

MINUTES

Further Education Corporation Meeting of the Curriculum and Quality Committee Monday 27 February 2023

Date and timings	18:00 to 20:00
Location	Luker Road, Southend Campus
Present	Rick Olver (RO) Chair Roland Anderson (RA) via Microsoft Teams Denise Brown (DB) CEO and Principal Gerry Bender (GB) Sue Leonard (SL) Jo McGee (JMc) Staff Governor - Academic Sophie Louisa Wade (SW) HE Student Governor via Microsoft Teams
Clerk to the Corporation	Lana Jackman
In attendance	Adam Fahey (AF) Vice Principal Curriculum & Quality Brad Brooks (BB) Group Director, Student Experience Nicki Kelly (NK) College Principal South End Jayne Sheehan (JS) Vice Principal, Centre for Innovation Matt Twitchett (MT) Director of Performance and Standards Kevin McCooke (KMc) College Principal Thurrock via Teams Jon Newton (JN) College Principal Basildon Jane Belcher (JB) Head of Safeguarding <i>Item 3</i> Aimee Bose (AB) Head of Teaching and Learning Hayley Phare (HP) Group Head English and Maths Steve Bright (SB) HE Operations <i>Item 6</i>
Apologies	
Quorum (4)	
Item	Action lead
1. Preliminary items	
1.1 Welcome	
The Chair welcomed those present to the meeting. The Chair expressed appreciation and thanks on behalf of the governors to the Executive for the quality and the timely circulation of Papers.	

1.2 Apologies for Absence

There were no apologies.

1.3 Declaration of Interest

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 21 November 2022

The Minutes of the meeting held on the 21 November 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

Item 4.4.v It was noted that this item had been completed.

Item 4.4.viii It was noted that BB will look into the comments made by JM on the negatives and positives of the Pro Monitor system. JM reminded the Committee that due to the way the Local Education Authority (LEA) write Specific Measurable Achievement Relevant Time-bound (SMART) Targets for learners with Educational Health Care Plan (EHCP) outcomes, and what had been reported to JM that these could not be rewritten, though the outcomes read as if they had already been achieved. It was mentioned that the pros and cons of this system needed to be investigated. It was commented that training was needed to support staff in interpreting these targets and to recognise that where possible opportunities needed to be created in the class to support learners to meet those targets.

Item 5.5ii It was noted that the survey will be circulated as soon as the Executive is in receipt of the outcomes.

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

3. Safeguarding and SEND

The report was circulated prior to the meeting via Governor Hub. The report was received by the Chair and taken as read. JB summarised the comprehensive report to update the Committee on its duty to safeguard young people and vulnerable adults. The key points were highlighted and discussed in detail as follows:

- Staffing and Service Review
- Education Setting Safeguarding Audit
- The completion of an analysis on Wellbeing and Safeguarding following the Ofsted Inspection. It was noted that the Safe

College Environment Breakdown included looking at the campuses, gender, levels and curriculum areas.

- High Level Needs Safeguarding Referrals. It was noted that there had been an increase in the number of safeguarding referrals across the college with the requirement for support from external agencies, social workers and/or the police. It was confirmed that the safeguarding team was working with other departments to manage the concerns with positive feedback from officers on the support provided to young people in need by SEC's safeguarding team and actions taken. This was due to the recording of high level safeguarding concerns which had been changed to clearly identify new or escalating incidents alongside the actions taken. It was mentioned that the most common reason for referral was due to homelessness.
- Wellbeing and Safeguarding Support. It was noted that there had been a decrease in the number of students declaring wellbeing and safeguarding needs compared to the same period in 2021-2022.
- Care Experienced Cohort
- Vulnerable Student Cohort
- The DfE Consultation called Stable Homes. There were a number of issues relating to corporate parenting linked in with the DfE which had resulted in the department attempting to meet training needs. It was reported that the consultation looked at improving children's social care system across six pillars driven by six key missions. It was noted that High Level Needs was increasing in addition to budgetary and staffing implications for Southend and Thurrock.
- Independent Review of Prevent. The report was noted.

4. Curriculum Planning 2023-2024

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

- The curriculum plan will be driven by the College Principals and will reflect the new SEC vision: *to be at the heart of community transformation*.
- It was confirmed that Ansar to complete background work on the coding.
- Budget for next year to be finalised once the final numbers were signed off.
- It was explained that SEC did not have the facilities to offer the right environment for learners based on animal management data though recruitment numbers were good. It was mentioned that if there were resources available to offer a viable curriculum for animal management the Executive would have to be assured that there was employment to justify the continuation of the provision.
- Investigating Forensics at Thurrock.
- Cost and staffing implications
- It was noted that AF was meeting with JS and JN to talk about quality of provision rather than quantity. It was agreed

that investing in good teachers on Apprenticeship courses was a priority.

- It was noted that there were discussions relating to reinstating curriculum review to assess the curriculum offer and the efficiencies of the programmes. Though there was tension between efficiency and what was appropriate to meet needs. Furthermore what was the right contribution level that was meeting the needs of the community.
- It was noted that following the Ofsted Inspection feedback the focus was on being more ambitious for the Learners with provision tailored to the individual, to be more specific and provide a gateway to vocational learning.

