

**EASTLEIGH COLLEGE BOARD
STANDARDS COMMITTEE
MINUTES OF MEETING HELD ON WEDNESDAY 25 FEBRUARY 2015, 1700 HRS,
THE RED CARPET RESTAURANT**

Present:

Mr J Course (Chair)
Mrs A Cross-Durrant
Mrs H Hills
Mr J Sendell
Mrs V Hall

In attendance:

Dr J Edrich, Chief Executive and Principal
Mrs K Quinn, Deputy Chief Executive
Dr C Davis OBE, Clerk to the Board
Item 4. (i) Mr G Goddard
Item 4. (i) Mr A Kaye
Item 4. (ii) Mr C Calver

SS.01.15 GOVERNORS' MEETING TIME WITHOUT SMT

SS.02.15 COMMITTEE MATTERS

i Apologies

Apologies were received from Mrs G Thomas and Mr Daniel Lowe (Student Governor).

ii Declarations of interest

There were no declarations of interest, financial or otherwise declared.

iii Minutes of the Last Standards Committee Meeting Held on 26 November 2014

The minutes of the meeting held on 26 November 2014 were agreed as an accurate record with one amendment. SS.20.14 iv should read, "to raise the minimum level of success from 76% to 86%", not 80%. This was agreed and the minutes were signed.

ACTION: ChD

iv Matters arising

- a) Re: SS.19.14, ii Safeguarding Updates, including CRB issues & Related Training (Para 2)
Dr Edrich updated Governors on advice received regarding policies preventing radicalization. As a result of the Counter Terrorism and Security Bill now going through Parliament, the College now needs to have due regard to preventing people being drawn into terrorism. The College is therefore updating its Safeguarding and Child Protection Policy as well as adopting new procedures and instigating training initiatives.
- b) Re: SS.20.14, i Student Success Data & Proposed SAR Grades for Curriculum
Mrs Quinn advised Governors that this was being covered in item 4. (iii), SAR process for Autumn 2015.
- c) Re: SS.20.14, ii Quality Improvement Plan 2014-15
Mrs Quinn confirmed that all the actions had been carried out and the details had been included in a front summary page together with all the impact measures as requested.
- d) Re: SS.21.14, ii Employer Engagement Report (Full Time Learners) (Extract)
Dr Edrich confirmed that the amendment had been made to the Employer Engagement Report.
- e) Re: SS.21.14, iv HE Strategy
Dr Edrich reported that all the actions had been completed with regard to the strategy.

SS.03.15 GOVERNORS' MONTHLY REPORT, JANUARY 2015

(i) Quality Aspects

Mrs Quinn reported that a new layout had been adopted bringing together all the reporting strands with regards to Quality. She also stated that she had updated the College target, which needed to reflect the 2013/14 90th percentile benchmark data. There was also a new reporting procedure, which gives Governors a month-by-month retention and attendance report within the Governors Monthly report.

Discussion took place with regards to the timings of some of the data and also questions over retention issues and appropriateness of syllabi, especially with regard to English.

Mrs Quinn updated Governors on the use of 'learner voice' 4x4 surveys as a reporting procedure, which has been in place for many years with the analysis proving to be very valuable. A new approach to this 'learner voice' feedback is being tested through a company called LOOP and training for this is immanent.

(ii) Safeguarding updates

Mrs Quinn informed governors that staff are attending a range of update training on safeguarding and refresher child protection training. A range of staff have also been identified to receive training from an external agency on preventing radicalization & extremism. She also stated that the Child Protection Policy and Safeguarding Policy and Procedure are being reviewed and updated. A new Safeguarding & Child Protection Policy and Procedure document will be produced bringing together in one document all the key elements which will help to provide a cohesive and joined up approach to dealing with concerns.

Questions were raised over the need for Governors to undergo training in respect of preventing radicalization and extremism, it was agreed to look at the possibility of Governors receiving child protection update training as part of the April Governor's Training event.

ACTION: ChD

(iii) Equality & Diversity Updates

The report highlighted a range of cross College Equality & Diversity activities and charity fundraising events. During Stay Safe Week in December, several tutor groups received mental health awareness talks from SolentMind.

Governors noted the Quality aspects, Safeguarding updates and Equality & Diversity updates in the Governors' Monthly Report, January 2015.

Mr Graham Goddard and Mr Andrew Kaye entered the meeting at 1730.

SS.04.15 TO REVIEW

(i) MLP Monitoring/progress-actions to date 2014-15

Mr Course enquired if the format of reporting could be standardised across the Divisions including projected outcomes as well as retention and attendance. Mrs Quinn responded by saying that the College is working towards that position incorporating the changes into the QSR report and the inclusion of an ILP projected achievement box.

