

DRAFT

EASTLEIGH COLLEGE

MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE

HELD ON THURSDAY 27 FEBRUARY 2014 AT 1700 HOURS IN ROOM B120

Present: Mr J Course (Chair)
Mrs A Cross-Durrant
Mrs H Hills (1735)
Mrs V Hall
Mrs G Thomas
Mr J Sendell

In Attendance: Dr J Edrich, Deputy Chief Executive (Director of Teaching & Learning)
Mr P Stone, Clerk to the Board
Ms A Cochrane (minutes)
Mr A Kaye, Associate Director of Science & Technology
Mr P Hindson, Marketing Manager
Mrs L Gittens, Head of Division Science

SS.01.14 PRESENTATION – STUDY PROGRAMMES

Mrs Gittens gave a presentation on the progress of study programmes. She reported on changes to full time programmes for 16-19 year olds, where all courses are now 600 hours and funding is by learner not by qualification.

The focus is now on English and Maths and again this forms part of the criteria for funding. Learners who come from school with a grade C or below in these subjects must improve their grades.

There is a focus on employer engagement and destination measures. The College has reviewed extending provision and action plans have been put in place.

eLLPs have been developed to include tracking and recording of student engagement. Personal development is being recorded along with destination information. Mr Hindson advised the College is working with QDP who undertake destination tracking, results from this are expected next week.

An extra 3,500 new starts in English and Maths qualifications have increased the need for staff in these areas. These groups are of mixed ability and a Coordinator is required to manage timetabling. Students are screened at enrolment to ensure the level for Functional Skills is appropriate. Mrs Cross-Durrant asked if there was any evidence of success with the English and Maths strategy – numbers of students arriving at College with a D grade being moved up to Cs and Bs? Mrs Gittens advised that students were being steered towards Functional Skills if their chance of improving their grades were slim.

Mrs Hall enquired about the level of screening undertaken by the schools. Mrs Gittens advised that the College does not rely on this and carries out screening with all new students.

Study Programmes have also meant increased need for work experience. Mrs Gittens reported that the College is working with Solent EBP to identify placements with hard to reach areas – notably Technology

SS.02.14 GOVERNORS' MEETING TIME WITHOUT SMT

There were no items for discussion. Mr Course welcomed the two Governors who are new to the Standards Committee. The assembled group introduced themselves to Mrs Thomas, a new Governor and Mr Sendell who had moved from Finance & General Purposes Committee.

SS.03.14 COMMITTEE MATTERS

i Apologies

Apologies were received from Mr Lau-Walker, Mrs Brainsbury and Ashleigh Brown (student Governor)

ii Declaration of Interests

There was no declaration of interests received from those present, financial or otherwise, in any item on the agenda.

iii Minutes of the Last Standards Committee Meeting Held on 28 November 2013

The minutes of the meeting held on 28 November 2013 were agreed as an accurate record and signed with the addition of 'and success rates' in line 2, para 3 of SS.22.13(iii).

iv Matters Arising

a) Re:SS.17.13 Governors' meeting time without SMT

Dr Edrich advised the Curriculum Strategy would be given more 'air time' at the Board Training meeting in May 2014. It was noted that 1-1.5 hours would be allotted to this.

ACTION: PS

b) Re:SS.18.13, iv(b), Governor Monthly Report – E&D Updates

Dr Edrich advised that following the meeting to share ethnicity data with staff from Barton Peveril, there had been no further contact. However, a meeting was planned with Jonathan Prest, Barton Peveril Principal with a broader agenda. It was noted that Dr Edrich had initiated this meeting.

c) Re:SS.18.13, iv(e) Governor Monthly Report – Quality Aspects

Dr Edrich advised that the Teaching & Learning strategy was to be unpicked by Curriculum Managers and that the ILT strategy would feed into this. Both would be presented to Standards in June 2014.

d) Re:SS.23.13, ii Curriculum Strategy

Dr Edrich advised the Curriculum strategy had been amended at section 1.5 to expand on the Every Child Matters criteria. Dr Edrich tabled versions of the updated document for reference.

