

**CHELMSFORD COLLEGE
QUALITY AND LEARNERS COMMITTEE
26 February 2019 – 2.00 pm**

PRESENT: Sarah Noble (Chair)
Janet Maynard
Christian Norman
Elaine Oddie
Ryley Shrimpton (Student Governor)
Barbara Vohmann

IN ATTENDANCE: Penny Petch (Director of Teaching, Learning & Quality)
Caroline Williams (Deputy Principal)
Alison Davies (Director of Curriculum, Moulsham Street)
Marco Iciek (Director of Learner Development & Inclusion)
Mark Emerson (Director of Information Services)
Simon Drane (Director of Curriculum, Princes Road)
Lisa Houghton (CAM, English & maths) (item **603** only)
Rob Millea FCA (Clerk to the Corporation)
Joanne Harrington (Assistant Clerk)

598. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Susan Hughes (on leave of absence), Andy Sparks (Principal) and Debs Hurst (Vice Principal, Finance & Corporate Resources).

Seena Shah was absent.

599. DECLARATION OF INTERESTS AND CONFIDENTIAL ITEMS

Barbara Vohmann declared her interest as a staff member at Anglia Ruskin University. The Clerk declared his interest as Clerk to South Essex College and Company Secretary of Essex Shared Services Limited. The Clerk also informed the Committee that his wife's cousin is the Clerk to Writtle University College.

Elaine Oddie declared her interest as a Director of Essex Shared Services Limited.

Christian Norman declared his interest as an employee of New City College in London on a temporary contract for the rest of this calendar year.

There were no other declarations made.

No confidential items were notified.

600. URGENT BUSINESS

There were no items of Urgent Business.

601. MINUTES OF THE MEETING HELD ON 6 NOVEMBER 2018

The Minutes of the Meeting held on Tuesday 6 November 2018 were **APPROVED** and **SIGNED** by the Chair.

602. MATTERS ARISING

The Clerk provided a summary of Action Points from the last Meeting and current status.

The Committee noted that the Board had approved the 2017/18 Self-Assessment Report, the 2018/19 Curriculum Improvement Plan and the Curriculum KPIs for 2018/19 at its Meeting on 7 December 2018 on the recommendations of this Committee.

The Committee **NOTED** that the Grand Opening of Hair & Beauty at Princes Road took place at 6pm on Tuesday 13 November 2018 and was very successful.

The Chair **REQUESTED** that a presentation by CAMs in some form be made at the next Meeting of the Committee to update the Committee on activities and progress in their programme areas.

The Clerk **AGREED** to arrange for governors not present at the Governors' Development Day on 1 February 2019 to complete the on-line the Mental Health and Wellbeing assessment.

It was **NOTED** that Internal Audit is scheduled to carry out an audit on English & maths in March 2019 and this will be reported to the Audit Committee on 25 June 2019.

A governor had asked about staff recruitment patterns at the last Meeting and a paper prepared by Debs Hurst was provided to the Committee.

Elaine Oddie thought this was an excellent summary of this area and the detail will be incorporated into the HR Report at the March Board Meeting.

The Chair felt that 21% was higher than hoped for staff turnover and this was recognised. The Chair also made reference to the need for resourcing

plans to be agreed with CAMs to ensure optimum management of each area of the curriculum

This paper will be incorporated within the HR Report at the next Board Meeting in March.

Alison Davies commented that the College has submitted a bid to the DfE to support training for staff in hard to recruit areas, where they have come from industry. The outcome will be known in March – value £54K.

The Committee was reminded that reasons for staff leaving is produced for the full Board in the Human Resources Report and matched to the relevant KPI.

603. PRESENTATION: ENGLISH AND MATHEMATICS

The Committee **RECEIVED** a presentation by Lisa Houghton (CAM, English and maths)

The Clerk will ensure that the slides accompanying Lisa's presentation will be placed on the portal for governors.

