

## THE CORPORATION OF EAST SURREY COLLEGE

### LEARNING AND QUALITY COMMITTEE

#### MEETING HELD ON THURSDAY 9 JUNE 2022, VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 18.00

#### 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	
Jhalak Limbachia	ESC Student Member	
Elizabeth Konan	JRC Student Member	

#### In Attendance

Andrew Baird	Chair of the Corporation
Lindsay Pamphilon	Principal
Eva Dixon	Chief Operating Officer
Richard Pearce	Director of HE
Frances Harris	Vice Principal Student Support (DSL) & Interventions
Rebecca Taylor	Vice Principal Curriculum & Standards
Michael Smith	Vice Principal Quality, Innovation & Student Experience
Kam Dehal	Vice Principal Business Development

#### Clerk to the Committee

Sue Glover	Director of Governance
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#### LQC.24.22 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.25.22 Apologies for Absence

There were no apologies for absence.

#### LQC.26.22 Notification of Any Other Business

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

**LQC.27.22 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 24 February 2022**

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

**LQC.28.22 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.29.22 Risk Management: Summer 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 relation to risk LQC.1.8 it was noted that staff recruitment remains a concern and a challenge for roles in particular sectors or skills sets, in line with the national situation affecting FE colleges.

In discussion, it was agreed that

- new contributing risk LQC1.16 is added – ‘failure to respond effectively to safeguarding incidents’
- risk LQC2.2 be increased following the impact of Covid on the abilities of the College and sub-contractors to deliver to adults who are more cautious about enrolling in education in the current climate
- new contributing risk LQC2.4 is added – ‘failure to be able to respond with agility to new opportunities to a high standard without impacting on reputation’

It was noted that although risks relating to safeguarding are covered by other committees in their risk registers, it was considered that by having a specific risk to address whether safeguarding is managed effectively reinforces the strong focus on this area and demonstrates the robustness with which it is managed.

Members were advised that risk LQC2.4, although similar to the risk covered by the Search and Governance Committee does address slightly different issues and therefore should be a risk under this committee’s risk register.

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 Summer Term 2022 and commends the report for approval by the Corporation Board.

**Natalie Watkins-Khan left the meeting**

### **LQC.30.22 College Quality Improvement Plan 2021/22**

The Vice Principal Quality, Innovation & Student Experience presented, for consideration and approval, the College Quality Improvement Plan 2021/22: Summer Term 2022.

The Committee was reminded that

- the College Quality Improvement Plan (QIP) is the main working quality improvement document following on from the full Self-Assessment Report (SAR) which in itself is the most important quality monitoring document for the College
- areas for improvement identified in the SAR are raised in the QIP as areas for improvement with actions, targets, responsibilities and timelines identified for monitoring and achievement
- there are 13 key areas identified for improvement, which were agreed by the Committee at the meeting held on 25 January 2022
- the QIP relates directly to all five of the College's strategic aims
- there is an expectation that actions are clear, comprehensive and measurable

Members reviewed the progress made to the end of term 2 for each of the key areas for improvement.

The Committee endorsed overall the rigour with which the Plan addresses each of the identified issues and the measures taken to address all identified areas of concern. It was acknowledged that attendance is an ongoing focus, in particular for highly practical programmes at ACM and Sutton United Football Club (SUFC) where it is below College expectations. Members commented that at the recent Performance Review, SUFC had reaffirmed their commitment to ensuring attendance is improved and were advised that the College continues to actively engage with them to give as much support as possible. The student governor commented on the importance of establishing good communications between the student and teacher so that students feel supported, thus giving them confidence to achieve good grades.

Members noted the key impact measures arising from the report.

#### **Resolved**

The Learning and Quality Committee approves and commends to the Corporation Board, the College Quality Improvement Plan 2021/22: Summer Term 2022

### **LQC.31.22 Review of College Policies and Strategies**

The Chair of the Committee advised that the Equality Policy for Students will not be taken at this meeting as further work is required on this document and will be submitted to the next meeting.

The Vice Principal Quality, Innovation and Student Experience presented, for consideration and approval:

- OSC77 Digital & E-Learning Strategy

The Committee considered the highlighted changes and agreed these were appropriate with no further changes required.

The Director of HE presented, for consideration and approval:

- OSC08 Scholarship and Research Ethics Policy

The Committee considered the highlighted changes and agreed these gave clarity to the document and should be made.

The Principal presented, for consideration and approval:

- OSC03 Compliments, Comments and Complaints Policy

Members were advised that this had previously been the Client Feedback Policy, which has been renamed to include Compliments, Comments and Complaints. The Committee considered the detail of the policy and agreed this was appropriate.

**Resolved**

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

- OSC77 Digital & E-Learning Strategy
- OSC08 Scholarship and Research Ethics Policy
- OSC03 Compliments, Comments and Complaints Policy

**LQC.32.22 Terms of Reference and Standing Orders of the Learning and Quality Committee for 2022/23**

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: 2022/23

**LQC.33.22 Annual Schedule of Business of the Learning and Quality Committee for 2022/23**

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 2022/23

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: 2022/23

**LQC.34.22 Termly Safeguarding Report for East Surrey and John Ruskin Colleges: Summer Term 2022**

The Vice Principal Student Support (DSL) & Interventions presented the termly Safeguarding Report for East Surrey and John Ruskin Colleges.

