

STANDARDS AND EXCELLENCE COMMITTEE

Minutes of the VIRTUAL meeting held at 4.00pm on 30 November 2020

- Present:** S Daley, Chair
K Points
- J Wakelam
N Savvas, CEO
- In Attendance:** A Adamson, Executive Director
A Hurrell, Quality Manager
C Marshall, Executive Director for Inclusive Learning
C Durrant, Head of Pastoral Support
A Wright, Head of Admissions
R Boast, Director of Maths & English
E Lawrence, HE Student Governor
T Elkin, Clerk
- D Coomes, Executive Director
G Jefferson, Executive Director
L Moody, Vice Principal, Employee Engagement
K Wilden, Quality and CPL Manager
C Shaw, Principal Sixth Form Provision
D Barton, Head of Adult Skills
K Haisman, Observer, Chair of the Abbeygate LGB (part)
- Apologies:** A Maltpress, Vice Chair
- Absent:** D Jugg, Student Representative

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

	Action
<p>1 <u>Apologies for absence</u> Apologies for absence were received from AMaltpress and were accepted.</p>	
<p>2 <u>Minutes of the meeting held on 02 November 2020</u> The minutes of the meeting held on 02 November were agreed as a correct record.</p> <p>Correction: It was noted that in Item 1. In the former minutes it should be noted that positions were appointed by 'WSC' not the 'Trust Board'.</p>	
<p>3 <u>Matters Arising from the Minutes 02 November 2020</u> 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.</p> <p>AHurrell outlined the updates she has made to the Self-Assessment Report since the last review.</p> <p>JWakelam thanked CShaw for explaining the data and requested that a final proof-read is conducted before presentation to the Board, "It was an excellent report" CShaw agreed to undertake the action.</p> <p>AHurrell summarised the QIP for those present. The QIP will now be shared with managers and staff so they are aware of the college's improvement plan. SDaley asked that everyone have access to the document and AHurrell agreed to send to the Clerk for distribution.</p> <p>Self-Assessment Report (SAR) was approved and recommended to the WSC Board. The QIP will be reviewed again at the next committee meeting – Clerk to add to the next agenda. The QIP will be monitored in the meantime. Committee members agreed to review and send any comments to AHurrell.</p> <p>SDaley expressed thanks to all who worked on the SAR; "This was a detailed and very rigorous document".</p>	<p>C Shaw</p> <p>A Hurrell</p> <p>T Elkin</p> <p>All</p>
<p>4 <u>Lesson Observations (TLA and Impact of Digital Delivery)</u></p>	

KWilden provided a summary of the lesson observations. All managers have uploaded their observations and now there is a complete set of observations.

JWakelam noted that “This is a fantastic job. With regard to the training area, how have you monitored that people have actually accessed that training? KWilden is interested in how training impacts on staff and on students. She confirmed that she can check who has logged in and out of training. KWilden agreed to provide qualitative data and will now start to devise a strategy to measure impact of training in response to a question from JWakelam.

K Wilden

SDaley questioned that if staff appraisal is still not embedded in the college in a systematic way, is it used to its best effect? We need to think about the appraisal system. Another new system starts in March 2021 and need to look at what is happening in the college. JWakelam proposed an update from SGraham at the next meeting. The Clerk to inform SGraham.

S Graham
T Elkin

KWilden advised the process currently being undertaken with links to training.

SDaley asked, are there any areas for improvement in the report? KWilden advised that there are areas of improvement, but they not included in the report. There are some recommendations in areas of strength, however. KWilden agreed to send the report to the Clerk for circulation with the minutes.

K Wilden
T Elkin

SDaley thanked KWilden for her report.

5 **Quality Update**

AHurrell provided updates: performance reviews have begun and have undertaken 12 to date. There have been excellent reviews with a focus on the curriculum intent and how staff have adapted to Covid-19 and what they have learnt from this. There has also been evidence of the experiences that students are having. Still linking with employers and having virtual meetings to support student progression.

Have undertaken a Deep Dive review in music and media – there are examples of excellent practise. The feedback from students referring to excellent leadership was really positive.

Quality audit was carried out by Scrutton Bland and the college came out ‘strong’. Comments on the report were shared with committee members. There have been no recommendations and only one ‘good practice point’.

JWakelam stated ‘Well done. How did you get the student feedback?’ It was through the Deep Dive process and AHurrell outlined further. Induction learning walks enabled staff to talk to students about their return to college and their experience. JWakelam challenged, are we capturing these responses? Yes, they are in the Deep Dive reports. Student survey outcomes will be shared at the next committee meeting: The Clerk agreed to add to the next agenda. GJefferson noted a common theme; “Managers don’t know how outstanding they are, and I suggest that this should be shared with their teams to enable them to feedback on the job that leaders are doing”. SDaley noted that this was an extraordinary audit report, “Well done.”

T Elkin

SDaley confirmed, “The report gives us re-assurance that systems are in place.”

6 **Curriculum Termly Update (16-19 provision inc. Apprenticeships)**

AAdamson summarised the ‘risks’ from the report. A number of areas have progressed through from grade 4 to grade 1. Leaders need to reflect to help their self-improvement.

AAdamson provided a review of key areas i.e. Early Years/Childcare, Health and Beauty, Culinary Arts etc. Work experience opportunities are very difficult with Covid-19 and customer facing opportunities are limited. Students are in some cases doing additional qualifications – it is a ‘solution-based’ approach.

