EDUCATION COMMITTEE

MINUTES of the Meeting of the Education Committee held on Monday 17 May 2021 at 16.00 via remote participation	
Members present: Anna Douglas Lisa Kattenhorn Mark Smith	External member/Chair External Member CEO
In attendance: Tom Fogden Tina Götschi Fatou Diallo Sukvinder Kathuria Jacky Gearey	Dean Principal Assistant Principal Head of Apprenticeship Clerk
Quorum 2 members	

Agenda Item		Action by
	Apologies for Absence 1. Rachel Jackson The Chair wanted to express her thanks on behalf of the committee for all Rachel Jackson's support and help over the last years on this committee as she was shortly to leave the Board.	
	Declarations of interest There were no declarations of interest.	
4.0	**Opening of meeting** The Chair opened the meeting at 16.04.	
4.1	**Minutes of Previous meeting** The committee approved the minutes of the meeting held on 9 March 2021 as an accurate record. Under item 3.3 the CEO asked for clarification on the requirement to provide SCR updates for every committee and Board meeting. The committee said they wanted reassurance that the SCR was fully compliant and that the safeguarding governor in her role would also monitor this, therefore only significant issues needed to be reported. **Resolved that: the minutes were an accurate record of the meeting 9 March 2021**	
4.2	**Matters arising from above (if not covered by the agenda)** All actions had been closed off and there were no further matters arising.	
4.3	**Education updates** The Chair asked that the paper be taken as read and asked for questions on anything with the paper. The KPIs attendance targets - a committee member asked about the attendance figures. The Principal said that whilst the attendance figure was just below the 92% target, the concern was for those students whose attendance was 70-90% which was high. This centred on the most vulnerable and complex students. This was a top priority and the College was in daily contact through calls/texting to these students and parents/carer in the case of absence which in most of the cases were authorised. The committee asked if there were any national statistics for comparison in the sector and although the Principal thought there may be much of this would be pre Covid however, colleges and schools have different strategies about attendance recording.	

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The Chair was concerned that given these issues would these students still be able to complete their courses. The Principal reassured the Chair that all the Year 13 students will complete their courses despite their attendance records and will get the grades for their progression. Chair asked if there was any information from the Association of Colleges regarding this and the Principal said she would find out.

Education Delivery for 6th Form & apprenticeships (achievement, attendance and retention) - Apprenticeship attendance in excess of 95% has been strong especially using remote learning as opposed to be face-to-face with student experience being very positive through.

Recruitment 2021/2022 update – the numbers were slightly down and the committee voiced concern over this however the Principal explained that it had been impossible because of Covid to visit schools and hold recruitment events, albeit now with the ease of restrictions the numbers, this was now changing. Events planned in the pipeline are to provide support to offer holders and keep existing students "warm". In addition a dashboard has been produced and currently there are 110 accepted offers from 132 offers made. It should also be noted that this was the second best year for accepted offers in the face of such challenging times. The Chair thanked the Principal for all the work done and re-iterated that it was essential to t keep students warm.

Teaching and Learning – the Chair said that it was good to see the improved progress with the Literacy Strategy but asked why had been it renamed to Communication Strategy? Principal explained the rationale and said this was being woven into the curriculum intent and was part of the rebranding. The Chair asked for a further update on this for the next committee meeting.

The value-add scores remain negative for A-level subjects and class sizes significantly impact the usefulness of this data but defined subject improvement strategies are to be put in place to address a lack of progress in 2021/22. Discussion then centred on what needs to be done to improve the value added. The Principal explained that value added is completed at every assessment points and the aim is having a trend of greater than zero. However to be noted, sometimes the outcomes are dependent on the small cohort sizes per subject and these will drag the overall value added down irrespective of strategies in place.

Chair asked about the two new "E" products i.e. the development of the helpdesk function "FreshDesk" and One File? The Head of Apprenticeships explained that the FreshDesk platform was being rolled out to apprenticeships as a single point for apprentices to go to for any queries and that it will provide a clear audit trail for the College, meet the SLA requirements and provide justification to the employers for any delays. In addition the One File recently purchased is a new e-portfolio platform for holding key information on each apprentice and their learning journey. The Chair and committee felt this to be a very progressive move. Asking about the volumes of apprentices for the new year the CEO said that there was a 40% increase possible with the requirement to run three Launchpads including one for Manchester with currently 30 apprentices.

Resolved that:
(i)   the Report on the Education updates was received by the committee
(ii)   Principal to provide an update on the communications strategy for the next committee meeting

| 4.4 | **Safeguarding and Prevent Report** |
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Safeguarding and Prevent Report
It was noted that the Safeguarding policy was on the agenda but it was suggested by a committee member that it should be reviewed in early academic year in line with Keeping Children Safe in Education (KCSIE) which is the Department for Education's statutory safeguarding guidance for schools and colleges in England whose amendments usually come out every September. It was agreed that review of safeguarding policy would take place in the autumn term meeting.

