

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 20 June 2022 via Zoom

Present	Sue Clarke Emma Webber John Laramy Bindu Arjoon Sonja Longmore Vicki Roberts George Smith-Easton Phil Randall	Chair Vice Chair Principal
Apologies	Tim Quine Auguster Irabor	
Observers	None	
In Attendance	Jade Otty Rob Bosworth <i>Item 5.3 only</i> Lisa Smith <i>Item 4 and 5 only</i> Dee Rowett <i>Item 6.2 only</i> Billie Stokes <i>Item 8 only</i> Gemma Noble <i>Item 6.1 only</i> Lucinda Sanders <i>Item 4.1 only</i> Kristyn Woodward Megan Snell Alison Layton-Hill	Vice Principal Performance Deputy CEO/Principal Assistant Principal Director of Teaching, Learning and Development Assistant Principal Director of People and Organisational Development Director of Adult and HE Director of Student Services Personal Development and Experience Manager Clerk to the Corporation

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

The Chair welcomed colleagues to the meeting. Apologies were received from Tim Quine and Auguster Irabor was not in attendance. There were no additional conflicts of interest declared.

The Chair acknowledged that this would be George and Auguster's final committee meeting and thanked them for their valued contribution as student governors. On behalf of the committee, she wished them well for their future.
2. **Minutes**
- 2.1 The minutes of the meeting held on 7 February 2022, as circulated, were agreed as a true reflection of the meeting.
3. **Matters arising**

3.1 Policies

The Committee received the Freedom of Information policy and Registration and Certification policy which had been approved by the senior leadership team.

The Committee sought and received clarification that Martina Esser is the College's Data Protection Officer.

The Committee agreed to recommend the Freedom of Information policy and the Registration and Certification policy to the Board for adoption on 1 July 2022

Clerk

Billie Stokes joined the meeting

4. **International Baccalaureate (IB) Independent Review**

The Committee received the draft report following the IB Independent Review.

Committee members reported that the report structure and organisation of content were confusing. It was explained that the International Baccalaureate reports are very different from Ofsted and nor do IB reviewers award a quality judgement. The positive verbal feedback and overarching statement at the end of the report demonstrate that the College is providing an effective IB programme.

The context of the provision covering 80 learners means some strategic recommendations are less relevant to a large and diverse college and others relate to policies and procedures that had already been put in place.

Governors questioned whether a reference to international could be more fully incorporated into the College's mission statement.

The Committee Chair requested that all IB staff are thanked on behalf of governors for their efforts and success.

The Committee agreed:

- a) to receive a subsequent paper explaining which recommendations within the report had been completed**
- b) to consider updating the mission statement to include a reference to global in the future**

BS

SLT

Kristyn Woodward and Dee Rowett joined the meeting

5. **Safeguarding**

5.1 College response to Ofsted thematic review on sexual harassment

The Committee received the presentation and noted the College's response to the review including training, collaboration with external agencies and partners and promoting discussion around healthy relationships. The origin of the review was explained, and governors noted that Ofsted will wish to explore the outcome of their review through questioning at the inspection.

Governors questioned whether the issue will be raised at induction which was confirmed both for staff and learners.

Governors recognised that the data is a strength and were reassured that although there are incidents within the College, there are robust strategies to deal with these and to support learners appropriately. The importance of the College's PDP curriculum was highlighted.

The Committee was reassured that the College is responding positively to Ofsted's expectation.

The Committee noted the presentation and agreed that the Clerk will circulate the College action plan related to sexual harassment.

Clerk

Kristyn Woodward left the meeting. Megan Snell joined the meeting for item 6.1 and 6.2 only.

6. Responsiveness

6.1 Student Union/Learner Voice Model

The Committee received the report and considered the proposed model whereby the Student Union would be dissolved. The Committee noted that the current Student Union President was in favour of the changes and governors were reassured that the voice and engagement of the learners would be enhanced. The proposed model would allow for more area specific and cross college events to take place as the learner voice would constitute a larger group of learners.

The Committee questioned whether any restrictions would be imposed. It was confirmed that the College would continue to sell student discount cards and be affiliated with the NUS. Equally, the NUS would continue to represent students through any disciplinary process.

Referring to the possible changes to the student governor roles, the Committee agreed that the Search and Governance Committee would discuss this in more detail at its next meeting.

The Committee agreed to:

a) recommend to the Board on 1 July 2022 for approval that the Student Union is dissolved

Clerk

b) request that the Search and Governance Committee discuss the future representation of student governors

Clerk

- 6.2** Department for Teaching, Learning and Development Annual Report
The Committee received the presentation and noted that the student experience function, including EXtra, had been incorporated into the Department for Teaching, Learning and Development. The structure of the department was shared with governors and it was explained that more resource had been added to ensure the burden on teaching staff workload was alleviated.

The role of the Advanced Teaching Practitioner (ATP) was explained and where there is a need for support and revisit ATPs will provide a minimum of 4-6 weeks support.

The Committee questioned the meaning of 'robust tracking of EXtra', The tracking of EXtra ensures that all events and activities that learners engage in are captured to provide an easily accessible picture of their engagement for UCAS/employment application forms. Tracking will also ensure that particularly groups of learners are not disadvantaged.

The Committee Chair thanked the presenters and complimented them on their confidence and clarity of their achievements and areas for focus.

The Committee noted the report

Dee Rowett left the meeting. Lisa Smith joined the meeting for item 6.3 only.

