

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 22 June 2020 held remotely via Zoom

Present	Bindu Arjoon	Chair
	John Laramy	
	Jo Matthews	Vice Chair
	Sue Clarke	
	Tim Rutherford	
	Tom Matthew	
	Sonja Longmore	
	Toby Smith	
	Tim Quine	
	Dave Underwood	

Apologies

In Attendance	Rob Bosworth	Deputy Principal/CEO
	Jade Otty	Vice Principal Performance
	<i>Item 4.1 only</i> Kristyn Woodward	Director of Student Experience
	<i>Item 4.1 only</i> Lisa Smith	Assistant Principal
	<i>Item 6.1 only</i> Lucinda Sanders	Director of 18+ and Higher Education
	<i>Item 6.2 only</i> Mike Blakeley	Director of Apprenticeships
	Alison Layton-Hill	Clerk to the Corporation

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

The Chair welcomed colleagues and set out the protocols for the meeting.

There were no apologies or declarations of interest received.

The Committee noted that this would be Thomas Matthew and Toby Smith's final Committee meeting. The Chair thanked them for their valuable contribution and acknowledged that they had been excellent student governors.

2. **Minutes**

- 2.1 The questions/comments/responses document from the meeting held on 23 March 2020 as circulated, were agreed and will be signed by the Chair when possible.

3. **Matters arising**

There were no matters arising that were not covered elsewhere on the agenda.

Lisa Smith, Assistant Principal and Kristyn Woodward, Director of Student Experience joined the meeting

4. **Responsiveness**

4.1 Student Engagement and Welfare

The Committee received a presentation detailing how the Student Experience Department had responded to the Covid-19 pandemic. The Director of Student Experience explained three additional key appointments; Safeguarding Manager, Safeguarding Officer and Safeguarding Administrator. The Committee received an overview of the activities of the Student Experience Department over the previous three months which had aimed to ensure maximum engagement with learners.

The Assistant Principal gave an overview of the personal development plans which focus on five core themes: Safeguarding and Prevent, EDBV, Citizenship, Health and Wellbeing, Preparation for Next Steps. The first priority in relation to Covid-19 was safeguarding and ensuring all students could make direct contact with the College to obtain guidance and support. The focus had now shifted and resources to support with progression had been relaunched. The College had met all Government expectations around contact with learners.

The Safeguarding Lead Governor confirmed that she had been fully engaged with the Director of Student Experience and complimented the team, in particular in terms of contacting those learners that were not engaging.

The Committee was reassured that the role of the tutors in terms of their pastoral responsibilities is key, that they are willingly a critical point of contact for students and interactions are being logged. The Committee questioned whether the positive feedback from learners encompassed a cross section of students and included those that were more difficult to engage and vulnerable learners. It was explained that those learners that are vulnerable and/or most at risk are contacted every week and therefore they have the opportunity to feedback more than others.

The Committee complimented the Sharepoint resources, however raised the importance of ensuring that all learners are aware of the availability of these resource.

The Committee noted the presentation

Lisa Smith and Kristyn Woodward left the meeting

5. **Teaching, Learning and Curriculum**

5.1 Online Learning and Results

The Committee received the report outlining how the College has delivered online learning and the process used to award grades. It was noted that guidance dictated that it was not possible to share the grades at this stage. It was confirmed that the College had met all of the deadlines for submitting grades, staff had responded well and major changes to grades were not expected.

Governors were pleased to note that the College had been designated an EdTech College in recognition of being one of the best colleges in the country for online learning.

The College had implemented Microsoft Stream to enable safe and secure live online learning lessons, which are preferred by students. These sessions are recorded and can be viewed at any time. Now in the mobilise phase, the College is encouraging staff to provide live interactive lessons. Learners are also attending College in person where necessary, either to complete their course or to encourage engagement. For second year students, the grades have been submitted and the focus is now on progression and making sure every student feels confident about their next steps.

The College is planning for the normalise phase from 19 August 2020 and has planned for three scenarios; a) continue online delivery b) a blended approach with learners attending College for at least 50% of their learning (the most likely scenario) and c) all students in all of the time.

