%	4
Requires improvement		0.00%	0
Inadequate		0.00%	0
Don't know		20.00%	1
<b>TOTAL</b>			<b>5</b>

## Q15 The committee receives appropriate updates and training (Code of Good Governance and Governance Guide)

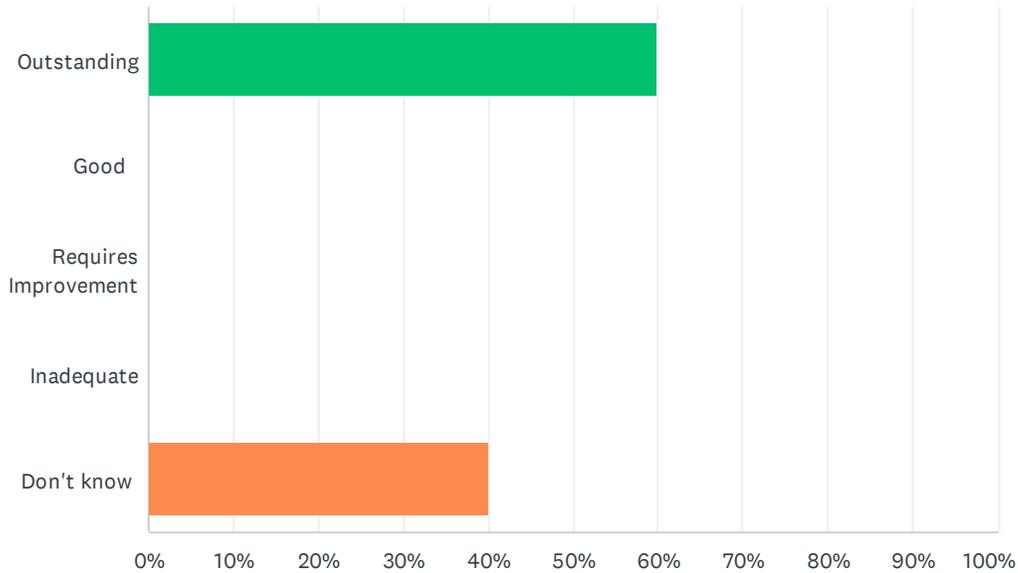
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Yes	83.33%	60.00%	3
No		0.00%	0
Don't know	16.67%	40.00%	2
TOTAL			5

**Q19 Section 2 Committee Chair**  
**The Quality and Standards Committee Chair chairs meetings effectively and efficiently, bringing impartiality and objectivity to the decision making process. (Standing Orders)**  
**How good is he at this?**

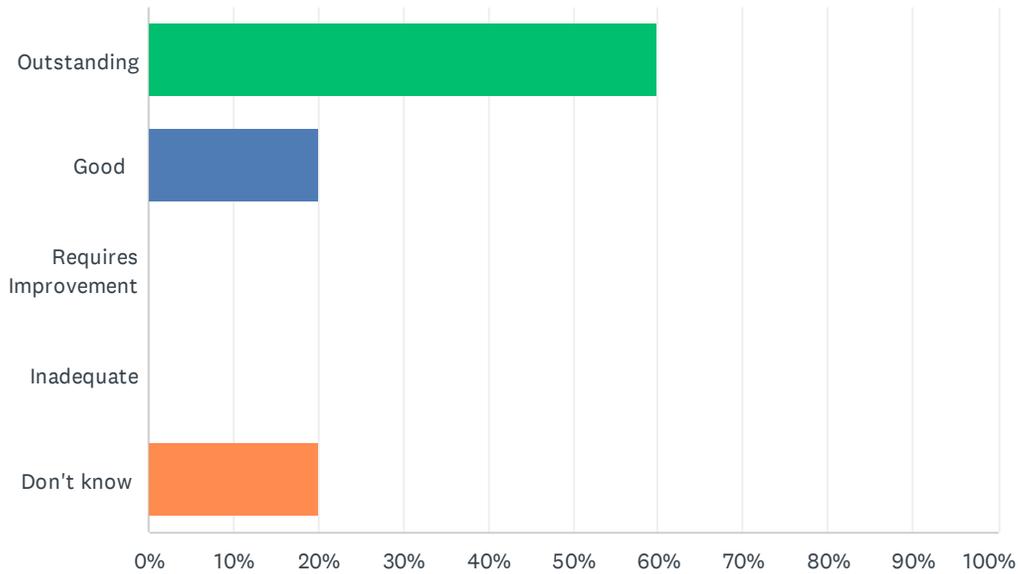
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Outstanding	66.67%	60.00%	3
Good	33.33%	0.00%	0
Requires Improvement		0.00%	0
Inadequate		0.00%	0
Don't know		40.00%	2
<b>TOTAL</b>			<b>5</b>

## Q20 The Quality and Standards Committee Chair ensures that Governors are fully engaged on the Committee and all can contribute to its work (Standing Orders)How good is he at this?

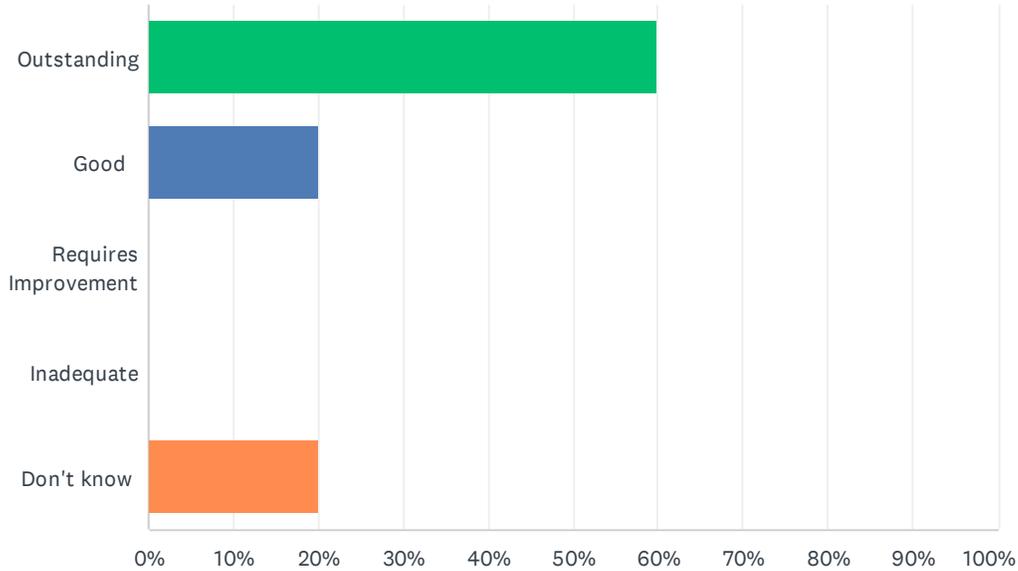
Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES
Outstanding	66.67%	60.00% 3
Good	33.33%	20.00% 1
Requires Improvement		0.00% 0
Inadequate		0.00% 0
Don't know		20.00% 1
<b>TOTAL</b>		<b>5</b>

## Q21 The Quality and Standards Committee Chair is an effective leader of the Committee How good is he at this?

Answered: 5 Skipped: 0



ANSWER CHOICES	2022	RESPONSES	
Outstanding	50%	60.00%	3
Good	50%	20.00%	1
Requires Improvement		0.00%	0
Inadequate		0.00%	0
Don't know		20.00%	1
<b>TOTAL</b>			<b>5</b>