

## EXETER COLLEGE FURTHER EDUCATION CORPORATION

### QUALITY AND STANDARDS COMMITTEE

#### Minutes of the meeting held on Monday 7 February 2022 via Zoom

|                      |   |   |
|----------------------|---|---|
| <b>Present</b>       | Sue Clarke<br>John Laramy<br>Bindu Arjoon<br>Tim Quine<br>Emma Webber<br>Sonja Longmore<br>Vicki Roberts<br>Auguster Irabor                                 | Chair   |
| <b>Apologies</b>     | Phil Randall<br>George Smith-Easton   |   |
| <b>Observers</b>     | None  |   |
| <b>In Attendance</b> | Jade Otty<br><i>Item 4 only</i> Chris Petheram<br><i>Item 6.1 only</i> Lisa Smith<br><i>Item 7.1 only</i> Sam Hillman<br><i>Item 5.4 only</i> Ross Morshead | Vice Principal Performance<br>Head of Foundation Learning Support<br>Assistant Principal<br>Assistant Principal<br>Director of Vocational and Technical |
|                      | Alison Layton-Hill  | Clerk to the Corporation  |

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

Action

Sue Clarke, the incoming Committee Chair thanked Bindu Arjoon for her excellent chairing of the committee. She welcomed colleagues to the meeting and extending a particular welcome to Auguster Irabor, the HE student governor and Emma Webber who joins as the new Committee Vice Chair.

Apologies were received from Phil Randall and retrospective apologies were received from George Smith-Easton. The Chair requested that the Clerk define 'conflict of interest' within the College environment. The Clerk outlined governors' responsibilities in terms of declaring conflicts of interest and gave some examples. There were no additional conflicts of interest declared.

#### 2. **Minutes**

- 2.1 The minutes of the meeting held on 29 November 2021, as circulated, were agreed as a true reflection of the meeting.

#### 3. **Matters arising**

### 3.1 Diversity Data

Following a request from the Committee, the Vice Principal Performance highlighted a report in the papers under item 11.2 which provided diversity data related to full time learners. The intention is to provide similar data for apprenticeship and adult learners to a future meeting. The Chair confirmed that she had had a conversation with Lisa Smith, Assistant Principal about how the Equality and Diversity policy links with the EDBV action plan.

### 3.2 Acronyms

The Chair highlighted that the use of acronyms could be confusing to new governors and suggested that glossaries would be helpful for some reports.

*Chris Petheram, Head of Foundation Learning Support joined the meeting for item 4 only*

## 4. **EHCP/High Needs Update**

The Committee received the report and presentation and noted differentiated levels of support provided to learners. The number of learners with an EHCP continues to increase and challenges associated with staff recruitment and workload was noted.

The Committee sought clarification that the purpose of the SEN interviews was to ascertain the level of support learners need as opposed to whether support was actually needed, which was confirmed.

Relating to the difficulty in recruiting staff, in the context of increasing numbers of students needing support, the Committee asked how the College is maximising recruitment opportunities. It was advised that the College is using the apprenticeship route to recruit teaching assistants with some success, however it is more difficult to recruit L7 exams assessors.

The Committee asked to what extent is the College able to screen for dyslexia and ADHD. The College does screen those learners who are concerned they may have dyslexia or ADHD but it is not able to offer universal screening due to the cost. However, all learners that have been identified with dyslexia or ADHD would be directed to additional support, which could be the use of technology or extra exam access.

The Committee noted that a referral would result in a 'graduated response' level of 0-4. The vast majority were graded at level 4 which is where the teacher had identified that the student required out of class support from an LSA.

Referring to the annual review process, it was confirmed that the young person does attend their own annual review meeting.

**The Committee thanked the Head of Learning Support for an informative presentation**

## **5. Teaching, Learning and Curriculum**

### **5.1 2022 grading/qualification update**

The Committee received the report and noted the likelihood that exam assessment in the summer 2022 series will take place, however the College is required to put in place a number of contingencies.

The challenge of preparing students for what could be their first set of national exams was acknowledged. The College is mindful that some learners are anxious and is providing opportunities for mock exams in an exam environment. Recently published curriculum content has been reduced for each subject and therefore mock exams and assessments will be tailored to enable staff and students to be as well prepared as possible.

### **The Committee noted the update**

### **5.2 Deep Dive – Pilot inspection outcomes**

The Committee received the report and noted that the pilot consisted of faculties who had volunteered to take part. The inspections were undertaken using the EIF methodology and the Committee noted the strengths and areas for development that had emerged from the exercise.

The Committee questioned how the grades compared to those awarded under the previous framework and it was noted that some were much improved.

The Committee enquired as to whether the process was reassuring and noted that staff were not concerned about the more nuanced and focused questioning and gave positive feedback from the exercise.