The governors discussed the reshaping of the pathway for vocational learning that would provide a current skills landscape from an employers perspective which would be focused on identifying gaps in skills and provision and proactively support collaboration between providers and employers. It was agreed that in reviewing the quality of provision in the local area, it must be considered that there was a duty to provide training and education to meet local needs. The governors were assured that the Executive were working hard to identify and meet, in particular, local employment needs. It was mentioned that the discussion demonstrated more tangible and exciting outcomes for the future.

The Committee noted the position.

5. Quality and Learner Experience

The comprehensive report was circulated prior to the meeting, received by the Chair and taken as read.

It was noted that the current Learner Performance against KPIs had been updated. Though, it was mentioned there was still much work to do for the cautious optimism not to be misplaced. It would take a robust planning process and more integrated action with Heads of Schools to turn things around. It was reported that since Review 1 attendance for GCSE Maths and English had improved with attendance for Mock exams at 93%. It was commented that the main challenge for achieving targets would be a sustained effort for teachers and managers to make it happen.

The key points were summarised by AF as follows:

- Attendance had declined to 81% compared to 2021-2022 which was 83% with three curriculum areas recording attendance below 80%.
- Ofsted Inspection concluded that the Adult Education Programme was good. The retention target this year was 97%.
- Improvement to the College Apprenticeship provision and achievement rates.
- English and Maths remained an area that required improvement. It was noted that the new Head of English and

Maths had begun to address the problematic issues that had been as a consequence of historic systemic issues. It was agreed that HP will circulate an updated report to the Committee on an objective view on work that needed doing, and the aims and objectives relating to areas that could be improved. It was reported that there was planned work on TLA and working with managers, to secure high quality staff was ongoing. It was reported that English and Maths were priority areas to ensure that the subjects were embedded day to day by teaching staff in their delivery of the courses based on a scaffolding and not perceived as an outlier subject. It was noted that long term learner feedback was promising. It was reported that Mathematics, Education and Implementation (MEI) would be comfortably taken into the next year and reinforced.

- **QIP.** It was noted that the draft document will be circulated to the Committee when completed.
- Enrichment Tracker. It was recognised that there needed to be a more transparent view on accessing enrichment. It was mentioned that the current process had been inherited from the mergers and acquisitions and needed a deep dive into the detail of what and how it could be improved.
- It was confirmed that many middle managers had attended ETF training on resilience.
- Learner Destinations. It was reported that there was a 83% positive destination result with 16-18 at a positive 90.2%. It was agreed that to achieve more positive and outstanding results students and data sharing with the DWP would have to demonstrate employment figures. The content of the report was noted by the Committee. The Committee **APPROVED** the actions under section 5.
- Annual Complaints and Compliments Report was reviewed. The report showed gaps in the reporting due to it not being looked at in a timely manner. It was noted that the timeliness of response needed to improve. Next year, it was confirmed any formal complaint will go to AF's Executive Assistant, discussed, monitored, tracked and moved to an elegant apology with the desire to do better. It was confirmed that the process will be tightened up to include a culture that values change, and to do better with a strong focus on customer service. It was mentioned that there were complaints in Engineering and Construction with 38 upheld in apprenticeships but they were being dealt with differently. The governors were assured that the process was being improved with a centralised system and three levels of approach: i. human response ii. the nature of the complaint iii. Resolution. The Committee noted the position.

5.1 ACTION

HP will circulate an updated report to the Committee on an objective view on what needs work and the aims and

objectives relating to areas that could be improved relating to English and Maths.

5.2 ACTION

The draft QIP to be circulated as soon as it is completed.

5.3 ACTION

AF to investigate the complaints in Engineering and Construction and report back to assure the Committee that there is a process in place and a thorough investigation being conducted.

Apprenticeships Report

The report was circulated prior to the meeting and taken as read. It was noted that there were currently 959 apprentices as at February 2023. The main areas for learning were highlighted in the report with actions being taken for 2019 and 2020 planned end dates (PEDs) waiting for results for End Point Assessments (EPAs) dates. It was noted that the areas mainly affected were Electrical and LGV.

The key points highlighted and summarised by JS were as follows:

- Recruitment
- Ofsted
- Budget to date and forecast
- Awaiting dates for logistics
- Garment work assessment will take place at the Royal Opera House
- IOT to update equipment
- It was commented that the Committee should be updated on whether the issue with the assessors relating to plumbing had been resolved in terms of PEDs. JS responded that the plan in place would be to upskill someone with Level 2.

It was agreed that a considerable amount of work had taken place and governors were assured that reporting and monitoring of apprenticeships was also being undertaken as part of the Quality Improvement Plan actions.

The Committee noted the position and thanked JS for her hard work.

Student Voice Item

The report was circulated via the meeting and taken as read.

It was noted that the Learner Voice was strong with an increase of reps in FE with 270 Class Representatives from across all campuses. It was confirmed that most courses had a Class Rep.

