



**MINUTES of the Meeting of the Education Committee  
held on Monday 21 March 2022 at 16.00 via remote participation**

<p><b>Members present:</b> Anna Douglas Oskar Andjelic Lisa Kattenhorn Kathryn Skelton Mark Smith</p> <p><b>In attendance:</b> Tom Fogden Tina Götschi Mumtaz Patel Malini Sarkar  Jacky Gearey</p>	<p>External Member/Chair Student Governor External Member External Member CEO</p> <p>Dean Principal for item 3.2, 3.3, 3.4, 3.5 Assistant Principal Assessment and Progression for item 3.9 Assistant Principal Pastoral and Designated Safeguarding Lead (DSL) for items 3.3 &amp; 3.4 Clerk</p>
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**Quorum 2 members**

Agenda Item		Action by
	<p><b>Apologies for Absence</b> There were no apologies.</p> <p><b>Declarations of interest</b> There were no declarations of interest.</p> <p><b>Opening of meeting</b> The Chair opened the meeting at 16.02 and welcomed Oskar Andjelic to his first meeting.</p>	
3.1	<p><b>Minutes of Previous meeting</b> The committee approved the minutes of the meeting held on 15 November 2021 as an accurate record.</p> <p><b>Resolved that the minutes were an accurate record of the meeting 15 November 2021.</b></p>	
3.2	<p><b>Matters arising from above (if not covered by the agenda)</b> Item 4.3 – comms strategy for sixth form literacy/oracy - see item 3.4 Item 1.4 – safeguarding - provide a verbal report on IT filtering - see item 3.3 Item 1.8 - an update on first 360 review process and teacher improvement plans and to link into CIP – to be advised Item 1.10 - update on the action plan that comes out of the Apprenticeship Programme Review and implementation - see item 3.7 Item 2.3 - provide an action plan on outstanding items with key players/ owners for the next meeting regarding the safeguarding audit – covered under 3.3 Item 2.4(i) provide updates of KPIs as appropriate at next meeting – CEO asked for this to be a separate agenda item for next meeting. Chair agreed Item 2.4(ii) provide update on the Quality of teaching and learning assessment targets – To be advised</p> <p>All other actions had been closed off and there were no further matters arising.</p>	

<p>3.3</p>	<p><b>Safeguarding Audit Actions Update and Safeguarding Report</b> The Principal provided the following updates on the Safeguarding Audit Actions which had not been closed off since the previous meeting as follows:</p> <ul style="list-style-type: none"> <li>• College to have spare inhalers and auto injector pens – ordered waiting for delivery</li> <li>• Re-visit with the IT manager if the current IT filtering system is effective in keeping learners safe. New IT manager is conducting an audit of SmoothWall and working with Smoothwall to improve the filtering system as well as use of Guest and BYOD networks and logging.</li> <li>• A lead educational visits coordinator to be identified to risk assess all trips, ensuring trips are appropriate and safe for learners to attend. Malini Sarkar appointed however trips/visits not allowed until her training is completed and the policy updated. Principal said that as this was near the end of the spring term, there would be no trips organised for the rest of the academic year.</li> <li>• Ensure two staff complete the Managing Medical Needs training – this may not be necessary</li> </ul> <p>The CEO said that there was still some health and safety issues to be addressed however there was health and wellbeing training for staff being undertaken and the provision of a college counsellor which covered both sites. The Dean concurred with this further explaining that they were looking for the declarations of health issues, beefing up health and wellbeing during the Launchpad and using a classroom dedicated to well-being.</p> <p>The Chair noted that there were still several outstanding actions and asked for update on these at the next meeting.</p> <p>Chair asked that the safeguarding audit actions be updated and to be incorporated into the safeguarding report going forward.</p> <p><b>Sixth Form – Safeguarding Report</b> The number of students being supported by the safeguarding team remains the same irrespective of the return to onsite learning for all learners four days a week. All students will return to 100% onsite provision in the summer term. A new attendance tracker has also been implemented to better track repeated non-attenders, and the safeguarding implications that accompany this. Also attendance Intervention is now in place with in-depth bespoke work to support students finding it difficult to attend college. The Health and Wellbeing information form and agreement for the college to administer medicine has been sent out to Parents/Carers and students to ensure all health information on record is up to date and includes Covid vaccination information albeit this is optional.</p> <p><b>Apprentices - Safeguarding</b> Three apprentices have used the counselling sessions provided, finding them beneficial. Training on CPOMS has been delivered to all essential staff and apprenticeship staff and the new apprentice cohort attended prevent training carried out by the regional HE/FE coordinator for London.</p> <p><b>Resolved that;</b></p> <ul style="list-style-type: none"> <li>(i) <b>the Safeguarding Audit Actions Update and Safeguarding Report were received and noted by the committee</b></li> <li>(ii) <b>Safeguarding audit actions to be updated and incorporated into the safeguarding report going forward for Principal and Dean to action</b></li> </ul>	
<p>3.4</p>	<p><b>Sixth Form Comms Strategy (literacy and oracy)</b> The Principal explained that literacy and oracy, part of the Ada skills and curriculum intent, were embedded across the College within the framework presented. This was done through the work of the teachers in lessons with reading coming under this umbrella and had considerable impact with the students now well versed in this. The Chair said that there were lots of opportunities to use this and the committee asked</p>	

