

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 30 September 2024 in the Boardroom, the Tower Building, Hele Road, Exeter

Present	Sue Clarke Tim Quine John Laramy Pamela DeGregorio Antony Hart Ashish Ghadiali Vicki Roberts Lindsay Skinner	Chair Vice Chair Principal/CEO Co-opted
Apologies	Bindu Arjoon	
Observers	None	
In Attendance	Jade Otty <i>Item 4 only</i> Gemma Noble <i>For item 7 only</i> Lisa Smith <i>For item 5.4 only</i> Dee Rowett <i>For item 6 only</i> John Dowell Alison Layton-Hill	Deputy CEO Executive Director of People and Organisational Development Assistant Principal Director of Teaching, Learning and Development Executive Director of Finance Head of Governance

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

The Chair welcomed colleagues to the meeting with a particular welcome to Sam Hillman, Assistant Principal who will be attending the Committee going forward. Apologies were received from Bindu Arjoon and no declarations of interest were received.

Governors noted that a new FE student governor, Jess Adams had been elected the previous week and a new HE student governor should be joining the committee in the near future.

2. **Minutes**

2.1 The minutes of the meeting held on 24 June 2024 as circulated, were agreed as a true reflection of the meeting.

3. **Matters arising**

3.1 Careers Strategy

The Chair confirmed that the Careers Strategy had been approved by the Board in July 2024.

3.2 Access and Participation Plan

The Committee received an update related to the timely submission of the Access and Participation Plan, which had been approved the previous week by the senior leadership team.

3.3 Curriculum Reform

The Committee received an update related to the challenges of curriculum reform and discussed the current emphasis following the change of government. A shorter review will be undertaken by the end of the year to establish elements of the curriculum that will be funded from September 2025.

The Chair congratulated the Principal/CEO for being invited to be part of a DfE curriculum and assessment review establishing how primary, secondary and FE can work together for the wider purpose of education. The Committee questioned whether there would be any impact on the South West Institute of Technology, which was unlikely as apprenticeships and anything above 18 provision was not in scope.

The Committee noted the report

Gemma Noble joined the meeting

4. **Safeguarding**

4.1 Structure update

The Committee was reminded of previous discussion related to the Safeguarding risk and that one of the mitigations had been to increase capacity within the service. The new structure was explained, in particular the introduction of dedicated and visible teams across college sites. Governors received assurance that all new posts had been recruited to bar one.

It was noted that TLD had been further resourced to meet the increasing wellbeing needs of learners. The Committee expressed caution in how counselling students were deployed, however it was noted that they would be supervised and qualified.

Governors queried that the risk remained high despite the additional mitigations and it was confirmed that the risk rating will be reviewed when the new structure is fully embedded.

The Committee agreed to receive an update related to the impact of the new structure to a future meeting. GN

4.2 DBS Check Procedure

The Committee considered the amendments to the DBS Check Procedure.

The Committee agreed the amendments to the DBS Check Procedure

5. **Quality Assurance**

- 5.1 Emerging College results 2024 including High Needs and Destinations
 The Committee received the report and noted the positive headline results across all areas of provision with several reporting lines well ahead of the national average.

The College's disadvantage achievement rate is in line with national average data, however the College would like to give some focus to further narrowing the gap for learners. The College's high needs learners achieved above national average at 84%. The new Connect provision at the Fountain Centre for some of the most vulnerable learners was explained to governors.

The College had reinvigorated its EXtra offer to stretch high ability A level learners and conversations with learners about minimum expected grades would be given additional focus.

The Committee questioned the differing ALPs patterns across the Arts subjects and it was agreed that support for learners on some of these subjects needed to be more targeted. Languages had not performed as well as in previous years and the viability of offering the full suite of languages may need to be considered.

The Committee received the positive UCAS placement data and noted that 80% of learners were placed at their first choice of university. 29% of students that progressed to Oxford or Cambridge were those that were in receipt of a bursary.

Although progression for supported internship learners was generally positive, governors were ambitious for all learners to progress into employment or additional learning.

It was confirmed that T level retention remains a challenge which had affected the achievement rate. Some learners remain with the College and transfer to a different course, however this still impacts the achievement data line. Securing industry placements remains a challenge.

