



**MINUTES of the Meeting of the Education Committee
held on Monday 15 November 2021 at 16.00 via remote participation**

<p>Members present: Anna Douglas Kathryn Skelton Mark Smith</p> <p>In attendance: Tina Götschi Thomas Paddy Jacky Gearey</p>	<p>External member/Chair External Member CEO</p> <p>Principal Designated Safeguarding Lead (DSL) and Assistant Principal Clerk</p>
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Quorum 2 members

Agenda Item		Action by
	<p>Apologies for Absence 1. Lisa Kattenhorn - work 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</p>	
2.1	<p>Minutes of Previous meeting The committee approved the minutes of the meeting held on 13 October 2021 as an accurate record.</p> <p>Resolved that the minutes were an accurate record of the meeting 13 October 2021.</p>	
2.2	<p>Matters arising from above (if not covered by the agenda) Item 4.9 - OU Annual Scrutiny Summary Report- covered under item 2.7 Item 1.4 – safeguarding audit - covered under 2.3</p> <p>The following are for meeting 21 March 2022 Item 4.3 – comms strategy for sixth form literacy/oracy Item 1.4 – safeguarding - provide a verbal report on IT filtering Item 1.8 - an update on first 360 review process and teacher improvement plans and to link into CIP Item 1.10 - update on the action plan that comes out of the Apprenticeship Programme Review and implementation</p> <p>All other actions had been closed off and there were no further matters arising.</p>	
2.3	<p>Safeguarding Report The DSL briefed the committee on the safeguarding audit over the period 3 April – 8 October 2021. The audit had been carried out across the College and had been a joint process between the two sites. The audit looked at 7 main areas:</p> <ol style="list-style-type: none"> 1. Child protection 2. Identifying, Recording & Responding to Concerns 3. Policies, Practices & Training 4. Safer Recruitment 5. Health and Safety 6. Supporting Students with Medical Needs & First Aid 	

7. Educating Pupils in Safety & Safe Practices Indicating system.

The report analysed these in detail, summarising the College's performance in each area using RAG rated indicators to assess if the College was delivering high quality practice in all areas of safeguarding and health and safety.

- Areas 1, 2, 3 and 4 were all rated green.
- Areas 5 and 7 amber - there were a few actions that need to be implemented throughout the organisation e.g. lockdown policy and evacuation drills although overall the College was effective in its health and safety requirements and performed well around ensuring the security of the buildings.
- Area 6 rated red wherein the sixth form currently does not have an up-to-date record of students with medical needs, their support plans and no designated first aiders on site. The CEO advised that a list of actions would be completed by January 2022 to address this, and other issues raised. The Principal did reassure the committee that staff were first aid trained but not to the degree of being qualified first aiders and appreciated that this had to be addressed as a matter of urgency.
- The new safeguarding policy was to go on to the website shortly.

The DSL reaffirmed that the audit had shown that there was a robust system for new staff covered under the above and there followed a robust discussion on the health and safety aspects mentioned above including the need to identify a lead member of staff for educational visits and a premise manager, although for the latter an independent consultancy firm could be brought in for this but there would be additional costs.

The Chair summarised the following, saying that these needed to be addressed urgently:

- fire marshals
- first aiders at work
- medical needs – the Principal confirmed that the team would be increased to address this.
- fire evacuation for both sites – the Principal said that this was being scheduled.
- safeguarding for governors to be arranged for either the strategy day or prior to a board meeting. Whilst links to online training had been provided it was felt that a physical safeguarding presentation to all governors would be more appropriate. The Clerk to speak to the Board Chair regarding this but for it to be actioned by end of January.

The Chair asked for any other comments:

- Under the key risks, an action plan on the outstanding items with dates and owners to be provided at next meeting. DSL to action.
- What would be the intent and timescale regarding a regular safeguarding review of this – the CEO said that this would go through the audit committee.
- Did the lockdown policy come under the business continuity plan? CEO confirmed that this was the case.

