

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 29 FEBRUARY 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	
Bridgette Anderson	Independent Member	
Grace Marriott	Independent Member	
Anne Smith	Independent Member	
Tim Bevans	Independent Member	
Victor Muriithi	ESC Staff Member	
Natalie Watkins	JRC Staff Member	
James Parsons	Joint ESC Student Member	
Arlo Newbury and Dorcas Eyenga	Joint JRC Student Member	

Apologies for Absence

Emmanuella Olutayo	Joint ESC Student Member
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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
Sam Bromige	Head of HR (item 9 only)

Clerk to the Committee

Sue Glover	Director of Governance
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LQC.01.24 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.02.24 Apologies for Absence

Apologies for absence were received from

Emmanuella Olutayo - personal commitments

Agreed

The Learning and Quality Committee accepts the apologies for absence

LQC.03.24 Notification of Any Other Business

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

LQC.04.24 Appointment of Committee Chair

The Director of Governance advised the Committee that, as the previous Chair of the Committee relinquished the role on 31 December 2023, it was necessary to appoint a new Chair of the Committee at this meeting.

Members were informed that, in accordance with the Terms of Reference and Standing Orders of the Committee, the Chair shall be appointed from among the independent members of the Committee. The Committee was informed that, following the invitation to members to submit nominations for the Chair, Jenny Adamson has been nominated for the position and it was unanimously agreed by members that she is appointed.

Resolved

The Learning and Quality Committee recommends to the Corporation Board that Jenny Adamson is appointed the Chair of the Committee

LQC.05.24 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 16 November 2023

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

LQC.06.24 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.07.24 Risk Management: Spring 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 attendance continues to remain high with strategies in place across the college and a new dashboard to help monitor attendance
 - the level of risks associated with retention and achievement has reduced in light of figures banked to date. However, deep dives on KPIs and quality assurance reviews will continue and will be kept under review
 - the level of risk associated with recruitment of staff in key areas remains high as there continues to be a general market skills shortage

- under risk LQC2
 - although the College is developing new relationships which will deliver improved AEB values and provide a feeder to JRC specifically, the level of risk associated with meeting conditions of funding remains high

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

- retention and achievement in the register is specific to ESC/JRC and does not include subcontractors
- developing new partner relationships takes time, which impacts on improving the level of associated risk in the 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 Spring Term 2024 and commends the report for approval by the Corporation Board

LQC.08.24 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 one 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 1. The progress made in term 2 will be presented to the Committee at the June meeting.

Agreed

The Learning and Quality Committee approved and recommended to the Corporation Board for approval the College QIP 2023/24 for term 1

LQC.09.24 Review of College Policies

The Executive Director Commercial & Partnerships presented, for consideration and approval, the following College strategy:

- OSC75 Partner Engagement Strategy

Members were advised that the

- strategy replaces the previous Employer Engagement Strategy
- scope has been expanded to include all four quadrants of stakeholder engagement in order that it is more suitably aligned to the Local Skills Improvement Plans (LSIPs) and the Ofsted 'sub judgement' standard to demonstrate how well colleges are meeting the skills needs of the economy

The Committee reviewed the document and considered this gave a clear statement on the context and strategic direction of the College's partner engagement across the college group and had a good link to the LSIPs and to Ofsted. It was agreed there were no further amendments required.

The Director of People presented for consideration and approval the following policy:

- **OSC10 Equality Policy for Staff and Students**

Members were reminded that this policy had been considered at the last meeting when it was agreed that further consideration should be given to the benefits of a diverse community and brought back to the next meeting.

The Committee reviewed the revisions made and agreed this gave greater prominence to the benefits of diversity. However, members made some further comments relating to the roles and responsibilities and staff training in the document and asked if these could be better defined.

It was further agreed that, as this policy covered both staff and students and thus required to be considered by this committee from the student perspective and the Finance and Resources Committee from the staff perspective, to avoid a lengthy process going forward of being reviewed by two committees this policy is presented with the Annual Equality & Diversity report when it is considered directly by the Corporation Board in the autumn term. The Chair of the Committee would inform the Chair of the Finance and Resources Committee of this approach ahead of their meeting next week.

