

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 30 September 2019 in the Board Room, Hele Road, Exeter College

Present	Bindu Arjoon John Laramy Dave Underwood Sue Clarke Cassandra Wood Jo Matthews Tim Rutherford Sonya Longmore Tom Matthew	Chair
Apologies	None	
Observing	Kelly Tucker	PA to the Principal and the Clerk
In Attendance	Rob Bosworth Jade Otty <i>Item 5 and 6.1</i> Lisa Smith Alison Layton-Hill	Vice Principal Schools, Partnerships and Curriculum Vice Principal Performance Assistant Principal Clerk to the Corporation

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

The Chair welcomed colleagues to the meeting with a particular welcome to Tom Matthew, new FE Student Governor, Tim Rutherford, Headteacher of West Exe school and Deputy CEO of the Ted Wragg Trust and Kelly Tucker who was observing.

The Chair reminded governors that Mark Goodwin had stepped down from the Board and therefore there is a Vice Chair vacancy on the Committee which will be discussed at Search and Governance Committee. The Committee acknowledged Mark's contribution and requested that the Clerk write to him to express their thanks.

Clerk

The Committee congratulated Cassandra Wood on securing a new role as Safeguarding Manager and Deputy Designated Safeguarding Lead.

There were no apologies and no declarations of interest received.

2. **Minutes**

- 2.1 The minutes of the meeting held on 17 June 2019, as circulated, were agreed and signed by the Chair.

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.

The Committee agreed the narrative and proposed QIP

Clerk

4. **Quality Assurance**

- 4.1 Emerging Exeter College results 2019
The report from the Vice Principal Performance was received. There had been some changes since the report had been submitted and the Committee noted the updated emerging results.

Achievement Rates

- Level 1: the achievement rate is now 91%, which is equal to the standard in the previous year.
- Level 2: At 86%, the achievement rate equals the standard set in the previous year.
- L3 all: the achievement rate is slightly down at 89%.
- AS: at 86% this is the best ever result in the history of the college.
- A2: the pass rate has increased but the achievement rate has decreased to 92%.
- L3 other: the achievement percentage rate is slightly down at 89%.

The slight reductions in achievement rates at Level 3 was impacted by the challenge of two-year retention in some A level subjects, which no longer have external AS exams at the end of year 1. The Committee noted that the issue with retention rates appears to be a national challenge.

The Committee queried how the overall results could show no change in achievement rates (88%), as compared to 2017/18, when all but one individual percentage was less than the previous year. It was acknowledged that the overall rate was mitigated by excellent AS results, however the Committee agreed that as an outstanding college, the actual difference of 0.6% should be noted when all relevant results were available.

In terms of the achievement for Functional skills, the rate has increased to 63% since reporting and it is anticipated that the results will match the previous year. The Committee queried the reducing trend in the number of students taking functional skills. A strategic decision had been taken to enable students to take a GCSE, where there was the potential to gain a grade, as opposed to the rigid pass/fail of functional skills. This decision

did not assist the GCSE statistics for grade 4+, however it was felt that this was the right course of action for the students.

The Committee noted the areas for improvement:

- Access to HE retention (adult L3): where recruitment has been low the decision had been taken to reduce the offer.
- Impact of the transfer process: students that do not continue to the second year of A levels but commence another full-time course with the College need to be recorded as transfers.
- Functional skills: the achievement rate needs to be improved and consideration will be given to restructuring the course.

Apprenticeships

The apprenticeship achievement rates remain excellent and well above the national average.

Value Added

Although the College has maintained its achievement rates, the value added has slipped from ALPs grade 2 to ALPs grade 4. However, this position is pending re-marks and the College hopes to improve to an ALPs grade 3.

The Committee questioned the reason for the drop to ALPs grade 4. There had been a small number of subjects that have underperformed, an increased number fallen into grade 7 and not as many at the higher levels as the previous year. These are considered in a later report on the Intensive Care process.

The Committee reflected on, in the context of its QIP self-assessment of Outstanding, whether there had been opportunities for them to challenge and effect a change during the year. It was acknowledged that the College is currently only 8 marks away from being considered ALPs grade 3 with further remarks pending and this was considered an outstanding result. It was agreed that there would be greater triangulation in terms of understanding the different components of an Outstanding assessment.

Maths and English GCSE

The Committee noted the attainment percentages for grades 9-4 and welcomed how much in excess of the national average the College's results are for both subjects, which is a significant improvement on the previous year. It was noted that Sam Hillman's efforts in introducing a different strategy and approach had substantially impacted on the results.

The Committee offered its thanks and congratulations to the students and staff.

The Committee noted the report

4.2 Intensive care update

The Committee received the report and noted that intensive care is a supportive process of intervention when a subject area has underperformed for over two years.

The Committee was informed of the impact that intensive care had had during the academic year 2018/2019 and considered recommendations for those subjects going forward:

- GCSE Maths – move to outpatients to ensure continued progress
- A Level Music – remain in intensive care
- Btec Cert and subdip Music Tech – move to outpatients for continued monitoring
- Classics – move to outpatients to allow the new teacher the opportunity to have an impact

The Committee carefully considered removing Classics from Intensive Care, and ultimately agreed to the move given the rationale and change of staff.