Sixth Form Safeguarding
The Principal provided an update to the committee covering the following:
- the number of students being supported by the safeguarding team had reduced in recent months due to face to face learning.
- the counsellor is now being used to full capacity and has a small waiting list
- Students are to receive 'Safety in the Community' sessions, addressing online risks and risks within the community.

	• Cross-college safeguarding audit is ongoing and findings from this will be published to the Executive Leadership Team. The report to be provided to the committee on its completion. The Committee referring to the recent national coverage of peer on peer abuse, asked if any of the students had reported any of this. The Principal said no but that the College was involving student in debates and discussions on sexual relations and that strategies were in place. As a follow on from this discussion the question on how the College monitors the email traffic going through the College was raised. The Principal advised that there was an acceptable use of IT policy in place for all staff and students and also the College used a software package to aid monitoring. **Apprentices Safeguarding** Again as previously reported there are: • few safeguarding concerns as in the main the apprentices are adults • all apprentices are allocated a Skills Coach that formally meets the apprentices in their workplace with a line manager on a quarterly basis • a counselling service is offered • only one concern has been logged during this period **Prevent -** No concerns have been raised across the College. **Resolved that:** **(i)** **The Safeguarding and Prevent Report was received by the committee** **(ii)** **Principal to provide the Safeguarding policy for review in the autumn term** **(iii)** **The Principal to provide the Safeguarding audit report to the committee for the next meeting**	
4.5	**Exclusions Policy** The Chair said that having reviewed the policy, it appeared to be modelled on schools and that in colleges any governor involvement would be regarding adherence to process and not the decision to exclude. Furthermore such a process would normally be part of a student disciplinary policy and the committee members felt that this ought to be reviewed with this in mind. The CEO agreed to look at the policy again and would speak to other colleges to ascertain their approach regarding this with the aim of bringing this policy back to the committee in the autumn term. **Resolved that:** **(i)** **The Exclusions Policy was received by the committee** **(ii)** **CEO to bring the revised policy back to Education committee in autumn term**	
4.6	**College Educational items** **Quality Assurance Overview** CEO provided the quality assurance overview saying that the College's approach was now well articulated with a more defined set of expectations of what is required from teachers and lecturers. The performance objectives will align to the main elements of these expectations and look to have a set of standardised objectives in place for teachers and lecturers for 21/22 wherever possible. All staff will go through a 360° review process three times a year aligning with Ofsted's deep-dive methodology. The sixth form have trialled this process in the past and a further round of review is happening for sixth form and apprentice teaching staff before the end of July 2021. The process will continue to be iterated upon following feedback and evaluation. The Principal further explained the rationale for streamlining the review, reflection, targets and feedback and then for this to be repeated. The Dean re-iterated the three stages of curriculum intent, teaching and learning assessment and outcomes and confirmed that the policies and documents would be aligned to these. The Committee said that clarity was absolutely essential with buy in from staff as critical and that a more visual representations of these processes i.e. a simple visual to ensure understanding would be beneficial. The Chair welcomed the notion of alignment with the TLA policy and reiterated that the visual is so important. **College Self-Assessment Report (SAR) timescales** Proposed timelines for the 20/21 SAR were outlined for discussion and agreement. Principal, Dean and CEO are working to more closely align the SAR and CIP process with Principal aligning the	

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	CIP to the new Ofsted framework for ease of reference. The Chair said the timelines looked appropriate albeit slightly tight.
	
	Learner Representation Groups for sixth form and apprenticeships to include feedback
	The apprentice module feedback evaluation table continues to grow each week and the consistency of measurement is starting to prove powerful in evaluating lecturer performance across the five key criteria helping to show trends and areas for improvement. Apprentice response rates are improving but need to be consistently above 80%. Brief summaries of feedback for modules with an average of below 4.0 (out of 5) were provided. Attendance remains very high especially with the remote provision.
	Learner feedback for sixth form is normally provided later in the summer term and had as yet to be completed. The Learner survey would be circulated once it has gone out. The Principal agreed to inform the committee on the results of the survey.
	