SS.04.14 GOVERNORS' MONTHLY REPORT, JANUARY 2014

i Quality Aspects

Dr Edrich advised that some of the quality data had been updated since the report went to print.

ii Safeguarding Updates, including CRB Issues & Related Training

Dr Edrich clarified the entry under safeguarding. A child protection report goes to Audit Committee with much more detail of all referrals. As it is not a matter that affected the working of the College, detail was not deemed necessary for the monthly report. Mrs Cross-Durrant enquired why the 'bullying telephone number' had been resurrected and if there had been any issues. Dr Edrich said there had not. Mr Sendell asked how safeguarding issues were reported, Dr Edrich reported that issues may be raised with the tutor and passed through a recognised line of authority. Dr Edrich drew the Committee's attention to the 'Be Safe' poster.

Mrs Hills joined the meeting.

iii Equality & Diversity Updates

The increased evidence of equality & diversity collected in the teaching observations was noted.

SS.05.14 TO APPROVE

i Marketing Strategy

Mr Course asked if paragraphs could be numbered for ease of reference in future.

ACTION: PH

Mr Hindson explained this was an umbrella strategy for all students of all ages and provision. The key elements focus on value for money and return on investment, taking into account changes in demographics, Government policy and technological changes.

Mr Hindson explained that Eastleigh has seen a significant increase in young people of primary school age which will feed through to schools and colleges. There have also been changes in social media and online activity which affect student movement.

Mrs Thomas asked about conversion rates. Mr Hindson advised it is between 56-60% and that 35% of all students who apply do not attend Eastleigh College. Mrs Cross-Durrant asked if there was a known reason for this, Mr Hindson stated that travel played a large part in a student's choice of college. The College has introduced a travel bursary but that no external subsidy was available as with Southampton colleges. Mr Hindson advised that for this reason, local schools were targeted. Mrs Cross-Durrant asked about conversion rates for local schools. Mr Hindson said that relationships need to be built with feeder schools and he advised that typically of 300 applicants, 80 will come from Wildern. Mrs Thomas asked about working with local bus companies, Mr Hindson advised they were willing to share existing routes but not to offer discount specifically for Eastleigh College. Mr Course asked if the College could do more with local schools. Mr Hindson stated that the local schools all have different assumptions about the College and changing perceptions was a challenge. Mrs Thomas suggested that possibly the College could look at its perception of local schools, not the other way around.

Mr Hindson went through the KPIs within the strategy. Discussion took place on the intake target for 16-18 year olds and the expected 10% increase over five years. Mrs Hall asked how this related to learner numbers. A question about how the College would know after one year whether targets were on course, would the College have to wait for five years? Mr Course asked if annual targets could be set. Mr Hindson agreed to include these.

ACTION: PH

KPI3 relates to market intelligence. Mr Sendell asked how this information would affect the work of the advisory groups. Dr Edrich explained about the new advisory groups of employers.

Tracking destinations was discussed and collecting alumni information. Mrs Hills stated that work experience is always very difficult to source, especially with Entry or L1 students. Mrs Thomas said that she had many contacts that could provide work experience for all levels of student, This will be followed up by Dr Edrich.

ACTION: JE/GT

Mr Hindson went on to explain that any new marketing using sales, social media or e-marketing would have resource implications and ultimately budget implications.

It was noted that a reputation with STEM, apprenticeships and new technology needed to be developed. The corporate image requires good branding. Mr Course asked if branding could be a discussion point at the Board training event looking at the College's reputation. Mrs Hall asked if debate could cover "the College is a vocational learning focused service organisation". It was agreed that provision for annual targets would also be discussed in more detail.

It was agreed to bring the amended Strategy back to the next Standards committee in June 2014.

ACTION: PS

ii Equality & Diversity Policy

Dr Edrich advised that following a review of all E&D paperwork, the first bullet point is to be split. Mr Sendell asked about DBS disclosures and if the College can confirm there is no discrimination against staff with spent convictions or because of geographical areas and that this should be included in the Policy. Dr Edrich suggested it should be referred back to the E&D Working Group on 4.3.14. The policy will come back to Standards in June.

ACTION: JE

Clerk's note: HR advice is that neither items can be included in the Policy for legal reasons. The Policy will therefore go to the 26 March 2014 Board for consideration and approval.

iii Quality Assurance Policy

The Committee approved this policy.