The Committee questioned the merit of retaining A level Music in the curriculum as this subject had underperformed for several years. The Committee was made aware that low levels of students study A level Music nationally, however it was felt important to protect the subject in the context of what is right for Exeter and Devon more widely. The College has a successful music academy and progression is very positive.

The Committee discussed the subjects to be included in intensive care for 2019/2020:

- L2 Childcare course
- Drama A level
- Business Studies A Level
- Music A Level

The Committee noted that all of these subjects are in the subjects where retention is measured over two years as there are no longer external AS exams.

The Committee:

- a) noted the report**
- b) requested a progress report to the February 2020 meeting**
- c) requested that future reports clearly identify how long a subject has been in intensive care support**

JO

4.3 Student recruitment update

The Principal gave an oral update to the Committee in terms of student recruitment for the academic year 2019/2020.

The Committee was pleased to note that the College has grown by 250 students in the 16-19 age range and noted that although 60% are from outside of the Exeter area, students who live in Exeter are prioritised for Admissions. Apprenticeship recruitment is strong and continues to improve and Adult recruitment is similar to last year.

HE recruitment has suffered a decreasing trend with 350 students this year and numbers are predicted to continue to fall next year. Unconditional offers from universities have had a significant impact. Governors will discuss the shape of the HE curriculum at the Board Residential in March.

The Committee noted the update

Lisa Smith, Assistant Principal joined the meeting

5. Teaching, Learning and Curriculum

- 5.1 New safeguarding structure and update on boarding inspection readiness
The Committee was advised of the new structure of the safeguarding team and acknowledged the additional resource. Kristyn Woodward had been appointed Director of Student Experience and Cassandra Wood had been appointed to the role of Safeguarding Manager.

The College is awaiting an imminent Ofsted inspection of the new boarding accommodation. Kristyn Woodward and Sam McMaster both have extensive experience of Ofsted residential inspections. Sue Clarke, lead governor for Safeguarding was shortly visiting the Clock Tower.

The Committee noted the report

- 5.2 Evolving Teaching Learning Assessment in the digital age
The Committee received a presentation from the Assistant Principal and noted the new staffing structure around digital development. There has been an initiative to upskill staff and students through the achievement of iDEA badges, which has been a huge success. The tutorial scheme has been upgraded and a personal development programme has been launched.

The Committee noted that there will be time dedicated to discussion around the digital agenda at the Board Residential

Clerk

- 5.3 Confirmation of NEET Programme Offer 2019/2020
The Committee was advised of the three dedicated twelve week NEET courses that are available: Princes Trust, Positive Pathways and New Directions. The Committee was reassured that the planned capacity of 108 places is the same as the previous year. The courses offered have a

greater demand resulting in a capacity of 90+% compared to 65.4% in the last academic year.

The Committee noted the report

6. Responsiveness

6.1 EDBV and social justice (*this item was taken after item 5.2*)

The Committee received the updated equality and diversity summary action plan comprising four objectives, one of which had been completed. Key actions to be carried forward are:

- Monitor and close the achievement gaps, which will be supported by MIS reports
- Ensure teaching, learning and training promotes meaningful opportunities to explore EDBV through personal development plans and tutorials
- All at the College are appropriately trained to understand and promote equality and diversity and to prevent discrimination through an additional qualification and the staff development day.

The Committee commended the improved presentation of the information and was reassured that new data available will support those from the most vulnerable groups.

The Committee noted the action plan

6.2 Disadvantaged Learners

The Committee received an oral report from the Vice Principal Performance.

The Committee noted the increased reference to social justice and cultural capital in the new Ofsted inspection framework and that the College is committed to ensuring that the economically disadvantaged are more visible in year. A new data system will become available this term that can identify retention and achievement rates for all students that have been eligible for FSM. The College has also extended enrolment to the Reach Academy to five secondary school students who have shown potential but who had not achieved the required GCSE grades.

The Committee requested that the College works to ensure that all students are aware of the Reach activities and Extend programme that they can take part in and that these are advertised in a way that encouraged access..

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The Committee noted the update

7. Risk Register and Emerging Risks

Governors received an explanation of the new format of the risk register and considered and agreed the ratings and mitigations of risks relevant to the Committee.

The Committee noted that the risk around residential capacity and safeguarding was retained as high pending full recruitment, which has now been completed. The Flybe/Virgin Connect risk remains high until a firm outcome is known. The Brexit risk has been reduced to Amber due to the fact that the College does not have any European projects and very few European students and staff.

The demise of Thomas Cook and its impact on travel and tourism courses was considered, however student numbers for cabin crew and tourism courses are high.

The Committee noted the update

8. ITEMS FOR INFORMATION

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

- 8.1 Safeguarding meeting minutes – 5 July 2019
- 8.2 EDBV meeting minutes – 5 July 2019
- 8.3 College approach to feedback from students and stakeholders 2019/2020
- 8.4 External and internal verification update 2018/2019
- 8.5 Items to take to Board were agreed as Emerging Results, Intensive care, Safeguarding, NEETs, EDBV and Disadvantaged students.
- 6.6 Items for next meeting

The Committee reviewed the cycle of business for the 2 December 2019 meeting and agreed to an additional item “how learners are reflecting on their progress against behaviour, skills and knowledge targets”.

Clerk

10. Dates of Next meetings

Monday 2 December 2019
Monday 3 February 2020
Monday 23 March 2020
Monday 22 June 2020