	Resolved that
	    (i) College Educational items covering quality assurance overview, College SAR timelines and the learner representation groups' feedback were received by the committee
	    (ii) Principal to send the survey results to be sent to committee once received	

4.7	**Draft Curriculum Intent Policy for Sixth Form** The aim of the new policy is to involve all stakeholders (students and apprentices, staff, parents and carers, industry professionals and Board members) enabling to understand the design and delivery of the College's academically ambitious and inclusive curriculum. The Committee agreed that it was good for the intent to be crystalised in this form but raised the issue of the implementation i.e. how would this been seen. Principal said that this was still being developed and might be in the form of a handbook applicable to both sixth from and apprentices. The Chair said that it would be good to see this cross referenced to Ofsted's criteria with the coverage, appropriateness and development of knowledge alongside skills and that it was essential to look at the sequencing of the delivery plan. Principal said that all this information was available but needed to be combined into one document but was being fed through into the Continuous Improvement Plan. The Chair thanked the ELT team for bringing this draft policy. **Resolved that draft Curriculum Intent Policy for Sixth Form was received by the committee**	

4.8	**Academic Board Minutes**
	The CEO presented the minutes of the Academic Board 16 March 2021 which covered the following:
	    1. Outcomes and Student Feedback – feedback heavily based on assessment
	    2. OU Annual Monitoring Report – covered under item 4.9.
	    3. College re-approval event – scheduled for October 2021 as current five year contract coming to an end.
	    4. Quality Assurance System and Processes Overview - monitoring of programmes & modules' document was shared with the Board and received positive feedback
	    5. Upcoming assessment and graduation – 27 apprentices for Foundation Degree in Data Analytics & Visualisation in June 2021 and 44 students in November 2021 for BSc in DTS.
	    6. Post Covid plans and growth – optimistic for a face to face Launchpad in September/October with approximately 100 new starters by year end.
	    7. Short courses – one week pre-apprenticeship level course arranged in October for the Princes' Trust
	
	There were no questions from the committee on this.
	
	Resolved that the Academic Board Minutes were received by the committee	

4.9	**OU Annual Scrutiny Summary Report** CEO advised that this was not the latest report which had only just been received by the College and which was very positive. The report presented provided summaries of the key areas identified for improvement / action by the Open University (OU), the awarding body of the three validated HE programmes, i) Foundation Degree in Digital Innovation, ii) Foundation Degree in Data Analytics & Visualisation, and iii) The BSc (Hons) Degree in Digital and Technology Solutions, delivered in partnership with the OU by the College during 2019-20. Following the submission of	

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	the Annual Monitoring Report to the OU, the College had received several commendations with only a couple of actions. In addition the next student liaison meeting is in late May and the minutes of this meeting will be circulated to the committee. The CEO also advised that the College's five-year contract with the OU, was coming to an end in April 2022. Therefore the OU will carry out a full audit on the College including the validation of the programmes for the re-approval of Ada as a validated partner for another five years. The College has received the information about the process and the required full submission to the OU which is due by the end of August 2021 for the reapproval event taking place in October 2021. Additionally at this time the CEO advised that the College was looking to add break clauses. The Chair asked if the OU would consider this and the Dean affirmed that the OU would look upon this favourably. **Resolved that:** **(i) OU Annual Scrutiny Summary Report was received by the committee** **(ii) CEO to circulate to the committee the minutes of the next student liaison meeting**	
4.10	**Planning Cycle and Terms of Reference** **Plan of Business** The plan for 21-22 was presented and there was one change that review of the Safeguarding policy to take place in October in line the possible amendments to KCSIE. **Terms of Reference** There is one amendment under Clause 9(c) - there is now an integrated TLA policy for sixth form and apprenticeships as opposed to the separate policies initially proposed. **Resolved that:** (i) **the Planning Cycle and Terms of Reference were received and agreed by the committee** (ii) **The Terms of Reference to be put forward to the Board for approval**	
4.11	**Committee annual self-evaluation** The annual committee self-assessment was presented for the members to reflect on their role as an Education Committee member and consider any areas that they would like further support or information on. The clerk asked that this be completed by the end of June and results from the survey will be kept anonymous but would be fed back to the Board Membership committee for their meeting in September. **Resolved that the committee self-evaluation form was received by the committee and when completed to be returned to the Clerk by the end of June 2021.**	
4.12	**Any Other Business** Principal advised of the timetable for next year and wanted like to speak to the Chair and committee offline for views on blended learning and how it affects teaching and learning. The Chair agreed to do this and said that staff and students would need to be involved in this.	
4.13	**Items to be taken forward to next Board Meeting** 1. Terms of Reference	

4.14	**Dates of the next meetings via remote participation until informed to the contrary**
	         1. 4 October 2021 at 16.00
	         2. 15 November 2021 at 16.00
	         3. 21 March 2022 at 16.00
	         4. 16 May 2022 at 16.00	

	Close of Meeting Meeting closed at 17.50.	
	MINUTES of the meeting held on **Monday17 May 2021** were agreed and accepted as a true and accurate record and signed by the Chair ……………………………...…………….. on …….……………………………………	

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