



**MINUTES of the Meeting of the Education Committee
held on Monday 14 November 2022 at 16.00**

via remote participation

Members present:

Annamarie Douglas
Oskar Andjelic
Susanna Lawson
Kathryn Skelton
Mark Smith
Steven Stanley

External Member/Chair
Student Governor
External Member
External Member
CEO
External Member

In attendance:

Tom Fogden
Tina Götschi
Jacky Gearey

Dean for items 2.3, 2.4, 2.7 and 2.8
Principal for items 2.3, 2.4, 2.7 and 2.8
Clerk

Quorum 2 members

Items		Action by
	<p>Apologies for Absence 1. Lisa Kattenhorn There were no other apologies.</p> <p>Declarations of interest There were no declarations of interest.</p> <p>Opening of meeting The Chair opened the meeting at 16.03 and welcomed Susanna Lawson to her first meeting.</p>	
2.1	<p>Minutes of Previous meeting The committee approved the minutes of the meeting held on 28 September 2022 as an accurate record.</p> <p>Resolved that the minutes were an accurate record of the meeting 28 September 2022.</p>	
2.2	<p>Matters arising from above (if not covered by the agenda) Item 2.4(ii) ELT need to consider how to present to the Committee QTLA targets set by staff so that there is clarity about what areas are good and those identified for development and improvement. This will be covered at the next meeting Item 4.8 - to provide information on short courses for all future meetings – Dean provided an update explaining that there had been difficulty in hiring for the role to cover this but there was now a new person in post for December. This will be covered at the next meeting.</p> <p>All other actions had been closed off and there were no further matters arising.</p>	
2.3	<p>Safeguarding and Prevent Report The Chair asked that the report be taken as read and asked the Principal and Dean for highlights.</p> <p>Sixth Form Principal advised of a potential permanent exclusion of a student and that both the Safeguarding Lead and Board Chair had been advised.</p>	

	<p>The number of students being supported by the safeguarding team had gone down slightly due to fewer incidents being reported to the Safeguarding team. The attendance tracker continues to help to monitor attendance effectively and attendance has improved. The Attendance Intervention has made an impact and we are carrying on using the same intervention strategies. In-depth bespoke work is happening to support students who are finding it difficult to attend college</p> <p>Apprentices As for the sixth form, all statutory staff training has been completed. The College is working on an apprenticeship programme partnership with Legal & General (L&G) and the National Autistic Society which would include further training on autism for the apprenticeship team, to help support L&G apprentices on the programme.</p> <p>Prevent No concerns raised.</p> <p>CEO advised that the College is setting up a Safeguarding Council to cover the College sites. This had been identified as an overall need because of the forthcoming move to Victoria where there will be a mix of learner ages. There will as a result be more training for learners with the expectation to self-report.</p> <p>Safeguarding and Prevent Implementation Agenda This came out of NCG peer review and articulates a coherent college wide approach on how the Safeguarding and Prevent Policy is implemented so that staff, governors and external stakeholders can easily understand and comply with the requirements. It was discussed whether this should be added to the safeguarding policy with the decision that it would not be included.</p> <p>Safeguarding Policy The Chair flagged the issues raised at the last meeting with the CEO confirming that the comments from the previous meeting had been addressed and the policy amended accordingly in accordance with the latest Keeping Children Safe in Education (KCSIE) 2022 and Ofsted Education Inspection Framework (2022). The committee felt that some of the language ought to be clearer and it was decided that once this was actioned the revised policy would be sent to the committee for final review and then approval to be sought via remote decision.</p> <p>Resolved that:</p> <p>(i) the Safeguarding and Prevent Report was received and noted by the committee</p> <p>(ii) the Safeguarding policy was received by the committee and further to a final review by the committee, approval would be sought via remote decision, before then recommending to the Board for approval.</p>	
2.4	<p>2021/22 Draft College SAR Further to the discussion and comments at the previous Education meeting the following major changes have been made:</p> <ol style="list-style-type: none"> 1. Format has been revised 2. Greater use of evidence and examples to support strengths and areas for development in the Quality of Education section. 3. A reduction in the Leadership and Governance narrative to make it more focused and example driven 4. Incorporation of more data and evidence to underpin Safeguarding and SEND learner sections 5. Under quality of education table, recommendation to upgraded three categories to Outstanding i.e. Curriculum Intent, Impact and Behaviour and Attitudes. 	

