MINUTES of the Meeting of the Education Committee held on Wednesday 25 September 2024 at 16.00 via remote participation	
Members present: Steve Stanley Claire McDonald Mark Smith Anna Douglas Alice Ward	External Member/Chair Staff Governor CEO Co-opted Co-opted
In attendance: Tom Fogden Tina Götschi Sarah Salimullah Dr Geoff Stevenson Jacky Gearey	 Dean for item 1.7 & 1.8 Director of Curriculum and Quality for items 1.3, 1.4, 1.5, & 1.7 Principal for item 1.4, 1.5 & 1.7 Director of Degree Apprenticeships for items 1.4, 1.7 & 1.10 Clerk

Quorum 2 members

Items		Action by
	Opening of meeting The Chair opened the meeting at 16.10 and welcomed Alice Ward the new co-opted member to the committee.	
	Apologies for Absence 1. Kathryn Skelton – maternity leave There were no other apologies.	
	Declarations of interest There were no declarations of interest.	
1.1	**Minutes of Previous meeting** The committee approved the minutes of 15 May 2024 as an accurate record of the meeting held. **Resolved that the minutes were an accurate record of the meeting held 15 May 2024**	
1.2	**Matters arising from above (if not covered by the agenda)** **Item 3.5 and 4.4 (QIP) -** Learner Assessment tracking - success at pass rates of EPA and reporting on this and apprentice efficacy in the workplace. See draft SAR **Item 4.8 – 16-19 Programmes** - contact the admissions department at Queen Mary's University for feedback on the new qualifications' requirement – for next meeting. **Item 4.9** - **Launching 16-19 provision in Manchester in September 2025 -** a more detailed proposal regarding 16-19 provision in Manchester to be taken to the Board - waiting to hear from Manchester City Council. Need commitment by end of October otherwise this cannot go ahead. CEO to provide an update at the board meeting 8 October. **Item 4.12** - discuss the plan of business offline to ensure there was not an overload of items to be discussed at each meeting. Both CEO / Chair agreed to do this offline. All other actions were closed or covered under this agenda. Claire McDonald joined meeting at 16.18	

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| 1.3 | **23/24 Educational KPIs and 24/25 KPIs for sign off**
Performance against KPIs remained mixed with a number improving their RAG status whilst there were still some in the red e.g. Sixth Form progression onto Ada higher degree apprenticeships and apprenticeship volumes. Year-on-year analysis of many of the metrics was provided in the 2023/2024 Self-Assessment Report. The ELT has identified the need to more easily access and visualise longitudinal, trend data and to ensure that a better dashboard is available for early 2025. This will better inform improvement strategies, their effectiveness and impact.

2024/2025 Education KPIs
The number of 'top level' KPIs has been reduced, with individual teams now having their own KPIs. Some KPIs provide an in-year view of performance, whilst others can only be measured at the end of an academic year with a progress update provided in-year. The full list of 24/25 Organisational KPIs to include these education-specific KPIs, will go to the Board for sign-off on 8 October 2024

The Chair asked if the KPIs for 2024/25 were the right ones to focus on, commenting that there was a mix of business-orientated and operational priorities (not for improvement per se) whilst others were key e.g. retention, value-added, commenting that there was a mix of business-oriented and operational priorities (not for improvement per se), while others were key, e.g., retention, value-added, progression.
The committee then discussed the following in detail:
KPI 1 – Sixth Form Progression – 90% onto HE/degree apprenticeships – this should be a more inclusive target covering the 10% who go into the workplace as this is still classed as progression.
KPI 6 – Quality of TLA – this was felt to be a vague target and very difficult to quantify as what does consistently good mean/look like with no graded observations and metrics to evidence this. In the Sixth Form, this could mean using effective strategies to raise attainment, whilst there are continuous assessments for apprenticeships. CEO suggested splitting out Sixth Form from the Apprenticeships but in doing so this may affect consistency and if evidence led how was this to be measured?
KPI 12 – Persistent Absence – this needs to be more specific as a very small number of students can affect the % targets and could result in chasing these data targets.