Mr Goddard and Mr Kaye explained the rationale behind the MLP (2013-14 delivery) answering Governor's questions as they arose. Explanation for the data was provided in the comments box, however it was noted that some of the benchmark percentages were very low. Mr Goddard reiterated that this was due to poor IAG at the time of a student signing up for the course. He went on to report that this situation had now been rectified. Many of the disparities were explained as legacy issues, which have now been addressed.

The Chair made comment regarding AAT percentages. Once again the IAG process was poor at registration and has now been rectified. New initiatives are being put in place offering workshops and one-one consultations to further engage learners. A new AAT co-

ordinator was now embedding a much more professional learning experience.

Mrs Cross-Durrant offered to pass on contact details for Colleges who are making progress with AAT delivery and Mr Goddard and members of the SMT readily accepted this proposal.

Mrs Hall queried the poor attendance percentage with regard to Mathematics GCSE B. Mrs Quinn said that this was a difficult area to clarify and make progress with. In a minority of cases there were timetabling anomalies for learners not being at lessons, this was now being addressed through the timetable matrix. Mrs Quinn was asked to report back at the next meeting on the progress made in this area.

ACTION: KQ

Further discussion took place on the mentoring and career development of staff in relation to informal capability procedures and results from lesson observations. The College has many processes in place providing support with training and development, mentoring, quality of feedback, action planning and the sharing of best practise, which will be further developed in the future. The revision of staff appraisals by ensuring the process is triangulated will also enhance this whole College aspiration.

The Committee reviewed MLP monitoring/progress-actions to date 2014-15.

Mr Goddard and Mr Kaye retired from the meeting

Mr Calver entered the meeting at 1800

(ii) Quality management through the compliance team

Mr Calver informed Governors that the compliance team took a great deal of time and effort to talk individually to all partner learners.

Mr Course asked how effectively the process was applied. Mr Calver responded by saying that the process was applied rigorously and that the team target 10% of all enrolled learners to speak with. The answers to questions help confirm the delivery outlined in registers and reviews, they also provide good evidence of learner satisfaction.

Discussion took place about bringing the partners together to explore, best practise, aspects of the teams work and any future development activities in the sector. Mr Calver said that these meetings took place three or four time a year.

Mr Course thanked Mr Calver for his input and for producing such an informative paper.

The Committee reviewed Quality management through the compliance team.

Mr Calver retired from the meeting at 1825

(iii) SAR Calendar of Activity 2015-16

Mrs Quinn outlined the new SAR calendar of activity which was similar to other years but now has an implementation process which has been brought forward, getting the very final top level, whole College quality reports to the Full Board meeting in December, enabling input onto the portal in January.

There was a date amendment with regards to the Standards Committee meeting in November 2015. It should read the 25th November, not the 26th.

ACTION: KQ

Training will be carried out for curriculum teams on the format of the reports and the data required.

Mrs Quinn went onto inform Governors that at a top level whole College there was a need

to introduce a centralised overview by subject sector area, providing key strengths and key areas of improvement of all aspects delivered by the different departments.

Mrs Hills (Staff Governor) stated that the majority of the teaching staff were positive towards the new calendar and that the new deadlines were helpful in completing the process.

There was also discussion about Governors and their input into the SAR process. The Clerk reported that he had had discussion with the Chief Executive and Principal in developing a new procedure for gathering evidence and would discuss this further with the Chair of the Board at his next meeting with him.

ACTION: ChD

The Committee reviewed the SAR Calendar of Activity 2015-16.

SS.05.15 TO RECEIVE

(i) Report from the Data Sub-Group Committee

Mr Course began by thanking the data sub-group for its time and energy in analysing and providing data for the Standards Committee. However he now felt that in terms of its enthusiasm and commitment the group had gone beyond its original remit. He used the minutes of their previous meeting as an example of where the group were perhaps asking and reporting on things that were not part of their terms of reference. He went on to say that there were other paths for reporting into the Standards Committee that addressed these issues. The responsibility of the data sub-group was to ensure that the data brought to the Standards Committee was what needed to be challenged and analysed.

Mrs Hall understood that there was an opportunity to challenge and interrogate the data at the sub-group because there wasn't time at the Standards Committee. By dissecting the data it gave an opportunity for Governors to really understand the issues and qualify its accountability at Board level. The process was never meant to be threatening it was to quantify the data and help Governors ask the right questions

Mrs Cross-Durrant recognized that the minutes focused on under performance, but said that the Deputy Chief Executive and curriculum managers had defended this data and the previous data from the 2014 -15 MLP very well. She felt that this was healthy and perhaps the most important data information produced on paper by the College. As a result of the data provided she felt that it was only fair to pick out where things were going well and conversely where they were not going so well. She felt that from a professional point of view that the Standards Committee or data sub-group would be failing in its duties if it were not looking at this data.

Mr Course reaffirmed his view that he felt it was the responsibility of the Standards Committee as a whole to be challenging this data.

Dr Edrich was concerned that this extra tier/process of reporting was almost introducing another system into the procedure. The reporting process has recently changed and is more transparent in its approach, identifying trends and reporting to the Standards Committee. Dr Edrich was also concerned that this could lead to a duplication of data.

