

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 17 NOVEMBER 2022, VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 18.10

Present

Liz Rushton	Independent Member	Chair
Jayne Dickinson	Chief Executive	
Colin Monk	Independent Member	
Grace Marriott	Independent Member	
Anne Smith	Independent Member	
Bob Pickles	Independent Member	
Simon Potten	Independent Member	
Lily Franklin	ESC Staff Member	
Natalie Watkins-Khan	JRC Staff Member	
Antonio Iancu	ESC Student Member	
Suhayla Mohamed	JRC Student Member	

In Attendance

Lindsay Pamphilon	Principal
Eva Dixon	Chief Operating Officer
Richard Pearce	Director of HE
Rebecca Taylor	Vice Principal Curriculum & Standards
Kam Dehal	Executive Director Commercial & Partnerships
Nicola Parrott	Assistant Principal Quality & Student Experience
Deborah Stanton	Assistant Principal Student Support

Clerk to the Committee

Sue Glover	Director of Governance
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LQC.39.22 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.

Bob Pickles declared that he is a governor of Brooklands College.

There were no other declarations of interest.

LQC.40.22 Apologies for Absence

There were no apologies for absence.

LQC.51.22 Notification of Any Other Business

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

LQC.52.22 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 9 June 2022

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

LQC.53.22 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 items that will be dealt with under this agenda.

It was agreed that all actions had been satisfactorily completed and that there were no other matters arising from the minutes of the previous meeting.

LQC.54.22 Risk Management: Autumn Term 2022

The Principal 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, noting that there is no change to each risk rating:

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

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

In discussion, it was agreed that

- Risk LQC1.6 is removed relating to achievement rates for Notting Hill Academy of Music as, whilst achievement rates for summer 2022 is below those expected, this provision will close in December 2022
- Risk LQC2.2 is removed as new planned T Levels have been successfully implemented from September 2022 with further programmes scheduled for 2023/24. However, it was agreed that progress of these would be monitored elsewhere through the risk register

It was noted that the level of risks associated with attendance and achievement rates remain high as risks have been changed to report against targets in the strategic plan. With regard to the risk relating to achievement rates this has also been changed to reflect the absence of up to date national rates.

Members noted the key impact measures arising from the report.

Resolved

The Learning and Quality Committee approves the report on the updated assessment of risks for the Autumn Term 2022 and commends the report for approval by the Corporation Board.

LQC.55.22 Review of College Policies

The following policies were presented for consideration and approval.

- OSC83 Safeguarding and Child Protection Policy
- OSC85 Admissions Policy
- OSC06 Student Malpractice Policy
- OSC84 Positive Behaviour Guidance
- OSC10 Equality Policy for Staff and Students

Members reviewed each of the policies, noting the proposed changes to bring them in line with current statutory guidance as relevant for each policy, particularly the Safeguarding and Child Protection Policy which has been updated in the light of the latest changes in the 'Keeping Children Safe in Education' document published in September 2022. The Committee also reviewed the compliance of Governors' Safeguarding responsibilities within the safeguarding policy.

Members suggested that, with regard to the Admissions Policy, perhaps the criteria for inviting HE applicants for interview may be reconsidered to accommodate that an invitation to attend an interview should be made. Governors considered that it was an important part of the enrolment process that all applicants must be invited to attend an interview.

Members noted that the Positive Behaviour Guidance has been provided for information and that the College Disciplinary and other relevant student management policies have not changed.

It was noted that the newly combined Equality Policy for Staff and Students will also be reviewed by the Finance and Resources Committee where it relates to Staff.

Resolved

The Learning and Quality Committee approves and commends to the Corporation Board for approval

- OSC83 Safeguarding and Child Protection Policy
- OSC85 Admissions Policy
- OSC06 Student Malpractice Policy
- OSC84 Positive Behaviour Guidance
- OSC10 Equality Policy for Staff and Students

LQC.56.22 Annual Safeguarding Report, including Prevent Action Plan, and Suspensions 2021/22

The Assistant Principal Student Support presented, for consideration and acceptance, the Annual Safeguarding Report for 2021/22 for both Colleges.

