

EDUCATIONAL EXCELLENCE COMMITTEE

Minutes of the hybrid meeting held on 5 December 2022 at 4.00pm

Present physically:	N Savvas, CEO	S Daley, Chair
Present virtually:	C Chua (part) H Colthorpe, Staff Governor (part)	J Wakelam, Vice Chair
In attendance:	A Hurrell, Group Head of Quality A Maltpress, observer (part) C Durrant, Head of Pastoral Support 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 (part) G Jefferson, Assistant Principal Sixth Form Provision Curriculum J Robson, Group lead for EDI, Quality Improvement and Teacher Development (part) K Sida-Nicholls, Group Director Quality Improvement L Parish, Assistant Principal Strategic Growth and Partnerships Curriculum N Payne, Group Director Extended Opportunities P Stittle, Executive Director (part) S Gales, Governance Professional S-L Neesam, Group Head of Safeguarding	
Apologies:	A Mapana, Co-opted D Gartland, Group lead for Quality Assurance and Student Enrichment G Chittock-Nash, Group Vice Principal Student Support G Grainger, Chief Information Officer L Chapman, Co-opted L Moody, Principal Strategic Growth and Partnerships S Shaddock, FE Student Governor	
Absent:	D Lee Harvey	

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

J Wakelam, 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 for absence were received from A Mapana, D Gartland, G Grainger, L Chapman, L Moody and S Shaddock

The absence of D Lee Harvey was noted.

2. **Minutes of the meeting held on 7 November 2022**

The minutes of the meeting held on 7 November 2022 were **agreed** as an accurate record, subject to the amendment to reflect that C Chua was in attendance virtually and to record the conflict of interest for J Wakelam.

3. **Matters Arising from the meeting on 7 November 2022**

All matters arising from previous meetings were complete. The Committee asked to receive a report on appraisal completion at this meeting next academic year.

The Committee discussed the Professional Development Policy and noted that the policy has a number of typos and discussed some areas which could be clarified e.g. section 4.1 references the Principal instead of CEO. J Wakelam to share annotated notes with the CPO, and the CPO to share the updated version with the Committee

Action

Gov. Prof.

CPO

CPO

along with the KPIs for monitoring the impact of the policy and professional development reviews.

4. **Risk Register Extract**

Governors received and considered the extract from the risk register.

J Robson left the meeting at 4.15pm

Governors reviewed the risks and **felt assured** by the mitigations proposed.

5. **Self-Assessment Report 2021/22**

Governors received and considered the updated Self-Assessment Report provided, which included the amendments requested by the Committee at the last meeting and incorporates feedback following the external validation.

i. **Quality of Education**

Governors confirmed their support with the self-assessment grade of 2.

ii. **Behaviours and Attitudes**

Governors confirmed their support with the self-assessment grade of 1.

iii. **Personal Development**

Governors confirmed their support with the self-assessment grade of 1.

iv. **Leadership and Management**

Governors confirmed their support with the self-assessment grade of 2.

v. **Overall Effectiveness**

Governors confirmed their support with the self-assessment grade of 2 and **agreed to recommend it to the Corporation for approval.**

D Coomes left the meeting at 2.20pm

6. **2022/23 Quality Improvement Plan**

Governors received the QIP and A Hurrell provided a summary of how the QIP has been devised and the key areas for enhancement and refinement.

Governors commended the approach, though asked for the documents to show update and impact. N Savvas noted that we are also aligning the reporting styles for the SAR and QIP across the Group.

A Hurrell

7. **Maths and English Report**

Governors received and considered the paper provided and G Jefferson provided a summary of the report:

- After the Covid-19 years with CAGs and TAGs, the national achievement rate has fallen
- In most areas our results are above the national achievement rate
- Analysis of results, shows there is a strong relationship between high attendance and higher achievement rate

Governors noted the correlation between attendance and achievement, and asked future reports to identify the percentage/number of students below the attendance threshold.

D Coomes re-joined the meeting at 4.36pm

G Jefferson updated on changes within the maths and English leadership team, plans for further professional development for the team and a pilot to use specialist software to support students in lesson.

G Jefferson noted that 122 students sat maths resits and 75 students sat English resits in November, the results of which will be reported to the next meeting.

A Maltpress joined the meeting at 4.41pm

Governors commended the report and queried how progress and impact will be reported. G Jefferson confirmed future reports will show progress against the priorities, plans and strategy as defined in the paper.

