



**MINUTES of the Meeting of the Education Committee
held on Monday 27 November 2023 at 16.00
via remote participation**

<p>Members present: Steven Stanley Annamarie Douglas Susanna Lawson Kathryn Skelton Mark Smith</p> <p>In attendance: Tom Fogden Tina Götschi Ryan Manning Dr Geoff Stevenson Jacky Gearey</p>	<p>External Member/Chair External Member External Member External Member CEO</p> <p>Dean for 2.6 Principal for items 2.5, 2.6 and 2.7 Designated Safeguarding Lead (DSL) for item 2.3 Director of Degree Apprenticeships for items 2.5, 2.6, 2.7 and 2.9 Clerk</p>
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Quorum 2 members

Items		Action by
	<p>Apologies for Absence 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 16.06 and advised that Mark Smith and Tom Fogden would be joining the meeting later due to a meeting which could not be moved. As a consequence item 2.4 would be taken after item 2.5.</p>	
2.1	<p>Minutes of Previous meeting The committee approved the minutes of the meeting held on 10 October 2023 as an accurate record.</p> <p>Resolved that the minutes were an accurate record of the meeting 10 October 2023.</p>	
2.2	<p>Matters arising from above (if not covered by the agenda)</p> <p>All actions had been closed off and there were no matters arising.</p>	
2.3	<p>Safeguarding Policy The policy has been amended accordingly in accordance with the latest Keeping Children Safe in Education (KCSIE) 2023 and Ofsted Education Inspection Framework (2022). The Chair said that the policy was extremely comprehensive and thorough with some minor references discussed to be checked i.e. reference to school and college in the document plus inclusion of up to date links. The Principal confirmed that the referenced behaviour policy (which was approved at the previous meeting) will be reviewed annually.</p> <p>The committee recommended the policy for approval to the Board.</p> <p>The Chair asked for any additionally comments from the DSL who highlighted that there was an increase in mental health issues affecting student attendance and that going forward consideration needs to be given to a fitness to study policy. The committee did raise the issue of Prevent discussing how to keep staff up to date with what is currently happening including external specialist speakers for learners.</p>	

	<p>Safeguarding and Prevent Report</p> <p>The DSL reported that there had been an additional 81 incidents referred to the safeguarding team since the last meeting in October. This gives a running total of 146 incidents for this academic year and is significantly higher than the entire last academic year reflecting an increase in awareness of staff to the challenges learners face, but also a likely increase in need with increased levels of learners across both provisions. Welfare concerns remain the highest caseload across the provisions, with mental health being the biggest area of concern. The current policies provide an effective framework to deal with safeguarding incidents. The Chair asked if there had been an increase in apprentice referrals which DSL confirmed as this was now coming through the College staff rather than being disclosed through the employers. Where an employer does know about this, the College was working alongside employer. The committee then discussed what were the differing thresholds/baselines for the induced stress for degree apprentices to include mental well-being provisions and looking at workshops to alleviate the pressure points. The committee asked about funding for high learning needs students although there were no apprentices with high needs, there were some apprentices with SEND issues. Principal said in dealing with mental health there was a staff capacity constraint. e.g. student counsellor only worked 3 days a week. The committee asked if they could be kept up to date throughout the year regarding this workload albeit this is usually referred to in this report. The Chair also offered to speak to the DSL offline regarding any help that he and/or the committee could provide.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Safeguarding and Prevent Report was received and noted by the committee (ii) the Safeguarding policy was received by the committee and recommended to the Board for approval (iii) DSL/Principal to flag any safeguarding workload issues to the committee (iv) Chair to speak to DSL offline regarding workload 	
2.4	<p>2022/23 Draft College SAR</p> <p>Further the comments from the previous Education meeting and subsequent reviews, the final draft of the SAR was presented. Gradings were as presented: with the exception of Curriculum Intent, Behaviours and Attitudes and Personal Development which were graded Outstanding. all other areas were graded Good, giving an Overall Effectiveness – Good. Headline strengths noted as:</p> <ul style="list-style-type: none"> • Almost all students achieve their full potential with high QAR achievement for 16-19 students & high and improving Apprenticeship EPA completion rates, both above national averages, especially for those from lower socio-economic and ethnic minority backgrounds reflected in positive and high destination data for alumni & high grades. • Industry engagement with learners & the curriculum remains exceptionally high. Sixth Form and Apprenticeship curricula are informed by regular industry review and consultation. Industry engagement in the classroom is of a consistently high standard based on learner feedback • Student Achievement in Computer Science BTEC, making up over 60% of each 16-19 student's curriculum is very high • Learners are ambitious in their goals to achieve aspirational roles in the tech sector and a very high proportion go on to achieve their goals. • Student and apprentice attendance is greater than 92% significantly exceeding regional and national benchmarks 	

