MINUTES of the Meeting of the Education Committee held on Wednesday 15 May 2024 at 16.00 via remote participation	
Members present: Steve Stanley Claire McDonald Kathryn Skelton Mark Smith	External Member/Chair Staff Governor External Member CEO
In attendance: Tom Fogden Tina Götschi Ryan Manning Dr Geoff Stevenson Jacky Gearey	Dean for item 4.5 and 4.11 Principal for items 4.4, 4.8 and 4.12 DSL for item 4.6 Director of Degree Apprenticeships (DoDA) for items 4.10 Clerk

Quorum 2 members

Items			Action by
	Opening of meeting The Chair opened the meeting at 13.40 and noted that going forward items marked as for information will be taken as read unless there are questions whilst those designated for monitoring and decisions are important items that will be prioritise		
	Apologies for Absence 1. Annamarie Douglas – Covid There were no other apologies.		
	Declarations of interest There were no declarations of interest.		
4.1	**Minutes of Previous meeting** The committee approved the minutes of 27 March 2024 as an accurate record of the meeting held. **Resolved that the minutes were an accurate record of the meeting held 27 March 2024**		

4.2	**Matters arising from above (if not covered by the agenda)**
	Item 3.2 and 3.4
	    (i) to flag any safeguarding workload issues to the committee - regular meetings with DSL and Chair of Education as the safeguarding lead governor. DSL to schedule this before each Education Committee. Closed
	    (ii) confirm whether Smoothwall Filtering installed in Manchester - covered under item 4.6. Closed
	Item 3.3
	    (iii) send committee members interim draft version of accountability statement via Google Docs – covered under item 4.7. Closed
	Item 3.5
	    (iv) Learner Assessment tracking - success at pass rates of EPA and reporting on this and apprentice efficacy in the workplace. Still outstanding.
	All other actions were closed or covered under this agenda.		

4.3	**Educational KPIs**	
	The paper was taken as read. Performance against KPIs remains mixed with a number improving their RAG status whilst are still in the red e.g. sixth form progression onto Ada higher degree apprenticeships and apprenticeship volumes. The CEO summarised the following specific KPIs:	
	- Comp Sci. BTEC performance - on track for even better than expected BTEC performance; - Apprenticeship academic performance retention and pass rates for the year to date are very high; - Apprenticeship volumes/recruitment were significantly down on forecasts. This was noted by the Chair and committee as an area of grave concern and asked for the reasons. As previously minuted this was in the main due to market conditions with one key archer partner decreasing their intake number; the committee raised concerns on this and what was the plan to make up the budget shortfall. CEO advised that the interim Director of Finance was looking at this. - Sixth form progression to apprenticeships, inc. Ada apprenticeships, is forecast to be very low at present despite Year 13 students applying to a large number of roles. The reasons discussed covered the reducing market and fewer opportunities. Asked about feedback from students, the Principal confirmed that this was not consistent and of little help. The Chair did suggest that the College may need to consider changing the courses or the types of apprenticeships to improve the conversion rate. This to be monitored closely going forward through the Outreach officer; and - Sixth form persistent absence remained stubbornly high despite overall attendance being on track to meet or exceed 93%. There is a small number of learners with very high absence rates. The committee asked how this affected student outcomes with the Principal explaining that a small number of students had very complex needs impacting the outcomes much more significantly than in previous years.	
	Resolved that the Educational KPIs were received and noted by the committee	
4.4	**Quality of Education Improvement Plan update**	
	The plan looked at key areas to concentrate on in order to implement the Ada 2.0 strategy and thereby reach outstanding in the Quality of Education.	
	Three key areas identified were:	
	1. **Improve the quality of teaching through a focus on improved pedagogical understanding –** much had been achieved as evidenced in the following:	
	- Several sessions had taken place involving senior staff focused on planning, questioning and feedback. All sessions were based on research on Teaching Learning Assessment (TLA) using Rosenshine's Principles of Instruction. And there were signs of improved practice. - Implementing regular cycle of learning walks and use of a shared TLA Tracker to record feedback from these learning walks and development plans set up for all teachers and lecturers. - Developing a Quality Improvement Cycle for skills coaches based on a series of observations, sampling of work and feedback	
	2. **Better identify and remedy poor standards of teaching and learning –** this is still being actioned, but the aim is to have regular scheduled training of teaching line managers and sourcing external instructional coaching to support underperforming staff.	
	3. **Improve the quality of new teaching staff joining Ada –** some progress has been made in developing and offer high quality Computer Science CPD and hosting a variety of conferences and master classes.	

