

EDUCATIONAL EXCELLENCE COMMITTEE

Minutes of the hybrid meeting held on 6 December 2021 at 4.00pm

Present physically: N Savvas, CEO S Daley, Chair

Present virtually: A Maltpress, Observer J Wakelam, Vice Chair

In attendance:
 A Hurrell, Group Head of Quality
 A Wright, Group Head of Progression
 C Marshall, Group Assistant Principal Supported Learning
 C Shaw, Principal Sixth Form Provision
 D Barton, Assistant Principal Adult Curriculum
 D Coomes, Assistant Principal Sixth Form Provision Curriculum(part)
 G Chittock-Nash, Group Vice Principal Student Support
 G Jefferson, Assistant Principal Sixth Form Provision Curriculum
 L Parish, Assistant Principal Strategic Growth and Partnerships Curriculum
 R Bamford, Group Vice Principal Data and MI
 S Gales, Governance Professional

Apologies:
 J Robson, Head of Centre OSFC + Group strategic lead for EDI
 K Points, Observer
 L Moody, Group Principal Strategic Growth and Partnerships

1. **Declaration of Interests and Apologies for absence**

No conflicts of interest in relation to the items of the agenda were declared.

Apologies were received from KPoints.

2. **Minutes of the meeting held on 1 November 2021**

The minutes of the meeting held on 1 November 2021 were **agreed** as an accurate record.

3. **Matters Arising from the meeting on 1 November 2021**

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|------|--|----------|
| MA1 | SGraham to share a draft appraisal report with the Committee, for feedback and comments. | SGraham |
| MA2 | The annual report of employers' views will be presented to the Committee in June. | |
| MA3 | Complete | |
| MA | Complete. In future, please can amendments to the SAR be tracked/highlighted? | AHurrell |
| 4-8 | AHurrell to share word version with JWakelam so she can highlight a few typo errors. | JWakelam |
| MA9 | Complete | |
| MA10 | Complete. GChittock-Nash provided summary of student behaviour including the results of both the induction and sexual harassment survey as well as a summary of the corresponding actions. | |

4. **2020/21 Self-Assessment Report**

Governors received and considered the 2020/21 Self-Assessment Report to Corporation and noted the changes as per the matters arising. The Committee **agreed to recommend the 2020/21 Self-Assessment Review to Corporation**, subject to the typo changes from JWakelam.

DCoomes joined the meeting at 4.15pm

5. **Executive Board summary report:**

5.i. **Equality Diversity and Inclusion Overview**

Governors received and considered the summary report provided; and NSavvas informed of the plans to continue to further develop EDI work across the Group.

Governors congratulated the work of the college and specifically Elisha Soanes, who

was awarded the first AoC's Presidents Award for her EDI work.

Governors queried how we plan to continue to fund the work of the EDI ambassadors, after the Place21 funding ends. NSavvas noted that we continue to seek funding for the EDI ambassadors long-term, however this is all funded externally to our ESFA student income.

5.ii. Progression Overview

Governors received and considered the summary report provided.

KSida-Nicholls fed back from her networks that as a result of the pandemic and breaks in learning due to lockdown the starting point of many school-aged students, both in terms of academic skills and emotional behaviours, are significantly lower/behind the typical expected starting point. KSida-Nicholls noted this will have a lasting impact on incoming students' learning ability and has a real and lasting impact on our teaching and learning strategy and on the CPD needs of teachers and student-facing staff to engage and support these students.

AWright explained that a new Transition Manager role has been created to support pre-16 students and schools' understanding of courses and the skillsets required in order to support students to enrol on the right course at the right level. The Transition Manager also works with pre-16 students and schools to analyse feedback to ensure there are no barriers limiting progression. The Committee asked if the Transition Manager is also working to support incoming students to upskill in preparation for starting their courses with us. AWright confirmed that this is being developed with support of the curriculum teams.

CMarshall noted that our SEND students already benefit from this service, led by the SEND Transition Manager; and we are using the catch-up tuition funding effectively to support students to address gaps in learning.

CShaw noted that the move of the library services to within the buildings has also been very helpful in creating a culture and environment which supports students to develop independent learning skills.

5.iii. Safeguarding Overview

Governors received and considered the summary report provided.

GChittock-Nash informed that we have been successful in a bid to fund supervision for our personal support tutors and we are working to secure additional funding to support walking therapy.

Governors commended the work to identify and support young adult carers within the college cohort, and to develop the college's safer recruitment strategy.

