EXETER COLLEGE FURTHER EDUCATION CORPORATION

QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 23 June 2025 at 5.30pm in the SLT Meetings room, The Tower Building, Hele Road, Exeter

Present	Tim Quine	Vice Chair (meeting Chair)
	John Laramy	Principal/CEO
	Jess Adams	
	Pamela DeGregorio	
	Ashish Ghadiali	
	Antony Hart	
	Wilf Hudson	
	Adam Watt	
Apologies	Sue Clarke	Chair
	Bindu Arjoon	
	Victoria Roberts	
	Lindsay Skinner	
	Ayomide Okesola	
Observers	Abbie Sawyer	
In Attendance	Jade Otty	Deputy CEO
	Sam Hillman	Deputy Vice Principal
	Lisa Smith	Assistant Principal
	James Wilson	Head of Teaching and Learning
	Claire Lunn	Head of Student Experience, Careers and Tutorial
	Ben Arnold	Head of People
	Alison Layton-Hill	Head of Governance

1. **Welcome, Apologies and Declarations of Interest**   Action
   The Chair welcomed colleagues to the meeting and extended a particular welcome to Adam Watt to his first committee meeting. Abbie Sawyer was in attendance observing the meeting.

   It was noted that this would be Jess Adam's final governor meeting and the Chair thanked her for her valued contribution and insight as a student governor. On behalf of the Board, he wished her well for her future.

   The Committee also noted that this would be Lindsay Skinner's final meeting. Lindsay was on maternity leave, however the Chair thanked Lindsay for her support to the College. The Committee looked forward to welcoming Harrison Littler, headteacher of St Luke's school to the next meeting.

The Chair also noted that this would be Alison Layton-Hill's final Committee meeting at the College and the Committee expressed their appreciation for her support for the Committee and the College more broadly.

There were no declarations of interest received.

2. **Minutes**
2.1 The minutes of the meeting held on 3 March 2025, as circulated, were agreed as a true reflection of the meeting.

3. **Matters arising**
3.1 Governor feedback – Connect and the Hill
The Committee received Sue Clarke's informative report following her visit to Connect and the Hill. The comment related to signing would be rectified. **JO**

The Committee noted the assurance from the governor report

Ben Arnold joined the meeting

4. **HR Policies**
4.1 Pensions and Retirement
4.2 Recruitment and Selection
4.3 Capability
The Committee received the updated HR policies and the Head of People explained the minor changes.

The Committee questioned how the use of AI by applicants was impacting recruitment. CVs are not accepted which minimises the impact and the College ensures robust assessment exercises at the interview stage.

Referring to the pension and retirement policy, governors questioned the impact of the McCloud remedy on staff following the 2015 pension reforms. The issue had not been raised by staff, however the Head of People would **BA** undertake some research.

Clarification was requested and provided related to the difference between invoking the capability procedure for level three and level four observations. Assurance was also provided in terms of the process following the procedure being implemented.

The Committee agreed to adopt all of the above HR policies

Ben Arnold left the meeting. Claire Lunn joined the meeting

5. **Responsiveness**
5.1 Student On Course Teaching and Learning Survey Outcomes
The Committee received the report and noted a very high completion rate of 91% which gave assurance that the data was reliable.

Governors suggested that the question "I know what to do if I need help" may need some clarification as interpretations may differ ie. does 'help' refer to academic or mental health support.

The Committee noted the significant improvement in the frequency of 1-1 tutoring and questioned how that had been resourced. It was confirmed that staff have always had time allocated for tutoring, however systematic monitoring was now in place to check completion and quality.

CL

The Committee expressed an interest in receiving an analysis of whether lower retention correlates to learners receiving a lower level of tutoring support.

Governors noted actions taken since the survey report such as an increase in the IT budget, improved seating design in the CCI to increase social space and that year 1 tutorials now include information about UCAS.

There was a discussion related to wellbeing provision with a focus on responsibility, resilience and the need for the College to communicate clearly the extent of the wellbeing offer including consistency and the use of terminology. It was confirmed that learners had been able to feed in their views which included removing the stigma of needing wellbeing support. It was acknowledged that signposting learners how to report sexual harassment and bullying, and to whom, will be improved.