The Board was informed that

- the Annual Safeguarding Report reviews the work undertaken at both Colleges in relation to Safeguarding including Prevent throughout the year
- the report provides assurance to the Board that both Colleges are compliant with their responsibilities in relation to Safeguarding including Prevent and that appropriate actions are being taken in relation to safeguarding students, staff and visitors to both Colleges

Members reviewed the detail of the report, noting that

- there has been an increase in the number of individuals where mental health concerns were contributing factors in safeguarding and an increase in disclosures of abuse, spanning a broad range of categories
- an electronic safeguarding platform, CPOMS was introduced at the start of the academic year and used by the Safeguarding team to pilot referrals, reporting and recording
- both Colleges have experienced a substantial decrease in the number of suspensions from term 2 due to the introduction of restorative approaches when dealing with inappropriate student behaviour by the Safeguarding, Estates teams and curriculum and wider support staff

- there are measures in place for the Corporation Board in relation to its responsibilities for Safeguarding including Prevent, particularly the summary to evidence compliance with those responsibilities set out in the safeguarding policy relating to the governing body, giving further assurance that the Board is compliant with all its safeguarding responsibilities

In discussion, members were advised that

- CPOMS is a platform used by many local schools enhancing the secure sharing of safeguarding information as students transfer from school to college. The referral process was rolled out to all staff at the end of the academic year and further development is now needed to harmonise and fully utilise the reporting functions of the system. It was appreciated that the system could generate more work for the designated safeguarding lead with the amount of referral follow-ups
- the decrease in the number of safeguarding incidents from the previous year is as a result of a change from recording individual cases rather than the number of incidents, which has previously been the case

The Committee agreed that the annual report provided a very comprehensive summary of all the issues relating to Safeguarding including Prevent at both Colleges during the year and took the opportunity to commend the hard work and dedication of the College's Safeguarding team to keep all students safe and well.

Resolved

The Learning and Quality Committee approves and recommends to the Corporation for acceptance the Annual Safeguarding and Prevent Report for 2021/22 for both Colleges.

Anne Smith and the two student members arrived

The Chair of the Committee advised that item 14 would be taken at this point of the agenda as some of the information it provided could help to inform on the initial College SAR grading item.

LQC.57.22 Termly Quality & Standards Report for East Surrey and John Ruskin Colleges: to end of term 3 2022

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 3 2022.

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

- Retention, pass and achievement, attendance rates for 2021/22 (classroom based and apprenticeships)
- Quality of Teaching, Learning and Assessment
- Equality & Diversity
- Value Added
- Annual Compliments and Complaints Analysis: 2021/22

Members discussed issues arising from the report, noting in particular

- Retention across the College Group in 2021/22 is lower than previous year (-4.1% points) but consideration must be given for this being the first year of full on-site study for two academic years and student resilience, mental health and general wellbeing have been impacted.

- OSC achievement (to date) is 80.7%, a decline by 5.8% points against 2020/21 when many areas were teacher-assessed under specific criteria set by awarding bodies. The main areas of low achievement were Sutton Football Club (SFC) 61.9% and LSK 70.6. There are a small number of additional claims still to be processed due to late achievements, which includes LSK.
- out-turn for apprenticeships is below forecast with a majority of this resulting from poor retention, 23% of learners left their qualification with a majority of cases being due to changes in circumstance and loss of jobs through redundancies/business needs or personal circumstances, which has impacted achievement (57%). This is also due in part to delays in apprentices being able to access End Point Assessments. Some areas have seen positive results with well-managed systems leading to increased achievement e.g., BHB show an 8.3% point improvement to an overall of 75% achievement and MET report 100% achievement for their 5 apprenticeship learners.
- the support for young carers is high at OSC with excellent retention of young carers on their qualification, 91.6% (+2.4% points higher than those that are not).
- EEN is an area of excellent performance with 97.1% retention leading to 93.9% achievement, an 8.7% point growth on last academic year.
- The Learning Curve subcontracting achievement dipped slightly in comparison to 20/21 at 89.8% (5.1% points) and pass rates at 100% (-/+0%), ACM achievement dipped by 4.3% points reporting 91.2% achievement this academic year and 96.2% pass rate which are still excellent
- Attendance was 78.7% across the group and suffered from January 2022 with a surge in Covid related absence which continued throughout term 2 and remained below the College target
- Teaching, Learning and Assessment across the group is robust with positive feedback for practical delivery seen at ESC and theory feedback at JRC, there is opportunity to undertake collaborative working here, sharing good practice
- Work Experience has been good with employers now welcoming a higher number of learners back into the workplace post pandemic
- EDIMs are positive for OSC 16-18 overall. There is no concerning gap in retention for ethnicity (1.2% points 16-18) or gender (1.6% points). HNL remains a key focus in 2022/23 in terms of identifying those with need and how they are being supported from the start of their programme
- the start of 22/23 academic year has seen positive collaboration with employers, a T-Level familiarisation Employer Breakfast took place on 17th October 2022. This continues to promote and support employer involvement with T-Levels and encourages curriculum areas to network to ensure student engagement is high.

