

**EASTLEIGH COLLEGE BOARD
MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE
WEDNESDAY 10 JUNE 2015 AT 1700 HOURS IN ROOM A018**

Present: Mr J Course (Chair)
Miss S Nellthorpe
Mrs H Hills
Mrs G Thomas
Mr J Sendell
Mr D Lowe

In Attendance: Dr J Edrich, Chief Executive and Principal
Mrs K Quinn, Deputy Chief Executive (Director of Teaching & Learning)
Dr C Davis OBE, Clerk to the Board (minutes)
Miss L Withers, Marketing Manager (from item SS.12.15, i)
Mr G Goddard, Associate Director, Professional Studies & Workforce Development (from item SS.12.15, ii)
Mr M Phelps, Associate Director, Business Development (item SS.12.15, ii)

SS.08.15 GOVERNORS' MEETING TIME WITHOUT SMT

SS.09.15 COMMITTEE MATTERS

i Apologies

Apologies were received from Mrs A Cross-Durrant and Mrs V Hall.

ii Declaration of interests

There were no declarations of interests made by those present, financial or otherwise, in any item on the agenda.

iii Minutes of last meeting 25 February 2015

The minutes were agreed as a fair reflection of the meeting.

iv Matters arising

There were no matters arising, all the actions had been completed.

SS.10.15 GOVERNORS' MONTHLY REPORT

i Quality aspects

Mrs Quinn informed Governors that the data tables provided in the report regarding how achievement and success are measured have now been changed. New success tables reflecting these changes and including apprenticeships have been included.

Miss Nellthorpe asked a question regarding where the data would come from if required during an Ofsted inspection.

Mrs Quinn stated that because the new table was in its first year, the ability to compare data across previous years was not available. However, with new data being added in the second year there would be the opportunity to make comparison.

Dr Edrich clarified the situation by saying that there was sufficient data subject-by-subject, qualification-by-qualification and this would be available to inspectors as and when the evidence was required.

There was a proposal by Mrs Quinn to leave the old tables in place until the new data tables become more complete, this however was not thought by Governors to be necessary.

Mrs Quinn updated Governors on the new data dashboard, which was now available on the Ofsted website. This will enable Governors to see the data for Eastleigh College and is presented very much in the same way as the College's new data table.

Mrs Quinn will provide a briefing on the Governor's data dashboard at the next Governor's Board/Training event in September.

ACTION: KQ

Questions were raised over the requirement for the data sub-group to meet and if so how often.

Miss Nellthorpe's view was that it should meet at least once more, in light of the changes to how the College is presenting its data, to enable a real understanding of the new tables. Post the training event, when all Governors will have received training on the Governor's data dashboard, a review of the need for the data sub group should take place. All Governors agreed to this way ahead.

ii Safeguarding updates (including DBS issues and related training)

Mrs Quinn explained that there was a new way of reporting Safeguarding incidents in the report, with the exact number of incidents and the outcomes clearly defined.

The Prevent Duty risk assessment has now been carried out with the College's local Prevent Officer.

Governors received training on the Prevent Duty on the 29 April 2015.

Governors noted the quality aspects, safeguarding updates in the Governors' Monthly Report, April 2015.

SS.11.15 TO RECEIVE

i Quality Board minutes, 20 May 2015

Mr Course asked whether the Standards Committee needed to receive the minutes of this Board or could it be distributed in some other way outside of committee.

Dr Edrich responded by saying that she felt the Quality Board discussed a lot of the same agenda items before they were presented to the Standards Committee. The Quality Board includes a wide range of staff and therefore there is more of a mix of views and representation.

The Clerk suggested that perhaps Governors could receive an open invitation to attend the Quality Board, in rather the same way as happens with the Risk Management Board, thereby negating the need for the minutes to appear as an agenda item at the Standards Committee.

Governors thought that this might be a good solution and the Clerk said he would consult further with the Chair of Standards to find a suitable way ahead.

ACTION: ChD

Mr Sendell asked a question regarding QB.29.15, 14.ii, which referred to only 4 people turning up at an assembly point after the fire alarm had sounded.