Both the Chair and CEO agreed that while some of the proposed KPIs were for tracking, others needed to be changed with better boundary demarcation. Some, for example, may be more critical to improving the provision to outstanding.
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Resolved that:
    (i)   the Educational KPIs were received and noted by the committee
    (ii)   CEO to review KPIs for 25/26 following comments above | **CEO** |
| 1.4 | **College 23/24 Self-Assessment Report (SAR) – Draft**
The CEO presented the draft College SAR 2023/24 and asked for the committee's input on the document's structure i.e. sections, headline figures and the areas for improvement in each of the 4 areas. There was a lengthy discussion about the document, with the committee going through the headlines and commentary, with the aim being to better represent the current position and aspirations. In particular, the committee commented on the headline features, which all felt needed to be clearer, specifically strengths and the areas for improvement. It was suggested and agreed that key areas for improvement would read better vertically beneath the strengths to provide for a better and easier read. Moreover, the overall judgement was that consistency in the commentary was needed, especially in detailing specifically what the College was going to do to improve with less vague statements e.g. explanation that the small size of the cohorts was a major factor should any learners drop out effecting value added etc. Whilst the committee agreed with the overall judgements made (outstanding for curriculum intent, behaviours | |

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and attitudes and personal development – all other areas good – skills alignment strong), the Chair felt that much of this crossed over from the KPIs and therefore it was essential to see the trends and to look at the key items which would raise the judgement from good to outstanding even though some areas were already graded as such, what were the additional aspirations and key priorities.
The CEO said that he would take on board the comments and would recirculate the amended SAR via a link for the committee to provide further feedback so that a final draft would be ready for the next meeting in November in preparation for the Board final sign off in December.
 	
Alice Ward left meeting at 16.55
 	
Resolved that:
    (i)   **College 23/24 SAR – Draft was received and noted by the committee**
    (ii)   **CEO to recirculate link of draft College SAR to committee to provide feedback in document, this to be actioned by end of October.**
	CEO

1.5	**Continuous Improvement Plan (CIP) for 24/25** The Quality of Education Improvement Plan was being taken forward through the existing Continuous Improvement Plan and quality improvement cycles. The CEO explained how the three sprints in the year worked, each focusing on areas for improvement over a defined period. This better measured the effectiveness on progress with the proposed strategies to drive improvement. The new Director of Curriculum and Quality role was explained to provide greater focus on sustained improvements in the effectiveness of teaching, learning and assessment as well as quality and rigour of the curriculum design across all college programmes. These improved standards will be presented at the March 2025 Education Committee meeting for sign-off. Additionally, another 'peer review' will be arranged in early summer 2025, which will give additional focus to the quality improvement work through the year. The CEO asked for any observations, and the committee discussed the content, particularly apprenticeship assessments, at length. In summary, the committee said that the ELT had to consider that the CIP was used to advise this committee on what needed to be actioned; therefore, alignment of the CIP with the SAR was crucial. The CEO agreed. **Resolved that the Continuous Improvement Plan update was received and noted by the committee**	
1.6	**Safeguarding and Prevent Report** There were minor updates to Keeping Children Safe in Education for academic year 2024/25. These include: ● amending the definition of 'safeguarding and promoting the welfare of children' in line with Working Together to Safeguard Children 2023 (this is a guide to muti-agency working to help, protect and promote the welfare of children). ● additional information around when children may require early help, in accordance with Working Together to Safeguard Children 2023. ● a recommendation for staff, governors and trustees to use the DfE Data Protection guidance for schools to understand data protection relating to safeguarding. For information the safeguarding report provided updates on the following: 1. Safeguarding - there have been an additional 42 incidents referred to the safeguarding team since the July 2024 report. The overall total for the last academic year was 355, significantly higher than the 188 recorded in the academic year 2022/23, however 30% of this increase was down to the increased and better use of CPOMS. As previously minuted referrals involving apprentice learners have seen the most significant increase, particularly in relation to additional learning needs (ALN) and social, emotional and mental health	

needs (SEMH). There have been 3 referrals to social care since the last report, and 2 referrals to CAMHS for Sixth Form students.