	<p>Committee commented that the report was clear and concise, and the evidence presented was good. The following points were discussed with actions identified:</p> <ol style="list-style-type: none"> 1. Some data mismatches, therefore, a need to unify the data 2. Bring together the strengths 3. Clarify in the report whether there are recommendations or judgements. 4. Headlines need to be underpinned with rationale, pinpoint the areas to improve <p>The Chair said that this now reads as one document and agreed with the comments made. CEO said that this revised document (incorporating the points above) will be sent around again to the committee via link for final comment. The CEO asked for the Chair and committee's view on the grading and whether they supported those areas identified as outstanding. The committee discussed this at length and agreed that:</p> <ul style="list-style-type: none"> • Behaviours and Attitudes are outstanding but needed to be cross referenced with evidence in the report across both areas of provision • Impact to remain as good as it needed more data analysis; and • Curriculum Intent to remain as good as needed more evidence, the committee citing if both the students and employers were happy with the curriculum and was this bespoke to them. <p>In consideration of the above, the committee felt that the quality of education table needed to be simplified with one overall grade of good.</p> <p>The committee approved the draft College SAR subject to the comments made at the meeting and recommended it to the Board for approval.</p> <p>Resolved that the draft 2021/22 College SAR was received by the committee and recommended to the Board for approval</p>	
2.5	<p>Continuous Improvement Plan (CIP) 2022-2023</p> <p>The CEO explained that the CIP drives the sustained, incremental improvement of the College's teaching, learning and assessment practices and the operational activities that underpin these. The ELT members and their teams own the definition and implementation of the CIP which defines their 'Priority Pebbles' that ensure teams are on track to achieve their Areas of Focus that are set out in the College's 3-year Strategy. For further clarification there are three 'sprints' in the year with mid points in between to update the relevant sections.</p> <p>The committee liked the holistic document and felt this was an easy and informative read. Of note was that staff recruitment remained an ongoing issue, much of this was salary related with no immediate solution. The committee appreciated that this was a sector wide issue.</p> <p>Resolved that Continuous Improvement Plan (CIP) 2022-2023 was received and noted by the committee</p>	
2.6	<p>Review and approval of Policies</p> <p>The Safeguarding policy was covered under item 2.3.</p>	
2.7	<p>Provision delivery to include achievement outcomes 21/22, attendance and retention 22/23</p> <p>Sixth Form</p> <p>Outcomes - diplomas – these were excellent results with a high number of D*-D grades. The A levels results were good especially for Maths but there was a lack of higher grades (A*-B) in the other subjects. As for progression, 54% of students went onto University, 23% to apprenticeships (7% of which are Ada Apprenticeships). This</p>	

	<p>continues to be an area for development and 22% going into work or taking gap years. Attendance - remains above the 92% target at 94%. Retention - there are 77 students on roll. The new year 12s are rigorously monitored over their first 6 weeks looking at academic effort, progress and attitude and bringing in parents/carers where support from home was necessary.</p> <p>Apprenticeships Outcomes - the pass rate remains very high. The QAR has been gradually increasing over the past 4 years and it is hoped to be over 80% this year. Currently in the EPA stage for the largest intake which will result in new QAR data in December. Attendance – this has been over 92% for the past year and over 94% for the past 3 months and is strongly related to the hybrid delivery format which most learners prefer for most modules. Retention - this is driven by approximately a third of leavers getting higher paying jobs elsewhere, one third in organisations which offer them full time roles before the completion of their qualification and one third being let go by the firm - frequently due to complex personal issues.</p> <p>The committee asked if the results were as expected, and the Principal said yes, and their progression was as predicted although progression onto Ada apprenticeships as mentioned above was low. The Dean advised that retention was still an issue citing Google as an example where students often leave before completing their apprenticeship due to a better offer from the employer.</p> <p>Resolved that the Report on the Provision delivery include achievement outcomes 21/22, attendance and retention 22/23 was received and noted by the committee</p>	
2.8	<p>Learner View: summary reports on surveys and student representation group feedback Sixth Form The Principal gave a brief overview highlighting the following strengths: Teaching and Learning, Progression/Career, Safe and respectful environment. The areas for Improvement included encouraging teachers to award Kudos point and raising the profile of these positive behaviour points. More work was being done on personal and skills development. The Chair asked how the cohort was settling in this year, with the Principal advising there was some challenging behaviour to deal with and that help in student socialisation was a priority. The Student Governor feedback that sixth form students were happy with PSHE but wanted more debates and for lessons to have more variable content e.g. money.</p> <p>Apprenticeship The current launchpad has scored a bit lower than the previous one with feedback that programming was harder for students with limited experience although it was on average rated as good and very good. It was noted that some external lecturers on occasion do not capture feedback effectively. The</p> <p>The Chair thanked both the Principal and Dean for the feedback.</p> <p>Resolved that the Learner View summary reports on surveys and student representation group feedback were received and noted by the committee</p>	
2.9	<p>Leaner satisfaction and surveys This was covered under item 2.8</p>	
2.10	<p>Academic Board Minutes The minutes of the meeting held 13 September 2022 were previously minuted and the next meeting is scheduled for 13 December 2022.</p>	

2.11	Any Other Business CEO advised that Chris Payne is doing a curriculum efficiency review. The Chair thanked everyone for their contributions and the ELT for their hard work. There was no other business	
2.12	Items to be taken forward to the Board for approval: 1. Safeguarding Policy via remote decision 2. College Self-Assessment Report for 2021-22	
2.13	Dates of the next meetings for 2022-23: <ul style="list-style-type: none">• 22 March 2023 at 16.00• 21 June 2023 at 16.00	
	Close of Meeting Meeting closed at 18.02	