

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 16 NOVEMBER 2023 VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 18.20

Present

| | | |
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| Liz Rushton | Independent Member | Chair |
| Lindsay Pamphilon | Chief Executive & Principal | |
| Grace Marriott | Independent Member | |
| Anne Smith | Independent Member | |
| Jenny Adamson | Independent Member | |
| Tim Bevans | Independent Member | |
| Victor Muriithi | ESC Staff Member | |
| Natalie Watkins | JRC Staff Member | |
| James Parsons and Emmanuella Olutayo | Joint ESC Student Member | |
| Arlo Newbury | Joint JRC Student Member | |

Apologies for Absence

| | |
|--------------------|--------------------------|
| Bridgette Anderson | Independent Member |
| Dorcas Eyenga | Joint JRC Student Member |

In Attendance

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| 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 |

Clerk to the Committee

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| Sue Glover | Director of Governance |
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LQC.52.23 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.53.23 Apologies for Absence

Apologies for absence were received from

| | |
|--------------------|------------------------|
| Bridgette Anderson | - business commitments |
| Dorcas Eyenga | - personal commitments |

Agreed

The Learning and Quality Committee accepts the apologies for absence

LQC.54.23 Notification of Any Other Business

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

LQC.55.23 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 8 June 2023

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

LQC.56.23 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 and agreed that all actions had been satisfactorily completed and that there were no other matters arising.

LQC.57.23 Risk Management: Autumn Term 2023

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, noting the change to each risk rating:

- **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 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.

It was noted that

- under risk LQC1
 - the level of risk associated with attendance continues to remain below the minimum expectation
 - achievement for 2022/23, particularly study programmes, fell below predictions impacted by unexpected drops in retention during the summer term. Adult provision rates improved by 1.8% but were still below target
 - the level of risk associated with recruitment of staff in key areas remains challenging due to the attraction of working in the same industry professionally (pay, working hours) and remains a high risk
- under risk LQC2
 - although the College has a new relationship 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

In discussion, members acknowledged the actions in place to address low attendance levels, commenting that attendance continues to be a key priority and that outstanding registers for attendance reporting and the lack of a user-friendly dashboard remains a challenge. There is some correlation with low attendance in classrooms where there is agency staff cover but were advised that attendance levels is a nationwide issue for all FE Colleges currently.

Members were pleased to note that 95% of students consider the quality of teaching to be good and noted the level of support given to the development of lecturers.

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 2023 and commends the report for approval by the Corporation Board

LQC.58.23 Review of College Policies and Strategies

The following policies were presented for consideration and approval.

- OSC83 Safeguarding and Child Protection Policy
- OSC85 Admissions Policy
- OSC01 Quality Improvement Policy
- OSC10 Equality Policy for Staff and Students
- OSC76 Careers Information, Advice and Guidance Strategy

In consideration of the Safeguarding and Child Protection Policy, members noted the proposed changes to reflect the latest changes in the 'Keeping Children Safe in Education' document published in September 2023, which had also been highlighted in the compliance document attached to the policy setting out Governors' responsibilities. Members agreed that the proposed changes were appropriate, but considered whether there could be reference to the reporting of low-level concerns. The Assistant Principal Student Services advised that a rewrite of the policy document is planned in the new year and comments made will be taken into account. The update of the Prevent Risk Assessment and Action Plan was noted and agreed that the changes were appropriate.

In consideration of the Admissions and Quality Improvement Policies, members noted the proposed changes and agreed these were appropriate. Members were advised that a Quality Strategy is being developed, which will supersede the Quality Improvement Policy and be presented to the Committee next year.

The Executive Director Commercial & Partnerships presented the Careers Information, Advice and Guidance Strategy. The Committee was advised that the strategy had been refreshed in line with current recommended reforms related to Careers Education Information and Guidance (CEIAG), newly formed Careers Hubs across Surrey and South London and the recently published LSIPs and how these link into the Gatsby Foundation Benchmarks and assessments. Members reviewed the document and agreed this presented a good overview of the extent to which the college has complied with the Gatsby Benchmarks, noting that the college is aiming for whole College accreditation.

The Head of HR presented the Equality Policy for Staff and Students. The Committee was advised that the version presented has been updated to provide:

- A clear policy statement which should inform EDI action going forward
- Expansion on the criteria against which we will hold ourselves accountable, going beyond legislation

In discussion, members considered that reference to celebration of Diversity should be included in the policy and made a number of suggestions around this issue to enhance the document. It was agreed that the policy would be brought back to the next meeting of the Committee for review.