Where areas for development had been identified the Committee asked when progress would be evaluated. It was advised that the Curriculum Area Managers would be responsible for monitoring progress on an ongoing basis. Governors emphasised the importance of students using feedback and were reassured that the College is concentrating efforts in this area.

It was confirmed that a further deep dive cycle has been undertaken and every faculty will have at least one deep dive. Areas will be selected based on risk and likelihood and those areas that would most benefit.

### **The Committee commended staff for the excellent work**

### **5.3 Curriculum update**

The Committee was made aware that the College would no longer actively recruit international students through agencies.

The Committee asked if there would be any impact on staff, however it was noted that there will be an 18 month lead in time due to the current cohorts of international students.

The Committee sought reassurance that should learners of different nationalities, who have the right to study in the UK, apply independently that the College would encourage their applications. It was confirmed that the College continues to welcome international learners and the diversity these students bring.

### **The Committee noted the update**

*Ross Morshead, Director of Vocational and Technical joined the meeting for item 5.4 only*

#### **5.4 Catch-up funding**

The Committee received the report and noted the level and conditions attached to the funding received and how the college is delivering against the funding.

Governors questioned how the College measures the impact of the funds that it spends. It was confirmed that the College is internally reporting to evidence how the money is spent as any underspend must be returned.

The Committee asked if the College would be able to maximise the funding for the benefit of the learners. The availability of staff resource continues to be a challenge, but significant levels of support will be in place as the exam season approaches.

### **The Committee noted the report**

*Lisa Smith, Assistant Principal joined the meeting for item 6.1 only*

#### **6. Responsiveness**

##### **6.1 Student Induction Survey Outcomes**

The Committee received the student induction survey outcomes report and was pleased to note an increase in the completion rate to 83% (3973 students). The Committee noted where positive increases had been identified as well as areas for improvement.

The Committee questioned whether the issue of digital poverty had impacted on engagement and access. It was noted that the College, in support, has increased some thresholds when considering family income and has raised the profile of bursaries. To support connectivity issues, the College provided dongles and data sim cards.

### **The Committee noted the report**

*Sam Hillman, Assistant Principal joined the meeting for item 7.1 only*

#### **7. Quality Assurance**

### 7.1 **External Inspection (Owlets)**

The Committee received the report and was delighted to note that Owlets had been graded as 'good' by Ofsted. The excellent work of the team in a challenging context was acknowledged. Governors were also pleased that Ofsted took into consideration the impact of Covid.

The Principal explained that the College intends to take a proposal to the Business Services Committee not re-open the College nursery. Staffing challenges remain and it was felt more beneficial to focus on the continuous improvement of Owlets in partnership with the University of Exeter.

The Committee Chair proposed that the Committee recommend to the Board that it writes a letter of thanks to the Owlets staff.

#### **The Committee:**

- a) noted the report and thanked Sam Hillman and the team for their excellent work**
- b) agreed to recommend to the Board that it writes a letter of thanks to Owlets staff**

**Clerk**

### 7.2 QIP Progress Update

The Committee received the QIP and noted progress against targets agreed in the autumn term. The Committee noted that amber ratings are recorded for areas which are progressing and expected to be achieved. Particularly challenging targets were highlighted by the Vice Principal.

#### **The Committee noted the report**

### 7.3 Intensive Care Progress update

The Committee received the oral update and noted the two programmes that are receiving intensive care support. Governors were pleased that the College is confident that both programmes had improved.

#### **The Committee noted the report**

## 8. **Policies**

### 8.1 Admissions Policy

The Committee received the updated admissions policy and noted further clarification around the definition of an adult learner and a young person learner. The policy also clarified the need for 16-19 learners to be living in suitable accommodation with age-appropriate support. The Committee discussed the wording and made proposals for amendment.

#### **The Committee:**

- a) agreed in principle to adopt the admissions policy subject to the agreed amendments**

**b) that the amended version would be circulated for final agreement**

**JO/  
Clerk**

**9. Risk Management**

**9.1 Risk Register**

The Committee noted that the risk register would be updated by the Audit and Risk Assurance Committee on 21 March 2022 and therefore the risk register in the papers had not been changed since the previous meeting.

**The Committee noted the risk register**

**9.2 Emerging Risks**

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

**The Committee did not propose any additional risks**

**10. Future Meetings**

**10.1 Items to take to Board were agreed as:**

- EHCP/High Needs update
- Catch up funding
- Student Induction Survey outcomes
- Ofsted Inspection report
- QIP Progress update
- Admissions policy

**10.2 Items for the next meeting**

The Committee reviewed the cycle of business for the meeting on 20 June 2022 and requested an update on 2022 grading/qualifications.

**10.3 Date of future meetings:**

- Monday 20 June 2022

**11. Minutes/reports for information**

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

**11.1 Retention and Attendance**

**11.2 Categories of Diversity**

Signed by the Chair:



Date: 20 June 2022