

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 17 June 2019 in the Board Room, Hele Road, Exeter College

Present

To 18.45 Bindu Arjoon Chair
Mark Goodwin Vice Chair
John Laramy
Dave Underwood
Aimee Mitchell
Sue Clarke
Cassandra Wood
Ben Gardner
Jacob Harris

Apologies

Jo Matthews,
Sonja Longmore

In Attendance

Rob Bosworth Vice Principal Schools, Partnerships and Curriculum
Jade Otty Vice Principal Performance
Item 6.3 only Mike Blakeley Director of Apprenticeships
Item 5 only Gemma Noble Director of People and Organisational Development
Item 6.2 only Lisa Smith Assistant Principal
Alison Layton-Hill Clerk to the Corporation

1. **Welcome, Apologies and Declarations of Interest.** Action

The Chair welcomed colleagues to the meeting. Apologies were received from Jo Matthews and Sonja Longmore.

2. **Minutes**

2.1 The minutes of the meeting held on 25 March 2019, as circulated, were agreed and signed by the Chair.

3. **Matters arising**

3.1 Student Experience Director

Governors were advised that Kristyn Woodward was appointed to the post of Student Experience Director. He joins from Bridgewater College where he was Deputy Head of Student Experience.

4. **Teaching, Learning and Curriculum**

4.1 Student on Course Teaching and Learning Survey Outcomes

The Committee considered the report as circulated and noted that overall there had been an increase in learner satisfaction. It was noted that the summary of themes and comments from the survey are shared with learners through Learner Voice.

It was acknowledged that the College could improve learner progress reviews in relation to long term targets and increase learner awareness of emergency procedures. Positive action is being taken to address both these areas.

The Committee suggested that the College could consult with learners as to what their perception of outstanding teaching looks like. The potential to involve learners in the observation process may support this.

Although the response rate to the survey was high, those from Foundation Studies learners has reduced and it was agreed to consider if additional support is required to encourage completion. The College is rigorous in how the survey is shared with learners, and tutorial time is given to the activity. University level learners and learners at the Maths School do not complete the survey as their feedback is received through other channels.

The Committee noted the report

4.2 Impact of efficiencies on our curriculum offer

The Committee considered the report as circulated and noted the four areas where efficiencies had been made: IB, A Level, NEETS and HE.

Having received a clear rationale for efficiencies, Governors were reassured that the integrity, quality and accessibility of the curriculum offer remains. In all cases where courses had been removed, this has been due to much reduced applications and the existence of viable alternatives for learners.

The Committee was pleased that A Level Music had been retained and noted that the College is supporting music as a subject more widely; sponsoring the Exeter Music Festival, giving an Alumni dinner for Heads of Music and engaging with schools to protect this subject.

Governors particularly commended the College for preserving a full suite of NEET programmes and maintaining its stance of serving the whole community.

The Committee noted the report

4.3 Student Union Constitution

The Committee considered the new Student Union Constitution as circulated. It was noted that feedback from the Student Governors had been taken into consideration when drafting the document.

The Committee agreed to recommend the Student Union Constitution to the Board for approval on 5 July 2019

Gemma Noble, Director of People and Organisation Development joined the meeting for item 5 only

5. **HR Policies**

The updated policies were considered as circulated.

5.1 Recruitment and Selection

The main amendments relate to obtaining references. These can now be accepted by the HR team as well as Managers. The requirement for three references for residential setting staff (including a reference from all establishments the candidate has worked for involving under 18's) has been added. The Disqualification by Association declaration has been extended to those involved in the management of the provision.

5.2 Leave for Parents

Shared parental leave has been updated in line with guidance. A reference to the Foster to Adopt scheme has been added including the need to provide a copy of the reg 25a 'foster to adopt' assessment (excludes personal data). Other amendments include clarifying that KIT days cannot be taken when the employee has returned from maternity/adoption leave and salary sacrifice deductions are temporarily suspended should an employee not be receiving pay.

