MINUTES of the Meeting of the Education Committee held on Monday 19 June 2023 at 16.00 via remote participation	
Members present: Steve Stanley Susanna Lawson Kathryn Skelton Mark Smith **In attendance:** Tom Fogden Tina Götschi Geoff Stevenson Jacky Gearey	External Member/Acting Chair External Member External Member CEO Dean for items 4.3, 4.5, 4.6 and 4.9 Principal for items 4.3, 4.5, 4.6, 4.7 and 4.9 Regional Director, North West for items 4.10 and 4.11 Clerk

Quorum 2 members

Items		Action by
	Apologies for Absence 1. Annamarie Douglas – out of the country There were no other apologies.	
	Declarations of interest There were no declarations of interest.	
	Opening of meeting The acting Chair opened the meeting at 16.08 in the absence of the chair, Annamarie Douglas who was out of the country and welcomed everyone, thanking in particular the ELT for all the papers provided. Both the CEO and Principal had to leave the meeting early so items 4.3, 4.7 and 4.8 were covered first.	
4.0	**Student Voice – Sixth Form** Unfortunately the Student Union President Gulten Kurban who was due to present the paper was ill. The acting Chair wished to record that the paper made excellent reading and covered over 20 different activities planned and hosted by Student Voice (SV) this academic year. Highlights included: International Culture Day, eSports games tournaments, Art Jam, a yearbook for year 13 graduates (this is the third year this has been achieved) and fundraising for Stonewall, Turkey earthquake, Xmas hamper donations. Recommendations made covered (a) a budget to be allocated to SU so that the team can provide an even better experience to students. The Principal said that monies can be made available and additional this would also be beneficial demonstrating the SU President as a budget holder; and (b) more opportunities to develop leaderships skills to enhance the skills and further develop students as well as making applying to SV attractive to a wider range of students. The acting Chair said this was a good idea and Principal advised that professional development opportunities were being investigated. Furthermore the CEO added that perhaps one of the donors could be approached regarding this. The acting Chair felt this was a positive step but that this needed to be more concise to help the students going forward. The Committee asked if there was any support around the Ada values and the choice of activities. Principal confirmed that some of this was driven by events in the calendar but largely depended on the SU President.	

	In summary the acting Chair said that this was a very extensive report demonstrating the breadth of activities. **Resolved that the Student Voice Report was received and noted by the committee**	
4.1	**Minutes of Previous meeting** The committee approved the following as accurate records of the meeting held and the remote decision issued: 1. Minutes of the meeting held on 30 March 2023 **Resolved that the minutes were an accurate record of the meeting held 30 March 2023**	
4.2	**Matters arising from above (if not covered by the agenda)** Item 3.3(i) – accountability statement - the finalised draft to be reviewed at the next Education meeting 19 June 2023. Closed and on agenda under item 4.8 (ii)advise DfE of the delayed submission date – advised. Closed see item 4.8 Item 3.9 - 23/24 planning - Curriculum **-** provide an updated summary on questions posed. Closed see item 4.9. Item 3.13 – academic board minutes - to provide these to the committee. Closed see item 4.10. All other actions had been closed off and there were no further matters arising.	
4.3	**Ofsted survey feedback and educational KPIs** The Dean provided a brief update on the survey feedback received following the Ofsted inspection. The staff feedback was very strong, the parent feedback was adequate, but learner feedback was poor and importantly the survey responses could not identify whether they were from the sixth form students or apprentices. There were positives for sixth form covering industry links, curriculum, caring, PSHE, leaders care and agile. Consideration to be given to space and the move, growing volumes, communication on split sites, CPD, turnover of staff and more integration. For apprenticeships the positives were soft skills, relationships with staff, future focus, community, industry links. The negatives identified were quality of teaching, feedback and communication. The acting Chair asked about the specific issues identified and discussion centred on the quality of teaching, CPD for lecturers for apprenticeships, assessment for learners and the need for developmental feedback to be improved. In mitigation the Principal said that learners needed to understand why they were not reaching the assessment criteria and had to own this more. It was noted that the College needed to focus on quality of teaching and provide better feedback to learners. The Dean said that the aim was to do more effective annual surveying of apprentice learners and consider providing more effective communications to learners (especially apprentices). The acting Chair asked about the learner cognition skills and metacognition, The Principal explained that metacognition and self-regulation approaches to teaching supported learners to think about their own learning more explicitly, often by being taught specific strategies for planning, monitoring, and evaluating their learning and that the responsibilities were put on the learners. The committee then talked about learner surveys and differences in understating the scoring and the net promotor score under KPI 17/18 which is a number from -100 from 100. Scores higher than 0 are typically considered to be good and scores above 50 are considered to be excellent. However currently the College cannot tell if the replies are from sixth form learners or apprentices. The acting Chair then asked about the following educational KPIs which were RAG rated red: **A level Performance** – the Principal said that learners are still underperforming in A levels. The assessment data was now representing their performance on a mock full final paper with higher grades now predicted. Principal explained some of the poor performance was linked back to small cohorts and these were the learners that did GSCEs over the	

