

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 6 JUNE 2024 VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 18.00

Present

Jenny Adamson	Independent Member	Chair
Liz Rushton	Independent Member	
Lindsay Pamphilon	Chief Executive & Principal	
Grace Marriott	Independent Member	
Tim Bevans	Independent Member	
Victor Muriithi	ESC Staff Member	
Natalie Watkins	JRC Staff Member	
James Parsons	Joint ESC Student Member	
Dorcas Eyenga	JRC Student Member	

Apologies for Absence

Bridgette Anderson	Independent Member
Anne Smith	Independent Member
Emmanuella Olutayo	Joint ESC Student Member

In Attendance

Eva Dixon	Chief Operating Officer
Rebecca Taylor	Vice Principal Curriculum & Standards
Kam Dehal	Executive Director Commercial & Partnerships
Nicola Parrott	Assistant Principal Quality & Student Experience
Karen Richardson	Assistant Principal Student Support
Seidu Salifu	HE Quality & Development Lead

Clerk to the Committee

Sue Glover	Director of Governance
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The Chair welcomed everyone to the meeting and advised that item 14, KPI Dashboard, will be taken after the standing items as it will be helpful to consider key headings prior to discussing each of the reports.

LQC.19.24 Declaration of Interests

Members were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

There were no declarations of interest.

LQC.20.24 Apologies for Absence

Apologies for absence were received from

Bridgette Anderson	- personal commitments
Anne Smith	- personal commitments
Emmanuella Olutayo	- personal commitments

Agreed

The Learning and Quality Committee accepts the apologies for absence

LQC.21.24 Notification of Any Other Business

Members agreed that there was no other business to be considered.

LQC.22.24 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 29 February 2024

The minutes of the meeting were approved and signed as a correct record.

LQC.23.24 Matters arising and action points from the minutes of the meeting

Members reviewed the schedule of action points arising from the minutes of the previous meeting, noting those that will be picked up under this agenda, and agreed that all actions had been satisfactorily completed and that there were no other matters arising.

LQC.24.24 KPI Dashboard

The Committee reviewed the latest KPI dashboard, which reported on the areas of

- 42-day withdrawal
- Attendance
- Standards of teaching, learning and assessment
- Intended destinations
- Positive destinations
- HE continuation
- Overall achievement rates
- Maths & English pass rates
- Awarding body sanctions
- Learner satisfaction
- EDIMs

The Committee agreed that it was helpful to consider the dashboard as a first item to act as a prompt for some key areas in reports. The position of the dashboard will remain as a first agenda item for subsequent meetings.

It was noted that attendance remains RAG rated red. One student member reflected in their experience, poor attendance linked to staff turnover in year which may have created uncertainties for students.

Agreed

The Learning and Quality Committee receives and notes the KPI Dashboard

LQC.25.24 Termly Higher Education report

The HE Quality & Development Lead presented a report to update on recent developments relating to curriculum, quality and standards in Higher Education.

Members were advised that

- HE student satisfaction remains high, increasing by 5% on previous year
- a centralised online facility for modular feedback in being implemented following course reviews
- promotion of HE to partner schools continues with a second HE taster event of the academic year
- a new Access and Participation plan for 2024-2029 is being developed to align the new strategic document
- the college continues to meet its conditions of registration in all areas, including student and consumer protection

The Committee reviewed the Access and Participation Plan (APP) and was advised that

- the APP sets out how East Surrey College plans to
 - widen access to Higher Education for students from underrepresented groups
 - support such students whilst on the programme and on leaving it
- the agreement has been developed by the College's Equality Scheme and Objectives and designed to meet the requirements of the Equality Act 2010
- regular monitoring of the APP will be undertaken by the College Higher Education Board, which includes student membership
- the college will spend 25% of the tuition fee income above the basic fee on Access, Success and Progress measures (Access and Participation Fund)
- it is a requirement from the Office for Students (OfS) to have a plan for continuing in the next 5 years

In discussion, members suggested that reporting on disability in the document could be made clearer, particularly around care leavers as a vulnerable group.

