

## EXETER COLLEGE FURTHER EDUCATION CORPORATION

### QUALITY AND STANDARDS COMMITTEE

**Minutes of the meeting held on Monday 3 February 2020 in the Board Room, Hele Road, Exeter College**

<b>Present</b>	Bindu Arjoon John Laramy Jo Matthews Sue Clarke Tim Rutherford Tom Matthew Sonja Longmore Toby Smith	Chair     Part (to item 8)
<b>Apologies</b>	Tim Quine Dave Underwood Cassandra Wood Rob Bosworth	
<b>In Attendance</b>	Jade Otty <i>Item 4 only</i> Alison Heard <i>Item 5, 6.1 and 6.2</i> Lisa Smith <i>Item 6.1 only</i> Chris Petheram <i>Item 6.1 only</i> Karen Delmege	Vice Principal Performance Head of People Assistant Principal Head of Foundation Learning Support SEN Programme Manager
	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 Tim Quine, Dave Underwood, Cassandra Wood and Rob Bosworth.

There were no declarations of interest received.

The Chair extended congratulations to everyone who had taken part in the excellent 50<sup>th</sup> Celebration/Awards event, both the award winners and the organisers.

**2. Minutes**

- 2.1 The minutes of the meeting held on 2 December 2019, as circulated, were agreed and signed by the Chair.

### 3. **Matters arising**

#### 3.1 Frequency of Meetings

The Committee Chair confirmed that from September 2020 the number of Quality and Standards and Business Services Committee meetings will be reduced by one meeting per year to four per year on a trial basis. The College had considered the number of meetings held by other outstanding colleges and was reassured that the College will retain a robust committee structure. The Committee was mindful that it did not wish to compromise the need to spend time on any areas identified for deep dive.

The Clerk will revise the cycle of business to reflect the change.

**Clerk**

#### **The Committee noted the update**

*Alison Heard, Head of People joined the meeting for item 4 only*

### 4. **Policies**

#### 4.1 HR Policies

The Committee received and considered the reviewed HR policies and the summary of changes. The changes were for the most part to incorporate data protection requirements and other minor updates.

The committee raised two comments to include in connection with the Whistleblowing policy:

- reference that conversations with HR would be dealt with in confidence
- reference to following the grievance procedure

**Subject to the minor amendments proposed, the Committee approved the following HR policies:**

- a) Redundancy policy**
- b) Whistleblowing policy and procedure**
- c) DBS Check procedure**
- d) Attendance Management policy**

*Lisa Smith, Assistant Principal joined the meeting for item 5, 6.1 and 6.2*

### 5. **Responsiveness**

#### 5.1 Student Induction Survey Outcome

The Committee received the report and noted a completion rate of 85% (3799 students) which was slightly higher than the previous year.

The Committee noted the strengths and areas for improvement that had been identified by students, which were highlighted in the report.

It was noted that, as the College had grown, it may be difficult for students and parents to experience everything on offer at open events across multiple sites and it was hoped to create a digital solution.

There were positive comments from students about evacuation and safety measures, which was particularly pleasing as this was as a direct result of the new Personal Development Plans.

The Committee queried why issues had been identified with computer access. The Principal confirmed that the College was aware that certain LRCs housed older computers and that logging on in these locations was particularly slow. As part of the new development, there will be two larger learning centres with new computers which will address this issue from September 2020.

Governors questioned whether the data is followed up with qualitative conversations with Heads of Faculty which was confirmed.

It was clarified that feedback relating to the statement "I know where I can get support if I need and want it" referred to one faculty and additional focus in terms of learning support provision is planned. Governors were advised that timetabling challenges can affect learning support provision in terms of its effectiveness. It was noted that the Foundation Learning Support team had been proactive in advertising opportunities, becoming involved in student induction sessions and breaking down cultural barriers.

The Committee requested clarity on why students are required to move tutor groups as students considered this a negative experience. Governors were advised that following the cuts and splits exercise it is important to ensure that group sizes make sense in terms of delivery. Much effort is put into avoiding these changes however sometimes it is unavoidable. The challenge of meeting the needs of all students was acknowledged.

### **The Committee noted the student induction survey outcomes**

*Chris Petheram, Head of Foundation Learning Support and Karen Delmege, SEN Programme Manager joined the meeting for item 6.1 only*

## **6. Teaching, Learning and Curriculum**

### **6.1 High Needs Update**

The Committee received the presentation and noted that there had been a significant increase in the level of EHCP students the College is educating.

Governors questioned the reason behind the increase and it was noted that learners attending their local College, as opposed to travelling some distance to a specialist provision, was more cost effective as well as

enabling the young people to remain living with their family and engaging in their wider community.

The Committee asked about the balance in terms of developing College staff or bringing in specialist support. The College is doing both, with a focus on what is most appropriate for the individual student. It was noted that sometimes funded support results in the specialist remaining with the student throughout their learning.