It was further noted that 18 Class Representatives put themselves forward for recruitment for a Student Council President and a Vice President. The President and Vice-President engaged with the Class Reps on their campuses regularly and had set up their own methods for communicating.

It was mentioned that feedback relating to enrichment was not as positive. There were good activities but students did not know how to access them.

The key points referenced in the report and discussed in detail by the Committee were as follows:

- Apprentices
- Feedback Walls
- Surveys
- Executive Board Questions
- Student Union
- HE Course Reps

5.4 ACTION

BB to share Learner Voice Conference invitation with the Committee.

Quality of Teaching & Learning

The Committee noted the report which was circulated via Governor Hub prior to the meeting and taken as read. The governors complimented AB on the thoroughness and quality of the report. It was mentioned that the governors were assured that AB and team had identified the areas for improvement and inconsistencies impacting on and inhibiting progress, relating to the quality of Teaching and Learning across the College group, and were working on planned key elements for development similar with Ofsted findings to ensure those improvements were embedded across the group. The governors praised AB on the improvement actions required to improve poor quality, to reduce staff churn, implement projects to upskill staff to retain them, work on a College wide mentoring project relating to subject specific courses and CPD to enable staff to achieve the skills to complete the PGCE.

The report was discussed in detail and the Committee noted the position.

Higher Education update

6. The Reports were circulated prior to the meeting and taken as read. It was noted that there was more work to do between HE and FE courses with a big push to work with local schools and which included two virtual school projects at Thurrock and Southend. It was noted that LAC Maths improved by 20% last academic year.

It was noted that there had been a range of developments from the Office for Students (OfS) relating to the Access and Participation Plan. SB explained that the OfS had proposed three key elements:

- to reduce the duration of the APP to four years
- that the plan is written as a strategic document
- that APPs in future should focus on risks to equality of opportunity. It was noted that the OfS will produce a sector-wide Opportunity Risk Register (EORR).

SB updated the Committee on SEC's current Access and Participation Plan. The document had been circulated prior to the meeting and governors were able to access it via the Hub.

The reports were discussed in detail and summarised as follows:

- KPI targets for 2021-2022
- Access Agreement. It was noted that the Access and Participation Funds for 2022-2023 have been fully allocated and all projects were being monitored on a regular basis. It was further noted that full details of the requirements of the new plan for 2024-2025 has not yet been published.
- HE Student Recruitment
- HE applications from UCAS
- HE Marketing and Communications
- HE Student Recruitment Plans 2022-2023. It was reported that the HE faculty would remain dependent upon UCAS Extra and Clearing to achieve student numbers.

The Committee noted the position and thanked SB for the comprehensive reporting.

SB left the meeting at 19:49

7. Draft Performance Measures 2022-2023

The Committee discussed the draft report. It was noted that work was ongoing on performance targets with many rolling over. It was confirmed that it had not yet been decided which committee would monitor which targets. Except for quality, student voice and achievement rates would be presented at CQC, staff to PRC and Finance to Corporation or Audit.

It was noted that the next version where achievement of the targets set will be brought to the next CQC meeting.

7.1 ACTION

The next iteration of the draft Performance Measures 2022-2023 to be brought to the next CQC Meeting to be held on 15 May 2023.

8. Link Governor Feedback

It was noted that RO and RA would meet with DB regarding the Link Governor Scheme.

9. Committee oversight of risk

It was noted that the committee oversight of risk will be discussed at ARC the outcome of which will be brought back to CQC.

10. Academic Board Report (for information)

It was noted that the nature and purpose of the Academic Board would be an item for reflection by the Executive and sub-committee.

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 members responded that access to information was more transparent. It was agreed that the ability to challenge colleagues had changed and issues were presented earlier with clarity which assured governors that the underlying issues, if there were any could be challenged and supported where appropriate. Governors agreed that it was an enjoyable informative meeting with timely circulation of Papers.

All Agreed.

- 12. Date of Next Meeting**
Monday 15 May 2023 - Southend Campus

There being no further business the meeting ended at 20:00

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

Once the Committee has seen and is satisfied actions completed will be removed from the table

Item	No	Action	Initial	Status
Actions from the meeting held on the 27 February 2023				
5	5.1	HP will circulate an updated report to the Committee on an objective view on what needs work and the aims and objectives relating to areas that could be improved relating to English and Maths.	HP	
5	5.2	The draft QIP to be circulated as soon as it is completed.	AF	
5	5.3	AF to investigate the complaints in Engineering and Construction and report back to assure the Committee that there	AF	

		is a process in place and a thorough investigation.		
5	5.4	BB to share Learner Voice Conference invitation with the Committee.	BB	completed
7	7.1	The next iteration of the draft Performance Measures 2022-2023 to be brought to the next CQC Meeting to be held on 15 May 2023.		
Actions from the meeting held on 21 November 2023				
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 completed
4	4viii	The Committee to be updated on the negatives and positives of the Pro Monitor system.	BB	February 2023 ongoing
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 ongoing
11		DB to circulate Ofsted briefing meeting times to governors.	DB	completed

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.