SDaley advised that the impact of Covid-19 will impact the monitoring which is the key focus of the committee.

DCoomes provided a summary of areas such as Electrical. An overview of the Apprentice programme with Anglian Water was provided. Subjects are busy, but there are new opportunities still coming along. Staff are being noted and supported in their well-being.

KPoints noted, "This is all really good but how you recruit to employer related courses, do government schemes work in favour of the college?" AAdamson noted that younger students are easily influenced by their parents and the media, and but the most influencers are their teachers. There is an impact and government initiatives tend to be for older clients than Sixth Form aged students.

LMoody provided an update on Kick-Start.

DCoomes noted "As a college where we measure impact, we have to seize every opportunity and especially in our involvement with employers."

AAdamson has been "surprised" to see so many students planning to work in Health and Social Care sectors.

DBarton added that there has been a boost in the programmes run with the Princes Trust and National Health England. Virtual courses have been run, these are for 18-30-year olds.

GJefferson summarised that Automotive and Science have seen growth. Committee members were informed of STEM activity along with CERN activities.

CShaw advised in response to a question from SDaley that it's likely that all students must be in the college from the start of the next term. JWakelam added that evidence is showing that some students are benefitting from online learning. This was discussed further; student tracking has been carried out via student feedback. DCoomes provided an example of a colleague who is delivering online learning who was previously not IT experienced, "We must appreciate the workload and staff goodwill" SDaley confirmed that there needs to be recognition of how much hard work there has been by staff.

NSavvas added that at the Sixth Form campus, some subjects are easier to teach online than others. Staff need to be congratulated in addition to their support for sister colleges and extended thanks were expressed from NSavvas and the committee members.

LMoody confirmed that there is a 99% contact rate with all apprentices. SDaley noted that she was really surprised to hear that only one apprentice has been lost due to redundancy and that standards are above the national average. LMoody agreed, "The team has been Incredible". NSavvas noted that one of the reasons for this is because the team are delivering a continuum of education and getting the right students on the right courses and selecting the right employers. They should be congratulated for choosing the right businesses and external employers. JWakelam noted that this is an example of how well staff are working with external stakeholders. SDaley added that as well as internal reporting there is external data and "We are learning about the college".

7 16-18 Maths and English Update Report

RBoast noted that her key focus is on attendance and provided a detail breakdown to committee members. We are monitoring students' online learning. Behaviours in class are outstanding. Also focussing on online learning and working with curriculum teams.

SDaley highlighted has there been a 3% attendance rise in Maths and English? Yes, RBoast advised that there are one or two students who are avoiding Maths and English and this affects the figures. Staff are accessing the college's catch-up fund and some students are asking for extra intervention.

JWakelam noted that it's English that the functional skills students dip out of, but we need to know about Maths – how do you incentivise these students? RBoast agreed that it is difficult and some staff at the Milburn Centre can deliver both Maths and English, to build more of a

rapport. It's improving and students are using TEAMS more effectively. RBoast agreed with SDaley that functional skills still need to be monitored in the light of Maths and English.

8 Adult Maths and English Update Report

DBarton added that there has been a boost in the programmes run with the Princes Trust and National Health England. Virtual courses have been run, these are for 18-30 year olds.

DBarton provided a summary of key headlines from the report. ESOL achievement rates are down and this was summarised; there was a lower level of ESOL students, and the languages were a significant barrier. SDaley proposed that it would be interesting to see the pattern in other colleges? DBarton advised that the team are active in the professional exchange and know that WSC has done well to engage the students.

Maths and English are stable in terms of recruitment. Fewer have opted for classroom-based delivery.

There is also growth in number of classes for West Suffolk Hospital in English – overall the numbers are positive.

DBarton summarised the classroom-based delivery. New initiatives: focussing on additional learning support and trialling a new adult literacy app. A Progress Tutor is working with some adult students who have very low skills, this is proving positive with these students to help them access mainstream classes.

SDaley questioned, how do we manage online learning with adults who do not have technology at home? DBarton outlined the blended learning and advised that students can book a slot to access IT. There are some students who cannot access the centre and therefore staff will collate information about adult students who will be provided with laptops on loan.

9 2020/2021 Quality Improvement Plan – for approval

See agenda item 3.

10 Any Other Business

SD noted that dates are available for SAR meetings in June and July and these will be re-visited at future meetings.

KHaisman thanked SDaley for the invitation to the meeting: "If ever I wanted to see quality and depth and breadth of work of staff and leaders, this is it, it is a really tremendous effort, with great delivery of a papers, it's really impressive. You were discussing about how to ensure staff development and CPD, how do you keep them motivated?" KHaisman shared the example of progression which can be viewed as a spiral and then need internal and coaching at the top level to keep you at the top of your game, it then becomes more challenging.

Note: KHaisman left the meeting at 5.44pm

SDaley questioned, what should we focus on for the rest of this year?:

- Covid-19 and impact on students;
- Appraisal, staff training and development – may need to involve SGraham – presentation at March meeting of how the new system will work;
- Functional skills, Maths and English;
- Employer relationships – appear to be working fine – LMoody is happy to share examples.

Committee members discussed the impact on student performance with CPD and appraisal. KPoints questioned, is it a system or culture change we need? It is likely to be a culture change.

SDaley asked that the senior team consider how links are made, they are informing CPD, therefore the committee seeks assurance through the systems in place, that students are being impacted.

Date of next meeting

Monday 8th March 2020 at 4.00pm.

The meeting closed at 5.52pm.