The Principal advised that the Board would consider its appetite for growth in the area of high needs as part of the strategic plan, as the growth in need is likely to continue to increase. The Committee welcomed the inclusion of high needs young people into the College and acknowledged that specialist, residential provision is not always right for individuals.

The Committee questioned the destination data for high needs students. The College had experienced a high degree of success in terms of the internships it offers and the majority of these students continue into employment. Governors were advised that low level achievers can become isolated after College, however the SEN Programme Manager is part of a wider team focussed on how students can be signposted at their final annual review, to ensure some protection when they leave College. It was also acknowledged that some students with high needs are high achievers and will progress onto University.

The Committee considered the impact high needs students may have on the quality of teaching and capacity of lecturers. However, it was noted that there is only one statutory meeting each year and the two additional reviews are undertaken remotely. The Committee was informed that high needs students make up 3.5% of the College population, which is slightly above the average number within schools. Where there are a significant number of students with high needs in a tutor group, the college aims to provide additional hours to support the staff.

### **The Committee noted the presentation**

#### **6.2 Lessons from EIF inspections**

The Committee received a presentation from the Assistant Principal who gave a personal account of the new EIF inspection framework.

The Deep Dive process was explained, particularly the intense scrutiny of individual subject areas. The Committee was mindful of the potential impact on staff and the need to prepare staff for the new style of inspection.

The themes that had been highlighted in the inspections were: Prevent, High Needs, next steps and meaningful work-related activity, sequencing of the curriculum and assessment.

The Committee questioned how governors will be expected to engage with the new framework. It was confirmed that governors will meet once with the lead inspector to test out their knowledge of strategy related to curriculum intent and focus. The Committee acknowledged the need to understand the new language and the structure of inspections in more depth and agreed that this would be discussed again at a future meeting, where experience will be shared.

**Clerk**

Governors sought assurance that there is a plan in place to support staff in preparation for the new framework. The Committee was advised that there has been much engagement with Heads and Deputy Heads of faculty as well as specific sessions about sequencing planned for the forthcoming staff development day. SLT have undertaken a series of learning walks and there will be additional sessions during an additional staff development day in July. The College will also soon be welcoming colleagues from a college that had already experienced an inspection.

### **The Committee noted the presentation**

#### 6.3 Internal Inspection Update

The Committee received an oral update from the Vice Principal Performance following the completion of an internal inspection on one of the college's curriculum areas. Every teacher was observed and many students engaged with over the three day assessment, which incorporated elements of the EIF inspection framework including the new language, next steps, Prevent, PDPs and sequencing.

Behaviour, attitudes to learning, learner led activities and the use of information learning technology were considered particularly impressive. There was also reassurance of a good line of sight and industry links. There were also a range of areas for development identified, which included the need to gain greater consistency in the impact of the Personal Development Programme.

### **The Committee noted the thorough process**

#### 7. Quality Assurance

##### 7.1 Retention and Attendance Update

The Committee received the report detailing in-year retention and attendance data as at 23 January 2020.

Attendance remains a cross-College focus, having been on a slight three-year decline. In addition to a new Parent Portal, additional electronic reporting systems are being developed. The Committee noted that overall attendance data (including HE) was similar to the previous year.

Retention data across the College was reported to be at 97.4% compared to 98% in January 2019. The linear model for some A2 subjects continues to be a challenge as the data includes those that take the subject at AS but do not continue to A2. However, the College continues to refine its approach to ensure that students are on the right programme for them, resulting in some improvement in the data. There were no major areas of concern reported.

**The Committee noted the report and requested further information about the Parent Portal at a future meeting**

**Clerk**

7.2 Intensive Care Update

The Committee received the report and noted the courses are subject to intensive care support. The Committee considered the actions taken to ensure improvement in each subject along with the ongoing challenges.

The Committee reaffirmed their support for maintaining a broad A-Level offer, including subjects that are in decline nationally.

Governors highlighted that if a subject changes the awarding body, improvements cannot be solely attributed to a change and were reassured that work is being focused on the type and consistency of assessment and how assessments are sequenced.

**The Committee noted the report**

8. **Risk Management**

8.1 Risk Register

It was noted that the risk register circulated had not yet been scrutinised by the Audit and Risk Assurance Committee.

**Due to time constraints, the Committee agreed to consider the risk register at the following meeting**

8.2 Emerging Risks

The Committee considered any additional risks that had emerged from the discussion.

**The Committee did not propose any additional risks**

9. **ITEMS FOR INFORMATION**

There were no information reports to note

9.1 Items to take to Board were agreed as: HR policies, EIF inspection update reassurance, Internal inspection reassurance, retention and attendance, intensive care update and the positive student induction survey.

9.2 Items for the next meeting

The Committee reviewed the cycle of business for the 23 March 2020 meeting. It was noted that a previously agreed additional item “how learners are reflecting on their progress against behaviour, skills and knowledge targets” would be covered at the Board Residential.

10. **Dates of Next meetings**

Monday 23 March 2020

Monday 22 June 2020