The Committee was reassured that the College had carefully planned for the blended learning approach to enable students to have the best learning. Following live faculty consultation events, students expressed that when new or more complex subjects are being introduced, they would benefit from face to face learning. It was acknowledged that students need to have confidence in the online live learning process. Therefore, the College has been mindful of the need for the curriculum and sequencing to be flexible and targeted to meet the learning needs of the students.

Governors questioned the ability to achieve 50% on site learning when individuals may have to isolate or are shielding. It was explained that the modelling was based on no more than 15 students in each classroom and incorporated allowances for the potential need for individuals to isolate. The modelling supported the guarantee of at least 50% face to face learning but the College aspired to more. The College continues to consider the Government advice and is confident that there will be a system ready for September 2020 that will meet the operating guidance.

The Committee sought assurance that, even in the absence of FE receiving additional catch up funding, those pockets of students who have struggled to engage will receive individual support. It was confirmed that teachers have been tasked with ensuring all students are ready for September and where necessary to invite learners in or escalate concerns to the Student Experience team for them to provide support. College systems allow accurate reporting on when students have been out of contact and these students are prioritised.

The Committee noted the report

Lucinda Sanders, Director of 18+ and Higher Education joined the meeting

6. Quality Assurance

6.1 HE Update

The Committee received the presentation and it was explained that there was a three phased approach to HE learning; Continue, Adapt and Mitigate. Communication with partner universities and awarding bodies will ensure that no student is disadvantaged due to Covid-19.

The Office for Students had suspended regulatory requirements and had switched their approach to supporting providers to enable students to complete courses.

Feedback received from the College internal survey indicated that students overall are positive about teaching and learning and they view their qualification as valuable. However, more consistency around assessment and marking was requested as well as creating the right community environment. The National Student Survey results will be available in July 2020.

Governors questioned what form student enrichment would take if there is a need to move to blended learning of 50% online. In terms of classroom delivery, there would be no change as HE students are generally part time. Student enrichment may potentially be scaled back, however the new IoT will provide dedicated space to create an HE area and identity.

The Committee noted the presentation

Lucinda Sanders left the meeting. Mike Blakeley, Director of Apprenticeships joined the meeting

6.2 Sub-contractor Quality Assurance Annual Review

The Committee considered the report as circulated and noted that the College sub-contracting activity is low and is likely to continue on a downward trend.

The College uses the AoC's sub-contractor management programme and governors were reassured that there is a rigorous monitoring process of sub-contractors. The College has a good level of compliance with the ESFA's funding regulations and the external auditor had raised no concerns in terms of risk.

It was noted that the Covid-19 pandemic had resulted in a suspension of all teaching, observations and self-assessment reviews until September 2020.

The Committee noted the report

7. Risk Management

Risk Register/Emerging Risks

The Committee considered the risk register that had been scrutinised at Audit and Risk Assurance Committee on 15 June 2020 and noted those risks that had been removed, added or amended.

Governors reviewed the Covid-19 recovery document and were impressed and reassured by the level of detail and planning that had been undertaken in preparation for September 2020.

The Committee:

a) noted the report

b) did not propose any additional emerging risks

8. Committee Terms of Reference

The Committee considered the revised Terms of Reference document.

The Committee recommended the updated Terms of Reference to the Board for approval on 3 July 2020. **Clerk**

9. Committee Self-assessment

The Chair led a discussion on the Committee's effectiveness over the past year. Governors considered the following areas: Goals and purpose, resource and support, time and location of meetings, quality of discussion and decision making, attendance and contribution. Governors suggested introducing some criteria against which the Committee could more objectively measure its effectiveness. The Clerk committed to undertake this task as part of the governance review.

Clerk

The Committee agreed to receive a narrative to consider at the autumn meeting **Clerk**

10. ITEMS FOR INFORMATION

10.1 Humanities internal inspection report

10.2 MPA internal inspection report

- 10.3 Items to take to Board were agreed as: Student Engagement and Welfare, Online Learning and Results, HE update, Sub-contractor Quality Assurance and Terms of Reference.
- 10.4 Items for the next meeting
The Committee reviewed the cycle of business for the meeting on 28 September 2020.
- 11. **Dates of Next meetings**
Monday 28 September 2020
Monday 30 November 2020

The meeting was quorate throughout and concluded at 19.20.