

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 4 February 2019 in the Board Room, Hele Road, Exeter College

Present

Bindu Arjoon Chair
Mark Goodwin
John Laramy
Sue Clarke
Aimee Mitchell
Ben Gardner
Jo Matthews
Dave Underwood
Cassandra Wood
Sonja Longmore

Apologies

Jacob Harris

In Attendance

Rob Bosworth Vice Principal - Schools, Partnerships and Curriculum
Malcolm Walsh Deputy Vice Principal -Engagement People and Performance
Item 4.2 only Karen Delmege SEN Programme Manager
Chris Petheram Head of Foundation Learning Support
Item 4.3 only Jennie Hamilton Head of Student Experience
Item 6.1 and 6.2 only Lisa Smith Assistant Principal - Quality, Student Experience and Careers

Alison Layton-Hill Clerk to the Corporation

1. Welcome, Apologies and Declarations of Interest. Action

The Chair welcomed colleagues to the meeting.

Dave Underwood, Co-opted Non-Executive Director, RD&E, declared an interest in any matters relating to the RD&E NHS Foundation Trust.

2. Minutes

2.1 The minutes of the meeting held on 3 December 2018, as circulated, were agreed and signed by the Chair.

3. **Matters arising**

There were no matters arising.

4. **Holistic**

4.1 Risk Register

The risk register was received by the Committee.

The Vice Principal - Schools, Partnerships and Curriculum gave the Committee an update in terms of risk R35 (Flybe). The Committee was reassured that SLT had raised this risk as a priority and are closely monitoring the situation. Connect Airways is due to agree a deal on 23 February 2019 and there is a meeting with the college on 25 February 2019.

The college has been exploring new courses to mitigate the risk with an option of working with Kingston University. There is a concern that students may not have the option to complete part 66 of the EASA qualification as it is an important step to enter the industry. It was however acknowledged that the EASA is a challenging externally validated qualification and very few students achieve the full qualification.

The Committee considered that effective communication with students and parents is fundamental, noted the reassurance from SLT and will await a further update in due course.

RB

Karen Delmege SEN Programme Manager and Chris Petheram Head of Foundation Learning Support joined for item 4.2

4.2 Learning and Support Update

The Committee received a presentation explaining the importance of the work of Learning Support, particularly as there had been a 67% increase in SEN interviews over a two year period. The team provide a wide range of support including academic learning delivery, in class learning support, bespoke care, organising exam access arrangements and coordinating EHCPs. The updated GCSE curriculum and use of assistive technology also contributed to EHCP and high needs students achieving better grades than if they had not received the additional support. Ensuring all students have exam access arrangements in place is a real strength.

A full staff development training programme has been implemented with 64 support staff being observed and achieving 'good' or 'outstanding'.

Governors were advised that funding had increased which has enabled more high quality services to be provided. However, although the local authority has been responsive and supportive to high needs students

there is no guarantee in terms of funding, which is also dependent on central government policy.

The Committee asked what the main challenge will be over the next three years and were advised that the demographic is increasing as more young people are diagnosed with additional needs. It is essential to have a sustainable model and continue to be financed to meet need. It was acknowledged that the proposed banding payments may have a significantly negative impact.

Exam access arrangements for students re-taking GCSEs are being reviewed in terms of having a scribe, reader or extra time but the need to differentiate is important. Aimee Mitchell will raise with Devon secondary schools the need for the college to receive accurate information about students at the time of transition.

AM

The complexity of the college estate and accessibility was considered by the Committee. New sites are building in accessibility needs, however there are challenging areas such as engineering and construction.

The Committee was reassured that HE students are also receiving support. There are two HE learning support specialist for 1-1 support and advice for students who wish to continue is offered.

The Committee noted the update and thanked Chris and Karen for the valuable work of their service and teams

Jennie Hamilton joined for item 4.3

4.3 Department for Student Experience Annual Review

The Committee received a presentation and noted that the work undertaken by the department continues to grow and focusses on the wrap around care provided to students. Mental health and emotional wellbeing is a particular growth area along with the support provided to looked after young people and unaccompanied minors.

In 2017/2018 the team has introduced a number of new and improved systems, processes and roles in order to provide a more efficient service and to support safeguarding. There has been a focus on a whole college approach, financial support, responsiveness and wellbeing, including online medical application forms. Partnership working is a success although there continues to be a need to ensure there is clarity around what the department offers, particularly for external services.

2018/19 will continue to see systems being developed. WHAM will be further embedded across the college. It is intended to review the role and

function of Student Representation and Learner Voice generally. The department will also be preparing for the new phase of boarding accommodation.

It will be challenging to maintain the level of excellence and offer with increasingly complex issues and to continue to safeguard young people in the changing landscape. There is also much work to do in terms of embedding the new inspection framework.