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	The Principal said that all of this was resource dependent and required possibly a Quality of Education lead across both provisions. The committee felt that the plan was very helpful and provided evidence of a cycle of improvement. It was highlighted that for the apprenticeship provision that although there is a level of feedback which is tracked, there is no formal assessment or banding. To summarise, the Chair said that the key issue was to have a unifying role providing oversight across the provisions which was sensible. The concern was identifying who would be in charge. The CEO agreed confirming that the approach would have to be structured and consistent and agreed to bring this back to the next meeting in September for further discussion. **Resolved that:** **(i) the Quality of Education Improvement Plan update was received and noted by the committee** **(ii) Quality of Education Improvement Plan update to be discussed at the next meeting in September**	
4.5	**Annual Teaching Staff update** The Chair asked that this paper be taken as read noting that recruitment of staff and their pay awards were still challenging across the sector as a whole. In particular the Chair noted that regarding apprenticeships staff continuity was very important. The committee commented that the provision of an associate lecturer pool was a sensible idea and that perhaps this should be grown. The committee asked about trialing the use of recently purchased software Pluralsight which enables staff to access a variety of video training courses and what was the measure of success. It was explained that as the licences are expensive and there was a limited CPD budget this could not be rolled out to everyone, but the skills coach had said that it was a very useful monitoring tool. After trialing this, the ELT would get feedback from the staff to validate its use. **Resolved that the Annual Teaching Staff update was received and noted by the committee**	
4.6	**Safeguarding and Prevent Report** The DSL explained that there have been an additional 121 incidents referred to the safeguarding team since the previous meeting and was significantly higher than for the entire last academic year. Referrals involving apprentice learners have seen the most significant increase, particularly in relation to additional needs and mental health reflecting an increase in awareness of staff to the challenges learners face, but also a likely increase in need with increased levels of learners across both provisions and a significant increase in apprentices who have only recently turned 18. The subsequent discussion centred on the number of recommendations that had been in place in different forms throughout the academic year e.g. Smoothwall, upskilling key staff but the issue remained in how to remove the barriers to implementation, the provision of one person with overall oversight as in many other colleges, but this would be an additional resource. However it was agreed that there needs to be consistency across the departments which falls into all staff's remit e.g. safeguarding should be a regular item for every team meeting. The committee asked if the College had considered a basic checklist for all decision making as opposed to a reactionary point. The CEO said that this would be considered. **Resolved that the Safeguarding and Prevent Report was received and noted by the committee**	
4.7	**Final draft Accountability Statement** The CEO briefed the committee on the final draft accountability statement requiring the Governing body to periodically review how the College provision meets local and high	

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	priority skills. All the 'strategic aims' flow from recent ELT Away day sessions reviewing progress against 'Evolving to Ada 2.0' strategy that run to December 2025. It was felt that the statement aligned with the local skills needs and employer's skills needs of both Greater London and Manchester regions. For note the CEO advised that following a recent conversation with the DfE an extended return date to ESFA of 5 July had been agreed to enable a fuller update on progress and the rationale for the areas of focus to be presented for board approval at the board meeting 3 July. The committee's main point of feedback concerned the focus which seemed to be on operational output which the CEO agreed with and said that this would be addressed. In addition the Chair asked about the apprentice volume growth and whether this was achievable, which currently the CEO could not guarantee. Finally in summarising the Chair commended the CEO and ELT on a very clear document and suggested that in addition reference could be made to changes to the future curriculum. **Resolved that the Accountability planning was received and noted by the committee**	
4.8	**16-19 Programmes** The Principal gave an update on the new streamlined qualifications system for students aged 16 and over which will involve the following available routes: ● A Levels or a mixed curriculum of, for example two A Levels alongside a vocational qualification called Alternative Academic Qualification (AAQ); ● T Levels; or ● Enrolling onto an apprenticeship. AAQs will be developed in two cycles: ● Cycle 1 will include subjects that align with waves 1 and 2 of T Level roll-out with qualifications being funded from September 2025. ● Cycle 2 will include everything not covered in cycle 1 and qualifications will be funded from September 2026. There will also be the offer of an Ada Foundation year in 2024 for students, who do not meet the GCSE requirements (English & Maths), but who have significant potential. The course would be supportive and challenging academically aimed at developing skills, self-belief and academic confidence enabling them to access the core Level 3 Sixth Form programme the following academic year. **Planned curriculum changes for 25/26** ● Wider stakeholder consultation with industry, in-coming Principal, staff, Board ● Further research of AAQs once the final list of approved qualifications for funding from September 2025 is published in July 2024. ● Staff training requirements for 2024 to prepare for 2025 curriculum planned and implemented ● Staff recruitment requirements for Sept 2025 planned The Chair thanked the Principal for the update and there followed a discussion on the provision of some of the subjects to be covered and the introduction of T Levels. The Chair felt that offering a foundation course was sensible but raised the issue that the recruitment of high quality of English and Maths teachers would be very challenging. Asked if universities and stakeholders understood these new qualifications, the Principal said that the intention was to talk to them about this and it was suggested that contact be made with the admissions department at Queen Mary's University to get feedback. Principal to action this. The committee also suggested that the issues around the BTECs and the new provision should be shared when next the College had a roundtable with employers to	Principal