The Committee gained assurance from the report

Claire Lunn left the meeting. James Wilson joined the meeting

6. **Teaching and Learning**
6.1 Teaching and Learning Annual Report
The Committee received the report, and slides would be circulated with the minutes.

Governors questioned whether 'digital detox', ensuring that mobile telephones do not negatively impact on lessons, would be a decision at faculty level. It was confirmed that the concept had been positively received, and the approach will be extended. However, it would not be mandated College wide as the use of mobile phones was useful in some lessons.

The Committee questioned whether educators are sufficiently up to speed with rapidly changing technology including AI. There is a staff AI working group which is considering effective training and support and the staff development day in July will offer opportunities for digital training. Following challenge it was agreed to formulate a student AI working group.   **JW**

The new staff development track was explained and although attendance had been slightly disappointing, proposed changes are expected to improve attendance and engagement.

The Committee noted the report

James Wilson left the meeting. Lisa Smith joined the meeting

7.   **Quality Assurance**
7.1   HE Student Voice
      The Committee received the presentation and noted the 2024/2025 survey
      results. The completion rates had been disappointing, and steps had been
      taken to engage with learners about removing barriers to completion. It
      was noted that the low response rate has affected the reliability and
      meaningfulness of the data. It was suggested that being clear about the
      added value of participation eg. how feedback is acted on may help.

      It was agreed that the 'not applicable' response option should be retained
      as this helps to understand areas of provision that students are unaware
      of. It was also suggested that services such as libraries (in person and
      online) could be further explained.

      The Committee noted the report

7.2   Intensive Care Progress update
      The Committee received the oral update on the progress of those subjects
      that were receiving intensive care support. All three subjects had
      significantly improved and it was probable that two would be removed from
      the programme. It was recommended that one subject would receive
      additional support for a further year.

      The Committee noted the assurance provided

7.3   Retention and Attendance update including national benchmarking
      The Committee received the report and noted that learner attendance had
      improved by 1%. Retention tracking had also improved for 16-18.

      The Committee noted the published outcomes for all colleges regionally and
      nationally and was pleased at how well Exeter College was placed. It was
      accepted that the potential merger will impact on that position.

      The Committee noted the assurance provided

7.4   QIP Progress
      The Committee received the report and noted the positive overall progress.
      The challenges related to the validation of the health and nursing degree
      pathway was disappointing.

      The Committee noted the assurance provided

8.   **Accountability Agreement**
      The Committee received the Accountability Agreement for 2025/2026 and
      noted the provision that the College will deliver in the year ahead. It was

acknowledged that the Adult provision will need to be delivered in a more efficient way due to funding cuts. The focus on skills areas and construction in particular was highlighted.

The Committee was confident that the Accountability Agreement was clear and comprehensive.

The Committee agreed to:
- a) **upload the draft Exeter College Accountability Agreement 2025/2026 to the DfE website**
- b) **recommend the Exeter College Accountability Agreement 2025/2026 to the Board for approval on 4 July 2025 and subsequently upload a signed version to the DfE website**

9. **Risk Management**
9.1 Risk Register
The Committee received the risk register that had been scrutinised by the Audit and Risk Assurance Committee on 9 June 2025 and considered the risks associated with this Committee. The Committee also received a written update report from the Head of Exams related to the risk of insufficient space to successfully host exams.

The Committee expressed its thanks and congratulations to the exams team on a successful exam season, noting the increase in learners who require additional access arrangements.

It was explained that there is a separate risk register for the potential merger which is owned and monitored by the Joint Steering Group.

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

10. Committee SAR
The Committee received the draft self-evaluation and provided comments for inclusion including removing some repetition and referring to the Committee's use of benchmarking data.

The Committee agreed the self-evaluation subject to additional comments made

11. **Future Meetings**
11.1 Items to take to Board were agreed as:
- Teaching and Learning annual report
- Accountability Agreement
- Student on course survey feedback
- HE Learner Voice
- HR Policies
11.2 Items for the next meeting
The Committee reviewed the cycle of business for the meeting on 29 September 2025

11.3 Date of future meetings:
- Monday 29 September 2025
- Monday 1 December 2025
- Monday 2 March 2026
- Monday 22 June 2026

12. **Minutes/reports for information**
     The following reports were **received and noted:**
12.1 Safeguarding and Prevent steering group minutes
12.2 EDI steering group minutes
12.3 Safeguarding update