

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 29 November 2021 via Zoom

Present	Bindu Arjoon John Laramy Sue Clarke Tim Quine Sonja Longmore Vicki Roberts	Chair
Apologies	Phil Randall	
Observers	George Smith-Easton	
In Attendance	Jade Otty Kristyn Woodward Lucinda Sanders	Vice Principal Performance Director of Student Experience Director of Adult and HE
<i>Item 5.1 and 5.2 only</i> <i>Item 4.3 only</i>		
	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 particularly welcome to George Smith-Easton, President of the Student Union. George was in attendance as an observer, pending his appointment by the Board as a co-opted governor. A new HE student governor had been elected and governors looked forward to meeting Auguster Irabor soon.

The Committee noted that this was the Committee Chair's last meeting and a new Chair will be appointed subject to Board approval on 10 December 2021. The current Chair will remain on the Committee.

Apologies were received from Phil Randall and no declarations of interest received.

2. **Minutes**

- 2.1 The minutes of the meeting held on 27 September 2021, as circulated, were agreed as a true reflection of the meeting.

3. **Matters arising**

3.1 QRR Review Update

Before providing the QRR update, the Principal advised the Committee that the College had been awarded the prestigious Queen's Anniversary Prize for its work in the area of digital. On behalf of the Committee, the Chair congratulated staff on a tremendous accolade.

Following the quality and resources review meetings the Committee was pleased to note that all areas of the College had been graded as good or outstanding. Emerging themes were the need to secure additional space and the challenges of recruiting staff in some areas. Starting salaries had been increased which was having a positive impact.

The Committee sought assurance that those apprentices that had become unemployed due to Covid had been able to restart an apprenticeship. It was confirmed that the College has many vacancies for apprentices so any young person who wishes to commence an apprenticeship will be able to. The apprenticeship function had recently received a clean external audit result

Governors asked how recruitment challenges relate to retention. The highest turnover rates relate to business support staff, however this is improving due to the reputation and stable working environment that the college can offer.

Although governor attendance at QRRs had been suspended due to Covid, the Committee was encouraged to attend the sessions in March and May 2022. The Clerk will circulate the dates.

Clerk

The Committee noted the update

3.2 Equality and Diversity Policy

The Committee noted an amendment to the equality and diversity policy, that it had approved in February 2021, to incorporate the Office for Students' requirement relating to free speech and academic freedom.

The Committee raised the importance of the equality and diversity policy supporting and promoting the diversity of learners and staff and questioned whether the College has an overview on the diversity of the student population of the College. It was agreed to discuss the data available outside of the meeting to enable the College to understand how it performs.

The Committee agreed:

a) to recommend the revised equality and diversity policy to the Board for approval at its meeting on 10 December 2021

Clerk

b) to have further discussions around the availability of student diversity data

JO/SC

4. **Quality Assurance**

4.1 Lesson observation grading

Further to governors' feedback at the previous meeting, the Vice Principal Performance updated the committee on the revised lesson observation grading proposals.

The Committee supported the criteria around understanding what good and outstanding teaching looks like. The clarity around the impact of outstanding teaching on learners was particularly helpful.

Governors asked whether student feedback will be aligned to their learning behaviours. Student feedback is received through surveys and by talking to the learners during learning walks and lesson observations.

The Committee questioned why there was no specific mention of 'collaboration' under 'good' teaching. It was felt important to trust teachers to know what activities are useful and when, as opposed to directing that certain styles of tasks define what makes good teaching.

It was suggested that the criteria could build on being inclusive and perhaps mention the social interactions of learning. The Committee also questioned to what extent 'effusive' can be measured.

The Committee noted the update

4.2 Self-Assessment Report (SAR) 2020/2021, Quality Improvement Plan (QIP) outturn 2020/2021 and Quality Improvement Plan (QIP) 2021/2022

The SAR 2020/2021 was received and the Committee noted the overall assessment grade as 'Outstanding' for the last academic year.

The SAR reflected the Ofsted Education Inspection Framework (EIF) and the Committee noted the grades for each of the four areas: Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management. All study programmes were judged as Outstanding except for Adult Learning Programmes which was considered Good.

The Vice Principal Performance highlighted the key achievements and the areas for improvement defined under intent, implementation and impact and reassured the Committee that the College is rigorous in terms of its self-assessment and grading.

The Committee noted the external evidence from the DfE of how highly the College's traineeships are viewed. The College had also received Beacon 'Highly Commended' status for its work with Great Western Railway.

The Committee queried whether the greater focus on GCSE English and Maths for adult learners, as opposed to functional skills, is limiting accessibility for some learners. The Committee was reassured that there remain entry level opportunities for learners.

Governors were keen to include a reference to how the College adapts to modify the curriculum to make sure it is inclusive, which was considered a key strength. An emphasis on the curriculum offer in terms of innovation and challenge was also encouraged. It was noted that the destination data does not equal 100% and that the unknowns should be stated.