8. **Termly KPI Report**

i. **Sixth Form Provision**

Governors received and considered the paper provided and A Hurrell summarised the key points:

- Overall vocational attendance is 89%, which is the same as this point last academic year.
- Attendance for Maths has declined by 2% for both GCSE and Functional Skills and attendance at English has improved by 2% for both GCSE and Functional Skills on last academic year.
- Assessment progress is strong with most areas being on or ahead of target; however
- Students will continue to be supported with their assessment submissions so that they can finish for the Christmas break with no outstanding work.
- Retention data is not yet available but is predicted to be above 96%.

Governors commended the report and noted the strong performance to date.

ii. **Apprenticeship Provision**

Governors received and considered the paper provided and L Parish summarised the key points:

- Withdrawals remain lower than the previous reporting year and there has been a significant reduction on Apprentices on a Break in Learning, in line with new processes implemented for this year.
- The year-to-date retention remains about 85%.
- Overall qualification achievement rate is 39% and the year-end predicted outturn is 70%, which would demonstrate a 10% rise on last year's overall data.

S-L Neesam joined the meeting at 4.50pm

Governors commended the new-style report. The Committee discussed the complexity of reporting on retention and achievement for Apprenticeships given the rolling start dates and longer study period, but noted that if there is analysis on this including the context for any trends would help this to be more meaningful. L Parish to continue to refine the report.

L Parish

C Chua left the meeting at 4.55pm

iii. **Adult Provision**

Governors received and considered the paper provided and D Barton summarised the key points:

- Retention is currently at 91.2%.
- The overall Pass Rate was 87.5%.

Governors discussed the increase in numbers and the EDIM data, and noted the increasing the number of ESOL students.

iv. **SEND Provision**

C Marshall provided a verbal update at the meeting, noting that the formation of the Inclusive Learning Executive Board which will review the SEND Services reports from each sixth form within the Group, an apprenticeship update, an adult skills update, a report on industry placements, a report on the supported activities for University Studies students, the specific SEND-related professional development offered to staff, analysis

of LDD EDIMs (as part of the quality assurance process) and an update on student welfare interventions to identify any trends or concerns.

C Marshall confirmed that a summary of the first two meetings of the Inclusive Learning Executive Boards will be presented to the Committee at its next meeting.

C Marshall noted that the number of students with SEND has increased across all provision types and that, due to local skillsets, it remains challenging to recruit staff to the Inclusive Learning team. The Committee discussed the training in place to support staff in-role including internal progression and to support prospective applicants ahead of interview.

9. **Termly Student Support and Safeguarding Report**

Governors received and considered the papers provided, which included the 2021/22 annual report and the autumn 2022 report, an update on induction, transition, stakeholder events, tutorials and CPD, progress review and bursary.

The Committee discussed the support for students access to transportation costs, money towards college materials and food including supplying breakfast goods and other food items.

The Committee discussed the stats and trends on the autumn term and annual reports, and queried the sexual harassment and sexual violence incidents data given OSFC is a much smaller cohort compared to WSC. S-L Neesam confirmed this is due to the city-like environment of OSFC. The Committee discussed the proactive interventions and pilots we are running to raise awareness of sexual harassment and sexual violence.

H Colthorpe left the meeting at 5.39pm

10. **Policies**

i. **SEN policy**

Governors received and considered the policy provided. The Committee **agreed to recommend the policy** to Corporation, subject to the standardisation of references to SEN and SEND.

11. **Any Other Business**

i. **Executive Boards**

C Shaw updated that to best deliver our Group strategy and to support staff integration, best-practice sharing and team building across the Group; we have made changes to our operational structures to establish function-specific Executive Boards to bring people from across all of our provision types together to co-develop our ways of working, to ensure all students get the same outstanding experience and access to enriching opportunities. C Shaw confirmed the Committee will receive high-level summary reports from the Executive Boards. N Savvas noted that whilst Governors are still invited to observe the Executive Boards, there is no expectation on Governors to attend.

ii. **Date of next meeting**

The Committee discussed it would be helpful to have two additional meetings (combining the Committee with the HE Educational Excellence Committee and the SAT Educational Excellence Committee) to receive the reports from the Executive Boards. The Governance Professional to arrange.

iii. **Feedback from DfE/ESFA immersion visit**

C Shaw summarised the feedback from the 3-day DfE/ESFA immersion visit, which received very positive feedback.

The meeting closed at 5.59pm

Gov. Prof.