



**MINUTES of the Meeting of the Education Committee  
held on Monday 19 May 2025 at 16.00  
via remote participation**

<b>Members present:</b> Steven Stanley Annamarie Douglas Alice Ward  <b>In attendance:</b> Chris Cherry Ian Dickerson Jane Davidson Tom Fogden Sarah Salimullah Tina Götschi Dr Geoff Stevenson Jacky Gearey	External Member/Chair Co-opted Member Co-opted Member  Board Chair Head of Information and Impact for item 4.3 Designated Safeguarding Lead for item 4.7 Dean for item 4.12 Principal for items 4.5, 4.6, 4.8, 4.9 and 4.11 Director of Curriculum and Quality for item 4.10 Director of Degree Apprenticeships for items 4.5, 4.6 and 4.11 Clerk
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**Quorum 3 members**

Items		
	<b>Apologies for Absence</b> 1. Mark Smith 2. Kathryn Skelton There were no other apologies.  <b>Declarations of interest</b> There were no declarations of interest.  <b>Opening of meeting</b> The Chair opened the meeting at 16.03 and welcomed Chris Cherry as the new Board Chair. As one of the co-opted members had to leave the meeting later, all items for decisions (items 4.2, 4.3, 4.8, 4.9, 4.10 and 4.13) were to be addressed first. Additionally the Chair asked that all papers were to be taken as read to allow more time for questions and discussion.	
4.1	<b>Minutes of Previous meeting</b>	
	The committee approved the minutes of the meeting held on 31 March 2025 as an accurate record.  <b>Resolved that the minutes were an accurate record of the meeting 31 March 2024</b>	
4.2	<b>Matters arising from above (if not covered by the agenda)</b>	
	<b>Item 3.5 - Learner views – Sixth Form</b> - provide an update for the next meeting on the reports of student discrimination on disability, ethnicity and gender. The CEO to report back on this for next meeting. <b>Item 3.8 – Safeguarding and Prevent</b> - update on the safeguarding and grievance procedures. The Chair asked for confirmation in writing that this has been done. <b>Item 3.9 – Manchester T-Levels</b> - decision to be taken - covered under item 4.10. Closed <b>Item 3.10 - Short courses and New Programmes Update</b> – covered under item 4.12. Closed  There were no further matters arising.	
4.3	<b>Committee scope increase – ‘Education &amp; Impact’</b>	
	<ul style="list-style-type: none"> <li>A paper on the proposed changes to the scope of the committee was discussed with the Head of Information and Impact who explained that the work undertaken by the College</li> </ul>	

	<p>was based on impact measurement regarding mission alignment with students leading to some upcoming milestones. The primary metric for measuring long-term impact was defined as the proportion of alumni who are in sustained employment i.e. at least twelve months, on a good wage (this needed to be better defined), or on a better salary i.e. above the average graduate and within two years of leaving Ada or other higher education institutions. The committee felt that these metrics needed more clarity and discussed the mechanics of tracking students especially regarding their outcomes which was felt to be challenging to accomplish and to be more circumspect about this. Ultimately, this will allow Board Members to better see the flow of the College's work from initial recruitment and enrolment through to long-term outcomes data for the learners.</p> <p>Discussion then centred on: the statistical significance because of the number of students, the need to express the achievement of women, the theory of change looking at employer and programme outcomes and how to report KPIs which would inform the impact statement. Finally reference was made to changing the name of the committee to Education and Impact as this aligned to the mission. The committee was asked to approve the scope of the impact reporting, impact metrics and the change of committee title. The committee also asked for reference to be made to SENCo.</p> <p>The committee so approved</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(i) <b>the Impact briefing note was received and approved by the committee</b></li> <li>(ii) <b>the committee approved the change of name to 'Education and Impact'.</b></li> </ul> <p>Ian Dickerson left meeting at 16.23</p>	
4.4	<b>Education KPIs</b>	
	<p>The education KPI YTD performance was presented, the KPIs unlikely to meet target covered:</p> <p><b>KPI 7 - Apprenticeship Quality of Education Implementation and Impact</b> - currently tracking behind target, need to be more focused on a specific metric around % of Apprenticeship teaching staff meeting agreed standards.</p> <p><b>KPI 8 - Positive Value Added (VA)</b> - There is no other point in the academic for calculating VA for Y13 before their exams as they are now in preparation of the national exams.</p> <p><b>KPI 13 - Sixth form attendance (persistent absence)</b> – less than 15% of students with attendance below 90% which has been previously discussed at length by the committee (i.e. the correlation between absence and key assessment points showed variations in attendance linked to subjects and other areas such as poor timetabling).</p> <p><b>KPI 21 – Number of sixth form total application volumes</b> – this was still behind target compared to this point last year, reasons for this had been discussed at previous meetings.</p> <p><b>KPI 26 – Percentage of new Apprentices (low income)</b> – currently the numbers will be determined in summer 2025 based on outcome of 24/25 campaign.</p> <p>There were no questions from the committee.</p> <p><b>Resolved that Education KPI Performance was received and noted by the committee</b></p>	
4.5	<b>Quality of Education Improvement Plan (QIP) Update</b>	
	<p>The Director of Degree Apprenticeships provided a progress update on apprenticeships highlighting that this had been hampered by staffing challenges. The quality work had been focused on supporting and onboarding part-time lecturers and meeting marking and feedback deadlines. For information the new Higher Education (HE) Quality Consultant had recently joined whose focus will be on HE quality assurance and who will provide external capacity in dealing with the validation of partnerships with external institutions around HE Quality including policy and processes to ensure that the College meets expectations.</p> <p>The Principal had by contrast advised that recruitment of teachers had been positive. Teaching and learning standards had been implemented into a learning walk rubric to support quality assurance activities conducted by the leadership team across both programmes. Key findings from this work resulted in actions being taken which included for example:</p>	