2. Management of Safeguarding - there are currently no unassigned cases on CPOMS.

3. Safer recruitment - all staff will complete a training session on KCSIE 2024 and an online knowledge check at the end of September.

4. Staff safeguarding concerns: no referrals have been made to the LADO.

5. Child on child abuse and sexual harassment: there are no current concerns.

Additionally the CEO reassured the committee that there was to be an internal safeguarding audit to take place in January.

The Chair advised the committee that prior to each education meeting he was speaking with the DSL which provided assurance on the actions minuted.

Resolved that the Safeguarding and Prevent Report was received and noted by the committee

1.7	**23/24 Student & Apprentice Recruitment campaign – lessons learnt and next steps**	

Sixth Form

The Sixth Form volumes have grown significantly led by the outreach team. A range of strategies were implemented to meet the target of 110 students. In total there are a total of 177 Year 12 and 13 students enrolled, with 60 in Year 13. Withdrawn applications are mainly down to travel time and costs.

● Enrolment conversations continued to debunk the misconceptions around the College's curriculum offer - this suggests further work is needed around communicating pathways and content.

● Diversity is maintained having a larger cohort of SEND students and at least 4 students with international qualifications. It is still a struggle to meet the target to recruit female students despite significant additional focus.

Considerations for 24/25 campaign:
● Continued focus on recruitment for female students
● Using route planning tool to identify schools where journey time is feasible
● Identify Sixth Form schools where Computer Science is not included in the provision
● Connect with CAIG leads in local schools
● Revise keep warm events

The committee all felt that the proposed campaign was positive and engaging and additionally suggested for insight, asking the current Sixth Form learners why they had chosen Ada.

Apprenticeship Volumes

The Dean provided an update explaining that there was currently a decline in the market and that some core clients had reduced the number of apprentices due to their own internal changes. The apprenticeship numbers have declined to a total of 77 apprentices starting in the Autumn 24 launchpads. In addition one of the anchor clients has recently confirmed that they will not be taking any new apprentices in Autumn 2025 across all training providers. This has been driven by the financial decline in the tech sector since 2022 and their change in CEO and senior leadership; it was not related to the College's performance which they have been very happy with. To counteract this a new invigorated Apprenticeship Partnerships Plan for 24/25 has been created which outlined the proposed target for 2025 across the spring and autumn intakes requiring 50% of the autumn cohort to be new partners (focusing on 3 sectors: public sector, professional services and finance & banking) whereas this year they made up 12%.

The Chair thanked the ELT for the updates.

	Resolved that 23/24 Student & Apprentice Recruitment campaign was received and noted b the committee		
1.8	**Office for Students (OfS) Registration** The apprenticeship programme is currently very reliant on a few anchor clients and buffeted by the economic climate. To mitigate this risk, it was felt prudent to identify additional educational income streams that were mission-aligned and less variable. The OfS proposal would lead to a less market risk-orientated business and would help reduce the risks from external market forces. The value proposition would be that the qualifications offer better value-for-money than other institutions i.e. the learner would pay less and receive a better experience and progression opportunities studying with Ada than they would from a standard 3-year bachelor's degree elsewhere. The Dean provided a programme overview which included: focus groups with the current year 13 Sixth Form (which so far had been positive), test course content, price point, industry alignment and support structures. Additionally the learning materials were already being provided, the difference was that these learners would not go to an employer for work experience but would undertake industry skills training all of which would be non-assessed. The biggest difference would be for the College to allow for future growth and greater diversification. The Chair said that this was a sensible approach, and the committee approved the proposal. CEO said that ultimately as this was a strategic decision it would now be put forward to the Board for approval. **Resolved that the Proposal for Office for Students (OfS) Registration was received and approved by the committee**		