	<p>about the evaluation of the metrics. The Principal said this could be seen in the reflective statements of the industry projects additionally it also improved learners' confidence when presenting. The Student Governor added further clarity by saying that writing aims, and highlights of achievements would be useful in these statements. There followed a discussion on the percentage of EAFL learners in the College, how they were supported through the comms strategy and their funding and whether there should be reference in the document that there was additional support for such learners. How does this translate into the apprenticeship programme? The Principal advised that this was still a draft document and there were sections that required further work. Finally reference was made to a certificate programme and how would this work in practice, Principal said looking at digital credential platforms e.g. Credly which enables organizations and individuals to recognize, communicate and track verified achievements.</p> <p><b>Resolved that Sixth Form Comms Strategy (literacy and oracy) Framework was received and noted by the committee</b></p>	
3.5	<p><b>Learner Assessment Processes and Tracking</b> <b>(i) Sixth Form</b></p> <p>Principal advised that there are 3 assessment cycles to date this academic year. The BTEC results were strong, with January Exam results in late March enabling the College to give a stronger prediction of final achievement in BTECs. A level results are lower than target, but not different from previous pre-Covid years. Subject interventions are taking place weekly and April revision sessions are planned to support students to make better progress. Attendance is low, impacted by students who have had Covid and had to isolate, and also by a range of physical and mental health issues that students are facing. As previously mentioned above there is a system in place to track and monitor students and improve attendance and sixth form will return to 100% face to face onsite learning for the summer term. Retention was currently 100%. Of note was staff absence due to Covid which has been an issue, and this is replicated in the national picture which the committee noted. The Chair observed that separating the attendance group figures has been useful and asked if there a backup plan with so many teachers off sick. The Principal advised that the situation was very challenging but was being managed with teaching some cohorts together.</p> <p><b>(ii) Apprenticeships</b></p> <p>Students have received excellent results on the completion of their exams e.g. 40% received a first class degree from the 40 that completed, and the OU had posted some very positive comments on the quality of the dissertations presented. The Dean re-iterated the fact that there was real rigour in this and that although 10% did not complete their courses this was not because of failure but they had been offered a permanent job by their employer. The downside to this was that the College loses it funding and the apprentices do leave with a degree. The Chair suggested that this should be a footnote to the SAR on this. The Chair said that the College needed to track all learners better once they left the programme to demonstrate the power of advancement that apprenticeships provide, and discussion followed on the means of tracking and the possible employment of an alumni officer.</p> <p>The committee asked about remote resources for those isolating namely were there any plans for covering this and hybrid working. The Principal said that all of the materials can be accessed remotely, the difficulty was in face to face teaching with hybrid working proving difficult. The was duly noted by the committee who appreciated the difficulty of hybrid working.</p> <p><b>Resolved that Update on Learner Assessment Processes and Tracking was received and noted by the committee</b></p> <p>Malini Sarkar left meeting at 17.00</p>	

