



**MINUTES of the Meeting of the Education Committee
held on Monday 27 June 2022 at 16.30 held at**

Broad Lane, Tottenham Hale, London and via remote participation

Members present:

Anna Douglas
Oskar Andjelic
Lisa Kattenhorn
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 4.5, 4.6, 4.6, 4.7, 4.8
Principal for items 4.3, 4.4, 4.5, 4.6. 4.8
Clerk

Quorum 2 members

Items		Action by
	<p>Apologies for Absence There were no apologies.</p> <p>Declarations of interest There were no declarations of interest.</p> <p>Opening of meeting The Chair opened the meeting at 16.31 and advised that Steven Stanley would be arriving slightly later.</p>	
4.1	<p>Minutes of Previous meeting The committee approved the minutes of the meeting held on 21 March 2021 as an accurate record.</p> <p>Resolved that the minutes were an accurate record of the meeting 21 March 2021.</p>	
4.2	<p>Matters arising from above (if not covered by the agenda) Item 1.8 - an update on first 360 review process and teacher improvement plans and to link into CIP – see items 4.5 and 4.9. Item 2.4(i) provide updates of KPIs as appropriate at next meeting – see item 4.3. 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. Item 3.3 - safeguarding audit actions to be updated and incorporated into the safeguarding report going forward – covered item 4.6. Item 3.11- provide the outcomes of the OU validation – see item 4.10.</p> <p>It was agreed that the learner progression information would go out in board pack for the board meeting in July.</p> <p>All other actions had been closed off and there were no further matters arising.</p>	
4.3	<p>Educational KPIs The committee reviewed the KPIs and raised questions on the following:</p>	

	<p>A Level performance below target – Principal said support and interventions had been put in place, based on mock grades and it was hoped that grades will meet targets. Chair noted this will impact on the value added, which the Principal agreed.</p> <p>Sixth form attendance - Although attendance interventions have had positive effects and raised attendance by April, this was not sufficient to make a difference to overall attendance, which may reach 90% by the end of the academic year, which although above the national average was short of the 92% target. The committee felt that perhaps the College target had been set too high.</p> <p>Steve Stanley joined the meeting at 16.40.</p> <p>Quality of teaching and learning and the end point assessment – the committee asked how they could see this going forward. The Principal said that related to the peer review comments, the journey in teaching certain elements resulted in deep dives and learning walks with key areas for improvement linked to CPD. The use of deep dives gained a holistic view from which targets were set. In future this would be reported to the governors in percentage terms. The use of the tracker was explained to the committee and the linkage to CPD was further clarified. The committee summarised this approach as having two aims – the big picture CPD and personal support CPD. There followed a robust discussion on the collective endeavour on assessment and feedback process covering CPD.</p> <p>Resolved that the Educational KPIs were received and noted</p>	
4.4	<p>NCG Peer Review Report - Reflections and next steps</p> <p>The recent NCG Peer Review has been a positive and useful experience with staff feedback confirming that they had felt challenged by the conversations and questions from the NCG team. The review identified that the College was moving ahead in a positive trajectory with the continued improvement in the quality of the teaching, learning and assessment. The report had been sent to all staff for information. The recommendations from the report were discussed by the committee and included reference to the low awareness of the Prevent agenda amongst learners.</p> <p>The Chair felt that this review report was incredibly helpful and validated what the College ELT had thought and gave them a framework to work from especially for the apprenticeships side. There followed an in depth discussion on the students' understanding of the trajectory, the positive reflections, literacy, the direction of travel for apprentices completing the degree work and EPA, employer engagement and safeguarding and Prevent in PSHE. Regarding the latter the Principal advised that the College would immediately implement actions to raise learner awareness of the Prevent agenda and that a College-wide strategy and implementation document would be produced to ensure better consistency and visibility of what is required from teaching and support staff to ensure learner awareness is consistently better. Additionally the CEO reassured the committee that the recommendations with the baseline assessment data, knowledge, skills and behaviours (KSB) and the embedding of the Prevent agenda would be integrated into the SAR/CIP.</p> <p>The Chair asked that the Peer Review recommendations be integrated into the SAR and CIP so the implementation could be monitored by the Committee. CEO agreed. The Chair recommended that mini SAR produced in advance of the Peer Review should be circulated to the Committee.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the NCG Peer Review Report was received and noted by the committee (ii) recommendations from Peer Review to be integrated into SAR areas for improvement and progress monitored via CIP 	

