

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 27 September 2021 held remotely via Zoom

Present	Bindu Arjoon	Chair
	Sue Clarke	Vice Chair
	Phil Randall	
<i>To item 6</i>	Sonja Longmore	
	Tim Quine	
	Vicki Roberts	
Apologies	John Laramy	
Observers	None	
In Attendance	Jade Otty	Vice Principal Performance
<i>From item 5</i>	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 and extended a particular welcome to Phil Randall. It was noted that student governor elections are taking place and hopefully there will be two student governors joining the committee in the near future.

Apologies were received from John Laramy and there were no declarations of interest received.

2. Minutes

2.1 The minutes of the meeting held on 14 June 2021 as circulated, were agreed as a true reflection of the meeting.

3. Matters arising

3.1 Committee Self-evaluation update
The Committee reviewed the narrative prepared by the Clerk following the self-assessment discussion at the previous meeting. Governors requested that the section detailing the impact of the committee is moved to the beginning of the document. It was also agreed to repeat the reference to appraisal and mentoring into section 1.4.

Clerk

The Committee agreed the proposed self-evaluation, subject to minor amendments

3.2. Catch-up Funding

The Committee received an oral update and noted that Ross Morshead will be taking responsibility for managing the project. The funding is intended to contribute to small group work and the Committee also noted that disadvantaged learners had been included as an explicit category.

The Committee noted the report and requested that Ross Morshead presents an update at a future meeting

RM

4. **Quality Assurance**

4.1 Emerging Exeter College results 2020

The Committee received the report and acknowledged the headline results noting that additional results are expected.

The Committee questioned why the number of students on Level 1 courses had significantly reduced. It was confirmed that there were far fewer Level 1 students joining the College from schools. It was acknowledged that some of the most vulnerable learners undertake Level 1 and although additional support was provided, these learners are more likely to struggle with online learning. There were also no adjustments in terms of the assessments and therefore the Covid disruption had more of an impact on these learners.

Governors sought assurance that measures are in place to develop the resilience and vision of these learners. It was confirmed that catch-up funding will be used to provide support and the College had invested in the wellbeing team to assist with confidence and anxiety issues.

The Committee acknowledged that apprenticeships had been impacted by companies ceasing to trade and therefore placements had ended through no fault of the College or the students. The Committee suggested lobbying the Institute of Apprentices on behalf of the students who had been impacted.

The impact of the centre evidenced grading system and how different providers had approached the process was a concern. However, the Committee was confident that the College had acted with integrity and students had received accurate grades. This was evidenced by the lack of appeals being upheld. The Committee questioned whether learners' destinations had been impacted in that they had not gained entry into the university of their choice. It was confirmed that the College had placed a similar number of students into universities as it had in other years and it was agreed that destination data would be made available at the next meeting.

The Committee agreed that if there was the potential to challenge the CEG process, representation should be made and the Chair would discuss the option with the Principal. **BA/JL**

Governors were reassured that new students will be supported in terms of their readiness to take exams and early preparation will be undertaken to ensure they are able to achieve.

The Committee noted the report and agreed to receive destination data to the next meeting **JO**

4.2 Appeals Update

The Committee received the oral report and noted that there had not been a significant number of appeals submitted. A small number had been partially upheld or upheld. The awarding body had only upheld one stage 2 appeal improving a D grade to a C grade.

The Committee noted the report

4.3 Student Recruitment update

The Vice Principal gave an oral update and the Committee noted the positive recruitment for the 2020/2021 academic year.

The Committee noted the report

Lisa Smith, Assistant Principal joined the meeting

5. **Teaching, Learning and Curriculum**

5.1 Ofsted Preparation and Quality Cycle

The Committee received the presentation and noted that the College is in scope for an Ofsted inspection. The Committee considered the approach comprehensive and was reassured of the efforts being undertaken to ensure the readiness of the College.

The Committee considered the suggestion of changing the terminology around graded observations to 'good or better', 'requires improvement' and 'inadequate'. The intention of the proposal was to promote innovative teaching and remove the angst that staff may feel about achieving 'outstanding'. There were mixed views from the committee and the College will give the issue further thought. **JO/LS**

The Committee noted the presentation

Sonja Longmore left the meeting

6. EDBV Annual Report and Action Plan

The Committee considered the report as circulated and noted the progress against the action plan.

The Committee requested high level data when available to understand the profile of the College students.

The Committee thanked the Assistant Principal for a clear and informative report

7. Responsiveness

7.1 Stakeholder Feedback report

The Committee received the report and noted how successful obtaining feedback online had been and that online Learner Voice conferences had allowed for larger scale involvement. Parent consultations had been undertaken online and these had proved to be so efficient this method of engaging with parents will remain.

The high number of complaints was noted recognising the context of an extraordinary year. The majority had been received at the beginning of the academic year and related mostly to appeals and Covid.

The Committee understood the mechanisms through which feedback is obtained from students and staff, however sought clarification as to how feedback is obtained from parents. It was acknowledged that there is not a formal parent survey, however feedback is received through the complaints process, parent consultations and during conversations with tutors throughout the year.

Governors requested a breakdown of the data related to parent and public complaints, which will be circulated with the minutes.

Clerk

8. Risk Register and Emerging Risks

The Committee considered the risk register that had been scrutinised at the Audit and Risk Assurance Committee on 13 September 2021 and noted those risks that had been amended specific to the Committee.

R44 – student residential capacity and safeguarding had been increased slightly due to the likelihood of an Ofsted inspection. R15 - failure to respond to curriculum and assessment changes had been amended due to uncertainty around funding for certain qualifications.

The Committee noted the risks

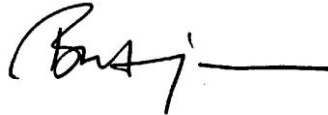
9. Future Meetings

9.1 Items to take to Board were agreed as:

- Emerging Results
- Ofsted preparation and quality cycle
- Feedback report
- EDBV Annual report and action plan

- 9.2 Items for the next meeting
The Committee reviewed the cycle of business for the meeting on 29 November 2021.
- 9.3 Dates of future meetings
- Monday 29 November 2021
 - Monday 7 February 2022
 - Monday 20 June 2022
10. **Minutes/reports for information**
- 10.1 External and Internal Verification update

Signed by the Chair

A handwritten signature in black ink, appearing to be 'Busj', followed by a horizontal line.

Date: 29 November 2021