

EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 19 June 2023 via Zoom

Present	Sue Clarke	Chair
	Emma Bradshaw-Smith	Vice Chair
	John Laramy	Principal/CEO
	Bindu Arjoon	
	Vicki Roberts	
	Phil Randall	
	Pamela DeGregorio	
From item 4.2	Zakia Volschenk	
Apologies	Tim Quine	
	Sangaralingam Ahilan	
Observers	None	
In Attendance	Jade Otty	Vice Principal
	Rob Bosworth	Deputy CEO/Principal
<i>Item 5.3 only</i>	Lisa Smith	Assistant Principal
<i>Item 7.1 only</i>	Gemma Noble	Executive Director of People and Organisational Development
<i>Item 6.1 only</i>	Lucinda Sanders	Director of Adult and HE
	Alison Layton-Hill	Head of Governance

1. **Welcome, Apologies and Declarations of Interest.** Action
 The Chair welcomed colleagues to the meeting. Apologies were received from Tim Quine. Sangaralingam Ahilan was not in attendance. There were no additional conflicts of interest declared.

 The Chair acknowledged that this would be Phil Randall’s last meeting and thanked him for giving his time generously to the College. All governors agreed that it had been pleasure working alongside Phil. It was also noted that this would be Ahilan and Zakia’s final committee meeting and the Chair 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 6 February 2023, as circulated, were agreed as a true reflection of the meeting.
3. **Matters arising**
 - 3.1 Quality and Resources Review update
 The Principal/CEO updated the Committee following the recent quality and resources reviews and the Committee noted that the sessions had been very

positive. Sally Wolkowski and Neil Hitchings had attended and will feedback to the Board on 7 July 2023.

3.2 Committee Chair's report

The Committee Chair shared her experience of attending the registration of asylum seekers at the College. She was exceptionally impressed at how the College actively sought out these young people at their temporary accommodation, found them appropriate courses and welcomed them with chrome books and learner lanyards. To witness how grateful and overwhelmed these vulnerable young people were was incredibly powerful and meaningful. The Chair warmly thanked all staff involved.

4. **Teaching and Learning**

4.1 Quality Cycle/Staff Development 2023/2024

The Committee received the presentation explaining a) the evolution of lesson observations b) the new teacher support package c) staff development focus, including a relaunch of the digital citizenship d) teacher appraisal update.

The Committee asked for reassurance that the Advanced Teaching Practitioners (ATPs) will have sufficient capacity to undertake the proposals. It was explained that consistent themes had been development with the ATP team which would contribute to reducing their workload.

Governors were supportive of the new observation grades; good or better, requires support and improvement, significant concern.

The Committee sought clarification as to how the 'learner experience' element of the feedback would be assessed. It was explained that this would be orally in person, through the survey and during lesson visits. Teachers would also be encouraged to reflect on what actions they have taken to make their curriculum delivery exciting and impactful.

Governors questioned how the process would be monitored to ensure it remains robust, rigorous and consistent. Observations would be paired to support quality control alongside a clear standards matrix and effective training and development.

The Committee considered the approach supportive and professional, and governors were hopeful it would have a positive impact on recruitment.

The Committee noted the report

5. **Responsiveness**

5.1 Department for Teaching, Learning and Development Annual Report

This item was postponed.

5.2 Student On Course Teaching and Learning Survey Outcomes

The Committee received the report and welcomed the improvement to the format and the increased completion rate. It was acknowledged that some questions needed to be evolved to bring further clarity of analysis.

Governors questioned elements of the survey. The small decrease in satisfaction about engaging with the tutor/course leader related to consistency between one to one and group tutorials. It was noted that additional work planned to Victoria House will improve the learner experience at that location. The reduction in satisfaction related to support with English and Maths was likely to be that those learners not required to take English and Maths GCSE were unclear how to respond to the question.

The Committee welcomed the co-construction of the survey with the Learner Leadership Team and encouraged staff to ensure that where there have been significant increases in satisfaction the practice is habituated.

