

MINUTES

Further Education Corporation Meeting of the Curriculum and Quality Committee Monday 21 November 2022

Date and timings	18:00 to 19:58
Location	Luker Road, Southend Campus
Present	Rick Olver (RO) Chair Denise Brown (DB) CEO and Principal Gerry Bender (GB) Jo McGee (JMc) Staff Governor - Academic
Clerk to the Corporation	Lana Jackman
In attendance	Adam Fahey (AF) Vice Principal Curriculum & Quality Brad Brooks (BB) Assistant Principal Student Experience Nicki Kelly (NK) Assistant Principal Curriculum Operations Jayne Sheehan (JS) Vice Principal, Innovation, Growth and Employer Engagement Mark Twitchett (MT) Jane Belcher (JB) <i>Item 3</i> Karen Fox (KF) <i>Item 3</i> Tulay Rashid-Grant (TRG) HE Operations <i>Item 5</i>
Apologies Absent	Sue Leonard (SL); Sophie Wade (SW) Student Governor Ian Spademan (IS) Staff Governor - Technician Health and Science
Quorum (4)	
Item	Action lead
0. Ofsted Preparation Briefing	
It was explained that there would be thirteen inspectors with three skills inspectors based at Thurrock arriving on Tuesday 29 November 2022. AF further explained that it would be an opportunity to demonstrate where, it was believed, the College would end up and how it would get there acknowledging the challenges and equally the successes along the way. AF described the process as a journey. AF confirmed that pen portraits of the inspectors would be circulated to the Committee and a list of questions that inspectors could potentially pose to governors.	

1. Preliminary items

1.1 Welcome

The Chair welcomed those present to the meeting.

1.2 Apologies for Absence

Apologies were received and accepted from Sue Leonard (SL) and Sophie Wade (SW). Ian Spademan was absent.

1.3 Declaration of Interest

It was confirmed that Declaration of Interest Forms were distributed to the governors for the new academic year 2022-2023. There were no new declarations of interest other than those already standing ***(in accordance with the requirements of section 177 of the Companies Act 2006).***

1.4 Urgent items of other business

There were no urgent items of other business.

1.5 Quorum

The meeting was quorate.

2. Minutes of Meeting 26 September 2022

The Minutes of the meeting held on the 26 September 2022 were accepted and **Approved** as an accurate record. The Minutes were signed by the Chair and sent to the Executive Team to be filed in the Approved Minutes Folder.

2.1 Matters Arising

There were no matters arising from these Minutes not otherwise discussed elsewhere on the agenda.

3. Safeguarding and SEND

Annual Report and Policy review - *Karen Fox joined the meeting at 18:05*

The Annual Report and data up to November was circulated prior to the meeting and taken as read.

The Chair explained that future policies must clearly show all track changes with updates and amendments for governor review and comments.

KF summarised the comprehensive report to update the Committee of services offered and statutory requirements as follows:

- It was reported that there was an increased number of EHCP Learners. It was noted that there were 300+ EHCP Learners. An increase from last year.
- Scrutton Bland raised hourly cost for high needs Learners. It was noted that the Local Authority did not question the provision of services or the increased hourly claim. The claim would be reviewed on an annual basis.

- It was noted that there was work to be conducted relating to expectations in the classroom on what could be implemented, for example a style of font, to support Learners with mild SEND. It was discussed that work was being prioritised to meet the complexity and numbers of EHCPs.
- It was explained that 16-19 was 6.4% higher than overall national average which was 4%. It was further explained that 222 annual reviews were completed last year compared to the 45 that the team were able to complete so far demonstrating that there were issues with keeping up with the need. There were concerns on how the remaining reviews were going to be factored in considering the delays to processing in addition to the current trends showing a national increase in SEND cases.
- It was confirmed that the Executive was working hard to use readers pens and promote them in class.
- It was confirmed that the stability of the work force continued to be a risk. The Executive was exploring every avenue and trying to reduce the reliance on recruitment agencies with the gaps in availability and provision being closely monitored.

The Chair thanked KF for the thorough report and for the work she was doing.

- JB highlighted the significant changes made in safeguarding. It was confirmed that it was more robust compared to previous iterations. It was noted that the team was working with external partners and social care to support more adults between 19-25 years of age.
- It was mentioned that the Local Child Practice Review was not published. Lessons had been learned on reporting methodology, escalation and the importance of ensuring that young voices were being heard by the Local Authorities and those in the sector responsible for keeping children safe in education. It was noted that the outcomes for the case review was positive.
- It was noted that there was a slight amendment to the Safeguarding Policy following new guidance. An updated version will be taken to the Board for approval.
- It was further noted that the Safeguarding team was waiting for the Shawcross Review on the Prevent Strategy and what impact that would have on HE and FE.
- The Committee **APPROVED** the Safeguarding Policy

4. Quality and Learner Experience

i. Final Learner Performance 2021-2022

It was reported that a significant number of learners were passing GCSE but not passing at Grade 4. The Executive had started the process to tackle the curriculum in English and Maths. It was mentioned that there would be a Head of English and Maths to rectify quality issues and to ensure that

the curriculum next year met the academic KPIs and targets set for 2022-2023.

It was noted that there was an error in the 16-19 age group. The number 83% mentioned needed to be amended to read 80%.