4.5	<p>Annual Teaching Staff Update Sixth Form</p> <p>The Principal updated the committee on the annual staffing report covering recruitment, training and development. This academic year, recruitment of experienced teachers and support staff continued to be a challenge with a high staff turnover, due to changes in personal circumstances and expectations around pay and conditions and the move to Victoria. Staff Recruitment for 2022/2023 is underway with some positions yet to be filled and there was a robust discussion on this with the awareness that this was a national problem.</p> <p>Statutory safeguarding training (including Prevent) has been completed and the quality improvement of teaching learning and assessment cycles have also been completed by all staff. There had not been enough opportunities for staff professional development and the wider CPD beyond the internal programme and this needs to be a focus for 2022-2023.</p> <p>Apprenticeships:</p> <p>The Dean advised that staffing for the London site was lower than at the start of the year which is a challenge. Reasons for leaving have been mentioned before and centred on salaries, benefits and team dynamics. The Manchester team had fewer staffing issues due to the slightly lower salary expectations in the north.</p> <p>The CEO had previously mentioned donor support and the Chair asked about identification of these donors to support a renewed strategy to attract and retain talent. Furthermore, the Chair asked about using the ETF programme, but as there had not been capacity to undertake this, the CEO said that this could be revisited at a later date and that perhaps the donor option could be used to support this project.</p> <p>The Student governor asked about any TFL discounted rates for staff and students and also the use of international teachers from IT hubs in Europe. These points were being looked at by the ELT and would be considered if viable.</p> <p>In summary the Chair said that the committee and Board recognised that the current recruitment processes were not working and that this was an immediate problem. The CEO advised that a clearly articulated strategy was required to address this issue and that the ELT would work on this over the summer.</p> <p>The Chair thanked both the Principal and the Dean for their reports.</p> <p>Resolved that the Annual Teaching Staff Update was received and noted by the committee</p>	
4.6	<p>Safeguarding Audit Actions Update and Safeguarding Report</p> <p>The Chair asked that the report be taken as read but wanted to address some of the outstanding actions from the safeguarding audit in particular the medical needs. The Principal reassured the committee that a medical data survey had been carried out for all students and that staff had received first aid training. The Chair felt that a more pictorial presentation of the issues would be beneficial together with a reclassification of causes for concern.</p> <p>Sixth Form</p> <p>The safeguarding statutory training log was up to date for the current academic year. There have been no further changes to the update previously minuted at the March meeting. The Chair asked for the types of safeguarding incidents to be provided proportionally so that it is clear to see the trends together with the cause for concern category to be reviewed. The committee discussed the Mental Health strategy which</p>	

	<p>was to be put in place with a member of staff undergoing dedicated training in this and talk then centred on the increase in students' anxiety which had an effect on their attendance.</p> <p>Apprentices Again as previously minuted there are far fewer safeguarding concerns. Two new incidents have been logged in this period and both have been resolved and will continue to be monitored. Apprenticeship staff and new apprentice cohort attended prevent training carried out by the regional HE/FE coordinator for London.</p> <p>Prevent There were no concerns at the College however, as referred to in the Peer Review, the College does need to articulate what it is doing around Prevent. The Principal and Dean agreed.</p> <p>Oskar Andjelic left meeting at 18.00</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Safeguarding Audit Actions Update and Safeguarding Report were received and noted by the committee (ii) types of safeguarding incidents provided proportionally so that it is clear to see trends. Cause for concern category to be reviewed. (iii) Principal and Dean to articulate information on Prevent 	
4.7	<p>College Educational items: 2022/23 College SAR process and timescales were presented for discussion, the committee felt that some of the dates did not allow for sufficient time for review and asked that they be revised to ensure compatibility with the education committee meeting dates. The Chair agreed that both she and Steven Stanley would look at the initial draft to provide initial feedback before further discussion at the first education meeting.</p> <p>Learner Representation Groups for sixth form and apprenticeships The committee noted the summary feedback and there followed a lively discussion on Net Promotor Scores and their worth, especially when considering low scores which indicated that students were anxious about their futures. For reassurance the CEO advised that Bain & Co would provide help and support in this area and were to do a presentation at the next board meeting in July.</p> <p>Resolved that the College educational items on 2022/23 College SAR process and timescales and the Learner Representation Groups for sixth form and apprenticeships were received and noted by the committee</p>	
4.8	<p>Sixth form & Apprenticeship Curriculum Updates T-Level Trial Proposal The Principal advised that the new T-Levels offer students practical and knowledge-based learning and on-the-job experience through an industry placement of at least 315 hours – approximately 45 days. A proposed change to the Pioneer Pathway was extensively discussed and was considered an essential move to establish the College as a Digital T-Level provider prior to the anticipated removal of BTEC in Computing from DfE funding in 2025. It is hoped that by starting with a relatively small cohort the College will be able to meet the requirement of 45 days with an employer. The College will still continue to offer the BTEC National Diploma in Computing plus A-level subjects alongside this T-Level pilot in 2023/24. Registering the intent to deliver T-levels with DfE had to be made by 31 July to access funding. The committee was concerned whether the College had the capacity to address the various qualifications (A-Levels, BTECs and T Levels) and advised caution. Additionally</p>	