6.3 Student On Course Teaching and Learning Survey Outcomes

The Committee received the report and noted that fewer online learning questions had been posed and therefore the data was compared with 2019 results ie. prior to Covid. The Committee was pleased to note the improved response rate.

The investment in digital had been recognised by learners and it was pleasing to note that over 96% of students feel safe at College. There had been a concern raised in relation to fire evacuation and governors were reassured that this will be addressed.

The College had responded to issues raised around the cost of refreshments in the cafes and coffee shops as well as the lack of social space. Additional covered outside space had been created and the new catering contractors had been tasked with providing high quality hot meals for £3.00 specifically to meet the needs of those learners in receipt of free school meals.

The Committee questioned whether the survey questions should be refreshed. However, it was noted that in order to compare results over time it is necessary to keep the questions broadly the same. There is the potential to add some questions in the future.

The Committee questioned the comments related to inadequate wifi and was reassured that subsequent to the survey there had been a significant investment in this area. It also questioned the method of data collection in terms of the coding however noted that it is designed to ensure the full range of learners' responses can be captured.

The Committee requested a breakdown of the data to the next level so that the results by faculty or course can be identified.

LS

The results will be analysed and where possible changes will be made and learners will receive feedback through the learner voice forums.

The Committee noted the report

6.4 Diversity Data

The Committee received the report and was pleased to note the useful data. The improved diversity of the College was particularly pleasing.

The Committee noted the report and agreed that it would be shared on the library section of BoardEffect

Clerk

Lucinda Sanders joined the meeting for item 7.1 only

7. Quality Assurance

7.1 HE Student Voice

The Committee received the report and presentation and noted the improvements made to the wifi, study space, relationships with Devon Libraries and the introduction of WRAAP which will improve the sense of community among the learners.

The Committee acknowledged the strong data and noted the report

8. Teaching and Learning

8.1 Deep Dive Inspection Outcomes

The Committee received the report and noted the faculties that had been evaluated using the Ofsted EIF deep dive methodology. 34 deep dives had been completed in total. Of the 26 latest deep dives, 7 areas were classified as 'support and revisit'. Some of these have since been excluded from the scope for Ofsted but of course remain in scope for the College's quality processes.

It was clarified that 'support and revisit' is not an Ofsted grade but it is intended to promote a positive process for staff in cases where the faculty might not be securely good. The Committee Chair advised that she had attended the recent Quality and Resources Review and was pleased to note the quality arising from deep dives and that staff were enthusiastic about the process.

The Committee asked whether the deep dive was a reinforcement of those areas in 'support and revisit' and whether there had already been some reflection from course leaders as to the improvement required. In some cases it was a reinforcement, however it had been a helpful process for newer courses and in some cases had led to significant changes such as a change in qualification.

Governors identified themes emerging on the 'support and revisit' courses related to some lack of focus among students for example using their mobile phones and unpractised questioning from teaching staff. The leadership team is providing support to develop positive behaviour and attitudes but it is clear that some learners had struggled to return to classroom learning. This has

resulted in less confidence in face to face interaction hence a dependency on the mobile phone. There is also a renewed focus on questioning practice following the lengthy period of online teaching.

The Committee congratulated the Vice Principal Performance on the outstanding quality of the report.

The Committee noted the report

9. Policies

9.1 HR Policies

The Committee received the following updated HR policies and the Director of People and Organisation Development explained the changes:

- Grievance Policy/Procedure
- Disciplinary Policy/Procedure
- Redundancy Policy
- Attendance management
- DBS Procedure

The Committee questioned the frequency of DBS checks for governors and it was confirmed that in normal circumstances the College does not renew DBS checks. The single central record audit had not raised any issues and practice is in line with AoC guidance. The Committee requested that the Director of People and Organisational Development and the Clerk consider adding a procedure that would ensure the robustness of the single central record.

**GN/
Clerk**

The Committee agreed to approve all the above policies.

10. Risk Management

10.1 Risk Register

The Committee received the risk register that had been scrutinised by the Audit and Risk Assurance Committee on 6 June 2022 and considered the risks associated with this committee.

The Committee particularly noted that the challenges of a six day Ofsted inspection lead in time had been added. The College leadership team had discussed this and had amended the existing two day plan to a six day plan. Messaging and communication were considered key.

The Committee noted the risk register

10.2 Emerging Risks

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

The Committee did not propose any additional risks

11. Committee Self-Evaluation

The Committee Chair led a discussion on the Committee's effectiveness over the past year with a focus on the impact the Committee had had on outcomes

for learners. The Committee proposed additions to the self-evaluation and the Clerk would provide an update to the next committee meeting.

The Committee agreed to receive an updated self-evaluation at its next meeting

Clerk

12. Future Meetings

12.1 Items to take to Board were agreed as:

- Thematic review on sexual harassment
- Dissolution of the Student Union
- Student on course survey feedback
- HE Learner Voice
- Approval of policies

12.2 Items for the next meeting

The Committee reviewed the cycle of business for the meeting on 3 October 2022

12.3 Date of future meetings:

- Monday 3 October 2022
- Monday 28 November 2022
- Monday 6 February 2023
- Monday 19 June 2023

13. Minutes/reports for information

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

- 13.1 Safeguarding and Prevent steering group minutes
- 13.2 EDBV steering group minutes
- 13.3 Retention and attendance
- 13.4 Organisational structure chart

Signed by the Chair:



3 October 2022