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	ascertain their views **Resolved that:** **(i)** **16-19 Programme update was received by the committee who were supportive of the approach to be taken** **(ii)** **Principal to contact the admissions department at Queen Mary's University for feedback on the new qualifications' requirement** Tina Götschi left the meeting at 15.30	
4.9	**Launching 16-19 provision in Manchester in September 2025** The CEO briefly outlined the proposal for establishing a T-level programme in Manchester from September 2025 subject to securing some initial upfront funding through a grant or donation to cover some of the initial set up costs. Manchester City Council (MCC) has invited the College to send them a proposal setting out how Ada might help them meet their 16-19 provision shortage in the region. An initial proposal for grant funding has been submitted to MCC on 3 May 2024 and the College is now awaiting feedback. The CEO went through the staff resourcing required and asked the Committee for their initial approval which was positive bearing in mind that this was for 2025. It was agreed that a more detailed proposal would be taken to the Board on 3 July. It was discussed that a further meeting of the Committee may be needed over the summer to make the final decision. CEO to advise the Clerk accordingly **Resolved that:** **(i) Launching 16-19 provision in Manchester in September 2025 update was received and noted by the committee** **(ii) a more detailed proposal regarding 16-19 provision in Manchester to be taken to the Board on 3 July** **(iii) CEO to advise Clerk if a further meeting was to be arranged in the summer July/Aug**	CEO CEO
4.10	**Learner Views: surveys and student representation groups feedback** The Director of Degree Apprentices gave a brief summary of the learner views which covered: **Sixth Form** - The students showed an insightful take on their education and the organisation generally. The issue of EDI and meeting the needs of students was identified as a priority and should provide an impetus for a renewed focus on EDI moving forward. CEO said that training would be put in place to address this. **Apprenticeships** - Student Staff Liaison Committee (SSLC), there were 5 apprentices in attendance and the main points covered teaching and assessment: feedback and evaluation: academic support: quarterly reviews and TSC check ins and organisation and communication regarding quality and speed. Much of this had been previously minuted and was being addressed. Additionally employer focus groups were also taking place. The CEO did comment that the biggest limiter on providing more detailed feedback to apprentices is capacity and that the College was exploring simplifying formal summative assessment to allow for more formative feedback. **Resolved that Learner Views: surveys and student representation groups feedback were received and noted by the committee**	
4.11	**New Programmes update** The Dean advised that PwC had cancelled for the moment the proposed Masters in AI advised to the Board in March 24 due to the internal election of a new CEO. However the College was now looking at market testing some Level 4 qualification options with industry partners to see if a pilot cohort can be viable. Multiple options were being researched and developed in addition to this for example Headteacher/MAT digital dunk, developing the relationship with DfE L&D team and Prince's Trust and new Level 6 qualification. The Board would be updated accordingly on future developments.	

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	Resolved that New Programmes update was received and noted by the committee	

4.12	**Planning Cycle and Terms of Reference**
	Plan of Business for 24-25
	The Chair asked to discuss the items on plan of business with the CEO to see if it could be rationalised due to the increasing number and detail of the reports being requested.
	Terms of Reference
	Changes to clause (b) concerning the polices for review and to recommend to the Board for approval were agreed.
	Changes to clause (c) which would allow the committee to approve all other student related polices not specified at clauses (a and b) was agreed.
	
	Resolved that:
	    (i) **the Plan of Business for 24-25 was received and noted by the committee**
	    (ii) **the Chair and CEO to discuss the plan of business offline to ensure there was not an overload of items to be discussed at each meeting**
	    (iii) **Terms of Reference were reviewed and recommend to the Board for approval**
		Chair/
		CEO

4.13	**Committee annual self-evaluation**
	The Clerk advised that this would be sent to all committee members and asked for it to be completed and returned by end of May.
	
	Resolved that:
	    (i) **the Committee annual self-evaluation was received by the committee**
	    (ii) **All committee members were requested to complete the form and return to the Clerk by end of May**	

4.14	**Any Other Business** The Chair thanked the CEO and ELT for all their work on the papers presented which were of a very high standard. There was no further business.	

4.15	**Items to be taken forward to the Board:**
	    1. T-level programme in Manchester
	    2. Terms of Reference	

4.16	**Dates of the next meetings for 2024-25:** • 30 September 2024 at 16.00	
	Close of Meeting Meeting closed at 16.00	

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