Dr Edrich said that this was not a true reflection of the event. There are four assembly points and the assembly point in question is at the back of the College. The alarm went off on the first day of building work being carried out to the Red Carpet restaurant and physically cannot now be reached. The redirection information had only just gone up and the other assembly points were all fully utilized.

Governors received the Quality Board minutes, 20 May 2015.

Miss Withers entered the meeting.

SS.12.15 TO REVIEW

i Schools Liaison Strategy

Miss Withers introduced the agenda item by stating that there is an expected declining birth rate over the next five years. Her team is looking at ways of working differently with the schools. She believed that there is still a stigma in schools with regard to vocational training, so the strategy is based around a 'back to basics' formula.

Mr Course asked about having the necessary resources to be able to form partnerships with College feeder schools.

Miss Withers replied that she felt that the School's Liaison Officer had the capacity and resources to carry out the initiatives listed in the strategy with a more focused approach.

The inclusion of Redbridge Community School as a school with untapped application potential was discussed and it was identified that there was a match in curriculum delivery. This was believed to be a positive position to trial the steps set out in the strategy.

Transport links with Redbridge Community School were discussed and a Governor offered a link with a councillor on Test Valley Council to explore the potential of having a bespoke transport provision supported by local businesses.

Miss Withers will report progress against targets in 12 months time.

Governors reviewed and approved the Schools Liaison Strategy.

Miss Withers left the meeting.

Mr Goddard and Mr Phelps entered the meeting.

ii Minimum Levels of Performance (MLPs) – final report 2014/15

Mr Course felt that the report was a very positive document with good improvements in most areas. The lingering question he felt was whether or not Governors were seeing the whole picture and whether there are courses that are just falling into this category when simply looking at MLPs.

Mrs Quinn reassured Governors that the information is well sourced in the KPIs throughout the year, but it is only this time of year when predictions with regards to success can start to be made.

Mr Goddard reminded Governors how the benchmarks are arrived at. There are SFA benchmarks for MLPs and for learner responsive the threshold for an MLP is 70%. The benchmark used on this report is an Eastleigh College set benchmark of 86% and when reporting to Business SMT every month, anything below 90% is given an amber warning for attention and attendance. The College's own internal benchmarks are significantly higher than the nationally imposed level. For apprenticeships the overall SFA MLP benchmark is 55%, so once again the College's internal benchmark is significantly higher than the national averages.

The committee then proceeded to systematically interrogate the report, raising any questions or concerns over those qualifications, which were identified as being below the recognized benchmark.

A reference was made to AAT and an action on a Governor from the previous meeting regarding passing contact details for Colleges that are making progress with distance learning delivery.

Mr Goddard confirmed that this had happened and although he was not able to make communication with those contacts, he was now in contact with Somerset College, a College, which has now resolved its similar problems with AAT. He is intending to visit the College with the view of seeing how it works. He also informed Governors that Eastleigh College had put AAT under its own internal special measures, supporting staff and students alongside changes to the operational processes to improve this delivery.

Mrs Quinn reported that there had been an improvement in both Mathematics and English attendance for 16-18, at 80% and 82%. Although still below the College benchmark this is still better than the sector. There have been marked improvements in how the College reports and monitors attendance and how staff across the College are supporting students to get to those lessons. Mathematics and English will be the primary subjects on the timetable for the next academic year, with the other subjects being built around this template.

Mr Lowe a Student Governor queried the absence of his own course from the list, stating that he believed there had been a fall out of at least 20% of starts in Public Services (uniformed) Level 3.

Mrs Quinn replied that she felt the data had not yet been filtered in and that if this was the case it would appear in next years report. She said she would look into this.

ACTION:KQ

Mr Course asked if overall success rates were going to continue to improve as a result of this very positive report.

Mrs Quinn responded by saying that she felt that the College's Level 1 success was high. In terms of retention, Levels 2 and 3, 16-18 was where the College needed to improve. Adult success rates were very high and she was confident that they would remain very high. For Levels, 2 and 3 16-18, the retention is close to where the College out-turned last year. She was confident that with continued close scrutiny that the success rates would continue to improve.