The Committee was presented with a report, which summarised the Complaints and Compliments received at both Colleges during 2021/22.

It was noted that

- at ESC the majority of complaints were external from residents related mainly to student behaviour and litter being dropped with the largest action in response to these complaints being the implementation of the smoking shelter on site to reduce the number of learners smoking on Claremont Road
- the College has appropriate processes and procedures in place so that all complaints can be fully investigated and appropriately resolved
- a significant number of staff were complimented by students on the quality of their teaching, their support for learning and their overall experience, which was pleasing to note

In discussion around achievement rates, the Committee asked for further explanation regarding the low percentage of students who gained Maths and English grade 4 in comparison to the previous years. The Committee were reminded that the College strategy for 2012/22 was for all students on GCSE maths and English who achieved a grade 3 or below. These students were entered for the exam as their previous result was based on a Teacher Assessed Grade and an exam would provide them with a new baseline position as well as examination experience.

The Committee thanked the Assistant Principal Quality & Student Experience for a very informative report.

Agreed

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

LQC.58.22 Curriculum update and subcontract and partnership monitoring

The Vice Principal Curriculum and Standards presented a report, which focused on the progress with curriculum planning for 2022/23, the relationship with employers and an update on recruitment, subcontractors and partnerships delivery.

Members were advised that

- recruitment for Study Programmes has been successful this academic year with significant growth at JRC in particular
- Enrolment numbers are predicted to be up to 346 above allocation which would meet a 10% growth target
- Apprenticeships continue to profile growth from recruitment this time last year
- HE degree programmes show a pattern of declining enrolment; however, this is bolstered by other higher level professional programmes which continue to at least sustain numbers part time adult provision has shown substantial growth in ESOL
- curriculum development continues at pace with a number of new partnerships, contracts, and outreach work
- subcontracted provision has been recruited to and quality assurance processes have begun for the year for ACM, WEA, Surrey Choices and The Learning Curve
- Sutton United students have settled in well compared with the previous year
- 'Multiply' is the College group's new contract with both the GLA and Surrey CC which allows the delivery of bespoke numeracy upskilling in different settings to employed, unemployed, and vulnerable adults under a range of short programmes

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.59.22 College Self-Assessment Report for 2021/22

The Assistant Principal Quality & Student Experience presented details of the emerging overarching grades for the annual Self-Assessment report (SAR) for 2021/22.

Members were advised that

- the College prepares an annual self-assessment report (SAR) and Quality Improvement Plan (QIP), the final version of which is presented to the Committee in January

- Department SAR/QIP and grades will be considered during Departmental Performance Reviews in November and December which all governors are invited to participate in
- at this time, provisional grading is Good for all overarching grades including the Overall Effectiveness of the College

Members were reminded that authority is delegated by the Corporation Board to this Committee to review and approve a final version at their meeting in January in order that the SAR can be submitted to Ofsted by the end of January.

Grace Marriott joined the meeting

The Chair of the Committee invited Grace to comment on the initial grades as she had attended the meeting to consider these. Grace advised that it was an excellent meeting and was able to confirm that these were an accurate reflection of what had been discussed.

Resolved

The Learning and Quality Committee agreed the initial grades for each area and the College, noting that the final SAR position will be confirmed following the Performance Reviews and the Corporation Board informed at the meeting in December.

LQC.60.22 College Quality Improvement Plan 2021/22

The Assistant Principal Quality & Student Experience presented, for consideration and approval, the final College Quality Improvement Plan (QIP) 2021/22.

Members were advised that the QIP had been approved at the meeting of the Corporation Board held on 7 July 2022 and is submitted for the final 'sign off' by the Committee, following an update of progress during the remainder of the Summer Term 2022 and achievement data finalised in October 2022.

Members reviewed the summary of the QIP, noting that

- the QIP for 2021/22 had 13 key targets across the different Ofsted themes and included subcontracted provision
- each of the gradings will be forwarded to the next year

In discussion, members agreed that good progress has been made in achieving the targets set.

Resolved

The Learning and Quality Committee approves and commends to the Corporation Board, the College Quality Improvement Plan 2021/22 for final 'sign off'.

LQC.61.22 Student Performance Targets for 2022/23

The Assistant Principal Quality & Student Experience presented for consideration and approval the Student Performance Targets for 2022/23.