The Committee discussed the report in detail. The report was **APPROVED**.

ii. Breakdown of Recruitment

It was reported that 16-18 enrolment numbers were down by 180. HE was down by 15 students. It was confirmed that income in adult learners was stable.

iii. SAR 2021-2022

It was noted that this was the first draft which would be completed by the end of the week. It was further noted that the Committee thought it was much easier to read and expressed clearly the Executive's ambitions for learners. It was agreed that it was a solid ground upon which to make improvements to enable the College to progress. It was mentioned that Ansar had been tasked with reformatting the data tables. The full version shall be presented at the Corporation Board Meeting on the 12 December 2022.

iv. Quality Improvement Plan 2022-2023

The Committee discussed in detail the curriculum design issues relating to assessments, attendance and structure of teaching and learning with an emphasis on data driven quality improvement. It was explained that the drive was for improvement rather than the processes being data driven.

v. Student Induction Survey

It was mentioned that the results was encouraging with an 89% overall satisfaction outcome based on the 15 questions asked. It was further mentioned that students were aware of behaviours. It was noted that a brief summary Paper would be circulated at a later date showing the percentages for governors information. It was agreed that it was a good piece of work with quantifiable data that measured impact.

vi. Learner Voice Strategy

It was reported that there were major changes to the Policy with an increased representation of the Learner Voice with apprenticeship having a bespoke engagement driven by the action plan. It was recognised that there was still no FE Student Governor representation on the Corporation Board. It was confirmed that there were elected Presidents and Vice-Presidents serving on the Student Council with the aim of the enrichment plan to hold a Learner Voice Conference at the end of the academic year. It was confirmed that work to

engage students to express an interest in becoming an FE Student Governor was ongoing.

vii. Enhanced Skills aspect of Ofsted Inspections

It was reported that JS had set up 16 meetings out of the 33 meetings expected to take place for the Ofsted Inspection. It was discussed that Civic Community Employers and Education Training Providers would be part of the discussion and inspection. A concise Skills Strategy would be uploaded on Thursday 24 November 2022. It was noted that the College was at the beginning of the journey relating to the social value model and what the College was giving back to the community.

viii. Assessment Planning Progress

It was noted that Pro Monitor was a better reporting system but more training would be needed in terms of using it effectively. It was agreed that the Committee would be updated when the deadlines were in place on the system and it was fully up and running.

5. Higher Education update

The Report was circulated prior to the meeting and taken as read. TRG summarised the report as follows:

i. Student Enrolment Numbers

It was disclosed that FE student enrolment numbers each year were in decline compared to HE which had seen an increase. The numbers so far totalled 445 out of a possible 460. The aim was a 97% target. The plan for HE, it was confirmed, would be to make it more vocational with implementing Skill Bootcamps by next April.

ii. Access & Participation Plan 2022-2023

The Committee noted the targets agreed with OfS to increase BAME students was not achievable considering the demographics of the local areas surrounding campus sites. It was noted that from the outcome of the graduation survey progression and destination of students could be measured. TRG would circulate the results from the data as soon as the survey was completed. It was confirmed that the Access & Participation Plan would be rewritten next year for a further 4 years. The new version would be much shorter.

iii. National Student Survey report (NSS)

It was reported that the College was above benchmark in all areas except for resources. TRG highlighted that in terms of the badge that was aimed for i.e. Bronze, the College was 15% below and it was discussed whether this would be an issue for recruitment. In response to the question it was explained that there would be an introduction of panel meetings; a change to online library resources and

marketing, and having conversations about the services, provision and facilities on offer. It was felt that the College could do more to make more of marketing its services and facilities. It was noted that there was a new programme leader in place to begin the development and improvements necessary.

iv. TEF Update

It was explained in response to a governor question that the Teaching Excellence Framework (TEF) was the HE equivalent of Ofsted, which used submission outcomes. It was explained that should the College outcome be below outcome targets it could be penalised in terms of funding. In terms of the College's TEF submission outcomes for this year there were positive results with strong improvement. There was an increase compared to previous years with resources not being an issue. In terms of completion the last two years had shown progress taking into account the starting point of learners. It was mentioned that 72% came from disadvantaged backgrounds with good support in place to facilitate these learners getting good degrees.

v. HE Committee Structure

Management to implement an HE Committee Structure.

6. Curriculum Planning Update

This item was deferred to the next meeting.

7. IOT Curriculum Update

It was noted that the IOT Curriculum would be discussed with Ofsted. It was further noted that there were two very strong applications and work on curriculum planning agreed for next year.

8. Link Governor Feedback

The Link Governor roles were being reviewed by RA and RO to be in line with the restructure.

9. Committee oversight of risk

- College Risk Assessment 1
- College Risk Assessment 2

It was mentioned that the risk assessment was reviewed in the College dart board.

The Chair confirmed that the risks to be reviewed are from the college Risk Dartboard.

10. Forthcoming events

- College Open Events
A calendar of College Open Events to be circulated to governors
- Department Review Meetings to be rescheduled
- Board Development Day - 7 February 2023

11. Committee Evaluation

The Committee evaluated itself as Good. The Chair extended his sincere appreciation for the well prepared, informative documents and for everyone's hard work. The Committee noted that everyone was well prepared for the forthcoming Ofsted visit. It was agreed that DB will circulate briefing meeting times to inform the governors what would be expected from them during the inspection visit.

12. Date of Next Meeting

Monday 27 February 2023 - Southend Campus

There being no further business the meeting ended at 19.58

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

Actions completed will be removed from the table

Actions from the meeting held on the 21 November 2022

Item	No	Action	Initial	Status
4	4.v	A brief summary paper to be completed and circulated to governors showing the percentages and breakdown from the Student Induction Survey.	BB	February 2023
4	4viii	The Committee to be updated on the negatives and positives of the Pro Monitor system.	BB	February 2023
5	5ii	The outcome percentages on progression and destination data to be circulated to governors from the graduation survey as soon as it is completed.	TRG	February 2023
11		DB to circulate Ofsted briefing meeting times to governors.	DB	completed

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ⁱ The code of conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.