The Committee noted that the policy will be presented to the Finance and Resources Committee for reference in relation 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
- OSC01 Quality Improvement Policy
- OSC 76 Careers Information, Advice and Guidance

LQC.59.23 Annual Safeguarding Report, including Prevent Action Plan for 2022/23

The Assistant Principal Student Support presented, for consideration and acceptance, the Annual Safeguarding Report for 2022/23 for both Colleges.

The Committee 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

- recent issues around student behaviour have been dealt with in a positive way through the implementation of a Behaviours and Attitudes action plan, which includes delivering staff training and strengthening external partnerships, in particular the relationship with local police has been further developed helping to give a clear message that safeguarding is taken seriously and anti-social behaviour will not be tolerated
- there were 1253 safeguarding referrals logged through CPOMS for the 2022/23 academic year
- filtering and monitoring systems through the use of Smoothwall Monitor are effective in identifying learners who try to access at risk or inappropriate material
- 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

- the College has received a commendation for its work with Surrey Police in reducing anti-social behaviour
- the majority of CPOM referrals relate to mental health or wellbeing concerns, with term 1 being the busiest, which is expected as students form relationships at the start of term
- from data captured a significant number of these learners had a previously reported concern and were referred to other services or offered support, it appears from information gathered that some did not engage with services or support. It is difficult to determine the reasons, but from conversations with learners they report difficulties responding to services or taking responsibility to attend sessions, thus not dealing with the root issue or developing coping strategies. The Safeguarding team is looking at how the College can work with other agencies to offer an inhouse support service
- the HR team have supported 19 safeguarding related staffing issues during the year

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 2022/23 for both Colleges.

Jenny Adamson, James Parsons, Emmanuella Olutayo left the meeting

LQC.60.23 College Quality Improvement Plan 2022/23

The Assistant Principal Quality & Student Experience presented, for consideration and approval, the final College Quality Improvement Plan (QIP) 2022/23.

Members were advised that the QIP had been approved at the meeting of the Corporation Board held on 6 July 2023 and is submitted for the final 'sign off' by the Committee, following an update of progress during the remainder of the Summer Term 2023 and achievement data finalised in October 2023.

Members reviewed the summary of the QIP and agreed that good progress has been made in each of the key areas for improvement.

Resolved

The Learning and Quality Committee approves and commends to the Corporation Board, the College Quality Improvement Plan 2022/23 for final 'sign off'.

LQC.61.23 Meeting Local Skills Needs

The Executive Director Commercial & Partnerships presented a report, which provided an overview of the new statutory guidance published in June 2023 from the Department for Education (DfE) '*How well Colleges or training provided meets local needs*' relating to compliance by governing bodies with their duty under a new section of legislation.

Members were advised that

- the statutory guidance sets 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.
- The main points for consideration are
 - 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. These actions could include changes to the structure through which provision is delivered within a local area

- 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 discussion, the Committee agreed much of the supporting principles of the reviews and recommendations in the report are supported through the various subcommittees and integrated into the strategic aims which are monitored through the Strategy Committee. It was recognised that there is good collaboration already in place with other FE Governing Bodies where joint CPD and sharing of good practice has been well established.

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.

Agreed

The Learning and Quality Committee agreed that the Careers Link Governor should conduct a skills review against the statutory criteria laid out in the report and the findings reported to the Board when complete

LQC.62.23 Higher Education

The HE Quality & Development lead 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 2022/23, including Apprenticeship, Construction Site Management and Chartered Surveying, there are top-up degrees in Make-up and Hair for Media and a BSc in Quality Surveying
- during 2022/23, 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 73.8% of its HE students being 21 or over, with this number increasing by 8.6% on 2021/22, which can be linked to a significant number of mature students from UK Power Networks
- 69.6% of the HE student body are part time students, which has increased by 19.1% on 2021/22, 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 an increase of 3% from 2021/22

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.63.23 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 RICS accreditation of BSc (Hons) Quantity Surveying was successful in October 2023
- recruitment to full time prescribed HR remains challenging
- Academic standards and student satisfaction remain extremely high with no consumer protection or student protection issues to report

The Committee thanked the HE Quality & Development lead for a very informative report, which highlighted the positive position of the College and gave congratulations on achieving RICS accreditation.