	<ul style="list-style-type: none"> <li>• Learning walks - for module delivery scheduled for all teaching staff between now and end of July</li> <li>• Formative assessment techniques</li> <li>• Developed a tracker for line managers to record and track QA processes</li> <li>• Live modeling and scaffolding for A level students</li> </ul> <p>In summary a more defined baseline was being established with a focus on the quality and consistency of assessment materials, assessment design, communication, feedback and moderation. The committee felt that this was all positive and asked how the staff were receiving the QIP and interventions, with the Principal reaffirming that the learning walks and other measures had been informative and well received.</p> <p><b>Resolved that the Quality of Education Improvement Plan (QIP) Update was received and noted by the committee</b></p>	
4.6	<b>Annual Teaching Staff Update</b>	
	<p>The report was for information and taken as read.</p> <p>Annual staffing report on recruitment, training and development covered both the Sixth Form and Apprenticeships. It was recognised that for apprenticeships recruitment continued to be a major challenge, with unfilled roles adding pressure on existing staff and increasing reliance on consultant lecturers. For the Sixth Form there had been a continued focus on the teacher recruitment throughout the academic year which had resulted in interim gap filling to minimise the impact on student learning. One of the recommendations was to actively pursue training providers for PGCE students to develop a pipeline of talent and improve marketing around teaching roles which has been previously. A new HR and recruitment strategy is in place and will be reviewed together with a new communications officer to help better market teaching roles, build relationships with training providers to seek out talent and explore potential to share teaching expertise within borough.</p> <p>There were no questions.</p> <p><b>Resolved that the Annual Teaching Staff Update was received and noted by the committee</b></p> <p>Janet Davidson left meeting at 17.03</p>	
4.7	<b>Safeguarding and Prevent Report</b>	
	<p>The new DSL provided a report, which was taken as read, the following were noted: welfare incidents accounted for the highest concern 28.5 % with Mental Health incidences at 9.9% (206 students). Safeguarding concerns 6.3 % (132 students) for reassurance all safeguarding concerns were taken very seriously, responded to in a timely manner with support and multi-agency work in place to monitor, review caseloads. For reassurance all incidents were analysed fully by the DSL, Principal and safeguarding team to drill down and address patterns of concerns and trends which will help to inform how the College will provide more intensive and targeted support to students in general.</p> <p>The committee found the use of percentage and number of students in the report confusing and asked for more clarity on what this actually meant i.e. the trends and how worried should the committee be in looking at the bigger picture.</p> <p><b>Resolved that Safeguarding and Prevent Report was received and noted by the committee</b></p>	
4.8	<b>Final Draft Accountability Statement</b>	
	<p>The College is required to publish an annual Accountability Statement which follows the overall structure of the previous statement and links into the College's Strategic Plan. This Statement has to go to the Board for final approval. The draft statement presented was for</p>	

