



EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Meeting to be held on Monday 17 September 2018 at 5.30 p.m.
in the Boardroom, Tower Building, Hele Road Campus

DRAFT v1 MINUTES

Public/Confidential status to be considered and approved

- MEMBERS:** Bindu Arjoon* (Chair); Mark Goodwin (Vice Chair); Sue Clarke*; Ben Gardner* (HE Student); Jacob Harris* (FE Student); John Laramy* (Principal); Jo Matthews* (Co-Opt); Aimee Mitchell*; Dave Underwood*; Cassandra Wood*
- IN ATTENDANCE:** Lily Garth* (Clerk to the Corporation)
(all meeting) Rob Bosworth* (Vice Principal Schools Partnership & Curriculum)
Malcolm Walsh* (Deputy Vice Principal)
David Allen* (Chair of the Board) - observing
- IN ATTENDANCE:** Martina Esser* (Head of Teaching, Learning and Performance)
(part meeting) Gemma Noble* (Head of People)
Sam Hillman* (Assistant Principal)
Jade Otty* (Assistant Principal)

** Indicates presence at today's meeting (including part-meeting attendance).*
The meeting was quorate throughout.

Minute		Action for:
1.	<p>PRELIMINARIES: WELCOMES, APOLOGIES AND DECLARATIONS OF INTEREST</p> <ul style="list-style-type: none">• Apologies were received from Mark Goodwin• No declarations of interest <p>The Chair welcomed Members to the first QS meeting of the year, which was also her first QS as Chair, Malcolm Walsh's first QS in his new role as Deputy Vice Principal, and Lily Garth's first Exeter College meeting as Clerk. The Chair thanked Dave Underwood, the previous Committee Chair, for staying on the Committee.</p> <p>Specific welcomes were also noted for:</p> <ul style="list-style-type: none">• Ben Gardner as the new HE Student Governor• Jacob Harris as the new FE Student Governor• Cassandra Harris as the new Support Staff Governor	

- (although she attended the June QS as an observer)
- David Allen, observing as Corporation Chair.

The Principal sadly advised Members of a new student's death following a tragic cycling incident. Other students were being supported in dealing with the loss. The College's thoughts were with the student's family and friends.

The College had received confirmation that it had been successfully added to the Office for Students Register of HE Providers with no conditions attached.

A software update seemed to have caused a failure in the usual Board e-paper system. College IT staff were working hard to resolve this. Governors had been supplied with additional hard copies.

2. MINUTES OF THE MEETING HELD ON 18 JUNE 2018

The Committee **APPROVED** the minutes as a correct public record to be published on the College website and signed by the Chair.

3. MATTERS ARISING

Two matters arising have been deferred to the next meeting at Management's request (on the basis that more meaningful information will be available by that time):

- Minute 3.4 - subcontractor quality assurance update QS Dec
- Minute 5.1 - Update on HE quality assurance and monitoring links QS Dec

The Committee was content with these deferrals.

Minute 4.1 - student survey follow-up (this was already scheduled for the December meeting) QS Dec

4. QUALITY ASSURANCE

The Assistant Principal Curriculum Vocational and Applied and Assistant Principal Curriculum Academic joined the meeting for these items.

a. Success Rates A Levels

The presentation would be made available to all Members.

Key discussion points were:

- College student outcomes were very good, especially in the context of A Level Reform (this was cross-referenced with Item 5 - Linear A Levels - below)

- AS results were all better than the previous year
- There were fewer starts as most students were now taking 3 A Levels instead of 4
- The College overall outcome was over 99% (national average was 98%)
- In terms of progress (using ALPs), there were 16 stellar A Level Subjects and 3 in Development (this was cross-referenced with the Intensive Care Report below)
- Ofsted are saying that nationally, overall there are no significant outcome differences between Linear A Levels and Unreformed A Levels
- At the College, there are no patterns in differences and no dramatic spikes - this suggests consistent support for teachers and students.

b. Success Rates GCSEs - Maths and English

The presentation would be made available to all Members.

Key discussion points were:

- Failings in Government Policy
- Lowest-attainment students are on the biggest study programmes (because they have to keep retaking Maths or English or both)
- Only 2 in 10 students are meeting the Government's target for Maths GCSE
- Low morale of learners who could not meet the standard despite support year after year at schools and colleges
- "Operation GCSE Exam Sitting" - There were very challenging logistics associated with the clustering of many exams for large numbers of students in a short space of time. In Exeter College, this was further exacerbated because the College, due to highly-successful student outcomes and recruitment, was already extremely well-utilised in terms of physical space.
- Adult outcomes were excellent for English and Maths
- Despite positive progress on the previous year, 16-19 outcomes were likely to be Requires Improvement