The report provided an overview of how the College has performed against key targets in 2021/22 and targets for 2022/23. The Board was reminded that in 2021/22 four student and apprentice targets had been set:

- Target 1 – every qualification to exceed the national achievement rate by 3% or improve by 5% on the previous year
- Target 2 – learner attendance to timetabled sessions to meet the minimum 90% target or improve by 5% on the previous year
- Target 3 – learner punctuality to timetabled sessions to meet the minimum 95% target or improve by 5% on the previous year

- Target 4 – learner added value on level 3 programmes to be in the top 25% nationally (grade 1-3 in ALPS) or improve at least 1 grade on the previous year

Members reviewed the detail of the report, noting

- achievement rates compared with the latest available pre-Covid national rates
- 16-18 classroom achievement
- courses identified as needing to improve at ESC and JRC
- courses that had a very high achievement at ESC and JRC
- 19+ classroom achievement
- Apprenticeship achievement
- Attendance and punctuality at both colleges
- Proposed Student Targets for 2022/23 of
 - Target 1: Retention for FT study programmes at OSC to be >90%, with apprenticeships >75%
 - Target 2: Pass rates for students to be >90%
 - Target 3: 100% of students to have meaningful work experience, with >95% in year hour achievement leading to >90% of those students entering employment to be linked to their previous course of study

In discussion, members noted that the targets for 2021/22 were set before the full impact of Covid in academic year 2021/22 was realised and that due to CAGs and TAGs, National Rates are from 2018/19, as a result being within 3% of these for achievement is of limited consequence.

The Student Members commented that the attendance rate could be misleading as there have been occasions when registers did not always include a positive mark for authorised absences-

The Principal suggested that going forward it would be more helpful to align student targets with the targets set in the strategic plan and KPIs. It was agreed that for continuity these would be recommended to the Board in December but that in future there would be one set of targets captured in the strategic plan which would then be monitored through the KPI dashboard.

Resolved

The Learning and Quality Committee approves and recommends to the Corporation Board for approval the Student Performance Targets for 2022/23

LQC.62.22 Higher Education

The Director of HE presented a self-evaluation document (SED) and accompanying action plan relating to the continuous improvement of the HE student academic experience, HE student outcomes and the standards of the HE awards for which the College is responsible.

Members were reminded that there is no longer a requirement by the Office for Students (OfS) for providers to submit an Annual Quality Assurance Statement as had previously been required. However, the Corporation Board should continue to receive appropriate assurance on the College's HE provision. The SED and action plan are presented to provide a clear statement on the quality of the College's higher education provision and to set appropriate actions at a provider level in order to assure Governors that the Ongoing Conditions of Registration with the Office for Students (B Conditions) are being met.

Members reviewed the detail of the SED, noting the key areas:

- Overview of management and governance of HE at East Surrey College
- The Higher Education Provision
- The framework for Higher Education Qualifications
- The expectations of the UK Quality Code
- Codes of Governance
- Ensuring Consumer Protection
- Student Protection Measures
- Value for Money
- Higher Education Quality Assurance Action Plan

Members were advised that

- the College delivered on its prescribed HE programmes in 2021/22, including three Degree Apprenticeships (Embedded Electronic Systems, Construction Site Management, and Chartered Surveyor)
- during 2021/22, the College's Higher Nationals were accredited by Pearson and its Degrees were validated by the University of Chichester
- the College is very proud of the inclusive profile of its HE student body and recruits exceptionally well from the more mature student market with 65.2% of its HE students being 21 or over, with this number increasing by 11.1% on 2020/21, which can be linked to a significant number of mature students from UK Power Networks
- 50.5% of the HE student body are part time students, which has increased by 18.1% on 2020/21, which again is impacted by UK Power Networks students
- the HE student survey indicated some very positive outcomes for the students with comments including '*management of academic standards was considered to be effective*'
- the average continuation rate showed a slight decrease of 0.4% from 2020/21. However, this is a sustained strong performance and would have been higher but for a number of students on one programme who struggled to completed year 1 despite the best efforts of the course team

Members agreed that the SED was very comprehensive and provided a clear statement on the quality of the College's higher education provision, indicating very pleasing outcomes for HE students. It was acknowledged that the document brings together all issues relating to the quality of provision and performance data, which gives great confidence that processes in place are working well. The Committee took the opportunity to thank those involved for the excellent performance of the College's HE provision.

Members reviewed the action plan in place, noting the action taken against each of the areas identified for improvement and agreed that good progress has continued to be made.

Resolved

The Learning and Quality Committee agreed to

- receive and note the SED
- approve and recommend to the Corporation Board for approval the action plan relating to the Higher Education SED

LQC.63.22 Higher Education Strategy

The Director of HE presented for consideration and approval the Higher Education Strategy.

Members were advised that there are no fundamental changes to the previously approved document.

The Committee reviewed the document and agreed there were no further changes to be made and that it would be more appropriate for the HE Strategy to be reviewed annually rather than bi-annually.

