

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 8 JUNE 2023 VIA MICROSOFT TEAMS

Meeting commenced: 16.00

Meeting ended: 18.00

Present

Liz Rushton	Independent Member	Chair
Lindsay Pamphilon	Chief Executive & Principal	
Colin Monk	Independent Member	
Grace Marriott	Independent Member	
Simon Potten	Independent Member	
Bridgette Anderson	Independent Member	
Lily Franklin	ESC Staff Member	
Natalie Watkins	JRC Staff Member	
Antonio Iancu	ESC Student Member	
Suhayla Mohamed	JRC Student Member	

Apologies for Absence

Anne Smith	Independent Member
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In Attendance

Jennifer Coupland	Institute for Apprenticeships & Technical Education
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
Karen Richardson	Assistant Principal Student Support

Clerk to the Committee

Sue Glover	Director of Governance
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The Chair welcomed everyone to the meeting. Before the meeting commenced, Jennifer Coupland, Chief Executive of the Institute for Apprenticeships and Technical Education, was invited to give a presentation to the Committee on the Apprenticeship Landscape.

Members thanked Jennifer for a very informative presentation and were advised that the slides would be circulated to the Committee following the meeting.

Jennifer Coupland left the meeting

LQC.25.23 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.26.23 Apologies for Absence
Apologies for absence were received from

Anne Smith - personal commitments

Agreed

The Learning and Quality Committee accepts the apologies for absence

LQC.27.23 Notification of Any Other Business
Members agreed that there was no other business to be considered.

LQC.28.23 Unconfirmed Minutes of the Meeting of the Learning and Quality Committee held on 23 February 2023
The minutes of the meeting were approved and signed as a correct record.

LQC.29.23 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.30.23 Risk Management: Summer 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** – changed from ‘Minor’ to ‘Significant’ risk
- **Risk Reference LQC1: ‘Failure to move towards ‘Outstanding’** – changed from ‘Significant’ to ‘Fundamental’ risk

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 remains high as this has fallen below the minimum expectation
 - punctuality is higher than minimum expectations, however there is evidence of reporting errors
 - whilst retention is currently good, pass rates have been cautiously predicted with multiple students flagged amber and red for completion, and so the risk level remains high
 - the level of risk remains high for achievement as a significant number of curriculum areas are identifying achievement rates to be below 70%, due to retention and those students identified red in completion of EPA as timely
 - the recruitment of staff in key areas is challenging due to the attraction of working in the same industry professionally (pay, working hours) and remains a high risk
- under risk LQC2
 - the level of risk associated with meeting conditions of funding has been elevated to high as some areas are not meeting these and there will be a reprofiling for next academic year

In discussion, members commented whether some of the issues relating to staff recruitment may be related to the after effect of the pandemic and a change in the student body. Members were advised that this is not just an issue within education, but much wider with a general market skills shortage. Absence is above sector average and staff voluntary turnover is also over sector average.

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 2023 and commends the report for approval by the Corporation Board

Members were advised that as the Executive Director Commercial & Partnerships had to leave to attend an end of year awards event, it was agreed that the Careers and Skills Education update would be taken at this point on the agenda.

LQC.40.23 Careers 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 schools links.

The Committee was updated on

- the College's Accountability Agreement was approved by the Board on 18 May and has now been published and available on the college website
- Apprenticeship enrolments this year continue to be strong with 800 active apprentices and onboard still taking place
- Procurement, Projects and Contracts with
 - Mayoral Academies – Community/Employers
 - Youth Hubs - Community
 - Strategic Development Funds (SDF) – both projects are on track to date with a significant amount of activity taking place across procurement, CPD and planning, which is in collaboration with local colleges, Surrey Chamber of Commerce and Enterprise M3
- 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.

Kam Dehal left the meeting

LQC.41.23 College Quality Improvement Plan (QIP) for 2022/23

The Assistant Principal Quality & Student Experience presented, for consideration and approval, the College QIP, together with two additional QIPs created post-inspection, Behaviour and Attitudes and Apprenticeships.