The Committee thanked the HE Quality & Development lead for a very informative report, which highlighted the position of the College recognising that there are a great deal of positive steps being taken but the impact is ultimately around growth of HE. It was pleasing to note that two first class degrees had been achieved and the student voice in HE is particularly encouraging.

Agreed

The Learning and Quality Committee agreed to

- receive and note the termly report
- approve and commend to the Corporation Board for approval the Access and Participation Plan, subject to amendment as discussed

Seidu Salifu left the meeting

LQC.26.24 Risk Management: Summer Term 2024

The Assistant Principal Quality & Student Experience and Vice Principal Curriculum & Standards presented, for consideration and approval, a report relative to the risks in the College Risk Register, which are the responsibility of the Learning and Quality Committee.

Members reviewed the detail of each risk area assigned to the Committee:

- **Risk Reference LQC2: Failure to meet employer, community and other stakeholder needs** – ‘Significant’ risk – no change
- **Risk Reference LQC1: ‘Failure to move towards ‘Outstanding’** – ‘Fundamental’ risk – no change

The Committee was advised on the contributing risks associated with each risk, noting those where the risk likelihood and impact have reduced, those where it has increased and those that have remained at the same level.

It was noted that

- under risk LQC1
 - the level of risk associated with work experience had increased from medium to high in term 2 due to 50% of placements located and 26% hours recorded. It was then discussed that this statistic had changed rapidly in term 3 with a predicted 85% completion of external work placement and the risk should be lowered to reflect this.
 - the level of risk associated with Destinations has increased from low to medium due to low response rate
 - the level of risk associated with tutor cover has reduced as positive steps taken to build relationship with agencies to gain specialist cover at a more realistic price point
- under risk LQC2
 - the risk associated with AEB allocation has increased on predicted 2023/24 outturn
 - the risk associated to new opportunities has reduced to low following the embedding of decision-making processes and alignment of Executive.

Members discussed the issues raised and, in response to questions, were advised that the capturing of destination data has proved difficult, thus not being able to evidence destinations. It was accepted that this was a challenge faced by many colleges.

Resolved

The Learning and Quality Committee approves the report on the updated assessment of risks for the Summer Term 2024 and commends the report for approval by the Corporation Board

Tim Bevans joined the meeting

LQC.27.24 College Quality Improvement Plan (QIP) for 2023/24

The Assistant Principal Quality & Student Experience presented for consideration and approval the QIP for 2023/24, term two update.

Members were advised that the key areas for improvement from each section of the SAR have been incorporated into the QIP and that some have followed through from last year’s report.

Members reviewed the progress made in each of the key areas and agreed that good progress has been made in addressing the areas for development in term 2.

In discussion, members suggested that perhaps an alumni group could be set up, which may assist with capturing destination data. The Executive Director Quality and Student Experience confirmed this was underway.

The Committee also suggested that governor visits could be linked into the QIP, demonstrating the part that governors play in regard to quality improvement. It was confirmed this model had been used this year and Tim Bevans and Bridgette Anderson have done visits linked to the QIP – but further development of this is needed. Any critical areas highlighted could link to a visit from a governor as it would be helpful to capture assurances given during these visits in the QIP.

Agreed

The Learning and Quality Committee approved and recommended to the Corporation Board for approval the College QIP 2023/24 for term 2

LQC.28.24 Terms of Reference and Standing Orders of the Learning and Quality Committee for 2024/25

The Director of Governance presented a report, which outlined the need to review, on an annual basis, the Committee's Terms of Reference and Standing Orders.

The Committee reviewed the document, noting the proposed revisions, and agreed there were no further changes required.

Members noted the impact measures arising from the report.

Resolved

The Learning and Quality Committee approves and commends to the Board the Terms of Reference and Standing Orders of the Learning and Quality Committee: 2024/25

LQC.29.24 Annual Schedule of Business of the Learning and Quality Committee for 2024/25

The Director of Governance presented a report, which outlined the need to review, on an annual basis, the Committee's Annual Schedule of Business.