	<p>the replacement of the BTEC Extended Diploma will also introduce a new course delivery structure that will need to run in parallel with BTEC and A-Level offerings.</p> <p>Progress on Employer roundtable discussions feedback and outputs The College gained the 5 year institutional re-approval from the OU earlier this month and was now working through the conditions which will be completed in early July. The OU had given approval to offer two new pathways (Cyber Security and Business Analyst) from October as part of the Level 6 Digital Technology Solutions Professional (Cyber Security had been asked for by employers). Introduction of a new Level 4 digital marketing focused qualification is to be launched in Spring 2023 which employers have expressed interest in. It will have a strong digital learning element to it, be run remotely and have asynchronous elements. Short courses will be rolled out later this year utilising the Safesforce grant which will increase the diversity of apprenticeships. The committee asked for more information on these going forward which the Dean said would be provided. Finally, 3 employer roundtable discussions had been run and the resultant feedback and outputs will be integrated into the Launchpad preparation.</p> <p>In discussing the above the Principal and Dean both said that the main concern was the staffing requirements and skills for the new qualifications.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Sixth form & Apprenticeship Curriculum Updates were received and noted by the committee (ii) Dean to provide information on short courses for all future meetings 	
4.9	<p>Academic Board Minutes The minutes of the meeting held 15 March 2022 were taken as read and covered:</p> <ol style="list-style-type: none"> 1. 2021 Graduates – achievement awards covering 40 candidates with a breakdown of the grades with 40% with 1st class degrees. 2. March 2021 – intake and apprentices quarterly reviews – covered the Launchpad and an overview of the curriculum. 3. Student Feedback – this needs to be more consistent with poor response rates, review sessions used to complete the feedback. 4. Staff-student liaison committee meeting – some concerns expressed around the network security module which is being reviewed as a consequence. 5. OU – Re-approval and revalidation of current programme – Manchester – two audits to be carried out. 6. Ada's BSc Programme 2022 – introduction of cyber security and business analysis - one company wanted 15 students on this pathway in Manchester with a larger focus on the practical side. Specialist modules to be delivered in Jan/Feb 2023. 7. Quality Improvement & 360 review process for lecturers – regular meetings taking place across the College with observations from peer to peer review, self-reflection and skills scans. <p>Resolved that the Academic Board Minutes were received and noted by the committee</p>	
4.10	<p>Open University (OU) Annual Monitoring Report As this had been previously discussed under item 4.8 the Chair asked that the contents of the report be noted as follows that the OU conducts a 2-day validation to assess whether their standards are being met every 5 years, there are two key elements to this review, one is the Audit Assessment and the other the Institutional Reapproval. The College has passed this inspection subject to conditions which the College will be responding to in early July.</p> <p>Resolved that the OU Annual Monitoring Report was received and noted by the committee</p>	

4.11	<p>Planning Cycle and Terms of Reference Plan of Business for 22-23 was presented and the committee asked for the following changes to be made:</p> <ol style="list-style-type: none"> 1. As the Safeguarding policy has to be on the website by 1 September every year, it was agreed that the policy should remain in the summer term and where possible be amended in line with any KCSIE guidelines. Additionally the committee can review and amend the policy when required, and this can then be approved by the Board at the next meeting. 2. Under Autumn term – remove approval of TLA policy – this has been integrated into one policy for sixth form and apprenticeship and is now reviewed every 3 years 3. Under other policy documents: title of Behaviour policy includes ‘and Disciplinary’ 4. Spring term – remove intent from planning: curriculum 5. Under Standing agenda – remove parent survey as this is not carried out 6. Under Learner Representation Groups – rename to Learner View: surveys and student representation group feedback. <p>Terms of Reference The following amendments were agreed by the committee:</p> <ol style="list-style-type: none"> 1. Membership – to include a student governor 2. Quorum – at least 3 members 3. Meetings – 2 in Autumn term and then termly – 4 in total 4. Powers – authority to approve – add exception of safeguarding policy 5. Remit: <ul style="list-style-type: none"> • remove clause 9(b) – exclusions now incorporated in new Behaviour and Disciplinary Policy • amend clause 9(c) – Behaviour Policy to Behaviour and Disciplinary Policy • amend clause 12 – remove approve College's SAR and change to review and recommend to Board for approval of College's SAR • add clause 13 - to review Continuous Improvement Plan (CIP) 	
4.12	<p>Committee annual self-evaluation The committee were asked to complete the self-evaluation and return to the Clerk for 14 July.</p>	
4.13	<p>Any Other Business There was no further business to discuss.</p>	
4.14	<p>Items to be taken forward to the Board for approval/information:</p> <ol style="list-style-type: none"> (i) NCG Peer Review Report (ii) Committee terms of reference 	
4.15	<p>Dates of the next meetings for 2022-23:</p> <ol style="list-style-type: none"> 1. 15 October 2022 at 16.00 - TBC 2. 14 November 2022 at 16.00 3. 22 March 2023 at 16.00 4. 21 June 2023 at 16.00 	
	<p>Close of Meeting Meeting closed at 18.40</p>	