There was discussion over the way the minutes of the sub-group had been represented and it was felt that this might have lead to misunderstanding and confusion.

Mrs Hall stated that, as a Governor she felt that the data sub-group's meeting with the Deputy Chief Executive was an excellent opportunity to really explore and comprehend the nuances of the data in an open and frank way. She went onto say that it has enabled her to get a real understanding of how the College is working, the challenges that it is

facing and also to really understand what is being done effectively and those things that are done less effectively, something she felt she was not able to benefit from at the full Standards Committee.

Mr Course concluded by saying that the Standards Committee agenda had been refined to enable more time to focus on the important data and felt that if the right data came to the Standards Committee, which was the initial concept behind the data sub-group, then this would improve the business of the full committee.

Mrs Quinn said that she would like to use the opportunities of the data sub-group to 'fine tune' the way information is presented to the Standards Committee and the full Board, so that they get the information in a format that is appropriate and at the right level of scrutiny, enabling Governors to feel confident that the issues and areas for concern are being addressed.

Mrs Quinn proposed that the data sub-group looked at a suitable mechanism/format for reporting to the Standards Committee and also taking the opportunity of a Board training event to look at how data is received and analysed and the implications that this may have on the College's performance.

ACTION: KQ/ChD

Governors received the report of the Data Sub-Group Committee.

(ii) Report from Link visits

Mr Sendell said that he had a very productive meeting with Mr Goddard and some of the concerns he had at the last visit had now been rectified and he was very pleased with the progress being made.

Mrs Hall reported that in her meeting with Mr Kaye he had shared some of the challenges facing his area and further discussed the progress of some of the interventions being put in place to meet these challenges.

Mr Course described his meeting with Mr Kaye and Mrs Leaverland as very productive. Monthly review meetings are taking place with course leaders in groups focusing on MLPs, especially with regard to attendance and retention. Three growth areas were also closely looked at, Motor Cycle, Level 3, Baccalaureate and Higher Apprenticeships.

Governors received reports from Link visits.

SS.06.15 TO APPROVE

(i) Equality & Diversity Policy

Mrs Quinn said that there were no changes to this policy.

Mr Sendell asked for a clarification of the term Public Sector Duties. Mrs Quinn replied that these duties were about making sure that the College analyses on an annual basis any outcomes, produces Equality and Diversity Impact Measures (EDIMs) and that it has a mechanism by which it can monitor those measures. The College also needs to have Public Sector Duties to be able to publish that information somewhere. Mrs Quinn said she would produce a very top-level summary of the EDIMs for publication on the College website.

ACTION: KQ

	Mr Sendell also felt that the bullet point referring to consulting with contractors needed filling out and strengthening. Mrs Quinn said she would change the wording to address this and provide more clarity.
	ACTION: KQ
	Governors reviewed and approved the Equality & Diversity Policy subject to clarification in relation to sub-contracting.
(ii)	Curriculum Strategy 2013-2018
	Mrs Quinn stated that the philosophy that sits behind the Curriculum Strategy remains true and in-line with the College Strategy and there was no proposal for that to change.
	The Chair asked Governors for any questions with regard to the Curriculum Strategy.
	Mr Course felt that the word 'region' at 1.1 first bullet point, should read 'regions' to reflect the College's national partnership programme.
	ACTION: KQ
	Mr Course queried the statement at 1.6 paragraph 1 referring to: 'All areas of the College are fully accessible with the exception of the gas workshop'. This sentence needed clarification.
	ACTION: KQ
	Mrs Cross-Durrant wondered if there should be a cross-referencing to another document about radicalization and how it is approached in the curriculum. She felt that if it was to be promoted through the curriculum then it needed to appear somewhere in the Curriculum Strategy via a cross-reference. It was suggested that this could be 'woven' into the bottom of page 43 and top of page 44 where it talks about the individual learner.
	ACTION: KQ
	Mrs Hall felt that the wording referring to Progress 8 at the top of page 40 needed clarification and rephrasing.
	ACTION: KQ
	Mr Course drew attention to the typographical error on page 43, paragraph 2 and the use of 'i.e', which should read 'e.g'.
	ACTION: KQ
	Governors approved the Curriculum Strategy 2013-2018 subject to the above amendments being made.
SS.07.15	DATE OF NEXT MEETING
	Wednesday 10 June 2015 commencing at 1700 hrs; Agenda Items
	Governors' Monthly Report – updates re Safeguarding and E&D (including DBS issues & related training); E&D updates
	Quality monitoring process – Governors review of curriculum areas
	Analysis of lesson observation data
	Minimum Levels of Performance
	Minutes of Quality Board (to receive)
	College Charter – to approve
	Curriculum Plan for 2015-16
	Destinations 2013 -14
	There being no further business, the meeting closed at 1905 hrs.