Members were advised that the document has been compiled to include the items of business that need to be addressed by the Committee at each of the meetings to be held in 2024/25.

Members reviewed the document and agreed this reflected the business that would need to be conducted by the Committee during the current year

Members noted the impact measures arising from the report.

Resolved

The Learning and Quality Committee approves and commends to the Board the Annual Schedule of Business of the Learning and Quality Committee: 2024/25

LQC.30.24 Termly Safeguarding Report for East Surrey and John Ruskin Colleges: Term

2 2023/24

The Assistant Principal Student Support presented the termly Safeguarding Report, which provided a summary of activities undertaken by the College in relation to safeguarding, Prevent and student support and intervention from January to March 2024.

Members were advised that

- safeguarding remains effective in the college
- the safeguarding team has been strengthened with the appointment of two new staff
- the on-programme survey reports a 3.48% increase in students feeling safe at College
- Surrey Police and Croydon Metropolitan Police continue to work closely with the College to carry out safeguarding activities and help communicate a zero tolerance approach towards using or bringing substances or weapons on site
- training in low level concerns and County Lines was delivered to staff at the March conference day
- all staff attended Prevent training delivered by the Surrey Prevent coordinator

Members discussed the issues raised and, in response to questions, were advised that

- 314 CPOM referrals were made between January and March, a reduction on term 1, as students are more settled and aware of college expectations
- Wellbeing and mental health remain the highest categories, although both are down by over 50%
- a filtering and monitoring audit using the LGfI tool was completed with the college adequately meeting the criteria
- the College has received an excellent outcome in a recent Safeguarding audit
- there was one Prevent referral made as a precaution. No further action was taken

The Committee commended the excellent work that continues to be done by the College's Safeguarding Team and agreed that the College Leadership is discharging its legal safeguarding duties effectively and there are robust procedures in place to promote the wellbeing and safety of learners. It had been particularly helpful to receive and review the case studies presented.

Agreed

The Learning and Quality Committee agreed to receive the termly Safeguarding report for the Summer Term 2024. Assistant Principal Student Support to look at including proportions against the percentage in the reports to give a sense of volume at ESC and JRC.

LQC.31.24 Termly Quality & Standards Report for East Surrey and John Ruskin Colleges: to end of term 2 2024

The Assistant Principal Quality & Student Experience presented, for information, a report, which provided an Executive Summary and an analysis on the current activities and priorities of both Colleges to the end of term 2 2023/24.

Members were updated on the following key areas for each College:

- Retention and predicted achievement for 2023/24
- Equality & Diversity
- Quality of teaching and learning
- Work experience/industry placement progress
- Value added
- Employer engagement activities
- Stakeholder student voice

Members discussed issues arising from the report, noting in particular

- Classroom based retention is currently good for all areas with an increase of 1.5% on previous year
- Academy of Contemporary Music (ACM) and the department of Salons, Digital and Creative contribute to the best 16-18 retention levels
- 19+ retention levels are good with ACM reporting 100% retention
- A new approach has been trialled to better predict pass rate of student. Using this new method predicted pass for full time study programmes is 85%
- Retention for apprentices has increased on last year to 82.2%
- Collection of student destination data has been outsourced this year, 41% engaged with the survey and of these 95% entered positive destinations
- A renewed focus has been placed on Equality and Diversity with a data focus on EDIMs within the termly EDI forum and Quality Assurance reviews
- The focus on quality of education through teaching and learning continues from term 1 with the introduction of a new lesson observation framework, the continuation of learning walks and supported experience. Methods of assessment will continue to be a focus for the remainder of the academic year

In discussion, members commented that perhaps Learning Walks could be part of induction programme to give areas of focus and suggested that work experience students could be invited to participate. Assistant Principal, Quality and Student Experience confirmed that this was planned. A member of the Exec suggested that we could potentially investigate 'Student Observers' as part of the Observation process. Assistant Principal, Quality and Student Experience to investigate.