Members considered the detail of the report, noting

- the number of safeguarding incidents relating to Abuse and Mental Health
- Children who are looked after (CLA)
- In-year suspensions
- Safeguarding developments

- Local and regional issues

The Committee discussed the issues arising, noting in particular that there has been a significant increase in the proportion of individuals suffering poor mental health and a rise in disclosures of abuse, spanning a broad range of categories.

Members were advised that the review and subsequent enhancement of resources and procedures developed to support such incidents in dealing with these issues has been tried and tested throughout the year and is working effectively.

Members commented on the recent introduction of a therapy dog who will be visiting individuals in maths and English groups at ESC to help alleviate anxiety and stress. It was agreed this was an excellent way of supporting those suffering from these issues and hoped that in due course another therapy dog might be made available at JRC.

The Committee commended the excellent work that continues to be done by the College's Safeguarding Team.

### **Agreed**

The Learning and Quality Committee agreed to receive the termly Safeguarding report for the Summer Term 2022

### **LQC.35.22 Termly Quality & Standards Report for East Surrey and John Ruskin Colleges: to end of term 2 2022**

The Vice Principal Quality, Innovation & 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 2022.

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

- Retention/Progression/Attendance (classroom based and apprenticeships)
- Equality & Diversity
- Value Added
- Work Placement progress
- Quality of Teaching, Learning and Assessment
- Stakeholder/Student Voice
- Exam performance overview

Members discussed issues arising from the report, noting in particular

- Retention is good across the College Group and supports a good performance position for the end of the year
- Attendance for full time programmes is too low, but has remained similar to term 1
- Attendance for apprentices is good and holding a strong position in curriculum
- Progression is looking positive with further processes to be completed for a fuller picture
- EDIMs data indicates small gaps and no major concerns in retention gaps
- Value added is good and shows a good in year position, although end of year units, projects and exam results will have an impact on this
- Work placement, in terms of placements and experiences of work, has steadily begun to re-engage and term 2 has shown a larger range of activities taking place
- There has been a range of activities to assess the quality of teaching and learning, which has identified well planned lessons and a confident use of verbal questioning techniques

- Student feedback is positive with high levels of 'agree' or 'strongly agree' on the quality of their experience
- Exam performance has been a concern in terms of student preparation, wellbeing and with low attendance impacting on some results

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

- Covid has had an impact on exams as for a number of students this has been the first time they have had to sit exams. It was noted that the first round of exams results from January were below expected which presents a risk to achievement, and the consequent range of strategies and approaches taken by the College to support students.
- results and resits for exams will need to improve and action plans have been agreed with HODs/DOLs with clear interventions for improvement

The Student Governors commented that exams have been an issue as many students have not had to sit an exam before. However, they have found teachers to be very understanding of anxiety issues with exams and have been very supportive.

The Vice Principal Curriculum and Standards presented a report, which focused on the progress with curriculum planning for 2022/23, the relationship with Sutton United Football Club and an update on recruitment delivery in 2022/23.

Members were advised that

- Curriculum planning is now complete and applications reflect cautious growth on both sites
- Apprenticeships continue to grow with some development of Standards to create more specialisms at JRC
- Subcontracted provision is being closely monitored for quality and outcomes and performance. WEA provision is being monitored in terms of meeting headcount targets, which is influencing the allocation for next year
- Developing relationships with SUFC and ACM continue to support Study Programme numbers for the College Group with innovative new provision

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

- The College has recruited more high level students this year than in any previous year
- Student performance looks positive for a third year of strong Completion and Continuation rates
- The College plans to seek approval for the use of the term University Centre
- Academic standards continue to be high and the quality of the student experience is good
- Student engagement and scholarship activity are increasing post-Covid
- The College continues to monitor and adapt with regard to consumer protection and student protection imperatives and, in relation to the latter, is discussing teaching-out arrangements with Notting Hill Academy of Music

Members were pleased to note that a termly update on HE has been introduced to the agenda for each meeting of the Learning and Quality Committee in light of the welcome growth of HE students in recent years.

In discussion, members commented on the increasing engagement by students post-Covid and were advised that the College has been able to capitalise on the remote learning approach with these students by listening to their requirements to enable a more flexible approach.

The Committee thanked the Vice Principals and the Director of HE for their very informative reports, which highlight the positive position of the College.

**Agreed**

The Learning and Quality Committee agreed to receive and note the reports:

- Termly Quality and Standards report for both colleges
- Curriculum update and subcontractor and partnership monitoring
- HE update

**LQC.36.22 KPI Dashboard**

The Committee received the proposed key performance indicators, which had been reassessed following the previous meeting.

Members noted that the KPIs have been RAG rated as a one page dashboard in order to see 'at a glance' where risks may be so that action can be quickly taken.

Members reviewed each of the key performance areas proposed and agreed these were appropriate with nothing further to add at this time and asked that this is presented to each meeting of the Committee.

**Agreed**

The Learning and Quality Committee receives and notes the KPI Dashboard

**LQC.37.22 Any Other Business**

As it was the last meeting before the end of their term, the Chair of the Committee took the opportunity to thank the student governors for all their hard work and contribution during the year.

There was no other business.

**LQC.38.22 Schedule of Meetings: 2022/23**

Thursday 17 November 2022  
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: 17 November 2022**

*E. Rushon*