<p>3.6</p>	<p><b>Continuous Improvement Plan (CIP) Update</b> The CEO provided a snapshot of the key areas for improvement first for the sixth form and then apprentices and said that there were three improvement sprints a year, one per academic term. The format has changed to allow a greater focus on improvement and approaches and the feedback received was that this was working well. The Chair said that this was very useful but would benefit from a summary at the start plus it would be useful to see at the end of year for just the educational points. CEO said that a dashboard could be used on the first page as would summarise the priorities and their status. The Chair asked about the open evenings, if recruitment was going well and were there any issues. CEO said a lot of work was being done on assessment centres and it was still challenging with the communication going out shortly about the move to Victoria and whether this would have an impact on recruitment. The committee understood the concern but that the move could on the contrary be a positive draw to the students.</p> <p><b>Resolved that the Continuous Improvement Plan was received and noted by the committee</b></p>	
<p>3.7</p>	<p><b>Curriculum Intent</b> The Dean provided an update on the action plan that came out of the Apprenticeship Programme Review and implementation. This policy aims to involve and promote understanding and contribution to an academically ambitious and inclusive curriculum from all stakeholders. Moreover, the curriculum intent has formed the basis of the 16-19 programmes and Higher Level and Degree Apprentices. The College will seek to review the effectiveness of the curriculum design and delivery every 2-3 years. The committee asked about how the College would build better communications with external stakeholders/employers? The Dean explained that this is being done through hosting a series of roundtable events with employers, the possible automation of employer reports and the recruitment of a new marketing manager and business development manager. The Chair asked about BTECs and there followed a lively discussion on whether they will be extended and supported, albeit the College only has an interest in the Computing BTEC which had a smaller uptake generally.</p> <p><b>Resolved that the Curriculum Intent Update was received and noted by the committee</b></p>	
<p>3.8</p>	<p><b>Apprenticeship Programme Review</b> The Dean briefed the committee on actions taken following the review stressing that progress is inhibited due to financial uncertainty:</p> <ul style="list-style-type: none"> <li>• a large number of activities which cover improving the existing offering underpinned by new IT systems to improve learner experience</li> <li>• hosting employer roundtables – referred to at 3.6</li> <li>• recruitment of bespoke personnel e.g marketing and business development manager</li> <li>• delivering a level 6 DTS Cyber Security and level 4 qualifications. The committee asked about these levels wherein the OU is directive about what is studied for the degree qualifications and level 4 is more flexible offering more choices,</li> <li>• rolling out a programme of short courses</li> <li>• review decoupling of level 5 and level 6 qualifications</li> <li>• delivering a hybrid launchpad for learners in London, Leicester and Manchester with the intention of learning more about optimising learner experience</li> <li>• redesigning the launchpad to better integrate data analysts</li> </ul> <p>The student governor raised the issue of looking at long term goals for diversity e.g. 1 day hackathons for younger audiences. Dean said that the College was looking at outreach projects and trying to find suitable partners thereby increasing the database</p>	