The CEO advised a Part 5 had been added to the safeguarding policy covering sexual harassment and violence focusing on what both looked like within a college setting, how staff and students can report and respond to it, and the College's position on risk assessments. Additionally the Harassment and Sexual Misconduct Policy and Action Plan was presented intended as a standalone document but referenced in the College's Safeguarding and Prevent Policy. The OU had also suggested a statement of the expectations on sexual harassment and misconduct which the College was considering.

The committee felt that it was very thorough and clearly defined, timescales to be added to the points raised and for this to go to the Board for information under safeguarding.

	<p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Safeguarding Audit Report was received and noted by the committee (ii) DSL to provide an action plan on outstanding items from the safeguarding audit with key players/ owners for meeting 21 March 2022 (iii) the Harassment and Sexual Misconduct Policy Statement to go to the Board for information under safeguarding (iv) Clerk to speak to Board Chair re safeguarding training for governors 	<p>DSL CEO Clerk</p>
<p>2.4</p>	<p>KPI Performance</p> <p>Attendance and punctuality were consistently high for both programmes though persistent absence from some sixth form students remained a concern, however this was only based on two weeks of data. The College had recently employed an attendance officer and there had already been a positive impact on persistent absenteeism.</p> <p>Additionally the Principal said that the report only covered October, and the November data had improved significantly and further explained the issues around variable tracking which had produced some anomalies in this data.</p> <p>The apprentice module feedback was again very good.</p> <p>The predicted apprentice volumes for the Spring intake is currently lower than the target, however the CEO said this was still being addressed.</p> <p>Sixth form applications volumes are in line with last year but slightly below 2019/20. There is a very large number of in-school events and activities in place through to Christmas with workshops and careers fairs in over 50 schools. Also the College now has a new Recruitment and Outreach Manager in place plus some consultancy to help support with transitioning school relationships effectively.</p> <p>CEO advised that reporting against all the Education KPIs was not fully completed until 7 March and 2 May to align with the later Education meetings as there was in some cases little data currently available. The Chair asked for sight of updates as appropriate but not necessarily all of them.</p> <p>The Chair asked if there was any stretch in the targets compared to last year? CEO confirmed that the apprenticeship KPIs were stretched. For the sixth form the targets were the same as the previous year but that perhaps these should be compared to those set for 2018-2019.</p> <p>The Chair asked for an update on the Quality of teaching and learning assessment targets for the next meeting.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the report on KPI performance was received and noted by the committee (ii) CEO to provide updates of KPIs as appropriate at next meeting (iii) CEO & Principal to provide update on the Quality of teaching and learning assessment targets at the next meeting 	<p>CEO CEO / Principal</p>
<p>2.5</p>	<p>Draft Self-Assessment Report</p> <p>The Chair first wanted to say that the draft self-assessment report had substantially progressed from the original iteration and was a testament to the work that the CEO, Principal and members of the ELT had done.</p> <p>The committee then looked at each section of the report with the following points raised:</p> <p>Exec Summary:</p> <ol style="list-style-type: none"> 1. The exec summary covering apprenticeships was quite lengthy and needed some qualification highlighting the noticeable achievements. Committee asked if it was worth taking the top 3 items going forward and focussing on these. 2. Key strengths and noticeable achievements, these could be shortened. 	