6. Update on progress in 2021/22:

6.i. 2021/22 Quality Improvement Plan

Governors received and considered the QIP which collates areas for development and enhancement from the 2020/21 Self-Assessment Report and outcomes from the quality assurance cycle and performance review board meetings.

Governors commended the report's executive summary of the key area for development and enhancement which helps governors identify the priorities and intention.

AHurrell noted that the QIP reflects on all areas including working experience, careers advice and guidance, student experience and support, etc. as well as curriculum areas.

The Committee **approved the 2021/22 Quality Improvement Plan.**

The Committee discussed the performance review boards process. AHurrell and SGales to invite all Governors to future performance review board meetings.

AHurrell
SGales

6.ii. Sixth Form Provision Curriculum KPI Report

Governors received and considered the report provided.

CShaw noted that Maths and English attendance has improved or remained strong for both the 16-18 cohort and 19+ cohort compared with 2020/21 and that curriculum assessment progress across all areas is strong with all but one curriculum area being on or ahead of target. Students are being supported by their teachers to ensure all current assessments are completed by the end of term, so that all students can finish for the Christmas break with no outstanding work.

The Committee commended the report and supported the proposal that future reports are for 16-18 provision, with 19+ provision covered in 6iii, and for CShaw to provide an update in the format of this report.

CShaw

6.iii. Apprenticeship and Adult Curriculum KPI Report

Governors received, considered and commended the report provided.

LParrish noted that between 1 August and 17 November 2021 64 Apprentices undertook their End Point Assessment of which 92% passed first-time.

DBarton noted that adult attendance on online delivery courses is noticeably better than historical face-to-face learning; and student feedback suggests high levels of engagement and satisfaction. Governors queried how online exams are run and invigilated. DBarton explained that there are three ways we can run online exams and explained the processes.

LParrish and DBarton noted the work to develop KPIs and robust data reports for the area, with benchmarks.

The Committee asked LParrish and DBarton to, for future reports, to provide an update to the information within this report.

LParrish
DBarton

6.i.v.. Student Support KPI Report

Governors received and considered the report provided.

Governors queried how students are determined to be 'at risk'. GChittock-Nash explained the metrics used to determine this and the support put in place to support these students.

Governors queried whether the PPTs have the capacity and skills to undertake student exit interviews. GChittock-Nash noted that this is still to be implemented but will hopefully develop our understanding of student experience and preferences to best adapt our provision to ensure we support all students

6.v. Quality Assurance and Improvement Update

Governors received and considered the update report provided.

AHurrell noted the effectiveness of the newly developed Observation and Quality Review platform process which has aligned quality assurance, where possible across the group. The platform captures evidence on lesson observations, student voice, staff voice, manager interviews and system audits to include attendance, retention and progress, online resources, course portfolios, External Quality Assurance/moderation, Curriculum Self-Assessment / Performance Review / Quality Improvement Plan compliance; and allows the quality assurance and improvement team to identify areas of strength to share as good practice and support areas for improvement across curriculum areas.

Governors commended the extensive package of professional development

opportunities available to teaching staff as led by the Head of Teacher Education and Innovation. The Committee asked for updates on staff uptake on the opportunities.

KSida-
Nicholls

Governors queried how these opportunities differ to the PGCE course. KSida-Nicholls noted that we no longer deliver PGCE courses, instead we deliver the Diploma in Education and Training (DET) which is a professional course which directly supports progression into teaching roles. KSida-Nicholls noted that long term we may look to deliver PGCE courses again, however we are awaiting the conclusion of the national review of Initial Teacher Training (ITT) to ensure our course offer is the most appropriate to support future teaching pipelines.

7. Stakeholder Feedback

7.i. Student Survey Results

Governors received and considered the report provided and noted the outstanding feedback.

Governors queried the careers advice and guidance student satisfaction results which were relatively lower than others and asked the cause of this. AWright noted the slightly lower satisfaction results were due to the impact of the pandemic lessening students' ability to access careers events; and noted that this will be further addressed by work to create an onsite careers hub.

7.ii. Complaints and Compliments

Governors received and considered the report provided and noted that all complaints had been resolved and the college received a multitude of compliments across all areas.

8. Policies

8.i. Child Protection and Safeguarding Policy including Adult at Risk Policy

Governors received, considered, and **agreed to recommend** the policy provided.

9. Any Other Business

The Committee thanked the staff and leadership for their incredible efforts this term supporting students and progressing projects to improve teaching and learning and student experience.

The meeting closed at 5.49pm