Resolved

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

- **OSC75 Partner Engagement Strategy**
- **OSC10 Equality Policy for Staff and Students, with the proviso that in future this policy is presented with the Annual Equality & Diversity report directly to the Corporation Board**

LQC.10.24 Termly Safeguarding Report for East Surrey and John Ruskin Colleges: Term 1 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 September 2023 to December 2023.

Members were advised that

- the induction survey reports an increase of 6% in students feeling safe at College and the majority of students at both colleges acknowledge the significance of wearing their lanyards
- Croydon CC carried out a successful safeguarding audit and one is planned for Surrey later in the year
- a range of workshops and tutorials to educate, support and help build resilience were delivered by the YMCA and other providers
- the College's filtering and monitoring systems have been reviewed and an action plan put in place to address areas for development
- no referrals were made to Prevent/Channel during the period

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

- to date 438 CPOMs referrals were made between September and December. Wellbeing and mental health remain the highest categories, how young people communicate and treat each other requires further action to address Child-on-Child abuse and bullying
- during the first term, 23 Smoothwall alerts were received with none requiring referral or intervention

- the People Team managed two cases that required referral to the LADO, both were passed back to the College to deal with internally

Members suggested that it would be helpful if future reports could include a comparison of the percentage of safeguarding incidents and referrals against the college population as a whole.

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.

Agreed

The Learning and Quality Committee agreed to receive the termly Safeguarding report for the Autumn Term 2023

LQC.11.24 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

- the partnership with the University of Chichester has been successfully renewed for a further 3 years
- the total number of HE students for 2023/24 is 258, of which 89 are from the UK Power Network provision, 84 on the higher apprenticeship pathway with the remaining students on traditional HE programmes
- the RICS accreditation is officially completed and the first review planned for the next autumn term
- to help mitigate the declining number of HE students, a growth strategy plan is being put in place, which will include the rationalisation of existing programmes with the University of Chichester and plans to migrate the existing Higher National qualification to the new Higher Technical Qualifications in the 2025/26 academic year
- the College continues to meet its conditions of registration with the Office for Students (OfS)
- there was a 75% response rate to the HE induction survey compared to 61% in the previous year, with all respondents saying they would recommend their course to others

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

- the growth strategy is planned to be finalised in the summer and will be in operation for the start of 2024/25 and would take into consideration current demand
- it is acknowledged that growth may come in niche areas of the college with internal progress seen as an area of strength

The Committee thanked the HE Quality & Development lead for a very informative report, which highlighted the position of the College.

Agreed

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

LQC.12.24 Termly Quality & Standards Report for East Surrey and John Ruskin Colleges: to end of term 1 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 1 2023/24.

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

- Student Destinations for 2022/23
- Retention and Attendance for 2023/24 (classroom based and apprenticeships)
- Quality of Teaching, Learning and Assessment
- Stakeholder/Student Voice and Induction Survey
- Equality & Diversity
- Apprenticeships

Members discussed issues arising from the report, noting in particular

- Student destination data will be available for review in early March and will be reported on at the next meeting
- Retention rates are high, which has been attributable to vigilant monitoring and successful support during induction
- Attendance continues to be a focus area with increased intervention and support for classroom-based provision. There have been efforts to improve attendance reporting through a streamlined, user-friendly dashboard, which has seen a positive way forward in allowing teams to visually identify patterns and trends, but there is more work to do
- Termly forums are held to discuss emerging themes in relation to equality, diversity and inclusion and through quality assurance reviews retention and achievement of minority groups is monitored
- Collaborative activity has taken place to support the development of quality in teaching, learning and assessment with a key focus on lesson structures and starting the lesson in the right way
- Overall student feedback has been positive, with students acknowledging the significance of lanyard wearing, commenting they feel safe and that the college is a democratic environment to study
- The best case achievement for apprenticeships currently sits with the Teacher Training Academy, twelve-week reviews have been a point of focus over the first term and progress has been made on timely reviews over the past academic year. Best case achievement is predicted at 61%

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

Agreed

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

LQC.13.24 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

- Recruitment of study programmes in 2023/24 is slightly below allocation at R04 and there is a need to grow adult provision across funding streams to meet allocation

