

**Present:** Sue Daley (Chair)  
Alan Maltpress  
Nikos Savvas, CEO/Principal

**In Attendance:** Colin Shaw, VP Q&LE  
Gary Jefferson, ED  
Simon Graham, I HR D  
Jules Bridges, Clerk  
Penny Fawcus, ED  
Laraine Moody, VP, EE  
Debbie Coomes, ED  
Andrew Adamson, ED  
Rachel Boast, M&E D  
Rachel Kirk, AP HE

Members confirmed that they had no conflicts of interest to declare in relation to the items of this agenda.

**1 Apologies for absence**

Apologies for absence were received from Jim Gazzard, Karen Points and Rudy Berongoy.

**2 Minutes of the meeting held on 25 April 2019**

The minutes of the meeting were agreed as a correct record. The Clerk is to check that G Jefferson was absent for the meeting and correct the minutes if that were not the case.

**3 Matters Arising**

The matters arising from the meeting were summarised in the report and all actions reported had either been resolved or, where appropriate, an update had been provided on progress elsewhere on the agenda.

It was noted that good progress has been made with Healthcare and Early Years students and all are set to achieve. Animal Care students are working hard to achieve and complete their courses. They have now relocated to the main campus (in the old Gas and Oil Centre building).

Agenda item 15 preceded agenda items 4 through to 14.

**4 Key Performance Indicators**

Overall vocational attendance remains consistent at 88% for both 16-18 and 19+ students and is in line with the same period last year. Attendance by level identifies that there is still an issue for 16-18 students at Level 1, as attendance has declined by 1% and is now at 80%. Attendance by component type has remained the same since the previous report and good progress has been made on developing provision in these areas for the next academic year.

An attendance gap continues to exist between Maths and English sessions and vocational sessions; however, with GCSE exams now completed, the team are available to support all remaining students with their functional skills exams.

Assessment progress in most areas remains either on or ahead of target, with only Animal Studies continuing to remain 'At Risk'. Executive Directors at the meeting, G Jefferson, D Coomes and A Adamson, provided an update on the groups of students 'at risk' and how progress and achievement is being supported and monitored for these individuals. At the Milburn Centre it has been identified that students' work has not been suitably corrected in terms of literacy and numeracy so staff have

**Action**

JBridges

undertaken a BKSBS assessment to assess their level of numeracy and literacy skills and professional development in this respect has been positively received by staff who will complete these qualifications in order to up-skill.

Retention is strong for both the 16–18 cohort at 94% and 19+ cohort at 96%, with predicted achievements also looking very strong compared with last year's outturn and against current National Rates. It was noted that Access to HE are predicted to reach a 94% achievement rate against the National Rate of 88% which is a great achievement as this was an area of concern in previous years. The Assistant Principal for HE, R Kirk, confirmed that Access to HE courses will no longer continue to be provided at the Local Learning Centres while we reassess the need and recruitment to this provision.

Apprenticeship performance remains strong with 53% current achievement against a Best-Case achievement rate of 79%. The Vice Principal Employer Engagement, L Moody, commented that no learner (apprentice) has failed an end point assessment and good number of distinctions have been achieved.

## **5 2018/19 Quality Improvement Plan Update**

There has been good progress made against the QIP since September 2018.

A number of targets for improvement are reported separately on a regular basis i.e. English and maths, OTLA and IQR, HR, Employer Engagement etc. The Committee was pleased to learn that there are no red flag targets to report this year and where flags are amber this is mainly because work is in progress rather than a concern.

The report highlighted the progress made since the last report in April 2019 concerning the Pivotal Behaviour Management Training, Pacific Institute High Performance Culture training, Preparation for Ofsted, Curriculum Manager Development work on Quality Assurance and Improvement, Quality Improvement Meetings with Employer Engagement and the Development of digital learning and a digital strategy working with the Apple College programme.

It was noted that the impact of this progress will of course be documented within the Self Assessment Report.

## **6 Maths and English Update**

In the first two examination windows, it was reported that there was a 45% “no show” rate for functional skills exams. With a concerted, collaborative effort, a whole college approach, the attendance in the final week of functional skills exams has been 75%+ which is a significant reduction in “no shows”. The exams are still on going and from this point forward with intensive revision workshops each morning, we are booking students in for their exams the same afternoon. Achievement is currently sitting at 86% for 16-18s and resits are being booked for June and July 2019.