The Committee challenged the looked after children drop out rate and was advised that the data is analysed and many of those young people enrolled but did not actually start at the college. Withdrawal processes are being evaluated to identify those young people that need to stay in education and referrals made. Unaccompanied asylum seekers appear to be naturally mobile and move to other areas and some are refused permission to stay in the UK. Ofsted did recognise the college's retention rates as being very good.

The Committee questioned the role of the SRC and noted that less students wished to join. There is potentially the need to re-launch and reinvigorate how students are represented.

The Committee noted the report

5. Quality Assurance

5.1 Retention and Attendance Update

The Committee received the report. GCSE attendance had been a college priority and had improved on the previous year. Some positive outcomes had already been seen and if the attendance rates are maintained there is confidence that learner outcomes and achievement rates will improve.

Improving attendance rates continues to be challenging across every faculty and the distance learners travel does have an impact. Attendance for the college overall is 89.7% which is slightly lower than the previous year but the gap varies according to weather and breaks in the academic year.

There continues to be a focus on retention. It is difficult to compare the data precisely as the current data is compared to end of year data for the previous two years. Retention appears similar to the previous year and the dip in L2 retention in childcare and healthcare is not an emerging trend.

Data for HE can be accessed but not in the same format, however some data will be available for the next meeting.

MW

The Committee requested additional information on those learners who had moved on due to poor behaviour. The number is low and these learners may leave and re-join an alternative programme, some are excluded and referred to other organisations and others may return on a part time programme.

There was discussion in terms of the impact on the retention data of the college moving to linear in some subjects and that there is currently no national data to compare statistics. The data currently includes learners who opt not to continue to A2 having completed AS.

The college is part of a benchmarking group of colleges which shares attendance data verbally. If attendance is at a level of around 90%, this is likely to put Exeter college within the top ten colleges. It was noted that the college does not screen out students eg. those on non-mandatory enrichment programmes.

The Committee noted the report

5.2 Intensive Care Update

Intensive Care is a term used where performance is poor and the head of faculty and programme leader report to a senior curriculum group four times per year to explain the corrective actions that are being taken.

Particular areas of focus are A level music, A level classics and L3 music technology but it is hoped that a target of 5 will be achieved. HNC business has been below acceptable levels of progression and 82% is now a realistic target.

The November outcomes for GCSE Maths and English are relatively positive and it was acknowledged that Sam Hillman has had a marked impact on this result.

The progress with subjects that are considered 'outpatients' is generally positive. However, areas that continue to require improvement are Light Vehicle Apprenticeship and L2 Art and Design.

The Committee commended the recent Apprenticeship Conference and agreed to note the report

Lisa Smith joined for item 6.1 only

6 Teaching and Learning

6.1 Teaching, Learning and Performance update and Internal Inspection mid-year update

The report was received and the Assistant Principal - Quality, Student Experience and Careers shared further updated information. Since November 2018 137 observations had taken place across the college representing 26% of full time staff.

The report summarises the strengths and areas for development following inspection and reassuringly the areas for strengths were mirrored in the faculty's own self-assessment. Areas for improvement have been condensed into clear actions and are expected to be signed off at the end of term.

With the launch of the new Ofsted inspection framework the internal quality inspections and teaching observation process will be reviewed to ensure they are fit for purpose.

The Committee was advised that those achieving a grade 3 observation are allocated a mentor (learning lead) who supports them to produce an action plan. There is a clear focus on the areas for development to ensure teaching improves with regular monitoring. The observation grades are considered alongside results and value added and student views to ensure a more holistic system and view.

The Assistant Principal - Quality, Student Experience and Careers intends to pursue the option of evolving the system to remove the one-off grade. It was agreed that teaching staff and unions are consulted with on any future assessment process.

The Committee questioned how the college plans to move teachers from grade 2 to grade 1. Staff need to take ownership of their own performance and identify areas for development themselves as well as potentially undertake peer observations. Learning leads operate within the faculties which positively impacts on performance and feedback from students is that college teachers are invariably delivering good and outstanding lessons.

The Committee agreed to note the report

7. ITEMS FOR INFORMATION

The following reports were **received and noted:**

- 7.1 Safeguarding meeting
- 7.2 EDBV meeting Minutes
- 7.3 QIP Update
- 7.4 Employer Survey and Feedback update (main item to the Board meeting)
- 7.5 Items to take to Board

The Committee reviewed the agenda and agreed on the items to be reported to the Board at its next meeting on 8 February 2019 as Flybe,

Clerk

Draft

Teaching and Learning quality assurance, assurance around learner support and student experience and the rigorous intensive care/outpatients monitoring.

7.6 Items for next meeting

The Committee reviewed the cycle of business for the March 2019 meeting and agreed items to be included on the agenda. Flybe update and Parent Portal will also be added. **Clerk**

8. **Dates of Next meetings**

Monday	25	March	2019
Monday	17	June	2019

Signed by the Chair

DRAFT