

**STANDARDS AND EXCELLENCE COMMITTEE**

**Minutes of the virtual meeting held on Monday 26 April 2021 at 4.00pm**

- Present:** J Wakelam S Daley, Chair  
N Savvas, CEO
- In Attendance:** A Adamson, Executive Director G Jefferson, Executive Director  
A Hurrell, Quality Manager L Moody, Vice Principal EE  
A Maltpress, Observer K Points, Observer  
C Durrant, Head of Pastoral Support (part) P Stittle, Executive Director  
C Shaw, Principal Sixth Form Provision R Boast, Director of Maths & English  
D Coomes, Executive Director (part) S Graham, Group HR Director (part)  
D Tappin, Executive Director T Elkin, Clerk  
D Barton, Head of Adult Skills
- Apologies:** S Gales, Board Secretary  
A Wright
- Absent:** D Jugg, FE Student Governor

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 AWright and SGales.

**2 Minutes of the meeting held on 8 March 2020**

The minutes of the meeting held on 8 March were **agreed** as a correct record.

**3 Matters Arising from the meeting on 8 March 2020**

The matters arising were complete or else an update had been provided on progress elsewhere on the agenda.

SGraham provided a verbal update on the new appraisal system. Data reconciliation has caused some delays to the launch. Will run a test, 1<sup>st</sup> May and then prepare for a new appraisal system to launch 1<sup>st</sup> September. Aiming to improve on Spotlight target – SGraham will provide a review for governors when available.

SCR: there are no DBS checks outstanding, and no references outstanding – huge gains have been made to get to this point.

The new appraisal system will reflect targets within teaching. I-trent will allow for more detailed reports to be produced. SDaley proposed a review of the reports that would be most useful to this committee – SGraham agreed. SGraham confirmed that regular reports can be provided on this basis.

SGraham noted that in relation to Built Environment, he was not aware of staffing issues having impacted on some courses in this area. There have been some Covid-19 related issues and staff have been supported and given individual solutions, which have been very successful. CShaw added that a member of that team has been given very specific support due to a bereavement.

LMoody noted that there has been some amazing work reviewing job titles and that posts are being advertised in the right way, promoting the great work that SGraham's team is doing. SGraham advised that the first virtual job fair has been held. Well attended and will be expanded.

SGraham left the meeting at 4.17pm.

**Action**

S Graham

S Daley

AH summarised lesson observations by governors. JW and SD fed back very positively on their observation experiences.

## INTENT

### 4 2020/21 Quality Improvement Plan Update

AHurrell summarised the developments against the 2020-2021 Quality Improvement Plan: Completed spring performance reviews with either a governor or a critical friend present, including colleagues from SAT colleges. Quality Assurance documentation and policies are being aligned across the ECG.

Teams are adapting the curriculum to reflect the needs of students, with a focus on adapting to students working online.

EDI is consistently promoted. There is consistency in the quality of remote learning. Student voice is embedded and will be reinforced face to face in the summer term.

Governor training on Ofsted is planned for May.

CShaw added, that with a potential forthcoming limited Ofsted inspection, the college is expecting to be able to trigger a full inspection. In order to be able to bid for an outstanding judgement, the only one, apart from Hills Road SFC, in the Eastern region. CShaw summarised the outstanding work that can be evidenced in the college.

## IMPLEMENTATION

### 5 Curriculum Termly Update (16-19 provision inc. Apprenticeships)

#### 5i **STEM**

GJefferson: summarised the paper shared with governors. The Department has achieved 67% assessment completion, and this was welcomed, given the current need for assessments to inform Teacher Assessed Grades.

Funded support sessions – GJefferson advised that there is a Student Support Fund to support small groups of students that fall behind as a result of Covid-19, to get them up to speed.

Stemtastic: GJefferson advised that the college owns the rights to some of the sessions, but the aim is to raise the profile of the college regionally, nationally and worldwide and to attract more students.

The team has been working on the World Skills Centre of Excellence programme.

Science is a STEM area with a majority of female students and female staff. Are working towards getting more females on to engineering courses.

#### 5ii **Arts, Health, Humanities**

AAdamson provided an outline of the work that has to be done by students to undertake assessments and the work on the course.

Where a setting has closed due to lockdown which prevents a student from completing their course, an alternative provision will be found, example in early years settings were shared.

AAdamson advised that a student film has been selected to be shown at the Cannes Film Festival. A business lecturer has been shortlisted for national teacher of the year. In the TES Awards, the music and media department has been shortlisted for Best Innovation for Teaching and Learning category.

AMaltpress noted the challenge in recruitment in catering – AAdamson confirmed that this is a concern at course and regional level and outlined the challenge. AAdamson agreed to add an update into the next paper for governors.