ACTION: CLERK

Lisa made the following key points in her presentation:

- Staffing changes and progress – 11 now, fully staffed, positive team with no areas for concern – considerable contributions to improvements – positive feedback from Learning Walks
- All staff have achieved all 5 KE during observations
- There is a clear trajectory of upward movement in achievement over the last three years
- A number of changes this academic year, including review of all schemes of work, changes in delivery methods, linked specialist programme, further development for GCSE maths and functional skills, staff newsletter, new tracking systems in place with focus on the impact of attendance on outcomes
- Detailed tracking system used for E&M students, which was explained to governors. This is new and the system is a trial this year but is proving to be a helpful aid for monitoring attendance, skills development and highlighting the need for intervention with individual students.
- Achievement is above National Rates
- Means of celebrating success used – popular with students
- Timetabling review being undertaken to ensure it encourages attendance

As noted under Matters Arising, an internal Audit of attendance at English and maths is taking place in March 2019 and will be reported to the next Meeting of this Committee in May and to the Audit Committee in June.

Department have a thorough list of Next Steps, with which the Committee **AGREED**.

Lisa also went through the changes in emphasis in the EIF and Caroline Williams noted the shift therein to looking at the impact of the teaching not just attendance of students.

Congratulations were given by governors as to the considerable progress which has been made – Lisa was **THANKED** for her presentation.

604. TEACHING LEARNING & ASSESSMENT

Penny Petch (Director of Teaching, Learning & Quality) **PRESENTED** a Report on the observation of TLA in 2017-18 and a table of actions proposed for the current year.

The key points of the Report for this year to date were:

- 118 observations this year, compared to 116 in the same period last year
- 69% of teachers meet all 5KE (target for the year 88%) – in year optimised data demonstrates that 82% of observations meet all 5KE
- 5 out of 12 areas have already met their target for staff achieving 5KE
- Observations do not include eleven high performing teachers who are acting as mentors nor are teacher trainees who will be observed in phase 2
- Developments to improve TLA: PDD days and weeks, Advanced Practitioner and mentor support, weekly CPD training sessions, Learning Walks and Supported Experiments

The Committee were provided with details of the outcomes of the observations by CAM area. The main two areas significantly behind target are Construction and Engineering and Electrical – explanations were provided to the Committee.

The Committee were informed that many of the issues arising in areas not meeting targets were related to evidence of planning and planning for differentiation. This objective is very important given that the new Ofsted Education Inspection Framework now specifically states that inspectors will review schemes of work as evidence of planning for delivery of the curriculum.

The Committee also noted that, without a scheme of work, there is no independent learning task for use in the Assessment Centre.

The Committee were aware that the Supported Experiments programme is being repeated this year and has started a term earlier – all proposals have been reviewed by the SMT. Progress is being gathered by the Performance Review Board and at monthly Teaching and Learning Meetings.

A report on the review of Supported Experiments (due 23 April 2019) will come to the next Meeting of this Committee in May.

ACTION: CLERK

Governor Questions

The Chair asked if the changing the phasing next year will be beneficial. Penny explained that staff will be observed by their Line Manager or subject-specific member of staff and, furthermore, Cross-College observations will take place next year in phase 1. There is a planning issue to ensure the observations can be timely and effective, so some observations may be shared amongst Advanced Practitioners and the Senior Management Team.

The Committee noted the improvement in teaching in Health and Social Care and in Electrical and Engineering which is being evidenced by the results of observations along with other indicators. There is no doubt that Advanced Practitioners are having a real impact in these areas.

The Committee also noted, in the light of Caroline's comment about impact of teaching under the new EIF, that middle managers are undertaking more training on Schemes of Work.

The Committee **NOTED** the Report.

605. LEARNER PROGRESS

The Committee **RECEIVED** a Report from Caroline Williams (Deputy Principal) and Mark Emerson (Director of Information Services) giving an overview of retention and projected achievement against targets, outturn for the academic year 2017/18, attendance and the most current national provider rates (2016/17).

The report included detailed data tables for review – 16-18 students, 19+ students and by department.

Key Points:

- Outcomes for 16-18 learners have been maintained and are on or above the most recent provider rates, but below target at entry, level 1 and level 3
- Outcomes for 19+ student were not maintained with a variation in performance at each level but overall below target and NR for levels 1,2 and 3
- Attendance is still adversely affected by English & maths and there are challenges at levels entry, 1 and 2
- Learners in receipt of Higher Needs Funding continue to make good progress
- Variation in curriculum area projected achievement rates
- Clear focus on retention

The Paper provided to Members of the Committee expanded on these points and other aspects of English & maths in greater detail.

The Committee noted that, at 19+ there are not as many learners which affects the % rates more accurately.

The main reasons for some learners not progressing as much as hoped is the number of referred assignments and the failure to submit work to satisfy higher grades.