1.9	**Policy approvals**
	SEND Policy
	This policy was last updated in June 2023. The summary of changes for 2024/2025 were:
	● Removal of SENDCo to ALSCo
	● Inclusion of a medical register accessible to first aiders to provide appropriate support
	● Includes access arrangements for exams as per JCQ guideline linked to exams policy
	● Distinguished between element 2 and 3 funding
	The committee approved the policy.
	
	Behaviour & Disciplinary Policy – last updated in August 2023.
	A major review had been undertaken with the relevant statutory updates included:
	● Refined Staged approach with clearer channels of follow up - implementation plan included in a new Appendix
	● Enforcing accountability on teaching, team lead and then more senior staff as thresholds exceed
	● Emphasis on restorative approach at each stage
	The committee approved the policy.
	
	Resolved that:
	    (i) **the SEND and Behaviour & Disciplinary Policies were received and approved by the committee**
	    (ii) **Behaviour & Disciplinary Policy was recommended to the Board for approval**		

1.10	**Academic Board Minutes** Board meeting held 18 June 24. Major items discussed were: 1. Learners' status; intake volumes; demographic data; graduates' awards classifications – introduced data dashboard to student representatives 2. Exam Board minutes and outcomes - two exam boards per year (autumn and summer) with autumn the bigger based on cohort sizes. 3. Programme Validation and Monitoring with the Open University - finalising site		

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	validation at the moment, process should be completed shortly after next submission in July, site visits have taken place, impressed with new sites. Extract from institutional monitoring and programme evaluation, OU goes through an annual cycle of monitoring and provides actions and room for improvement, in response Ada provides various reports throughout the year while OU drops into various meetings and provides feedback. **4.** Student-Staff Liaison Committee (SSLC) minutes - explanation to apprentice board members that SSLC meetings give formal opportunities outside of usual module feedback for apprentices to provide feedback on various aspects of learning at Ada. 5. Discussion on QA of Assessment Cycles - Proposal of refining QA of assessment, reviewing cycle, structure of two windows of assessment with a much wider window of time and sign off. Internal and external verification, internal would be peer review and external has been a moderation process of assessed work/dipping into modules via access to materials, rather than systematic process. 6. Discussion on Responding to Feedback - Exploring a more formalized but established process of how to respond to feedback which can be shared with apprentices at start of the programme and also with employers if curious. Document sets out steps to be taken, balancing response to feedback with workload and emotional impact on lecturers. Need to look at more research on EDI concerns on pedagogical feedback. Next meeting scheduled for 10 Dec 24. **Resolved that Academic Board Minutes were received and noted by the committee**	
1.11	**Committee annual self-evaluation** Response rate was 100% and included three members of the ELT. Attendance was 96% the previous year it had been 79%. The committee felt that whilst there was a range of educational experience on the committee, it could be strengthened by having members with current experience working in the post 16 education sector, HE, apprenticeships and or level 3 curriculum areas. This is currently being addressed via the BM committee who were aware of this. In summary the Chair noted the following: 1. Meeting agendas were too big reducing time for scrutiny and challenge. 2. Length of meetings can be overly long with suggestion of grouping items in advance to reduce replication 3. Papers are too long, use of concise exec summaries essential to reduce the amount to read Both CEO and Chair said that they would discuss this offline – previously mentioned under item 1.2 **Resolved that the Committee annual self-evaluation was received and noted by the committee**	
1.12	**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.	
1.13	**Items to be taken forward to the Board:** 1. Office for Students Proposal 2. Behaviour & Disciplinary Policy	
	Dates of the next meetings for 2024-25: • TBA - November 2024 at 16.00	

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| **Close of Meeting**
Meeting closed at 18.15 | |

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