

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 6 February 2023 held remotely via Zoom

Present	Emma Bradshaw-Smith Bindu Arjoon Sangaralingam Ahilan Pamela DeGregorio John Laramy Tim Quine Phil Randall Vicki Roberts Zakia Volshenk	Vice Chair (acting Chair)
Apologies	Sue Clarke	
Observers	None	
In Attendance	Jade Otty <i>Item 6</i> Rob Bosworth <i>Items 4, 7, 8.1, 8.2</i> Lisa Smith <i>Items 8.3 – 8.6</i> Gemma Noble <i>Item 5.1</i> Dee Rowett <i>Item 6.1</i> Lucinda Sanders <i>Item 5.2</i> Ross Morshead Alison Layton-Hill	Vice Principal Performance Deputy Principal/CEO Assistant Principal Director of People and Organisational Development Director of Teaching, Learning and Development Director of Adult and HE Director of Curriculum Development and Experience Head of Governance

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

The Chair welcomed colleagues to the meeting with a particular welcome to Pamela DeGregorio, the new teaching staff governor and Zakia Volschenk, the new FE student governor.

Apologies were received from Sue Clarke and there were no declarations of interest received.

2. **Minutes**

- 2.1 The Chair reminded governors that the meeting scheduled for the end of November 2022 did not go ahead due to the Ofsted inspection. The minutes of the meeting held on 3 October 2022 as circulated, were agreed as a true reflection of the meeting.

3. **Matters arising**

- 3.1 Ofsted Inspection Report
Subsequent to the Ofsted report being published, the Committee Chair acknowledged the specific recognition given to the Quality and Standards Committee and extended her thanks to governors, the senior leadership team and all staff.

The Committee noted the report

Lisa Smith, Assistant Principal joined the meeting

4. **Quality Assurance**

- 4.1 High Needs Update
The Committee received a presentation from the Vice Principal and Assistant Principal outlining the College's provision for high needs and how Ofsted had evaluated that provision.

The majority of high needs learners are not part of a provision solely for learners with high needs, they attend mainstream lessons where the College is meeting their needs. Ofsted had agreed that the majority of high needs learners were receiving an outstanding education. However, the provision for a smaller number of high needs learners, who study on courses specifically designed for them, was evaluated as good which resulted in an overall grade of 'good'.

Governors were interested to hear case studies related to a selection of high needs learners and noted the issues the College is facing in terms of a challenging local context. The Committee agreed the importance of the provision at Exeter College as there is little similar provision in the locality.

The Committee noted the report

- 4.2 High Needs Self-Assessment Report (SAR) Grading
The Committee noted that high needs had received a 'good' Ofsted grade although the College SAR, proposed to the Board meeting in December 2022, had indicated a grade of 'outstanding'.

The Committee fully debated the proposed 'good' grade for the high needs provision within the revised SAR. It was accepted that areas identified for improvement related to a small number of learners as most of the College's high needs learners were studying within outstanding provisions.

Governors considered the comparable Ofsted grades of other providers and acknowledged that 'good' for high needs was still a grade to be proud of.

The Committee agreed to recommend to the Board a SAR grading for high needs for 2021/2022 as 'good'

Tim Quine joined the meeting.

Dee Rowett, Director of Teaching, Learning and Development joined the meeting

5. Teaching, Learning and Curriculum

5.1 Quality Cycle Update

The Committee received the report and considered the quality cycle update. The first academic term had focused on development and the current term was focussing on formal observations and feedback. Observations training sessions had been provided and clear expectations had been established for observations to be undertaken, so that timely feedback can be provided.

The Committee was pleased to note that there continued to be momentum for improvement to teaching and learning and that the Ofsted grade had not resulted in any complacency. On behalf of the committee, the Chair passed on her thanks to the Director of Teaching, Learning and Development and her team.

The Committee noted the report

Ross Morshead, Director of Curriculum Development and Experience joined the meeting

5.2 Catch-up funding – 2021/22 outcomes and 2022/23 approach

The Committee received the report and noted how the catch-up funding had been used to support low prior attaining and disadvantaged learners. Additional funding had been invested in maths and English and the positive impact of the new tutorial area manager role on learners over the past year was highlighted.

The Committee acknowledged how the funding had been spent on innovative ideas for the benefit of learners and questioned whether the funding will continue, which was confirmed for one further year.

Governors noted that there were more challenging needs emerging and that the catch-up funding was valuable to support with behaviour and attitude to learning issues.

The Committee observed that the area of catch-up funding was out of scope for Ofsted and questioned what the timescale for inspection is and how the College was self-assessing. It is envisaged that there will be an inspection within 18 months and the College is confident in its systems and impact.