There is some concern about progress of 19+ students and that is the focus for rest of this year

Governor questions

Barbara Vohmann was concerned about changes in the assessment basis for E&M and the greater emphasis on examinations. Caroline Williams explained that retraining for curriculum teams is underway so that they can better prepare students for the change in assessment methodology

Governors asked what is the biggest challenge facing the College in terms of continuing and enhancing learner progress. Caroline Williams said it is to develop students' ability to learn effectively emphasising their cognitive learning, to manage their anxiety and to make sure they are well prepared for assessment via examination.

Governors were informed that the % of Learners making at least the expected progress expected of them, progress at Level 3 is a little disappointing but it is being addressed.

Elaine Oddie asked if it would be possible for CAMs responsible for the new exam based curriculum to present their strategies to the committee. There was general agreement.

The Committee **RECEIVED** the Report.

606. LEARNER VOICE REPORT

The Committee **RECEIVED** a Report from the Director of Learner Inclusion & Development covering Learner Voice and Student Polls.

There has been a Student Induction Poll in September 2018 and regular polls of students on PDBW themes through the student network sites. The report also covered issues raised at **Learner Voice Meetings** held this academic year (three so far, at which attendance has been quite good).

These Meetings had been attended in each case by at least one governor.

One Meeting was during GDD and governors felt should be repeated so that even more governors can be involved and interact with students. However, there was concern that the presence of governors may be slightly intimidating and possibly stifle comments from students.

A general theme from students through these Meetings is one of being content with College and, if matters are raised, they are promptly dealt with.

Marco Iciek mentioned the higher traffic volumes in Moulsham Street in recent years and the College supports the need for a pedestrian crossing, which is being investigated with Essex County Council.

The Committee were provided with a breakdown of the responses to the **Induction Poll** for information. Only one question of the 11 asked (was the need for work experienced made clear to you) scored under 80%.

There were two questions asked in the survey about Safeguarding (were you informed about safeguarding and dangers of radicalisation and how to make a safeguarding report) – the responses were 84% and 80% in the affirmative respectively. These questions were added this year at the request of the Committee.

The responses did provide an early indication of issues to be addressed in the ongoing induction process. In all, 2052 students responded to the Poll.

From the **Student Polls** taken since induction, it was disappointing to see that only 36% of students had created a study timetable but it was felt to be a timing issue. Such polls are taken fortnightly.

There appears to be some issues regarding timetabling which is being followed up to ensure there is no impact on attendance through unsuitable timetabling.

Other areas raised have been IT, catering and refreshments, lack of common space at Princes Road, toilet cleanliness and seating.

There were a number of variations in the student responses where level 1 and level 2 were more positive than level 3. This is possibly because of the level 1 and level 2 students having attended the summer transition days.

The Chair asked about extending the transition days to level 3 students. Marco said that it is possible but with a further 300+ students involved, there is a staff resourcing issue in handling it. However, it will be considered maybe by having taster days.

Governors were informed that some students are invited to CAMs Meetings and issues raised are recorded.

The Committee **RECEIVED** a summary of the issues raised at Learner Voice Meetings this year and noted that these Meetings are minuted and actions taken in response to learner queries reported back to the next Meeting.

The Committee **NOTED** the Report.

607. SUB-CONTRACTING ARRANGEMENTS 2018-19

The Director of Information Services **PRESENTED** this Report, which outlined the Colleges' proposed arrangements for this year.

The College is proposing to work with Qube Learning, a national training provider, for a contract value of £70K, to give provision for the unemployed aimed at getting them into work in conjunction with Job Centre Plus. It was noted that Qube have a Good Ofsted rating and have good connections with large employers.

This requires Board Approval and, when due diligence is complete, this will be sought from the Chair of the Board and the Chairs of the Audit & Quality & Learners Committee by email resolution. Once due diligence is satisfactorily completed, delivery could start almost immediately.

In answer to a governor question, the College is now employing one member of Aspire GR staff (previous sub-contractor) and the College will continue to work with them for lead generation work at a neutral cost.

This was **RECOMMENDED** by the Committee.

608. SELF-ASSESSMENT AND IMPROVEMENT

The Committee **RECEIVED** a Report from the Deputy Principal showing the monitoring of the CIP for the year to date. It also addressed progress being made in preparation for the pilot Ofsted Inspection.

Caroline reported that good progress is being made against all seven College priorities and staff are aware and are well prepared for the pilot inspection.