A Adamson

Governors discussed the disadvantage experienced by students, barriers and obstacles of obtaining qualifications during periods of lockdown.

In response to GJefferson's comments on women in STEM, AAdamson advised that there is work to be done on encouraging males on to specific courses to tackle gender stereotypes.

### **5iii Apprenticeships**

DTappin advised that commitment by students and employers is still high. Workplace visits are now starting again.

DTappin explained that not every apprenticeship is funded to the same value, so if numbers are high in areas where funding is lower, the challenge is to hit the budget whilst trying to make sure that there is the volume of students which is right, with a high value offering. The college has a broad portfolio to help offer a wide range of opportunities. LMoody added more detail to the number of courses on offer and said those that are funded slightly less are offered year-round.

122 students are on a break, DTappin is confident that the majority of students will return and confirmed that this is not an extraordinarily high number compared to previous years.

Confident of good outcomes for 2019-20.

PStittle advised that there have been approx. 15 new enquiries from employers re: apprenticeships. A summary of student placements was provided. Can take applications from the local area for hospitality places.

### **5iv Built Environment**

DCoomes outlined the assessment situation. Students are getting through their practicals and assessments, despite some challenges. Recommendation is to keep a focus on quality delivery and attendance.

Slight concern over carpentry and joinery but some students withdrew to take up full time employment – but does not affect the figures.

In response to a query about DWP students; DCoomes and DBarton described the programme - the students are 12 individuals from different backgrounds.

DCoomes recommended the new Right Way Occupational Health training. Rapid progress is being made. Students have also been offered university places.

## **6 Maths and English Update**

### **6i 16-18**

RBoast confirmed that assessments are underway. SDaley completed a governor visit and governors are welcome to visit the college. Approx. 300 exams were taken by students before Easter and RBoast shared the outcomes; these will be included in the paper for the next meeting.

R Boast

Working with course directors to offer different options to enable students to sit exams. Initial standardisation meetings have taken place amongst staff. It was acknowledged that staff and students are working hard at the moment.

### **6ii Adult**

Have offered calculator and non-calculator papers for maths to offer adults mock exam situations. Have a good idea of teacher assessed grades and in a good position. Continually recruiting for adult functional skills programmes. Strong applications for summer schools.

DBarton advised that with ESOL, there is still a high demand from students whose first language is not English in the healthcare sector – more students are requiring functional skills. Students are coming from a breadth of different countries.

## IMPACT

### 7 **Key Performance Indicators**

AHurrell summarised the report:

Retention remains strong at 96%, an improvement on last year. Attendance remains strong at 89% and 93% for 19-plus students. English and maths remain constant since last report.

Engineering and EYFS have been rag-rated and have gone to green. Automotive and Culinary Arts have gone to amber since the report was published.

SDaley noted the red pockets which are either in practical areas or courses with small numbers. SDaley welcomed the overall trajectory.

### 8 **Lesson Observations (TLA and impact of digital delivery)**

AHurrell noted that the paper was drafted by Katie Wilden, a lot of work and effort has been delivered by the quality team and deep dives have helped to inform the committee. Are successfully implementing strategies for teaching and learning. There has been an increase in attendance at tutorials.

AHurrell summarised the staff learning opportunities.

All schemes of work are on the new template which is an achievement.

Digital teams – use of immersion room, mentoring system will be shared in more details at the next meeting. Development of a Moodle site for technical demonstrators and work across the ECG groups in developing teaching and learning. CShaw detailed the use of the immersion room, for governors.

A Hurrell

### 9 **Apprenticeship and Employer survey outcomes**

PStittle provided a summary of the outcomes. Use a marketing agency to contact employers and PStittle detailed the process of the survey to enable evidence to be gathered.

Each response is slightly different, but great outcomes. PStittle gets a full report approx. every two months. Employers are encouraged to take on students.

PStittle shared a summary of responses in his report. WSC has been rated as the only excellent provider in the East of England.

SDaley asked the committee, is this enough information to give us an idea of employers' views of the college? Governors welcomed the comparative data on other colleges. LMoody advised that there are other routes to achieving feedback and can respond to other routes and comments quickly.

SDaley proposed annual reporting to the committee of employers' views. PStittle welcomed this. LMoody invited governors to attend employer feedback sessions, this was welcomed by the committee.

P Stittle

### 10 **Any Other Business**

DBarton noted that if governors would like to shadow programmes, they are welcome to attend. It was proposed that opportunities be advised to SGales who will co-ordinate with governors. This was agreed.

All  
S Gales

### **Date of next meeting**

- Monday 16 June 2021 at 4.00pm.

The meeting closed at 6.08pm