	<p>The Chair said that checking the “pebbles on the beach” to ensure that they are linked going forward would be good and CEO confirmed that he would do the final check.</p> <p>Finally the Chair said that going forward it would be good to have actual student comments within the report as they were so positive and also the percentage of students going into work or on to a gap year albeit further figures to chase. Ultimately the committee felt that the SAR read really well and recommended the draft College SAR to the Board for approval.</p> <p>Resolved that the draft 2022/23 College SAR was received by the committee and recommended to the Board for approval</p>	
2.5	<p>Continuous Improvement Plan (CIP) 2023-2024</p> <p>As previously minuted the sixth form and apprenticeship specific CIP components for the CIP Sprint 1, covers the period from 21 Sept. to 14 Dec the first 12-week period. There was a greater focus on embedding Quality Improvement Processes with a more coherent focus on shared pedagogical understanding and improvement across sixth form and apprenticeships. The CEO confirmed that all teaching staff will have individual improvement plans in place by January 2024.</p> <p>Sixth Form –</p> <p>The Principal advised that the priorities were split amongst the team and highlighted the following:</p> <p>Safeguarding coordinated across both programmes as both sixth form learners and apprentices share the same building, this was discussed under item 2.3. The T Level in Digital design and development will be offered at the College from Sept 2024, with the aim of enrolling 20 students (with a tolerance of 20%). Funding has been received for setting up and planning this provision from the DfE. Whilst recruitment for the lift off days (previously the assessment centre days) was good, the Principal discussed the challenges around staffing for the weekend lift off days with the committee discussing the pipeline and the difference in applications and attendance for these lift off days.</p> <p>Mark Smith and Tom Fogden joined the meeting at 17.07.</p> <p>Apprenticeships</p> <p>Improvement of quality of TLA through CPD sessions established and expectations on CI process embedded in objectives n Access HR. Key data about performance and progress across apprenticeships is clearly accessible and visible, and used regularly in team meetings and individual conversations. New module feedback form designed and ready for roll out with ownership of collation and presentation of data with delivery team. Further development on the progression pathways for lectures and skills coaches is required. These pathways will be an important step for staff retention and development, creating a framework to allow people to take on additional responsibilities (supporting with ownership and accountability). Finally the apprenticeship recruitment volumes pipeline forecasts 25, but aim is for 40 for the spring intake which would significantly exceed any previous spring numbers.</p> <p>There were no further questions.</p> <p>Resolved that Continuous Improvement Plan (CIP) 2023-2024 was received and noted by the committee</p>	
2.6	<p>Leaner satisfaction and surveys</p> <p>Summary points highlighted covered the feedback which remained on track to meet the 4.0 target though some modules were still dropping below 3.5, as noted previously there was very low/no correlation between response rate and feedback score nor any correlation between class size and feedback score. The Chair asked that going</p>	