	<p>Quality of Education:</p> <ol style="list-style-type: none"> 1. Qualification and raising the achievement rate – clarity needed on how this would be improved by using CPD. 2. Benchmarking but no figures provided. CEO and Principal said that generally benchmarked figures were hard to obtain. 3. KPIs grading – the Chair questioned the use of amber on A level performance as this could be green. The Principal said it was the percentage of A*-B to go to 100%. 4. Apprenticeships – areas for improvements and the employer review needed amplification. CEO said the wording would be reviewed. <p>Behaviours and Attitudes:</p> <ol style="list-style-type: none"> 1. Attendance - what was the level compared to the rest of the education sector? The Chair did comment that it may be difficult to get benchmarking information referencing local and national averages. 2. Strengths – 125 concerns had been recorded for the year and what did this mean? Principal understood the inference but reassured the committee that these were not safeguarding concerns and would consider rewording for clarity. <p>Apprenticeship:</p> <ol style="list-style-type: none"> 1. Benchmarking – net promoter score not used generally across the schools and additionally there are few to benchmark against. <p>Personal Development:</p> <ol style="list-style-type: none"> 1. KPIs for sixth form progression reported as over 81% going into HE or higher degree apprenticeships and 95% making applications to university and/or higher degree apprenticeships – this showed a really positive progression route. CEO said that tracking for apprenticeships was however too difficult. 2. Areas for improvement – too much detail and needed to be more concise. <p>Leadership and Management:</p> <ol style="list-style-type: none"> 1. Needed to be shorter and sharper 2. Too much operational detail <p>Appendices:</p> <ol style="list-style-type: none"> 1. Some appendices were very long, and it was recommended to remove Appendix 3 on Sixth Form individual subject self-assessments. 2. Final appendix on operational KPIs – the committee asked if this should be at the beginning of the Leadership and Management section as it sits with the narrative. The CEO said that he would look at this. <p>The Chair thanked the CEO and Principal for the work and the time given. The Chair was thanked by both the CEO and Principal for all her help.</p> <p>Resolved that:</p> <p>(i) the Draft Self-Assessment Report was received and recommended to the Board for approval subject to the comments made above.</p>	
2.6	<p>Continuous Improvement Plan (CIP)</p> <p>The CEO provided a snapshot of the key areas for improvement first for the sixth form and then apprentices which were RAG rated and went through the new 'boulder, rock, pebble' strategy.</p> <p>The committee asked about the status of amber grading items which were broadly on track with some challenges to overcome. The issues of fundraising and the external relationships with apprenticeship employers' volumes were discussed with the CEO reassuring the committee that currently fundraising was not a concern issue nor were the apprentice volumes for Autumn 2022 albeit Spring 2022 would be a challenge. The improvement strategy summary was explained with the Principal explaining that it was used as running to do list. The CEO confirmed that the CIP was a user friendly live document which was easily shared across the College.</p> <p>The Chair said that it was good to see this and had found it a helpful document.</p>	

	Resolved that the Continuous Improvement Plan was received and noted by the committee	
2.7	<p>Open University (OU) Annual Scrutiny Report</p> <p>The CEO advised that the OU raised no substantial concerns in their 2019-20 annual monitoring report. Some immediate actions were highlighted but overall the assessor praised the College's response to the pandemic and highlighted how efficiently it had adapted the provision to the online learning environment. Where immediate concerns were raised these have been addressed. The 2020-21 monitoring submission is due to the OU by 21 January 2022. The May 2021 External Examiners report following observation of the End-Point Assessment (EPA) meeting for the B.Sc. degree apprentices was positive. No concerns were raised, and all requirements were met with only minor recommendations regarding clarity of paperwork.</p> <p>The Chair asked about the implications of creating a Level 4 qualification without a Foundation Degree and this was fully discussed. The key issue was for the apprentices to complete the EPA. The CEO then further explained the Level 6 qualification for degrees. The Chair thanked the CEO for clarifying this issue.</p> <p>Resolved that the OU Annual Scrutiny Report was received and noted by the committee</p>	
2.8	<p>Any Other Business</p> <p>There was no other business</p>	
2.9	<p>Items to be taken forward to the Board:</p> <ul style="list-style-type: none"> (i) Draft College Self-Assessment Report for approval (ii) Safeguarding Audit Report for information 	
	<p>Dates of the next meetings</p> <ul style="list-style-type: none"> 1. 21 March 2022 at 16.00 2. 16 May 2022 at 16.00 	
	<p>Close of Meeting</p> <p>Meeting closed at 17.45</p>	