The Committee was advised 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
- the QIPs outline the actions planned for 2022/23 academic year based on the areas for development in the 2021/22 College SAR and the Ofsted Inspection Report published in March 2023
- 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 each of the plans addresses each of the identified issues and the measures taken to address all identified areas of concern.

Members commented on the excellent summary given to address the issue of behaviour and attitudes. It was noted that the QIPs addressing behaviour and attitudes and apprenticeship were presented at this meeting for information and will not normally be submitted for each meeting.

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 2022/23: Summer Term 2023

LQC.42.23 Review of College Policies

The Assistant Principal Student Support presented, for consideration and approval, the following College policy:

- OSC09 Fitness to Study Policy

The Committee considered the highlighted changes to bring in line with current legislation, and agreed these should be made.

Resolved

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

- **OSC09 Fitness to Study Policy**

LQC.43.23 Terms of Reference and Standing Orders of the Learning and Quality Committee for 2023/24

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: 2023/24

LQC.44.23 Annual Schedule of Business of the Learning and Quality Committee for 2023/24

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 2023/24

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: 2023/24

LQC.45.23 Termly Safeguarding Report for East Surrey and John Ruskin Colleges: Summer Term 2023

The Assistant Principal Student Support presented the termly Safeguarding Report for East Surrey and John Ruskin Colleges, which provided an in-year summary of emerging safeguarding themes and activity undertaken in relation to safeguarding, Prevent and related student intervention during the period from September 2022 to March 2023.

Members were advised that

- the college's Safeguarding and Prevent panel has been further strengthened through external representation from Surrey Police and Croydon Met, which will ensure additional scrutiny of the College's safeguarding procedures and practice going forward
- the on-programme survey reports 87% of students feel safe at College, this is in line with the induction survey data and demonstrates the action taken following the serious incident to maintain safety has been successful
- a comprehensive safeguarding audit took place in January. There was substantial evidence effective of safeguarding practice and procedures in place but to improve overall effectiveness some areas require further action. The DSL and Safeguarding Manager will coordinate an improvement plan
- CPOMs, the electronic system is now being used across the College
- all three cases of Children missing in education have been resolved
- there has been three Prevent referrals made this academic year, all referrals were investigated by the Channel Panel and closed

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

- to date 813 CPOM referrals were made, this was for 466 unique learners with 172 having multiple entries. Most referrals were recorded as cause for concern, safeguarding or welfare making it difficult to determine emerging issues. Whilst recording has improved, further work to increase data accuracy is required, this will assist with and inform reporting and intervention planning

- Members of the College's safeguarding team and Committee ensure they reflect on and review the incidents that they manage, the team are encouraged to use the "lessons learned" approach. This is undertaken through daily and weekly meetings concerning individual student incidents, and through regular internal and external meetings and committees and individual reflective learning. The College ensures that supervision takes place when necessary and is meaningful and effective

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 Summer Term 2023

LQC.46.23 Termly Quality & Standards Report for East Surrey and John Ruskin Colleges: to end of term 2 2022/23

The Assistant Principal Quality & Student Experience presented, for information, a report, which provided an Executive Summary and an analysis of the current activities and priorities of both Colleges to the end of term 2 2022/23.

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

- Retention and Predicted Achievement for 2022/23 (classroom based and apprenticeships)
- Equality & Diversity – retention position
- Quality of Teaching and Learning
- Stakeholder/Student Voice and On Programme Survey