	<p>forward there be consistency either in point value or percentage. A new module feedback collection form and system has been introduced to streamline data collection and analysis. The committee asked if there was any benchmarking on this which the CEO confirmed there was not and if there was, it would be questionable how useful this would be. The apprentice and employer external annual surveys still need to be carried out. The Director of Degree Apprenticeships additionally referred to the standardised education MI, including learner feedback for information.</p> <p>The Chair asked given the feedback, if there were any additional questions to include in the surveys and if the results of these surveys had any impact on what the College does going forward. The committee felt that given feedback fatigue from learners, this information would be useful to know as it is important for the learners to be heard. CEO said that some of this was being actioned.</p> <p>Resolved that Learner satisfaction and surveys report was received and noted by the committee</p>	
<p>2.7</p>	<p>Provision delivery to include achievement outcomes, attendance and retention Sixth Form</p> <p>Outcomes - The T Level in Digital design and development will be offered at Ada from Sept 2024 with the College committed to enrolling 20 students (with a tolerance of 20%. Funding has been received for setting up and planning this provision from the DfE.</p> <p>Attendance - remains above the 92% target at 93% of note persistence absence is still high albeit some is due to travel difficulties and issues with travel bursaries.</p> <p>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 parents/carers are brought in where support from home was necessary.</p> <p>Predicted QARs 2024 – QAR 85%, Retention 85% Pass 100%</p> <p>Recruitment – application pipeline is meeting 2019 levels which was encouraging. Additionally as the College is now in its new building it is thought this will make a positive impact.</p> <p>The committee discussed the A Level results and asked what interventions were required to improve the grades. Principal explained the process providing details on the following A Levels: graphics, psychology, business studies and media (these last two subjects have new teachers and require additional support). CEO reaffirmed that there was still a difficulty in the recruitment of quality teachers.</p> <p>Steve Stanley briefly left meeting at 17.47 and Annamarie Douglas took over as acting Chair.</p> <p>Apprenticeships</p> <p>Volumes – now at 362</p> <p>Outcomes - the pass rate remained very high. The QAR has been gradually increasing over the past 4 years and it was 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.</p> <p>Steve Stanley re- joined the meeting at 17.50</p> <p>Attendance – this was currently 95%, Since increasing the in-person delivery in London, the College is having in-person attendance issues, with increasing last minute requests for study-from-home setups from learners impacting overall delivery.</p> <p>Retention – target is 85%, but too early to judge the QAR currently. Also the Dean apologised that the QAR Dashboard was currently down so up to date 2022-23 QAR data was not available currently available. The current focus was on Apprenticeship</p>	

	<p>MI and dashboards to improve management and tracking to streamline data gathering.</p> <p>The committee discussed the mixed hybrid delivery and the effect on attendance, asking why students were wanting to stay at home, and if at home, how engaged were they.</p> <p>Resolved that the Report on the Provision delivery include achievement outcomes, attendance and retention was received and noted by the committee</p>	
2.8	<p>Leaner View: summary reports on survey and student representation group feedback This was covered under item 2.6 and was a replicated item.</p>	
2.9	<p>Terms of Reference for Academic Board As the number of meetings per year had been increase the terms of reference had been updated and were presented for information and comment as this committee reported into this committee. There were no comments.</p> <p>Resolved that Terms of Reference for the Academic Board were received and noted by the committee</p>	
2.10	<p>Any Other Business A committee member referenced the possible use of AI to help teachers with teaching materials. For information the Dean advised that some of the apprenticeship lecturers currently do use this it had not been generally discussed and a decision made on overall use.</p> <p>The Chair thanked everyone for their contributions and the ELT for their hard work. There was no other business</p>	
2.11	<p>Items to be taken forward to the Board for approval:</p> <ol style="list-style-type: none"> 1. Safeguarding Policy 2. College Self-Assessment Report for 2022-23 	
2.13	<p>Dates of the next meetings for 2023-24:</p> <ul style="list-style-type: none"> • 27 March 2024 at 16.00 • 15 May 2024 at 16.00 	
	<p>Close of Meeting Meeting closed at 18.08</p>	