The Committee extended its thanks to all staff and students. Governors were reassured that the College is addressing areas where it wishes to see improvements.

The Committee noted the assurance provided by the report

- 5.2 Intensive Care Update
 The Committee received the update and noted the subjects that had been supported through the Intensive Care programme. Two out of the three identified areas had seen a significant improvement and the third would receive continued support.

The Committee noted the assurance provided by the report

- 5.3 Student Recruitment update including AP and EHCP
 The Principal/CEO gave an oral update and the Committee was pleased to note the positive recruitment for the 2024/2025 academic year, with significant growth in 16-19 learners. 63 learners had been enrolled at the new Connect provision and high needs learners had increased by 10%.

Space remains a challenge, however the areas where numbers had grown the most were for courses away from the city centre. Social space and learner centre space would be a priority on the completion of the CLS build.

The Committee noted the report

Dee Rowett joined the meeting

- 5.4 Quality Cycle 2024/2025
 The Committee received the Quality Cycle for 2024/2025 and commended the clear layout and helpful indication of governor touchpoints. Following feedback from staff, support and development had been amended accordingly. Governors were pleased to note the appointment of a Head of Teacher Advancement to support the CPD for Advanced Teaching Practitioners.

To ensure that CPD is useful for teaching staff and effective for classroom practice it had been decided to concentrate on one theme which would be more faculty focused. Feedback opportunities following development sessions shaped future events.

The Chair requested that a copy of the Quality Cycle is added to the library section of BoardEffect.

HofG

The Committee noted the assurance provided by the report

John Dowell joined the meeting

6. Responsiveness

- 6.1 Stakeholder Feedback Report (inc. complaints and compliments)
 The Committee received the report and queried the response time of 30 college days. Governors were assured that 30 days is the maximum and allows for holidays and complex complaints investigations, however the majority of feedback is responded to much sooner and at the first stage of the process.

Following governor challenge it was confirmed that access to the feedback procedure had been made easier for stakeholders and that a breakdown of the 'other' category would be provided. It was also agreed to detail the number of complaints that relate to dissatisfaction with meeting the College's EDI commitment.

The Committee noted the assurance provided by the report

Lisa Smith joined the meeting

7. Equality Diversity and Inclusion

7.1 Annual Report and Action Plan including Statement of Intent

The Committee received the Annual report and noted progress against the action plan which had been overseen by the EDI steering group.

It was noted that the new code of conduct for learners had been presented to business support staff which had been valued.

The Committee raised that many eligible learners were not spending their allocation on free college meals. Analysis conveyed that underspends are mainly linked to attendance and choice. The College is also working on a finger print pay process for meals so that those in receipt of free college meals would not be able to be identified by peers. The College actively encourages take up of free college meals.

The Committee considered the new EDI Statement of Intent and noted that its purpose was to publish a commitment that was more about Exeter College rather than statutory compliance. Governors suggested positive additions related to celebration and learner voice. The EDI steering group would look at the approach to monitoring and reporting of EDI.

The Committee noted the report and agreed to recommend the Statement of Intent to the Board for approval, subject to minor amendments

LS

7.2 EDI Policy

The Committee received the updated EDI Policy. Governors were particularly pleased with the additional categories of: gender identity, socio-economic status and care experienced.

The Committee agreed to recommend the EDI Policy to the Board for approval

8. Risk Register and Emerging Risks

The Committee considered the risk register and noted amendments since the previous meeting. Governors did not consider that there were any emerging risks to add.

The Committee noted the risks

9. Future Meetings

9.1 Items to take to Board were agreed as:

- Emerging Results
- Feedback report
- EDI Annual report, action plan, statement of intent and policy

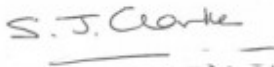
9.2 Items for the next meeting

The Committee noted the cycle of business

- 9.3 Dates of future meetings
- Monday 2 December 2024
 - Monday 3 March 2025
 - Monday 23 June 2025

10. **Minutes/reports for information**

- 10.1 Safeguarding minutes
10.2 EDI Minutes
10.3 External and Internal Verification update

Signed by the Chair: 

Dated: 2nd December 2024