The Committee thanked the Assistant Principal Quality & Student Experience for a very informative report, which enables the Committee to continue to monitor key areas of development.

Agreed

The Learning and Quality Committee agreed to receive and note the report.

LQC.32.24 Curriculum update and subcontractor and partnership monitoring The Vice Principal Curriculum and Standards presented a report to provide an update on key curriculum, subcontractor and partnership monitoring activities.

Members were advised that

- the College is being cautiously optimistic in predicting growth in study programmes numbers and consideration given on whether/how to exceed allocation comfortably to trigger in year growth payment
- T level applications and adult applications show some growth but remain a key concern
- Curriculum developments have a focus on meeting allocation across GLA and ESFA for adults, and maximising study programme numbers by offering new complementary provision which fits the local offer rather than compete with it
- T levels are being cautiously implemented to prepare for mass defunding of BTECs in 2025/26
- Demand for alternative provision at KS4 is continuous and, whilst negotiated well to achieve better price point and more suitable learners, local authorities continue to seek more alternative provision at KS4.
- Subcontracted provision has been largely successful this academic year with monitoring systems and processes providing a high level of assurance.

The Committee thanked the Vice Principal Curriculum & Standards for a very informative report.

Agreed

The Learning and Quality Committee agreed to receive and note the report.

LQC.33.24 Careers and Skills Education

The Executive Director Commercial & Partnerships presented a report which provided an overview of the College's position in relation to skills development and how the College careers and curriculum offer meets the needs of the local economy.

The Committee was updated on

- the new review of the College Gatsby Compass rating with the linked Careers Hubs (Surrey and South London), takes place in July and is expected to have good achievements across the eight benchmarks, although there are still challenges in recording of industrial placement activity across all Study Programmes and T Level provision where logging and verification is still taking place
- the expectation that most of students will have completed a work experience placement this year, with a predicted outturn of 85%
- a review of Matrix across the College Group took place in March had a good outcome. The Matrix scope next year is expected to broaden to meet the next level of the standard kitemark for careers. This will strengthen our provision in delivering careers advice and guidance across the organisation
- As part of the Local Skills Needs Duty for colleges, several reviews across the Local Skills Improvement Plan (LSIP) took place last term with Governors, senior leaders, FE colleges and businesses, which aimed to identify skills, map provision gaps and opportunities with a more focused approach to collaboration. This activity helped to inform the College's revised Accountability Statement for 2024-25
- The Local Skills Improvement Funds (LSIFs) projects are going well, and a more dynamic immersive digital experience for students, potential new students and our stakeholders across the college is expected

- Employability and Community Engagement
- Procurement and Project
- Schools Engagement
- Next steps

The Committee thanked the Executive Director Commercial & Partnerships for a very informative report and agreed that this highlights an area for governors visits in terms of work experience.

In discussion, members agreed that the College continues to have strong partnerships and collaborations across civic, schools, community and employers. There is strong alignment to priority skills needs supported by a strong pipeline of employer partnerships, continuing our growth of work-based learning provision and careers engagement.

Agreed

The Learning and Quality Committee agreed to receive and note the report

LQC.34.24 Any Other Business

As this was the last meeting of Liz Rushton and the student governors before they finished their term of office, the Committee took the opportunity to thank them for all their hard work and contribution to the Learning and Quality Committee.

There was no other business.

LQC.35.24 Schedule of Meetings: 2024/25

Thursday 21 November 2024

Friday 15 November 2024 – College self-assessment validation for LQC members

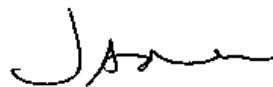
Thursday 13 February 2025

Thursday 5 June 2025

All meetings commence at 16.00, unless otherwise stated

As there was no further business, the Chair declared the meeting closed.

Signed as a correct record:



Date: 21 November 2024