	Covid period. Interventions have been put in place: April revision, some did not attend. Intervention for Y12 already. Learners are struggling more, meta cognition and mental health more than previous years. The acting Chair appreciated that this was very much an issue across colleges. Principal said that expecting a much higher performance. **Positive Value Added** – reasons for this were as above but Principal said this was a crude measure and needed scale. **Applications** – these were lower than the same time last year due to assessment centres being run later, students were also applying to several colleges at the same time and the move to Victoria was an unknown factor, but it was anticipated that numbers would increase. The acting Chair asked if some of the targets were over set, which both CEO and Principal said might be the issue, but the committee was concerned that this might go from amber to red, albeit this would not be known until September. **Resolved that Ofsted survey feedback and educational KPIs were received and noted by the committee**	
4.4	**College Quality Improvement Plan for 23/24 - carried forward to next meeting.**	
4.5	**Annual teaching staff update** **Sixth Form** Teaching staff turnover has remained high and recruitment particularly challenging, especially in the sixth form, in the past 12 months. The recent staff survey had a response rate of 61% (this is low compared to previous recent surveys but thought to be due to the fact it was sent out the day after Ofsted called). In response to the statement "I feel I am appropriately compensated through pay and conditions for my efforts" the average score was – 3.18 down from last year when the score was 3.31 and the preceding years in 2021 and 2020 when it was 3.36 and 3.46 respectively. The committee discussed reasons for staff turnover which the Principal confirmed as being determined by changes to personal circumstances including Covid which has continued to have an impact in the past year with some teaching staff reviewing their career choices and options. To help rectify this, the College would have to offer more money and greater flexibility with working from home neither of which was viable for the sixth form. The acting Chair said that irrespective of the culture, the College seem to be doing whatever is possible and that this was systemic across the sector. The acting Chair asked about the integrated teaching model (vocational and apprenticeships) and the Principal explained that its use was challenging due to smaller cohorts. Staff development - Almost all teaching staff are currently on ECT training programmes or NPQs or working to achieve QTLS/QTS providing tailored development plans for each as well as useful defined development opportunities and rigorous external assessment of the quality of teaching. **Apprenticeships** The Technical Skills Coach team has developed significantly over the past 12 months with a number of strong additions to the team across London and Manchester. The move to a clearer team structure, implemented in April and May 2023, has already started to provide greater clarity and consistency for teaching staff and a greater understanding of the shared expectations across both regions. Lecturers have been given more dedicated time for professional development in the final months of the academic year and more defined individual professional development plans will be put in place to ensure lecturers stay abreast of recent developments in industry and continue to develop their own skills and knowledge. This is in line with OU recommendation and has been an aspiration for many years though lack of capacity has limited this. For assurance a workshop shas been scheduled for early July to plan out Ada's Approach to Quality Improvement in 2023/24.	