	<p>25/26 and set out a number of objectives that Ada will take during the year to meet local, regional or national skills in line with areas of the curriculum that the College is planning to grow for the coming year. It demonstrated alignment with employer needs taking into account priorities outlined in local skills improvement plans, employer representative bodies and national skills priorities. Of note the strategic aims 1- 4 for 2025-26 will change and there will be iterations for the new strategy which is in the process of being finalised which will run until July 2030.</p> <p>The committee said that this was a good read and made the following comments:</p> <ol style="list-style-type: none"> <li>1. Preamble and introduction to be updated referencing 25/26 and not 24/25.</li> <li>2. Aim/Objective 1 - include reference to development of teaching and sharing practice as the College had done a lot of work to improve this and to mention specific things that have been done to improve this. Also add reference to SENCo.</li> </ol> <p>The committee approved the Draft Accountability Statement.</p> <p><b>Resolved that:</b></p> <ol style="list-style-type: none"> <li>(i) <b>Final Draft Accountability Statement was received and recommended to the Board for approval</b></li> <li>(ii) <b>Preamble and introduction to be updated</b></li> <li>(iii) <b>Objective 1 to be updated covering impact, development of teaching and share practice and SEND</b></li> </ol>	
4.9	<b>16-19 Programmes</b>	
	<p>The Chair thanked the Principal for a very comprehensive report outlining the proposed changes for 2026. The Principal explained that a range of options had been explored resulting in the development of a new suite of academically rigorous and employer-aligned digital pathways based on approved combinations of:</p> <ul style="list-style-type: none"> <li>• A-Levels (Computer Science, Mathematics, Business, Psychology, Graphics)</li> <li>• OCR Level 3 AAQs: Application Development and Data Analytics</li> <li>• Pearson Level 3 AAQs: Information Technology and Computing</li> <li>• Continued delivery of T Level in Digital Design and Production</li> </ul> <p>The OCR and Pearson Alternative Academic Qualifications(AAQs) were structurally and thematically distinct. Their inclusion with a dual AAQ pathway such as in the Pioneer, Innovator or Creator routes was both fundable and educationally sound offering student a well-rounded digital curriculum without risk of funding duplication or curriculum redundancy. The AAQ pathways were embedded in the College's curriculum, with the academic year 2027/28 marking the next strategic stage of provision development which the Principal briefly covered.</p> <p>The Chair asked how this was going to be marketed as there were very different audiences and this was a complicated issue. The Principal reassured the committee that this was not too dissimilar to the College's current offering.</p> <p>The Board Chair asked how the curriculum choice and mix of qualifications were chosen with the Principal explaining that they were mission aligned with two thirds computer science as a digital science. The committee then discussed the capacity to undertake this and the possible number of student numbers with the Principal stating that this was challenging and agreeing that the economics of running each course will be watched closely but the marketing of this will be critical. The committee then discussed the progress on the Foundation Level and the target numbers for each of the three pathways.</p> <p>In summary the Chair said that it was essential to keep this simple, AAQ should sit well with the College as similar to BTEC and consideration of the capacity to do this building on</p>	

	<p>current resources was critical. The committee approved the 16-19 Programmes.</p> <p>The Chair thanked the Principal for a well presented and thoughtful programme which was a good change with a more simplified approach to external stakeholders.</p> <p><b>Resolved that 16-19 Programmes report was received and were approved by the committee</b></p>	
4.10	<p><b>Manchester T-Level Progress Update and Go/No Decision</b></p> <p>As previously minuted a small Sixth Form of one cohort of 25 students, was to be enrolled on a T Level in Digital Production, Design and Development commencing in September 2025. Despite heavy marketing and outreach programmes, this has resulted in a very small number of applications (currently 6) with the Director of Curriculum and Quality explaining what had been done to try and make the provision of this course viable. Ultimately the following had been identified as issues that had hindered recruitment of students, namely the recruitment calendar, Greater Manchester students were less likely to travel from their borough for 16-19 provision, difficulty in getting work placements, relationships with career leads, careers advisors and CS teachers are key, and many universities currently did not accept T Levels for computer science degrees. It was proposed that a new strategy be formulated going forward for 2026-27 reflecting on the lessons learnt with the need to be more pragmatic and to continue with outreach and recruitment efforts, supported by marketing, to drive awareness of Ada as a Sixth Form T level opportunity. The recommendation was therefore not to go ahead with the T level offering in Manchester this September.</p> <p>Chair summarised the above:</p> <ol style="list-style-type: none"> <li>1. No viable cohort – therefore a delay to 2026-27</li> <li>2. Need to see what else can be done to build relationships with schools</li> <li>3. Rethink Sixth Form strategy for Manchester i.e. do you have a T level offering and what is in scope, how to get there and what is the College's focus</li> <li>4. Resourcing dimension</li> </ol> <p>The committee agreed that the Manchester T-Level launch for September 2025 is to be postponed until 2026-27. For information the Board had given the committee the delegated authority to make this decision, but the Chair asked that the Board be notified for information.</p> <p><b>Resolved that:</b></p> <ol style="list-style-type: none"> <li>(i) <b>Manchester T-Levels Update was received and noted by the committee</b></li> <li>(ii) <b>The committee agreed that the Manchester T-Level launch for September 2025 is not to go ahead.</b></li> </ol> <p>Alice Ward left meeting at 17.14</p>	
4.11	<p><b>Learner views for sixth form and apprenticeships</b></p> <p><b>Sixth Form</b></p> <p>This term students have had scheduled one-to-one meetings as part of the progression strategy. Around 65% of students have had their check-ins which capture wellbeing as well as current challenges alongside academic and professional aspirations. Learner Services and Curriculum leads will use the findings from these to identify areas of support. The committee asked about the students' metacognition skills which was agreed to be a crucial skill for students' learning making them more independent learners. The Principal provided examples of this and confirmed that the College did act on the students' feedback.</p> <p><b>Apprenticeships</b></p> <p>No significant updates since the last meeting but now looking to reduce the number of questions on the survey to make it more accessible and to reduce the number of times the survey is sent out due to reduced response rates; working group has been looking at module feedback and a number of recommendations have been made to update the approach in 25-26.</p>	