The Committee questioned whether there was sufficient focus on the impact of governance under leadership and management. It was felt important to reflect how governors provide appropriate challenge and momentum for the College to strive towards an exceptional grading. It was suggested to replicate part of the Governance SAR in the College SAR. This would be addressed prior to presentation of the SAR to the Board.

Governors enquired as to how parents are encouraged to be engaged with the parent portal so that they are more able to support learners. It was confirmed that parents are signposted to the parent portal and encouraged to use it. Holding parent consultations online had been a success and had removed barriers to engagement.

Governors suggested including reference to the successful relationship the College has within the city and the region and referring to the Exeter education eco system would be worthwhile as well as the College's relationship with Microsoft.

After significant consideration and challenge of the evidence, governors agreed to endorse the SAR 2020/2021.

The Committee agreed to recommend the College SAR 2020/2021 to the Board for approval at its meeting on 10 December 2021 Clerk

The Quality Improvement Plan 2020/2021 final update was received and the RAG rated progress was noted under the criteria keep the risk low, maintain outstanding and grow and thrive.

The Quality Improvement Plan for 2021/2022 categorised under the themes of the critical success factors was received. The Committee requested an update at the next meeting in February 2022.

The Committee agreed to recommend the Quality Improvement Plan (QIP) 2020/2021 outturn and the QIP 2021/2022 to the Board for approval on 10 December 2021 Clerk

Lucinda Sanders, Director of Adult and HE joined the meeting for item 4.3 only

- 4.3 HE SAR 2020/2021, QIP 2020/2021 and QIP 2021/2022
The Committee received the report and noted the achievements during 2020/2021 and the key priorities for 2021/2022. The suggested department grade of 'good' was also discussed.

The Director of Adult and HE explained the evolving HE offer and it was acknowledged that there is still work to do to ensure the College is well positioned for higher technical qualifications.

The Committee acknowledged that the Institute of Technology will provide excellent facilities that reflect an adult environment.

The Committee received the 2021/2022 QIP and noted that there was a plan to achieve any items of the 2020/2021 QIP that remained outstanding.

The Committee agreed to recommend the HE SAR 2020/2021 and QIP 2021/2022 to the Board on 10 December 2021 for approval

Clerk

Kristyn Woodward, Director of Student Experience joined the meeting for item 5.1 and 5.2 only.

5. **Safeguarding**

5.1 Safeguarding Annual Report

The Committee received the safeguarding annual report and presentation and acknowledged the breadth of work undertaken by the College in support of safeguarding learners. The College works extremely well with partners locally and the data provided to monitor impact is useful to identify need.

The Committee requested that consideration is given to how the safeguarding report links into the equality and diversity policy and whether the policy needs to include some of the issues raised in the report. It was particularly noted that reference to gender fluidity is not included in the policy.

LSm

The Committee noted that future reports will not report data on gender split due to the inclusive nature of the College and the number of young people that identify as non-binary. However, the Committee questioned what support is provided to male members of staff to encourage them to share incidents. It was noted that the wellbeing team is more visible and working in areas where there had previously been low engagement. There was also the intention to carry out bespoke training to relevant tutors to break down any boundaries.

The Committee thanked the Director and his staff for their work in this vital aspect of the college's work.

The Committee:

- a) **thanked the Director of Student Experience for his informative and useful presentation** Clerk
- b) **agreed to recommend the Safeguarding Annual Report to the Board for approval on 10 December 2021.**

5.2 Safeguarding and Child Protection Policy

The Committee received and considered the updated Safeguarding and Child Protection Policy, which is reviewed annually.

The Director of Student Experience outlined updates that are now included in the policy such as key change around sexual abuse and also recognition of peer on peer abuse. Awareness of these issues is covered in staff training.

The Committee agreed to recommend the Safeguarding and Child Protection policy to the Board for approval on 10 December 2021 Clerk

5.3 Safeguarding Training Attendance

The Committee noted that 90% of staff had now completed the new mandatory safeguarding training.

The Committee noted the report

6. **Risk Management**

6.1 Risk Register

The Risk Register that had been scrutinised by the Audit and Risk Assurance Committee on 15 November 2021 was received by the Committee.

The Committee noted the risk register

6.2 Emerging Risks

The Committee considered any additional risks that had emerged from the discussion.

The Committee did not propose any additional risks

7. **Future Meetings**

7.1 Items to take to Board were agreed as:

- Equality and Diversity policy
- Safeguarding Annual Report and Policy
- College QIP and SAR
- HE QIP and SAR

7.2 Items for the next meeting
The Committee reviewed the cycle of business for the meeting on 7 February 2022.

7.3 Date of future meetings:

- Monday 7 February 2022
- Monday 20 June 2022

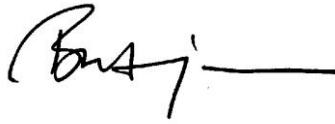
8. **Minutes/reports for information**

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

8.1 Safeguarding minutes

8.2 EDBV minutes

Signed by the Chair

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

7 February 2022