ACTION: AC

iv Apprenticeship Support Strategy

Dr Edrich explained this strategy was to cover apprentices employed by the College. The Committee noted the amendments and agreed the strategy could go forward to the Board for approval.

ACTION: AC

SS.06.14 TO RECEIVE

i Minutes of the Quality Board held on 6.2.14

Dr Edrich drew the Committee's attention to the MLPs which identify courses where success rates are 75% or less and examines the reasons why. Dr Edrich explained MLPs are monitored at Curriculum Managers' monthly meetings. However, she explained that the SFA have changed the criteria for measuring MLPs – 40% of an overall area has to fall below 75% before MLPs 'course by course' are acknowledged. The College will continue to monitor MLPs as before.

- ii Final SAR grades** were noted. Dr Edrich drew the Committee's attention to the movement of Public Services and Skills from a grade 2 to a grade 1 and Learner Voice from a grade 1 to a grade 2. It was reported that surveys are now being undertaken by students online and this had led to a greater degree of honesty which is seen as a positive change.

iii Success Rates

Dr Edrich explained the new national benchmarks were now available and these would appear in data in next months Governors' monthly report. Dr Edrich asked how Governors would like to see this data reported going forward. It was agreed this level of detail should be reported annually. Governors felt that trends and 'by exception' data would be more appropriate for Standards Committee only.

Dr Edrich explained why some of the figures were low, namely Science and Maths, and this data is whole College whereas the SARs pick out areas by department. The College addresses issues at area level. Mrs Hall asked for a specific time set aside to discuss this data in more detail. It was agreed a sub-group of Mrs Cross-Durrant, Mrs Hall, Mrs Thomas and Dr Edrich will convene to discuss. The group will set terms of reference and report back to the next Standards meeting.

ACTION: JE

iv Course Change – Floristry

Dr Edrich advised the Committee that requirements for Floristry had changed. Only 8 full time students had enrolled this year and the year before, however there were more part time adults enrolled. Full time is failing to recruit because of limited industry opportunities. Dr Edrich reported the decision to remove the full time L3 Floristry had led to a complaint by a student and her parent which was yet to be resolved. The Committee had no concerns.

SS.07.14 TO REVIEW

i SAR Process for Autumn 2014

Mr Kaye explained that the SAR calendar for 14-15 remained unchanged from 13-14. Governors approved the SAR calendar.

ACTION: AC

ii In Year Student Retention

Mr Kaye advised this data was reported by exception and that full time retention was 98%. The low success and attendance rates were noted. Dr Edrich advised that the 10% increased discussed in the Marketing strategy would equate to the number of students lost in retention in the first six weeks of the year.

iii Governor Divisional Link Role

Mr Course explained the new guidance for link Governors. It was agreed that link Governors would meet with Mrs Cross-Durrant an hour before the next Standards Committee to review feedback.

iv Items of Risk Register

Governors asked if the Risk Reduction plan could be emailed to them. Discussion took place on item 3.7 'poor Ofsted inspection results'. It was noted this was not specifically about retention and achievement more about results sitting too close to the national average. It was noted that Ofsted are now looking at data other than success rates – value added, destination, progression.

ACTION: PS

SS.08.14 DEFERRED ITEMS

- i Dr Edrich explained that following production of the Strategic Plan for 2013-18 other strategies. The ILT strategy is undergoing a re-write with assistance from external agencies as this is out of date. The Employer Engagement strategy is underdeveloped and the Functional Skills strategy was written before the move towards English and Maths. These strategies will be presented to the Standards in June 2014.

ACTION:JE

SS.09.14 Date of Next Meeting

The date of the next Standards Committee meeting will be Thursday 12 June 2014 at 1700 in B120. Agenda items to include:

- Governors' Monthly Report: Quality matters: Safeguarding updates (incl. CRB issues & related training); E&D updates
- Quality monitoring process – Governors review of curriculum areas.
- Analysis of lesson observation data
- In year student retention
- Minimum Levels of Performance – final report 2013-14
- Minutes of Quality Board
- Quality Improvement Plan (QIP) 2013-14 – final report
- College Charter – to approve
- Guidance to Staff Dealing with Violence & Aggression – to approve
- Curriculum plan for 2014/15
- Destinations 2012/13
- ILT Strategy (for Board)
- English & Maths Strategy
- Employer Engagement Strategy