

Minutes of the hybrid meeting held on 27 June 2022 at 4.00pm

S Shaddock, FE Student Governor

Present physically: N Savvas, CEO
S Daley, Chair

Present virtually: C Chua
D Harvey (part)

In attendance: A Hurrell, Group Head of Quality
A Maltpress, Observer
A Wright, Group Head of Progression
C Marshall, Group Assistant Principal Inclusive Learning
C Shaw, Principal Sixth Form Provision
D Barton, Assistant Principal Adult Curriculum
D Coomes, Assistant Principal Sixth Form Provision Curriculum
G Chittock-Nash, Group Vice Principal Student Support
G Grainger, Chief Information Officer
G Jefferson, Assistant Principal Sixth Form Provision Curriculum
J Robson, Head of Centre OSFC + Group strategic lead for EDI
K Sida-Nicholls, Group Director Quality Improvement
L Parish, Assistant Principal Strategic Growth and Partnerships Curriculum
R Bamford, Group Vice Principal Data and MI
S Gales, Governance Professional
S-L Neesam, Group Head of Safeguarding

Apologies: A Mapana, Co-opted
H Colthorpe, Staff Governor
J Wakelam, Vice Chair
L Chapman, Co-opted

Action

1. Declaration of Interests and Apologies for absence

N Savvas and S Daley declared their roles as Trustees of Suffolk Academies Trust, and K Sida-Nicholls declared her role on the Educational Excellence Committee of Suffolk Academies Trust. No other conflicts of interest in relation to the items of the agenda were declared.

Apologies were received from A Mapana, H Colthorpe, J Wakelam and L Chapman.

2. Minutes of the meeting held on 14 March 2022

The minutes of the meeting held on 14 March 2022 were **agreed** as an accurate record.

3. Matters Arising from the meeting on 14 March 2022

One of the matters arising from the previous meeting were complete and two were ongoing and are due to be reported to the next meeting.

4. Risk Register Extract

Governors received and considered the extract from the risk register, to be borne in mind when reviewing committee papers and associated actions.

Governors discussed the risks and the impact of the risks to being able to continue to deliver outstanding teaching and learning and student experience.

5. Executive Board summary report:

5.i. Equality Diversity and Inclusion Overview

This paper was not received.

5.ii. Progression Overview

Governors received and noted the summary report provided which included the papers and minutes of the Executive Board, and A Wright summarised the key matters including intended and actual destinations.

The Committee queried the number of students who 'are in a destination related to their programme of study at WSC'. A Wright noted that this is our first year collecting this data so it is hard to benchmark and given many students progress to higher study or other destinations which don't fall clearly as a "destination related to". More work will be done to analyse and understand this metric to understand what actions the College needs to take.

5.iii. Safeguarding Overview

Governors received and noted the summary report provided which included the papers and minutes of the Executive Board, and G Chittock-Nash summarised the key matters including safeguarding and welfare disclosures, Prevent, bullying and harassment, sexual harassment and sexual assault, and single central record compliance.

The Committee discussed the Prevent action plan and noted the Executive's plans to implement the outstanding actions.

Governors discussed the growing welfare needs of our community and asked how we are working with schools to best support students. S-L Neesam and G Chittock-Nash outlined how we are working with schools, and working with the local authority to lobby for additional funding to invest in the vital wrap-around support services.

Governors queried whether the rising instances of sexual harassment and sexual assault are a result of a rise in instances or better reporting. S-L Neesam noted that some of these instances are historic and are being disclosed so that people can be supported. The College believes that the numbers coming forward indicate that students feel safe and able to make disclosures.

Governors noted the rising incidents of behavioural issues and discussed how this shows the legacy impact of the pandemic on lower social skills and greater behavioural issues. Governors noted this emphasises how crucial our strategy of investing in wrap-around support for students is.

6. Progress in 2021/22:

6.i. 2021/22 Quality Improvement Plan

Governors received and noted the progress on the QIP, and A Hurrell summarised the key matters including additional areas for development following the full Ofsted inspection.