The Committee noted the report and thanked the Director of Curriculum Development and Experience

Lucinda Sanders, Director of Adult and HE and Katy Gaulton, Head of Marketing joined the meeting

6. Quality Assurance

- 6.1 HE SAR 2021/2022 and QIP 2022/2023 including HE Rebrand
- The Committee received the report and was reminded that following a period of declining numbers, a task and finish group had been formulated to refocus the adult curriculum and redesign and relaunch the HE provision. The curriculum was being targeted on the skills needed regionally and the relationship with the University of Exeter was acknowledged as effective and growing. It was pleasing to note that the budget has been achieved for the current year.

The Head of Marketing explained the marketing strategy and the Committee viewed the marketing video for higher technical education.

The Committee was pleased to note how the HE provision is focused on employer related skills gaps and is using high level technology within the College. Governors questioned whether the College had taken into consideration the lifelong loan entitlement from 2025, which was confirmed.

Governors also questioned whether provision would be in person or hybrid. The College is intending to offer a blended model of learning to support accessibility but without compromising quality.

The Committee enquired as to whether any targets will be set related to growth. It was felt too early to set a target for the current year, however based on the success of the current campaign an increased target may be set for the following year.

The Committee agreed to:

- a) note the redesign and relaunch of the HE provision**
- b) recommend the HE SAR and QIP to Board**

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- 6.2 Intensive Care Progress Update
- The Vice Principal updated governors on progress made against those subjects that were receiving additional support through the intensive care programme. It was noted that recruiting high quality teachers remained a challenge.

The Committee noted the progress and thanked staff for their continued effort

6.3 Retention and Attendance

The Committee received the report and noted that there was only a 1% variation on retention compared to the previous year. However, the College had been more reactive to settling learners onto alternative programmes where required. Attendance has improved but continues to be a challenge.

The Committee acknowledged that attendance was a national issue, further compounded by the impact of Covid and rail strikes.

The Committee noted the report

Lisa Smith, Assistant Principal joined the meeting

7. Responsiveness

7.1 Student Induction Survey Outcomes

The Committee received the report and noted that questions related to online learning had been removed. 79% of learners had completed the survey which was a decrease on recent years.

There was little variation on content compared to the previous year. Learners were positive about how open the College had remained, the engagement of the College advisers, information about courses and qualification, career opportunities, health and safety procedures and where to obtain support. Student happiness was rated the highest for any survey. Learners had also praised the LRCs and the canteen provision, areas where the College had focused improvements.

The Committee requested that the College make every attempt to improve the return rate of future surveys, which may require some supervision and/or 1-1 support.

The Committee noted the report

8. Policies

8.1 Safeguarding and Child Protection policy

The Committee received the revised policy which included the updates in the Keeping Children Safe in Education document, information related to site security and signing and a reference to the digital safety policy.

8.2 Digital Safety policy

The Committee received the new policy which had been developed due to the increased need to manage risks related to new technologies and online safety.

Governors noted that the section concerning 'bring your own device' is targeted at staff and asked if there was a similar document for learners, which was confirmed.

The Committee agreed that the Assistant Principal and the Head of Governance would clarify the provision for students and governors.

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The Committee approved the:

- a) Safeguarding and Child Protection policy**
- b) Digital Safety policy**

Gemma Noble, Director of People and Organisational Development joined the meeting

The Director of People and Organisational Development highlighted the amendments to the following policies and procedures:

- 8.3 Probation procedure
- 8.4 Suspension and dismissal policy
- 8.5 Special leave procedure
- 8.6 Code of practice of the use of social media

Governors questioned whether Deputy Heads are sufficiently confident and supported to conduct probation reviews. It was confirmed that training is being rolled out to relevant staff and that Heads fully support Deputy Heads.

The Committee approved the:

- a) Probation procedure**
- b) Suspension and dismissal policy**
- c) Special leave procedure**
- d) Code of practice of the use of social media**

9. Risk Register and Emerging Risks

The Committee considered the risk register which had not yet been updated since the last meeting, however the Audit and Risk Assurance Committee will consider a revised version at its next meeting.

The Committee noted the risks

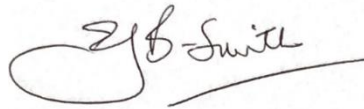
9. Future Meetings

9.1 Items to take to Board were agreed as:

- High Needs SAR grading recommendation
- HE SAR and QIP
- Catch-up funding
- Student induction survey report
- Intensive care progress

- Policies
- 9.2 Items for the next meeting
The Committee reviewed the cycle of business for the meeting on 19 June 2023.
- 9.3 Dates of future meetings
 - Monday 19 June 2023
- 10. **Minutes/reports for information**
- 10.1 Safeguarding steering group minutes
- 10.2 EDI steering group minutes
- 10.3 Safeguarding update

Signed by the Chair



Date: 19th June 2023