Members discussed issues arising from the report, noting in particular that

- Classroom based retention is currently good for all areas, with the best retention seen for Sutton United Football Club at 92.5%
- Retention is down from the last report, but to be expected after completion of Progress Reviews in January 2023
- Predicted achievement for 16-18 has been calculated at 88% for ESC and 82.5% for JRC, this includes students RAG rated green and amber and for 19+ 90.7% at ESC and 70.7% at JRC
- Retention for apprenticeships is at 78.1% with achievement predicted at 62%
- Equality and Diversity continues to remain a key focus and retention reports are positive for a significant majority of areas
- A wealth of activity has taken place over term 2 to assess the quality of curriculum provision, which has identified areas of strength in intent in some exemplary examples of experimental learning through games and peer feedback where student-teacher and peer relationships are strong
- Overall feedback via the On Programme Survey indicated a mixture of students at ESC agreeing or strongly agreeing to the questions asked and JRC demonstrated slightly fewer positive results, particularly when compared to the previous year

In discussion, members were advised that

- there are a small number of students identified as Red meaning that despite action plans and intervention they are still unlikely to pass their qualification
- a focus throughout term 1 was to ensure that students knew where to go to get support, 93% of students at ESC and 90% at JRC confidently know where to go, which is an increase on last year for both sites

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.47.23 Curriculum update and subcontract and partnership monitoring

The Vice Principal Curriculum and Standards presented a report, which provided an update on key curriculum, subcontractor and partnership monitoring activities.

Members were advised that the curriculum planning process is now almost complete. A key focus this year has been matching provision to Local Skills Improvement Plan (LSIP) and wider economic and social priorities and creating consolidation across the sites where possible. Study programme predicted numbers are high based on current applications, which currently sit at 3148 in total and these will need to be monitored as these convert to offers accepted and enrolments.

The Committee was updated on

- Applications for 2023/24
- T Levels planned for 2023/24 and 2024/25
- Work placements
- In-year Adult Growth – ‘Multiply’ – ‘non substantive’ provision continues to be delivered across the Surrey and Croydon contracts with slow growth in provision in targeted areas, which includes a focus on areas of deprivation in Mole Valley
- Subcontractors
 - WEA – recruitment to WEA programmes sits at 235 out of a target of 600 by year end and their profile has been reduced to 350 unique enrolments. This reduction is due to staffing issues and their digital transformation programme which impacted delivery in May. Retention is good at 97% and pass rates are 100%
 - Surrey Choices – has a retention rate of 94% with 15 out of 16 interns continuing in work placement activities
 - ACM – retention sits at 92.7%, with the majority of these are withdrawals from Birmingham provision. ACM has decided to withdraw completely from FE provision in Birmingham and this reduction in numbers will impact on this subcontract next academic year
 - The Learning Curve – retention sits at 92.2% and current achievement is at 71.1%
- Partnerships
 - Rail Futures – level 2 courses continue to recruit well
 - SUFC – existing students continue to perform well in attendance and retention. Unfortunately, a mutually agreed financial agreement has not been reached and the College has decided to end the partnership as it is not financially viable for either organisation

In discussion, members commented that it was unfortunate that the SUFC partnership was coming to an end as a great deal of work had gone into this, but appreciated it was not a sustainable model.

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.48.23 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

- Proposals for a suite of three Computing foundation degrees are to proceed to validation
- The University of Chichester has confirmed the partnership with the College is to be reapproved for three years
- All activities associated with Notting Hill Academy of Music has have now been fully concluded
- HE student satisfaction remains very high
- A centralised online facility for modular feedback is being developed and piloted
- The Office for Students is working with National Trading Standards on addressing misleading pre-contract information in HE

The Committee reviewed the action plan arising from the reapproval visit with the University of Chichester, noting the conditions and recommendations that resulted from the visit and the actions in place to address these.

The Committee thanked the Director of HE for a very informative report.

Agreed

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

LQC.49.23 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 77.07% against the target of 90%.

Agreed

The Learning and Quality Committee receives and notes the KPI Dashboard

LQC.50.23 Any Other Business

As this was the last meeting before Colin Monk and Simon Potten retired from the Corporation Board in July, the Chair of the Committee took the opportunity to thank both for all their hard work and contribution to the work of the Committee during their term of office.

There was no other business.

LQC.51.23 Schedule of Meetings: 2023/24

Thursday 16 November 2023

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:



Date: 16 November 2023