5.3 Flexible working

No change

The Committee approved the Recruitment and Selection, Leave for Parents and Flexible Working policies

6. **Quality Assurance**

6.1 HE Access and Participation Plan – Office for Students

The Committee considered the Access and Participation Plan 2019/2020. Declining numbers, the impact of the plan and how spend is triangulated will be evaluated by SLT when completing the detailed operational plan.

The Committee noted the HE APP plan and agreed to delegate the completion of the operational plan to SLT, for sign off by the Principal as the Accounting Officer.

Lisa Smith, Vice Principal joined the meeting for item 6.2 only

6.2 Ofsted Framework

The Committee received a presentation detailing the new Ofsted framework that was published on 14 May 2019 and acknowledged that the senior leadership team are clear what the priorities are that had arisen from it.

The Committee was reassured that the College had considered the interconnectedness between subjects and that there will be a different way of working to deliver subject specialisms. Resources will focus on training that is essential to deliver the curriculum and subject specialism. Staff will be more involved in the dialogue around training and will be more aware of opportunities for students. The need for students to be able to articulate their progress and skills identification to Ofsted inspectors was also acknowledge.

To ensure the impact on staff wellbeing and workload is managed, lesson observations and learning walks will become part of their ongoing regular developmental process.

The Committee noted the update.

Mike Blakeley, Director of Apprenticeships joined the meeting for item 6.3 only

6.3 Subcontractor QA Annual Review

The Committee considered the report as circulated. The College currently engages with two sub-contracting partners; Transplant Mastertrain and the RD&E. The expected combined expenditure for the academic year 2018/2019 is £250k.

The Committee was reassured that expenditure is at an appropriate level and that there is a rigorous monitoring process of sub-contractors with annual, monthly and quarterly reviews. The Committee was further reassured that in order to verify the College's internal reviews, sub-contractor files are externally audited and the ESFA has in place monitoring controls.

The Committee noted the report.

6.4 Predicted Outcomes

- Linear impact on retention and achievement
- Attendance

The Committee considered the report as circulated and was advised that retention data and predictions for pass rates are strong in most areas.

There are certain exceptions in terms of retention data which have been affected by the challenge of the new linear A levels. Retention for linear A Levels is measured across the full two years and there is potentially a need to re-evaluate the benchmark that would support Outstanding. There remains a focus on 'right learner, right course'.

The attendance rate has slightly decreased overall compared to the previous year, although some areas have improved. GCSE attendance is particularly disappointing despite significant support. The introduction of a new electronic system and the parent portal is predicted to improve attendance.

The Committee noted the report

7. **Risk Register**

Governors considered and agreed the ratings and mitigations of risks relevant to the Committee, as well as where new risk owners had been allocated.

The Committee noted the update

8. **Committee Self Evaluation**

The Chair led a discussion on the Committee's effectiveness over the past year. Governors considered the following areas: Goals and purpose, resource and support, time and location of meetings, quality of discussion and decision making, attendance and contribution.

The Committee agreed to receive a narrative to consider at the autumn meeting

Clerk

9. **ITEMS FOR INFORMATION**

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

9.1 Safeguarding meeting minutes

9.2 EDBV meeting minutes

9.3 Review of Centre Assessed Coursework Policy

This policy which enables learners to appeal the College's marking of their work had been circulated with the agenda.

The Committee approved the policy.

9.4 Items to take to Board were agreed: Student Union constitution, Student on course survey, the impact of efficiencies, preparing for the Ofsted framework, QA for sub-contractors, Access and Participation Plan delegation.

Draft

9.5 Items for next meeting

The Committee reviewed the cycle of business for the 30 September 2019 meeting and agreed items to be included on the agenda.

10. **Dates of Next meetings**

Monday 30 September 2019

Monday 2 December 2019

Monday 3 February 2020

Monday 23 March 2020

Monday 22 June 2020

Signed by the Chair

Date:

DRAFT