The first GCSE Maths paper (on 21 May 2019) went well with an exceptional 90% attendance rate. We have had positive feedback from the GCSE exams and with excellent cross College support and collaboration we have seen 94% (16-18s) attendance at English and 92% (16-18s) attendance for Maths.

The overall college attendance (16-19 provision) was maintained at 76–78% throughout the year.

It was noted that the College is preparing for the Functional Skills reforms and changes to condition of funding. Staff have planned and organised PD events to update schemes of work and curriculum activity to meet the new curriculum requirements, which have now been published. Crucially, students who achieve a level 2 functional skills qualification will no longer be required to study towards GCSE so this will have an impact on how the College plans its GCSE provision in the next (2019/20) academic year. Currently there are around 250 students studying level 2 functional skills.

Interestingly it was reported that the English and Maths staff have all enrolled onto a Level 2 Counselling Course which is proving not only a useful insight into themselves but also the stresses and complications that young people may be experiencing in their lives which may impact or cause a barrier to their learning.

R Boast left the meeting at 5.35pm

## **7 Apprenticeship Update**

Apprenticeship recruitment is positive with 817 YTD which keeps us 10% above budgeted profile for the year.

Qualification achievement rates (QAR) are progressing well with 72% YTD achieved against 53% worst case for the full year. Best case for the year sits at 79% and the forecast full year result is 75%. There are 371 achievers to date and a further 215 are left in learning. 84% of learners are ahead or remain on target. It was noted that where others are out performing us this is due to size of cohort (we are delivering to larger cohorts than other providers).

The report detailed a total of 33 withdrawals from Plumbing and Heating (10), Manufacturing Technologies (4), 16-18 Advanced Apprenticeships (12) and 16-18 Apprenticeships (7). Reasons for withdrawal include changed career or dismissed, redundancy, long term sickness, Army career, changed their mind, left employment, changed apprenticeship or moved away).

## **8 HE Withdrawals and Retention**

The May 2019 withdrawal report shows a 1% increase in the withdrawal rate 4.8% (compared with 2018, 3.8%). Therefore, retention is currently 95.2% against a target for 2018/19 of 96%. The Committee confirmed that there were no causes for concern with regard to this report.

The main reasons for withdrawal are due to personal, financial or health reasons. Wrong institution/choice/career has increased in the number of withdrawals and reasons here could be due to personal circumstances, but it was noted that these students will be contacted so that we can understand this further and address this for future cohorts. Those students who were withdrawn due to lapse of time will have been withdrawn for non-attendance.

## **9 NSS Results and Analysis**

Actions since the last report have been completed and all HE courses have now finished for this academic year.

The NSS and ISS have now closed. The college had 75% of eligible students complete the NSS and this is comparable with previous years. We also had 38% of eligible students complete the ISS, which is lower than last year by 3%. The surveys are completed anonymously via an email link.

An action from the survey this year will be to review our approach to encouraging completion of the ISS. The results of the survey (ISS) are just in and show a positive response rate of 83% with just 4 courses (Psychology/Sociology, Software Development, Computing and Gaming and Counselling) raising lower satisfaction responses and these are being looked at. The NSS results available in August. Both will be reported to the first meeting of the Committee in the new academic year.

RKirk

## 10 **Complaints and Compliments**

The College encourages stakeholders to provide feedback via our complaints and compliments system, so that, as a team, we can learn from things that have not gone well and put measures in place to address the issues, but equally share good practice where things have gone well.

Since the beginning of the academic year there have been 25 complaints and 71 compliments received by the College. The two main complaint areas are Student behaviour when outside of the College and complaints against staff however, there are no common themes within these areas. Face-to-face meetings and timely communication, in terms of addressing the issues involved, continue to be very effective in facilitating resolutions. Where appropriate, lessons learned from the complaints have been used to help improve our services in the future. These include changing the process that bursary applicants receive regarding payments of their award; reviewing the curriculum design; staff development opportunities; and changing practice.

The Committee thought it would be interesting to look at the complaints and compliments by equality and diversity measures as this may show some emerging trends in practice that could help us think differently about how we could change things for the better.

CShaw

Compliments continue to be strong and mainly focus on experiences with Conservatoire EAST, Culinary Arts and Employer Engagement.