Resolved

The Learning and Quality Committee agreed to approve and recommend to the Corporation Board for approval the Higher Education Strategy

LQC.64.22 Termly Higher Education report

The Director of HE presented a report to update on recent developments relating to curriculum, quality and standards in Higher Education.

Members were advised that

- although the College suffered a downturn in full time HE recruitment, apprenticeships have remained strong
- student performance was positive for a third year on Continuation rates
- approval has been given to use the term Orbital South Colleges University Centre
- Academic standards continue to be high and the quality of the student experience and external examiner reports are good
- the College continues to monitor and adapt with regard to consumer protection and student protection imperatives and is managing the teaching-out arrangements with Notting Hill Academy of Music

The Committee thanked the Director of HE for a very informative report, which highlighted the positive position of the College and gave congratulations on achieving university status.

Agreed

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

LQC.65.22 Annual Report of the Learning and Quality Committee for 2021/22

The Director of Governance presented, for consideration and approval, the Annual Report of the Learning and Quality Committee.

The Committee was advised that the annual review of the work of the Committee is essential in ensuring that the areas of strategic responsibility, which have been delegated to the Committee by the Board, are being properly addressed.

Members noted that the Annual Report gives all members of the Board the opportunity to review the work undertaken by the Committee on behalf of the Board throughout the year.

Members reviewed the detail of the report, noting

- there were no meetings held on a restricted basis during 2021/22
- the oversight of safeguarding is a key responsibility for governors and the Committee continues to play a key role in overseeing this
- the Committee has continued to ensure, through its agenda setting process, that it is addressing its key responsibilities and that it is able to monitor and review all issues within its remit, particularly those which give cause for concern

The Committee noted the key impact measures arising from the report.

Resolved

The Learning and Quality Committee approves the Annual Report of the Learning and Quality Committee 2021/22 and commends the report to the Corporation Board

LQC.68.22 Careers Education

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

Members were reminded that from September 2022, Ofsted have updated the inspection framework to include an enhanced inspection which focuses on how well FE Colleges are contributing to the skills needs, with a sub-judgement of 'limited', 'reasonable' or 'strong' evidence.

The Committee was advised on

- Apprenticeship enrolment, which has been strong this year with most of the recruitment from Construction and Engineering roles
- Procurement, Projects and Contracts with
 - Mayoral Academies – Community/Employers
 - Youth Hubs - Community
 - Strategic Development Funds (SDF) – Civic/Education
 - Sponsorships - Employer
 - Employer Breakfast Event T Levels and Technical Education

It was noted that

- employer feedback reported by the Digital Apprenticeship Service is high, giving a strong endorsement of the high-quality customer service and support that employers are receiving
- all the Gatsby benchmarks across all 8 categories have been met at 100%

In discussion, members agreed that the College has established strong strategic partnerships and collaborations with the community and employers, which is evidenced through the success of recent procurements and the work being undertaken in terms of the Strategic Development Fund Projects. The Committee will continue to monitor the impact of the developments at each of its termly meetings, particularly as many of the projects are in the early stages and will be important contributions to the delivery of future skills needs and how well the College positions its LMI alignment and with the Skills and Post-16 Education Act.

Agreed

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

LQC.67.22 Annual Review of the Business of the Learning and Quality Committee 2021/22

The Director of Governance presented, for information, a report, which provided a review of the Action Points arising from the meetings of the Learning and Quality Committee during 2021/22.

Members were reminded that, following each meeting of the Committee, a list of Action Points arising from the meeting is drawn-up and, at the next meeting, the list is reviewed in order to ensure that the appropriate action has been or is being taken.

The Committee was advised that the purpose of the report was to ensure that appropriate progress has been made against each of the identified actions required by the Committee.

Members noted that all Action Points have been fully addressed to the satisfaction of the Committee.

Members noted the key impact measures arising from the report.

Agreed

The Learning and Quality Committee receives and notes the report

LQC.68.22 KPI Dashboard

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

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

It was noted that attendance remains a high risk at 83% against the target of 90%.

Agreed

The Learning and Quality Committee receives and notes the KPI Dashboard

LQC.69.22 Any Other Business

The Chair of the Committee took the opportunity to thank Bob Pickles, who will be leaving this Committee as, in his role of Chair of the Corporation, he will be serving on a number of others.

There was no other business.

LQC.70.22 Schedule of Meetings: 2022/23

Thursday 19 January 2023
Thursday 23 February 2023
Thursday 8 June 2023

All meetings commence at 16.00

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

Signed as a correct record:

Date: 19 January 2023