Overall, progress against the priorities is at least 60% in each case. The Committee received a detailed analysis in regard to each priority and the actions taken or in place.

Caroline Williams explained that the pilot inspection is a 'friendly' inspection against the EIF. The College is well prepared with particular focus being placed on documenting the College curriculum plan at departmental level so that it fits clearly with teaching that is being delivered (Schemes of Work) as well as the college curriculum plan.

The inspection will most likely focus on reformed qualifications, apprenticeship standards and GCSE, together with appropriateness of CPD training for staff. The outcome will give the College a clear message as to our progress and how to maintain and enhance that progress.

Governor questions and challenges

Elaine Oddie said that Hospitality, Hair and Beauty is clearly an area of concern. There has been a reduction of enrolments over some years and therefore recruitment needs to be improved for 2019/20. Caroline Williams and Simon Drane said that there are excellent facilities in these areas and good teaching & learning.

There may have been an impact as a consequence of the relocation of **Hair & Beauty** to Princes Road and marketing may have been wrongly directed. Furthermore, there is evidence that the abundance of food outlets in the local area has meant potential **Hospitality** students have taken employment instead of a College course.

SD informed Governors recruiting is under way for 2019/20 and potential students are being brought in for a taster experience and to make them aware that the courses offered are both practical and theoretical. Then, it is important that they are enrolled on the most suitable course for them.

A governor suggested that, if a student goes on work experience and is offered a job by the work experience provider, the provider be charged a recruitment fee.

The Committee **NOTED** the Report and **APPROVED** the progress to date against the Plan.

609. RISK REGISTER AND KEY PERFORMANCE INDICATORS

The Vice Principal, Finance & Corporate Services **PRESENTED** the updated **College Risk Register relating to Learning and Quality Improvement**, which was **NOTED**, together with the updated **Dartboard**. The full Risk Register has been uploaded to the governors' portal.

There are 28 risks in total on the full Register, of which 2 are RED, 17 AMBER and 9 GREEN.

The RED risk relates to failure to raise the importance of English & maths but the Committee noted improved resit results (above National Average). Attendance is still an issue and Scrutton Bland are carrying out an Attendance audit in March 2019 because it is established that attendance does affect outcomes.

The Committee discussed whether it may be reasonable to reduce this risk to AMBER. This matter was referred to the Audit Committee for consideration once the final Audit Report on English & maths attendance (referred to above).

The Committee also **REVIEWED** KPIs relating to curriculum & quality matters.

Mark Emerson advised that the AoC benchmarks will be updated in March 2019 with 2017/18 data and will enable better comparisons to be made with our figures.

610. STUDENT DESTINATIONS 2017/18

The Director of Learner Development & Inclusion presented an Analysis of the above for the information of the Committee.

The College retains a consistently high position on the league table of positive destinations based on government data – eleventh place in 2017/18 amongst all FE providers.

Marco Iciek reported that 1933 students completed their qualification last year and to date 1699 have responded, which constitutes 89% completion. These are actual destinations, not intended destinations, as the information is gathered about six months after the student left the College.

The data indicates a clear shift with a higher percentage of learners progressing into further and higher education in 2018 compared to last year. Conversely, fewer learners are entering employment.

The figures do not, in themselves, explain the reasons for this movement and apparent trend. It is being further investigated to consider, amongst other things, which HE providers are offering opportunities to students and attracting them to go this route.

The Committee **RECEIVED** the Report.

611. COMMITTEE MATTERS

Governor Visits (verbal)

The Clerk **REPORTED** that there had been a number of visits recently:

- 1 February – a number of governors attended the Governors' Development Day at Princes Road which included a Learner Voice Meeting
- 12 February – Sarah Noble carried out some Learning Walks
- 7 January – Doug Zeeman attended an RNLi Youth programme
- 10 January – Jenny Beaumont, Sarah Noble, Andy Sparks and the Clerk all attended the AoC East Governors' Conference in Bury St Edmunds
- 16 February – Doug Zeeman attended Learning Walks and a GDPR Committee Meeting
- 8 February – Sarah Noble attended a London & SE Region Governance ETF Conference

612. ANY OTHER BUSINESS

There were no matters of Any Other Business.

613. DATE OF NEXT MEETING

Tuesday 14 May 2019 at 2 pm

There being no further business, the Meeting terminated at 4.47 pm.

Signed.....Dated.....