Mr Goddard clarified that with apprenticeships success increases of 2-3%, that it was both in growth and improved success rates, not just success rates.

Miss Nellthorpe, Mr Goddard and Mr Phelps left the meeting.

Governors reviewed Minimum Levels of Performance – final report 2014/15.

iii ILT Strategy 2014-16

Mrs Quinn stated that there was no intention to change the strategy and that within it there was now an update on how the College is making progress against the Strategy with an action plan summary, introducing key areas identified by the College on moving forwards.

Dr Edrich made Governors aware of a business risk identified recently at the ILT Strategy Planning Group, associated with the withdrawal of support for the College's MIS system and transfer from the current system to a new system. Although not a Standards Committee agenda item, it is a business risk and needed identifying at this committee. She reported that there is now a structured project plan in place to replace the MIS system, with a full risk assessment and risk reduction plan in place.

A discussion took place over the need for implementing the minimum 10% distance learning/e-learning delivery. It was agreed that further investigation needed to take place, especially with regard to local employers.

Governors reviewed and approved the ILT Strategy 2014-2016.

iv Quality monitoring process – Governors review of curriculum

Mr Course reported that the link Governors had met prior to the meeting to discuss observations made on the individual curriculum areas. He amplified his wish that the individual reports would be produced at a later date for Standards Committee members but not for the public domain. His verbal report was given by main area headings.

Governors reviewed the Quality monitoring process – Governors review of curriculum.

v Teaching Learning and Assessment update

Mr Course began by asking a question, which he felt all Governors needed answering regarding the College's decision not to use a grading system of assessment any more.

Mrs Quinn informed Governors that the system had changed because it had been driven by internal and external factors. This included a move away by Ofsted of grading individual lessons and a move towards an internal culture focused on quality improvement and ongoing staff development. The change had been implemented after discussion with internal staff focus groups and an extensive programme of development for the observation team. This has included reviewing the processes to ensure we maintain a robust and thorough approach to evaluating and improving the quality of Teaching, Learning and Assessment. This is the coming together of two elements, which have informed a change of assessment practise within the College. The new system has been trialled and has gone down well with staff.

Discussion followed over how progress was going to be measured.

Mrs Quinn confirmed that there will still be a judgement grade on the performance and Teaching, Learning and Assessment criteria area. There will also be a qualitative element, with the individual being able to access further training and mentoring.

Questions were raised over the management of poor performance and how it was to be recorded.

Mrs Quinn said that it would be recorded in exactly the same way. Poor performance she explained, was not just about receiving a poor grade, it must also identify areas of the teaching and learning that were not good. The result of this assessment will still go into the competency procedure, providing more data and a richer source of evidence.

Governors enquired if the capability process was time bound in a reasonably prompt way.

Post meeting note:

The Competency Procedure refers to time scales in the following manner: *The first informal stage is one to two months. If the improvement actions are not satisfactorily completed, then the formal stage is to set more targets to be monitored for one month. If performance is still unsatisfactory, the final hearing (notice of 10 days) will result in redeployment, change of duties or dismissal.*

Mr Course asked how the Standards Committee would know that this new system of assessment is working.

Mrs Quinn replied that she will now report back to the Standards Committee on Teaching, Learning and Assessment development activities, progress and impact. Teaching, Learning and Assessment meetings will start at team level and feed right the way up to SMT and Governors. She felt that this would produce a more focused and accurate assessment of teaching, learning and assessment and provide a greater understanding of what the College is really good at and the areas that are being worked at.

Governors reviewed the Teaching Learning and Assessment update.

SS.13.15 DATE OF NEXT MEETING

Wednesday 25 November 2015 commencing at 1700 hrs

Governors' Monthly Report: Quality matters; Safeguarding updates (including DBS issues and related training)

Student success data and proposed grades for curriculum areas

Quality Improvement Plan (QIP) 2014-15 final report

Current progress against enrolment targets

Review Committee Terms of Reference

Annual E&D report 2014-15 (for Board approval)

Teaching Learning and Assessment

Equality & Diversity Strategy (for Board approval)

Analysis of lesson observation data

Ofsted Dashboard

The meeting closed at 1850 hrs.