## 11 **Parent/Carer Survey Report**

Every year the College collects feedback from Parent/Carers (of new students) during the Autumn term in the form of a Parent/Carer Induction Survey. This year, the results of the survey have remained strong with 99.5% of respondents (200/202) stating that they would recommend the College to others.

While this feedback, and the engagement with the survey, is positive it was noted that more needs to be done in terms of parent/carer engagement throughout the year. This is something that is being looked into and will start to be further developed next year.

## 12 **External Verification Activity Report**

The report summarises the external moderation activity to date and so far, no risks have been identified but there is still a lot of activity and reports due in before the end of the summer term.

Exam results are starting to come through for technical certificates and students are being prepared for resits in June 2019 where necessary. Level 2 Barbering and Plumbing and Level 3 Beauty, Makeup artistry, Health and Social Care, Animal Care and Plumbing are highlighted risks in this report.

It was noted that since writing the report the BTec deadline has passed and some results have now been received so where we were waiting for resit results these are now known.

It was noted that the college has submitted an application to Pearson to merge the two centres 19311 and 32062 to reduce complexity and administrative burden. The actual merger is scheduled to take place for September 2019.

### **13 Curriculum Review/Development**

The Committee was informed that the Curriculum Strategy is partly forward looking on aspects of the curriculum that we need to develop or improve in line with government policy, Ofsted changes, technological changes and employer need. The key topics for consideration in the strategy (shared with the Committee) include the introduction of T Levels; changes to the Ofsted Framework 2019; student preparation for progression to the next level and curriculum map; introduction of digital learning; and timetabling study programmes. The Committee suggested that this is shared with the Corporation perhaps as a substantive item/presentation/workshop at the Governors' Annual Strategic Conference. The Chair added that it would also be interesting to know where courses or the curriculum have changed as a consequence of perhaps poor attendance or greater recruitment and other performance measures.

NSavvas

CShaw  
PFawcus

### **14 Staff Development Update Report**

The report details how the focus of the training and development plan underpins the College's journey to outstanding.

Approximately £217K has been invested this academic year in staff development. The largest proportion of staff development was on qualifications for delivery staff i.e. teaching qualifications, closely followed by external business support training which included Pacific Institute (High Performance Culture Management) and Pivotal training (behaviour management).

We are currently running a PD survey and introducing Innovation Coach and workshop feedback forms to measure the impact and value of the sessions planned and delivered. This feedback will be used to shape the planning for the next academic year as will any improvement areas identified arising from the College's Self Assessment Report.

### **15 ET Update**

*Confidential Item under paragraph 18(2) of the Instrument and Articles of Government*

### **16 Any other business**

It was noted that the agenda did not include a Workforce Report for this meeting. The Interim HR Director, S Graham confirmed that a data cleanse activity has almost been concluded and trusted data can now be reported upon. There are some discrepancies still to resolve. It was reported that the headcount in May 2019 was 783 and is currently at 777. This figure is down

from the number reported to the Committee in the past because some personnel had been included (such as Governors) in the data set and were being counted as Staff when they should not have been included. The HR team have taken responsibility for the data cleanse and those with accuracy and attention to detail skills have undertaken this task to ensure the data and process for correction has been applied and applied properly. A report will be available for the next meeting of the Committee. A KPI paper is being built on a month by month basis to enable patterns to be measured and a life cycle clearly reported upon.

SGraham

S Graham left the meeting at 4.50pm.

Agenda items 4 through to 14 preceded the last item of any other business

The Chair reminded Executive Directors to keep in contact with their Governor Links with the expectation that Governors will be involved and invited to sessions at least once a term. The protocol for the link programme and encouragement for governors to take full advantage of it is to be shared with the Corporation at the meeting to be held on 8 July 2019.

JBridges

The Committee agreed that focus areas for the Committee next year, dependent upon results and the Self Assessment Report, could be Level 1 Curriculum, Animal Care and Science.

JBridges

It was reported that the Executive Director Quality Improvement, P Fawcus, is to leave the employment of the College at the end of August 2019. She is to take up an opportunity as an HMI for Ofsted.

**Date of next meeting**

Monday 4 November 2019 at 4.00pm. Room TG1.16

The meeting closed at 6.30pm