	Resolved Annual Teaching Staff update was received and noted by the committee	
4.6	**Safeguarding and Prevent Report** The report was taken as read and the Principal and Dean covered the following: **Sixth Form** The number of learners being supported by the safeguarding team remains in line with the previous reporting period. A new AP (pastoral) / DSL with FE experience is now in post: He has been working on CPOMS and will be leading all of the pastoral elements. Team Time is planned effectively to support learners in developing their understanding of safeguarding topics through the PSHE curriculum combined with the Ada Skills programme help learners to develop the skills and preventive behaviours to feel safe and know what to do if a concern arises. Of note the level of safeguarding and mental health concerns is below the national average for 16-19 learners, however this could be due to the cohort size or under reporting. **Apprentices** The Dean briefly covered the number of safeguarding incidents which was very low and there had been no need to signpost these apprentices or utilise the counsellor service. **Prevent** No concerns raised. **Resolved that the Safeguarding and Prevent Report was received and noted by the committee**	
4.7	**Policy for approval – Behaviour & Disciplinary (Sixth Form)** Principal said there were minor updates throughout the policy, but the most substantial changes were regarding the appeals process which makes clear the procedure that Ada will follow when investigating an incident which may give rise to a decision to permanently exclude a student. This policy applies purely to the sixth form as the apprentices are covered by other policies. There were no questions, and the committee approved the policy amendments. **Resolved that the Behaviour & Disciplinary Policy was received and recommended to the Board for approval**	
4.8	**Accountability Statement** The CEO provided the background to the accountability statement which will now be an annual process and is in response to the statutory duty placed on colleges in June 2022, to produce and publish an Annual Accountability Statement as part of their annual funding agreement with the Education & Skills Funding Agency. The key part of the statement covers the 7 aims which are aligned with the College's strategic aims in the plan 'Evolving to Ada 2.0'. Each aim had commentary explaining the impact and/or contribution to the national, regional and local priorities for learning and skills. The acting Chair said that it was contextually very clear but suggested clarification on the following: 1. Curriculum pathways (innovator, creator and pioneer) – would be helpful to split these into three separate bullets points 2. Apprenticeship growth – College to be mindful of this growth 3. Use of External organisations/employers' involvement in looking at the curriculum 4. T-Levels (almost another pathway) – targeting for students who do not want to go onto university 5. Levels of specificity – tried to be as accurate as possible in accordance with the guidance.	**CEO**

	There were no further comments, and the committee approved the Accountability Statement subject to the points requiring clarification and recommended it to the Board for approval. **Resolved that the Accountability Statement was received and recommended to the Board for approval subject to the points requiring clarification from CEO** CEO left meeting at 17.05	

4.9	**23/24 planning - Curriculum**
	The paper was taken as read and included the following update:
	Sixth Form
	The 23/24 curriculum plan covered:
	   • Small change in A level offer
	   • Small changes in additional (above 3 A level equivalent) offer
	   • Introduce the two-year Digital T-Level (Digital, Production, Design and Development) from Autumn 2024/25
	Reducing A level offer leads to reduction in students enrolling in the Sixth Form. To mitigate for this, ensure that students who chose Media Studies as first choice are supported to understand the benefits of studying Graphics, Psychology or Business
	It is essential that the College establishes itself as a Digital T-Level provider and therefore the recommendation is to create a T-Level leadership team with clear roles to develop effective, long-term partnerships with employers and other stakeholders to ensure 45 days' worth of employer placements and there are suitable facilities setup at Victoria to facilitate this.
	Apprenticeships
	● Four apprenticeship programmes are being offered in 2023-24
	● BSc DTSP offers four pathways (Software Engineer; Cyber Security; Data Analyst and Tech Consultant)
	● Level 4 digital marketing apprenticeship - looking to launch this in January 2024. Key factor is identifying key partners to create a pilot.
	
