

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 3 October 2022 held remotely via Zoom

Present	Bindu Arjoon John Laramy Phil Randall Sonja Longmore Vicki Roberts	Acting Committee Chair
Apologies	Emma Bradshaw-Smith Sue Clarke	
Observers	None	
In Attendance	Jade Otty <i>From item 5</i> Lisa Smith Dee Rowett Ross Morshead Alison Layton-Hill	Vice Principal Performance Assistant Principal Director of Teaching, Learning and Development Director of Curriculum Development and Experience Head of Governance

1. Welcome, Apologies and Declarations of Interest. Action

The Chair welcomed colleagues to the meeting. It was noted that student governor elections are taking place and hopefully there will be two new student governors joining the committee in the near future.

Apologies were received from Emma Bradshaw-Smith and Sue Clarke and there were no declarations of interest received. Tim Quine was not in attendance.

The Chair suggested that the Vice Principal Performance provides the executive summary feedback from the meeting to the Board on 14 October 2022, which was agreed. **JO**

2. Minutes

2.1 The minutes of the meeting held on 20 June 2022 as circulated, were agreed as a true reflection of the meeting.

3. **Matters arising**

3.1 Committee Self-evaluation update

The Committee reviewed the narrative prepared by the Head of Governance following the self-assessment discussion at the previous meeting. It was proposed to add that the success of the intensive care courses evidenced effective oversight of the College's quality processes.

The Committee agreed the proposed self-evaluation, subject to one addition

HofG

4. **Quality Assurance**

4.1 Emerging Exeter College results 2022

The Committee received the report and noted the headline results.

Governors were delighted with the excellent results given the disruption of the past two years, especially considering that very few learners had previously sat an exam. The increase to ALPs 2 and the significant progress in the GCSE results was particularly pleasing. The Corporation Chair formally recorded the Board's appreciation and congratulations to the learners and staff and commended the leadership team on their positive frame of mind and integrity over recent years.

The Committee questioned the impact of the results on learner destinations. It was confirmed that all learners who had received provisional offers from Oxbridge universities had been accepted. A report will follow from UCAS detailing the destination percentages of learners progressing to university. Governors were advised that learners across the College had progressed to impressive destinations; T level learners had successfully been accepted onto graduate programmes and the prestigious Norland Nanny programme.

Governors sought additional information regarding the College's comparison with AS national averages, although conscious of the issue that the College AS learners make up over 10% of the national cohort. It was advised that the data would be skewed as the College's first year learners would be compared to the second-year learners at other providers.

The Committee raised that apprenticeship outcomes were significantly reduced and asked whether national averages were also likely to be much reduced. This was confirmed and it was acknowledged that apprenticeships nationally is an area where Covid has had the greatest impact and this narrative is well known to Ofsted.

The Committee noted the report

4.2 Intensive Care Update

The Committee received the report and noted that the two subjects that had been supported through the Intensive Care programme had both seen significantly improved results. Governors agreed that both subjects could be removed from the programme.

Governors considered subjects that the leadership team had identified as requiring additional support through the programme.

The Committee supported the intensive care programme for 2022/2023

4.3 Student Recruitment update

The Principal/CEO gave an oral update and the Committee noted the positive recruitment for the 2022/2023 academic year. It was pleasing to note that the significant increase in 16-19 learners had been evenly spread across the College.

It was acknowledged that HE recruitment was slightly below expectation, however the College had committed to reviewing its offer.

The Committee noted the report

Dee Rowett, Director of Teaching, Learning and Development joined the meeting

5. **Teaching, Learning and Curriculum**

5.1 Quality Cycle and Teaching, Learning and Assessment

The Committee received the report and considered the quality cycle for the academic year. The first term was focused on development and formal observations had been paused. The support being provided by the Teaching, Learning and Development team was highlighted.

The Committee questioned whether the support for mentors would be extended to non-teaching staff mentors. It was confirmed that the Director of People and Organisational Development will be working to include supporting business support staff mentors.

Governors questioned the expected contact hours for a new teacher. The difference between new staff who have a lighter timetable to more experienced staff was acknowledge and contact hours are managed through faculty heads.

The Committee questioned whether the suspension of formal observations is for all staff. It was confirmed that routine observations would not be done during the current term. The priority for Advanced Teaching Practitioners (ATPs) is to support new teachers and maintain robust mentoring logs.