	<p>with the right diversity markers. The Chair asked how the core team was being built up? Recruitment was marginally easier in Manchester and the College was looking to scale up and grow but that the costs of the new building is the challenge. For reassurance the CEO had just received confirmation that two major employers had confirmed apprentices for the College but that the main issue is the ability to match the salaries being offered by competitors.</p> <p><b>Resolved that the update on Report on the Apprenticeship Programme Review was received and noted by the committee</b></p>	
<p>3.9</p>	<p><b>Learner Progression and destinations</b> The Chair asked that the Learner Progression and destinations be taken as read and asked for any questions. There were none.</p> <p><b>Progression Curriculum Plan</b> The Assistant Principal Assessment and Progression explained the curriculum plan which aims to support Ada staff in giving students the very best career progression by providing an effective careers programme. The progression plan lays out how all educators at Ada will contribute to this aim by:</p> <ul style="list-style-type: none"> <li>• being a two year continuous approach</li> <li>• supporting Ada staff to give students the very best career progression</li> <li>• ensuring all students benefit from high academic, technical and vocational ambitions.</li> <li>• being ambitious for disadvantaged students, those with SEND and those with high needs.</li> </ul> <p>It was also explained that Gatsby Benchmarks are used to evaluate the curriculum plan. The Chair asked for any comments which included a question about the requirement for level 6 careers guidance provision which is akin to an M.Sc. and therefore it was felt that the College should signpost why it does not cover this. Discussion on the use of volunteers followed and their use which although very informative was very time consuming to record and their presence variable. The committee finally asked if students could build their own profile and tie this into a LinkedIn profile. The Assistant Principal Assessment and Progression agreed that this could be considered. The committee were asked to recommend this to the Board for approval after which it would be posted on the College website. The committee so approved the Progression Curriculum Plan.</p> <p>The Chair said the information was well presented and very clear and thanked the Assistant Principal Assessment and Progression.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(i) <b>the Report on Learner Progression and destinations was received and noted by the committee</b></li> <li>(ii) <b>the Progression Curriculum Plan was received and recommended to the Board for approval</b></li> </ul>	
<p>3.10</p>	<p><b>Learner Representation Groups &amp; Satisfaction surveys</b> Minutes of recent Apprenticeship Staff Student Liaison Committee (SSLC) were presented covering learning, teaching and assessment, academic support and communications and quarterly reviews. The feedback given had been useful and the module feedback dashboard snapshot was included for reference.</p> <p>There had been no sixth form feedback collected since the last meeting when recent survey results were discussed and analysed. Further survey due to go out at the end of the Spring term.</p>	

	<p>The Chair asked that in future any paper presented on this could identify if there were any issues on a covering executive summary.</p> <p><b>Resolved that;</b></p> <p>(i) <b>the Learner Representation Groups &amp; Satisfaction surveys were received and noted by the committee</b></p> <p>(ii) <b>all papers presented to identify if there were any issues on a covering executive summary</b></p>	
3.11	<p><b>Academic Board Minutes</b></p> <p>The minutes of the meeting held 14 December 21 covered:</p> <ol style="list-style-type: none"> <li>1. Recent modules – students' feedback – students experience weaker for second launchpad due in part to issues with network cyber-attack; SDLC project not suitable for students on DA pathway.</li> <li>2. Staff-Student liaison committee meeting – 4 new members joined committee; lack of transparency and clarity for some modules raised by students and students' want to be involved in agenda setting</li> <li>3. Degree conferment and EPA process – discussion on primary and secondary research based dissertation</li> <li>4. Continuous Improvement – observations, peer-to-peer and cross provision from Manchester and London campuses are planned</li> <li>5. OU Institutional re-approval – OU to visit campus 28 March 22 and the revalidation of programmes takes place after that date.</li> <li>6. Sexual Harassment Policy – signed off by the Board 13 December 21</li> </ol> <p>CEO commented that the institutional re-approval as previously advised was shortly to take place and one of the members of the Academic Board will be present. The Chair asked when the outcome of the validation would be notified. CEO said it should be for the next meeting.</p> <p><b>Resolved that:</b></p> <p>(i) <b>the Academic Board Minutes were received and noted by the committee</b></p> <p>(ii) <b>CEO to provide the outcomes of the OU validation</b></p>	
3.12	<p><b>Any Other Business</b></p> <p>The CEO advised that a summary table had been inserted at the end of the of the Self-Assessment Executive Summary providing a Summary of Key Improvement Strategies in 2021 – 2022 for Sixth Form and Higher Level Apprenticeships. The CEO asked that this be reviewed and signed off for submission to Ofsted. The Chair asked for any observations, there were none and committee agreed and approved the Self-Assessment Executive Summary</p> <p><b>Resolved that the Self-Assessment Executive Summary was noted and approved by the committee</b></p>	
3.13	<p><b>Items to be taken forward to the Board for:</b></p> <ol style="list-style-type: none"> <li>(i) Safeguarding and Prevent report - information</li> <li>(ii) Progression Curriculum Plan - approval</li> <li>(iii) Learner progression to be included in CEO's overview - information</li> </ol>	
3.14	<p><b>Dates of the next meeting</b> - to be advised for June 2022.</p>	
	<p><b>Close of Meeting</b></p> <p>Meeting closed at 17.55</p>	