	More details on programme updates are set out in item 4.11 OU Revalidation Report.
	
	Resolved that: 23/24 planning - Curriculum was received and noted by the committee	

4.10	**Academic Board Minutes**
	The academic board meeting was held 24 January 2023 and covered:
	   1. Recruitment and profile intake for October 22 for both London and Manchester
	   2. Student Performance – covering October 22 and March 22 Intakes
	   3. Student feedback – solid feedback getting better progressively from Year 1 to Year 3.
	   4. Award Statistics – out of 75 students, 11 failed/deferred re BScs. Level 6 apprenticeships issued by ESFA 11% failed.
	   5. College response to OU conditions for admin audit and re-approvals – working on next validation to OU for 10 February 2023 to be signed off by April 2023.
	   6. Quality improvement & 360 review process for lecturers – asked to provide an update on the feedback process
	
	The CEO explained that the OU requires that there is a separate board for oversight and that the Ada Board and Education committee have providing another level of scrutiny regarding the awarding of degree apprenticeships this assuring quality.
	
	For information Dr Geoff Stevenson is to replace the CEO as Chair of the Academic Board.
	
	Resolved the Academic Board Minutes were received and noted by the committee	

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	Principal left meeting at 17.24	
4.11	**OU Revalidation Summary Report** The Regional Director advised that In May 23 three programmes were revalidated by the OU for delivery for the next five years – of note as part of the revalidation the following programmes have been redesigned; • BSc Digital Technology Solutions, Integrated Degree Apprenticeship • BSc Digital Technology Solutions top-up year (for those who have completed an Ada Foundation Degree) • Foundation Degree in Digital Innovation The Launchpad will deliver two modules over 5 weeks (rather than three over 6) addressing challenges with intensity and differentiation of content and this now works better for employers and apprentices. Overall the revalidation puts the College in a strong position to deliver an updated and more efficient programme over the next five years. The Foundation Degree in Data Visualisation has also been submitted for revalidation, with the revalidation event to be held at the end of June. For noting, in Autumn 2022 some early stage enquiries were made regarding an alternative validating partner (Salford University) and received much higher indicative quotes than OU. The acting Chair asked if the College has looked at degree awarding powers. Dean advised that the requirements for this would involve increased admin and associated costs but that over the next few years the College will be considering this. **Resolved that the OU Revalidation Summary Report was received and noted by the committee**	
4.12	**Planning cycle and Terms of Reference** **Plan of Business for 23-24** • Autumn term - Annual Review of Safeguarding Policy – KCSIE guidelines published in the September (moved from summer term) • Spring term - accountability statement • Summer term - learner support services report to be amalgamated into monitoring provision. **Terms of Reference** There are no changes to the Remit but there were changes to the following: membership, quorum, Chair, Clerking arrangements, meetings and review by the Board. The committee approved the revised terms of reference and the annual plan of business. **Resolved that the Planning cycle of business and terms of reference were received and approved by the committee. Terms of reference to be put forward to the Board for approval**	**Clerk**
4.13	**Committee annual self-evaluation** Clerk asked all committee members to return the complete self-assessment by the end of June.	**Committee**
4.14	**Any Other Business** The acting Chair want to have recorded the Committee's thanks to Anna Douglas as the outgoing chair of the committee for all her help and support over the years to this committee and the College. There was no other business.	

19 June 2023   **Approved by Acting Chair**

4.15	**Items to be taken forward to the Board for information:** 1. Behaviour & Disciplinary Policy 2. Accountability Statement 3. Committee Terms of Reference	**Clerk**
4.16	**Dates of the next meetings for 2023-24:** • 4 October 2023 at 16.00 • 27 November 2023 at 16.00	
	Close of Meeting Meeting closed at 17.38	

19 June 2023   **Approved by Acting Chair**