The Committee challenged why four areas had been identified as requiring TLD Support, however only one of those areas was included in the intensive care support programme. It was clarified that intensive care focuses on programmes where there is a pattern of underperforming. TLD provide support where deep dives result in the need to 'support and revisit' over a shorter period.

The Committee noted the report

Ross Morshead, Director for Curriculum Development joined the meeting

- 5.2 Catch-up funding – 2021/22 outcomes and 2022/23 approach
 The Committee received the report and noted how the fund had been used to target areas impacted by Covid, in particular to support low prior attaining and disadvantaged learners.

The Committee was pleased that the College was planning to put more funding into Maths and English GCSE and that the funding can also be used to provide pastoral support including mental health and wellbeing.

Governors acknowledged the positive impact the catch-up funding had had on learners and asked if the funding would be provided for further years, however this could not be confirmed currently.

The Committee noted the report

Lisa Smith, Assistant Principal joined the meeting

- 5.3 External and Internal Verification update 2021/2022
 The Committee received the positive report and noted the verification and moderation activity over the last academic year. The College had performed well, was deemed low risk and had not been subject to any sanctions or blocks. A new cross-college system on Microsoft Teams had centralised communication and auditable documentation across all Faculties.

The Committee noted the report

6. **EDBV Annual Report and Action Plan**
 The Committee considered the report as circulated and noted the progress against the action plan, which had been developed by a steering group consisting of teaching and business support staff and the EDBV Lead Governor. All actions had been completed and additional work had been carried out in response to ongoing developments including a training day in response to the Ofsted thematic review on sexual harassment, collaborative work on preferred names and pronouns and adding EHCP learner pen portraits to the MIS.

The Hub for Independent Living and Learning, which is led by the Assistant SENCO was held up as an excellent provision for students with additional learning needs. The previous College nursery had been transformed into dedicated teaching spaces, life skills training flat, kitchen area, laundry and valuable outdoor space.

The Committee questioned how integrated the student voice is around diversity. The College is currently relaunching the learner voice and there is a new student leadership team that is being developed. Students recognise that where issues related to EDI are raised, the student services team are proactive. The College had been focusing on the Ofsted approach to gain feedback from all female, all male and LGBTQ+ learners about how safe they feel and there are many channels students can use to raise concerns.

Governors asked if learners had access to expenditure to use to implement their own decisions. It was confirmed that the newly formed learner leadership team holds a budget of £15k.

The Committee sought clarification that the mandatory training figures are not at 100% due to the flow of staff, those on maternity leave etc. which was confirmed.

Governors requested a key is added to reports to identify any acronyms used, in particular to support the two new student governors.

The Committee noted the report

7. Responsiveness

7.1 Stakeholder Feedback report

The Committee received the report and noted that following the increase in Covid related complaints received over the last two years, numbers had reverted to usual levels.

The Committee discussed the merits of receiving more detailed information related to the severity and escalation of complaints, in particular those complaints that are about staff members. It was also suggested that the Committee may benefit from receiving a flavour of those complaints under the category 'other'.

Referring to a possible increase in complaints culture, governors sought assurance that staff receive training to enable them to deal with expressions of dissatisfaction which can require a significant amount of staff time.

JO

The Committee agreed to receive information related to the severity of the nature of complaints and to complaints that are escalated beyond the initial stage.

8. Risk Register and Emerging Risks

The Committee considered the risk register which had not yet been updated since the last meeting, however the Audit and Risk Assurance Committee will consider a revised version at its next meeting.

The Committee sought assurance that the Business Services Committee had challenged the College in terms of the risk related to the increase in the cost of living and rising interest rates, which was confirmed.

Governors deliberated the medium risk rating for R8 'failure to achieve Ofsted outstanding' and concluded that it remained appropriate.

The Committee noted the risks

9. Future Meetings

9.1 Items to take to Board were agreed as:

- Emerging Results
- Catch-up funding
- Feedback report
- EDBV Annual report and action plan

9.2 Items for the next meeting

The Committee reviewed the cycle of business for the meeting on 28 November 2022.

9.3 Dates of future meetings

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

10. Minutes/reports for information

10.1 Safeguarding update

10.2 Summary of IB recommendations and response

10.3 EDBV Minutes 01.07.22

Signed by the Chair:



Date: 6th February 2023