- Patterns - it looks as though higher attainers are not progressing as much as lower attainers
- Improvements in attendance at exams - in 2017 10% of students did not turn-up for their Maths exam; in 2018 this improved to 5% non-attendance
- Impact of staffing instability (especially finding and retaining Maths teachers)
- Norm-referencing is taking place each time (therefore grade boundaries move each time) so that 100% can never pass
- Equality and Diversity understanding and support - for example for those with dyslexia and dyspraxia

There was no data to show whether the negative experience of students under this Government Policy was further negatively impacting on the attendance, enjoyment and achievement levels on the learners in relation to the studies/vocations that they actually wanted to do.

c. Student Recruitment

- FE - Despite the demographic pattern, the College had achieved a remarkable enrolment session. 16-18 student numbers have grown slightly, up by about 40, and adult student numbers have grown substantially. This unpredicted growth, had put pressure on rooms and staffing in some areas, so in order to protect the student experience of those already enrolled, the College was not taking any more new 16-18s. When the gym and dance floor is finished, the College will have six new teaching spaces - so more capacity for 2019-20.
- HE - might be 60-70 behind target and may need to make savings in-year. This is a national issue. It would be raised at Audit and Risk Assurance Committee as it has been added as a new, high risk on the Risk Register.

d. Intensive Care Update

The business cases around subjects in intensive care were considered, including one subject where actual technical performance was high-quality but the accompanying academic achievement was low. Some outsourcing was underway to try to improve quality.

5. **TEACHING AND LEARNING**

Impact of Linear A Levels

The Vice Principal Schools Partnership and Curriculum gave a verbal report on this item. The College currently had kept AS on 80% of areas - making a course by course decision. The 20% which had become Linear (i.e. no AS option) were coursework-heavy. Some Linear subject outcomes had declined and SLT was now considering whether AS should be reinstated in some places to benefit students. Another South West College had changed fully to Linear and its results had declined.

Governors considered the financial impact of reinstating AS. It was expensive, but this would probably be balanced-out by the attraction of offering both 1 and 2 year Level 3 courses in certain subjects - SLT were weighing up this business case and would update Governors at the December QS. It was important for Governors to be aware and decide whether to support the principle of re-increasing AS because this was essentially a change in strategy.

VPSPC
Dec 18

External and Internal Verification

The Head of Teaching, Learning and Performance attended the Committee to present this item and the following Item - 11.

During 2017-18, external modification and verification activity in the College was as good as in previous years, with the College continuing to be judged as low risk overall. The Committee **noted** this paper report.

6. **RESPONSIVENESS**

Members considered, **noted** and accepted the papers and presentation on College Feedback Systems (including registering and handling complaints) and the Internal Inspection and Teaching Observation Strategy.

7. **HUMAN RESOURCES**

The Head of People attended the Committee to present this item.

a. **HR Policies**

The Committee **APPROVED** the:

- Capability Policy
- Special Leave Policy

b. **People/HR Annual Review**

The paper was presented in detail.
Changes in faculties/structure made it difficult to compare

like-with-like in respect of previous years.

Members' discussion was wide-ranging, including:

- Equality and Diversity aspects (including good age diversity)
- seeking and gaining assurance from College management that the current dip in qualified staff did not put at risk the quality of the learner experience and outcomes
- considering the specific challenges of recruiting and retaining staff in a location with such high employment and in competition for staff with a rich University nearby .

8. SPECIAL OR URGENT/RESCHEDULED ITEMS

a. Committee Self-Assessment

The Committee discussed its self-assessment outcomes and **AGREED:**

- the listed points in the paper would be included in its self-assessment narrative
- the Committee's self-assessment grade as Outstanding to be included in the SAR

Clerk
Nov 2018

b. Safeguarding Policy

Usually the Safeguarding Annual Report would be presented alongside the Policy to help Governors understand how well the Policy was functioning and to support relevant recommended changes. However, on this occasion the Report had been brought forward urgently to incorporate the regulatory Safeguarding changes. The Safeguarding Lead Governor already had commented on the Policy and her suggested amendments were incorporated in this version. The Committee **RECOMMENDED Board Approval** of the Safeguarding Policy. The Annual Report would follow at the next QS meeting.

Board Oct
QS Dec

9. OTHER

The following were **noted** for information:

- a. Safeguarding Minutes
- b. EDBV Minutes

10. ITEMS TO TAKE TO THE BOARD

- Safeguarding Policy for approval
- HR Annual Report to note
- Verbal note on A Levels and GCSEs (including Maths and English)

11. ITEMS FOR NEXT QS COMMITTEE

The Committee noted and accepted the draft business of the next meeting as set out in the Clerk's paper.

The meeting ended at 7.40pm

Public/Confidential status to be considered and approved

APPROVED 03 December 2018(Chair)

DRAFT