A Hurrell noted that actions for development following the full Ofsted inspection are also being considered alongside our curriculum areas' self-assessment reports and outstanding actions will be added to the 2022/23 QIP.

6.ii. Curriculum Update

Governors received and considered the sixth form curriculum update report provided, and C Shaw summarised the key performance indicators for in-year retention, attendance, assessment completion, and forecast overall achievement as well as outlining how exams and assessments will be conducted this year (compared to the Teacher Assessed Grades used throughout the pandemic).

G Jefferson noted the proactive intervention used to support students to re-engage, overcome anxiety and complete assessments to achieve their qualification.

C Shaw noted that attendance for maths and English has been lower than benchmark and outlined the strategies being put in place to improve attendance and outcomes next year. Governors asked to receive an update on this at the next meeting.

R Boast

D Harvey joined the meeting at 3.59pm

Governors queried why the forecast achievement for Proactive Learning and Inclusive Learning is behind benchmark. C Marshall outlined the difficulties in this cohorts and the interventions in place to support achievement.

Governors received and noted the adult and apprenticeship curriculum update report provided, and D Barton summarised the adult key performance indicators; and outlined trends in participation in adult basic skills and plans for future summer courses which will continue to recruit new students this academic year.

D Barton noted that analysis of in-year retention for adult maths and English shows that withdrawals are linked to work and caring commitments.

Governors noted rising inflation and asked what impact this will have on enrolments and retention of adult and apprenticeships. D Barton noted that we are seeing students being more reluctant to enrol and continue adult courses. P Stittle noted that many companies see apprenticeships and utilising the Apprenticeship levy as a sustainable strategy for filling vacancies, though there is still a post-pandemic lag in demand as companies are still a bit risk averse in funding new roles.

L Parrish summarised the apprenticeship key performance indicators including retention, withdrawals, achievement and end point assessment completion; and plans to continue to improve quality assurance.

6.iii. Student Support KPI Report

Governors received and considered the student support update report provided, and G Chittock-Nash summarised the key items including progress on the sexual harassment prevention project, updates on the work of the welfare and PPT teams; as well as the initiatives in place to support students to overcome barriers to opportunity associated with rising inflation and cost of living.

Governors commended the work of the student support teams.

6.iv. Quality Assurance and Improvement Update

Governors received and noted the update report provided; and A Hurrell and K Sida-Nicholls summarised the work this term as well as the plans for the next few months.

Governors asked for an update on plans to establish professional learning communities. K Sida-Nicholls presented the plan for these, the pathway for professional learning communities and how these fit within the Group's professional learning strategy, and noted this will be in place for 2022/23.

Governors commended the work of the quality assurance and improvement teams.

7. Stakeholder Feedback

6.i. Survey Results: Students, Parents and Employers

Governors received and considered the reports provided; and P Stittle summarised the employer survey which notes that WSC is the only 'excellent' training provider in the east of England.

The Committee commended the strength of the results and discussed one of the weaker areas around reporting of progress of apprenticeships; and the plans in place to strengthen this.

A Hurrell summarised the results of the in-year student curriculum survey and of the parent perception survey, which were completed in March 2022. A Hurrell noted that

the results were very positive and closely aligned to the feedback given as part of the Ofsted inspection surveys.

7.ii. Complaints and Compliments

Governors received and considered the report provided which summarised the 12 complaints and 27 compliments received since September 2021. A Hurrell noted there were no emerging trends amongst the complaints.

8. Policies

There were no policies for consideration.

9. Any Other Business

- Adult Learner Awards

D Barton noted that the College has been shortlisted for 3 awards.

- Thanks, and farewell to Rob Bamford and Angela Wright

The Committee thanked R Bamford and A Wright for their contribution to the College and the Committee, and to our students; and wished them every success in the future.

- Welcome to Gary Grainger

The Committee welcomed G Grainger to the meeting.

- Thank you from Governors

Governors thanked the Executive and curriculum teams for their outstanding work in support of the students in a very challenging year, and for their excellent reports throughout the year.

The meeting closed at 4.51pm