	<b>Resolved that Learner views were received and noted by the committee</b>	
4.12	<b>Short Courses update</b>	
	<p>The Dean provided an update covering:</p> <p><b>Short Courses - King's Trust (previously Prince's Trust) 7 week course</b> The College has been contracted to deliver a 7 week short course in Digital Marketing &amp; AI, ending 16 May 2025 with 23 students completing the course. The College had received positive feedback on this.</p> <p><b>King's Trust Digital Partner</b> An RFI to be a Digital Partner in London and Manchester to deliver the same 7 week programme multiple times in both locations and a number of shorter digital sessions had been completed and the College was currently still awaiting the outcome.</p> <p><b>Loan Funded Courses - BSc in Digital Innovation.</b> The OfS registration process is to reopen in August 2025 and the College is currently mapping the existing submission to the new requirements. There is an overlap, but it will require a significant rework to meet the new criteria, however the College now has an internal HE Quality expert who can lead on this work.</p> <p>Other Programmes to be discussed at the Bain strategy meeting 20 May 25 included: Westminster Digital Dash, Adult courses (completed the due diligence to be subcontracted by LSEC (FE group) and New College Swindon), Level 4 Apprenticeships and London T-level work placements.</p> <p><b>Resolved that the Short courses and New Programmes Update was received and noted by the committee</b></p>	
4.13	<b>Planning Cycle and Terms of Reference</b>	
	<p><b>Cycle of Business</b> – no changes to content, just to the academic terms in which items are dealt with. The Chair asked that reference to Ofsted included the year as a new framework is to be implemented from Autumn 2025.</p> <p><b>Terms of Reference</b> – addition of clause 14 regarding Accountability Agreement. The committee approved both cycle of business (with amendment) and terms of reference.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(i) <b>the Planning Cycle and Terms of Reference was received and approved by the committee</b></li> <li>(ii) <b>Terms of Reference were received and recommended to the Board for approval</b></li> </ul>	
4.14	<b>Committee annual self-assessment</b>	
	<p>The Clerk advised that this would be sent to all committee members and those in attendance requesting that it be completed and returned by end of May.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(i) <b>the Committee annual self-evaluation was received by the committee</b></li> <li>(ii) <b>all committee members and those in attendance were requested to complete the form and return to the Clerk by end of May</b></li> </ul>	
4.15	<b>Any Other Business</b>	
	<p>It was agreed that both co-opted members to receive the Bain strategy once finalised. The Chair thanked everyone for their work and support over this time.</p> <p>There was no other business.</p>	
4.16	<b>Items to be taken forward to the Board for approval</b>	
	<ul style="list-style-type: none"> <li>1. Accountability Statement</li> <li>2. 16-19 Programmes</li> <li>3. Committee terms of reference</li> </ul>	

	4. Manchester T-Level decision – for information	
	<b>Dates of the next meetings</b>	
	<ul style="list-style-type: none"><li>• 6 October 2025 at 16.00</li><li>• 3 November 2025 at 16.00</li><li>• 16 March 2026 at 16.00</li><li>• 11 May 2026 at 16.00</li></ul>	
	<b>Close of Meeting</b> Meeting closed at 18.0	