- Apprenticeship recruitment has met allocation and there continues to be significant demand for KS4 provision in Croydon and Surrey
- Level 3 qualification reform, with defunding planned in 2025, is a key consideration and will present a variety of challenges and opportunities
- Curriculum planning for 2024/25 will take into consideration some of these changes in addition to focusing on key areas of growth across adult funding streams where funding changes and reduction of subcontracting will mean more direct provision needs to be planned and resourced
- Curriculum continues to engage with key local partnerships to drive innovation and meet employer and community needs
- Subcontracting with the WEA is ceasing as the contract value was not achieved in 2022/23 and there have been concerns around performance. Direct provision is being developed to replace this
- The new training provider, Runway Training, has delivered a level 2 in Childcare and students had a good transition experience at JRC leading to applications from all students for the free courses for jobs provision in level 3 early years. This early success will be developed to generate larger numbers to feed into the JRC adult offer

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.14.24 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 next review of the College Gatsby Compass rating taking place, which is expected to have good achievements across the majority of the eight benchmarks, although there are still challenges in meeting industrial placements across all study programmes and T Level provision, which may affect the rating across one of the benchmarks
- The college being actively engaged through both Careers Hubs and steering groups led by Surrey County Council and South London Partnership via the Careers Enterprise Company
- Employability and Community Engagement
- Procurement and Projects
- Schools Engagement
- Next steps

The Committee thanked the Executive Director Commercial & Partnerships for a very informative report.

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.15.24 Meeting Local Skills Needs

The Director of Governance presented a report, which provided an update on how the Board is complying with the Local Needs Duty (a requirement of Section 52B Further and Higher Education Act 1992, as amended by the Skills and Post 16 Education Act 2022, which came into force 28 June 2022).

Members were reminded that the statutory guidance published in June 2023 from the Department for Education (DfE) '*How well Colleges or training provided meets local needs*' related to compliance by governing bodies with their duty under a new section of legislation, which set out key principles to enable governing bodies within the FE sector to comply with their duty under a new section of the Further and Higher Education Act 1992, to review provision in relation to local needs, as proposed in the Skills and Post-16 Education bill, with the main points being:

- Governing bodies must undertake regular reviews of how well the education or training provided by the college meets local needs, in particular needs relating to local employment
- Governing bodies should undertake a review at least every three years, or when a new LSIP is published, if earlier
- In reviewing provision within a local area, governing bodies are expected to collaborate with other governing bodies also serving in that area
- Governing bodies are required to publish the outcome of their reviews on their website
- Governing bodies must consider what actions they and other providers (including providers not subject to the duty and those located outside of the local area) can take to better meet local needs, in particular to better ensure learners have the skills needed to secure suitable employment
- Accountability Agreements, introduced in academic year 2023/24, should reflect any actions the governing bodies have agreed to take as a result of a review
- The responsibility for the curriculum offer continues to rest with individual governing bodies

In December 2023, the DfE revised its guidance and published '*Meeting Skills Needs: Guidance on annual Accountability Agreement 2024/25 and the Local Needs Duty*'. In this latest guidance the DfE have removed the need for colleges to publish two separate documents and enable them to fulfil both requirements for Accountability Agreements and the Local Needs Duty in a single annual return.

At the last meeting of the Committee, it was agreed that a skills review should be undertaken to test and challenge our position against the statutory criteria, which is led by the Careers Link Governor and the findings reported to the Board in due course. Although there is now no requirement to publish two separate documents, the review would still be required to inform the Accountability Agreement.

Members were advised that the skills review is taking place in three stages

- Review conducted by the Link Governor for Careers, which will be followed up with selected governors
- LSIP review in March attended by Executive Director with other college leads
- CEO/Principal working on a review with EM3 and Surrey mapping our provision against the LSIP

The outcome and data from the skills review will be shared with the Board at the Strategy meeting in May together with a revision of the Accountability Statement.

Agreed

The Learning and Quality Committee agreed to receive and note the report and thanked the Director of Governance for the update

LQC.16.24 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

Agreed

The Learning and Quality Committee receives and notes the KPI Dashboard

LQC.17.24 Any Other Business

There was no other business.

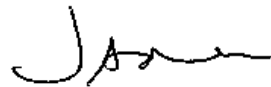
LQC.18.24 Schedule of Meetings: 2023/24

Thursday 6 June 2024

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: 6 June 2024