Agreed

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

LQC.64.23 Annual Report of the Learning and Quality Committee for 2022/23

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 2022/23
- 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 2022/23 and commends the report to the Corporation Board

LQC.65.23 Termly Quality & Standards Report for East Surrey and John Ruskin Colleges: to end of term 3 2023

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 2023.

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

- Retention, pass and achievement, attendance rates for 2022/23 (classroom based and apprenticeships)
- Quality of Teaching, Learning and Assessment
- Student Voice
- Ofsted Monitoring Visit
- Equality & Diversity
- Annual Compliments and Complaints Analysis: 2022/23

Members discussed issues arising from the report, noting in particular

- Retention has seen a slight decrease in comparison to the previous year. However, this has slowed in comparison to historical figures
- Achievement reports a slight decrease from figures reported in 2021/22, with the main decrease seen at John Ruskin within the curriculum area CRM. At East Surrey achievement of 19+ students is higher than previous year and achievement for apprenticeships sits above national rates by 2% with OSC reporting 54.8% achievement
- Attendance is below College expectations, following a similar trend to previous years. This will continue to be an area of focus with teaching and learning strategies supporting this
- Curriculum planning has considered the Level 3 Reforms and T Level delivery has increased across both colleges
- Students across all areas of provision say the course they are on supports them to progress to their chosen destination and that they are regularly given guidance which helps them to improve
- Positive progress has been made against both Post Ofsted Inspection Plans, which focus on Behaviour and Attitudes and Apprenticeships
- A total of 67 formal complaints were received in 2022/23, a reduction of 25 complaints on previous year. A decreasing trend continues to be seen

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.66.23 Curriculum update and subcontract and partnership monitoring

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

Members were advised that

- The College has broadly met its primary ESFA contract with JRC numbers making up for the loss of the SUFC contract
- The previously noted downwards trend in HE recruitment continues, adult provision is largely stable and not yet showing the growth needed to achieve contract allocation
- T level numbers have fallen in the light of GCSE result and recent government announcements around the Advanced British Standard will continue to pose challenge around communication of this offer
- A variety of new and developing curriculum across Study Programmes, apprenticeships and adult provision is supporting local and national priorities
- Enrolment is at 2554 against a target of 2600 with a further 38 anticipated to be processed from subcontracted provision which will support meeting allocation. JRC enrolment has remained stable at 718 in comparison to 728 last year despite the unexpected losses from SUFC
- subcontracted provision has been recruited for ACM, WEA, Surrey Choices, The Learning Curve and Runway Training. There is a pattern of lower achievement rates across subcontracted provision for a variety of reasons and will impact contract values in 2023/24

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.67.23 Careers and Skills Education

The Executive Director Commercial & Partnerships presented, for information, a report which provided an overview of the College's position in relation to Skills and Careers across the key stakeholders including community, civic, employers and education partners.

The Committee was updated on

- the LSIPs were published in August 2023 and approved by the DfE. Enterprise M3 and Surrey (EM3 and Surrey) is led by Surrey Chamber of Commerce and outlines key priorities for Hampshire and Surrey:
 - Priority 1 – Improve information careers advice and guidance
 - Priority 2 – Facilitate responsive and inclusive curricula
 - Priority 3 - Coordinate networks and collaboration
 - Priority 4 - Build dynamic relationships
- The new formation of Career Hubs is now in operation across our regions supporting EM3 and Surrey and South London
- Apprenticeship enrolments this year continue to be strong with 650 active apprentices and onboard still taking place
- Procurement, Projects and Collaborations

- Strategic Development Funds (SDFs) and Local Skills Improvement Funds (LSIFs)
- Employer Events
- Employer satisfaction
- 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.68.23 Annual Review of the Business of the Learning and Quality Committee 2022/23

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 2022/23.

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.69.23 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 destinations
- Positive destinations
- 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 78.49% against the target of 90%.

Agreed

The Learning and Quality Committee receives and notes the KPI Dashboard

LQC.70.23 Any Other Business

There was no other business.

LQC.71.23 Schedule of Meetings: 2023/24

Tuesday 21 November 2023 – College self-assessment validation for LQC members – 09.30am

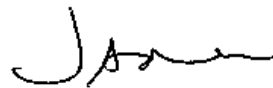
Thursday 29 February 2024

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:

A handwritten signature in black ink, appearing to be 'J. Jones' or similar, written in a cursive style.

Date: 29 February 2024