The Committee noted the report

Lucinda Sanders joined the meeting for item 6.1 only

6. Quality Assurance

6.1 HE Student Voice

The Committee received the report and presentation and noted the diverse student population both in terms of background and reason for choosing Exeter College.

The HE student voice is captured through surveys, student representative meetings, in class visits and ad-hoc comments and suggestions. All these areas align to the development of the WRAAP programme. The Office for Students National Student Survey is responded to by students in their final year and the results will be received in early July. The overall satisfaction of Exeter College students is significantly above the NSS National Rate.

The Committee noted that communication with students is being further developed and the College intends to sign up to the AoC mental health charter to give mental health for students more focus.

Governors requested that contextual information is added to the report for future meetings as provides useful context for the raw data.

The Committee noted the report

6.2 Intensive Care Progress update

The Committee received the oral update on the intensive care courses and noted that in some areas there continues to be staffing issues. However, learners are achieving good exam results, are being supported with progression routes and receiving offers from UCAS. It was explained that one of the three subject areas may remain in intensive care for the following year.

The Committee noted the report

6.3 Retention and Attendance update

The Committee received the report and noted that attendance is a national challenge. Tutorial Area Managers are putting in place additional measures to tackle attitudes and behaviours. Mental health issues are increasing and the College is attempting to build learner resilience. Rail strikes have also impacted on attendance.

The Committee noted the report

- 6.4 QIP Progress
The Committee received the report and noted the positive overall progress.

The Committee noted the report

7. **Policies**

- 7.1 SEND Policy
The Committee received the revised policy and noted the minimal but important amendments. There were some proposed additions for clarification offered by governors which would be included in the final document.

The Committee agreed to approve the SEND policy, subject to the proposed additions

- 7.2 Admissions Policy
The Committee received the revised policy and noted the amendments. It was suggested that the policy should include a reference to the SEND policy. The Committee received clarity around the College's responsibility to ensure that under 18s are supported and living in appropriate accommodation.

The Committee agreed to approve the Admissions policy

- 7.3 HR Policies
The Committee received the following updated HR policies and the Executive Director of People and Organisational Development explained the changes:
- Leave for Parents
 - Pension and Retirement
 - Recruitment and Selection
 - Capability

Referring to the recruitment and selection policy, governors encouraged the College to give consideration to the diversity of interview panels.

The Committee was reminded of the Board's recommendation to introduce a half day special leave entitlement to staff where their children are starting a new nursery or school. It was confirmed that support for staff who have other caring responsibilities is reflected elsewhere.

The Committee agreed to:

- a) approve all the above HR policies**
- b) approve the additional of a half day special leave entitlement to staff where their children are starting a new nursery or school**

8. Risk Management

8.1 Risk Register

The Committee received the risk register that had been scrutinised by the Audit and Risk Assurance Committee on 5 June 2023 and considered the risks associated with this committee. The Committee noted and agreed the downgrading of the risk associated with recruitment of 16-19 year old learners to 3.

The Committee noted the risk register and did not propose any additional risks

9. 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 a reference to the inclusion of students at the Board Residential and that the Committee should aim for an improved level of attendance.

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

HofG

10. Future Meetings

10.1 Items to take to Board were agreed as:

- Quality Cycle
- Student on course survey feedback
- HE Learner Voice
- Intensive Care progress

10.2 Items for the next meeting

The Committee reviewed the cycle of business for the meeting on 2 October 2023

10.3 Date of future meetings:

- Monday 2 October 2023
- Monday 4 November 2023
- Monday 11 February 2024
- Monday 24 June 2024

11. Minutes/reports for information

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

- 11.1 Safeguarding update
- 11.1 Safeguarding and Prevent steering group minutes
- 11.2 EDI steering group minutes
- 11.3 Level 3 reform agenda
- 11.4 High Needs curriculum development progress update

Signed by Chair: 

Date: 2 October 2023