



**MINUTES of the Meeting of the Education Committee
held on Wednesday 27 March 2024 at 16.00
via remote participation**

<p>Members present: Steve Stanley Annamarie Douglas Claire McDonald Kathryn Skelton Mark Smith</p> <p>In attendance: Fiona Chalk Tina Götschi Dr Geoff Stevenson Jacky Gearey</p>	<p>External Member/Chair External Member Staff Governor External Member CEO</p> <p>Observer for External Governance Review Principal for items 3.4, 3.5, 3.6, 3.7 and 3.12 Director of Degree Apprenticeships (DoDA) for item 3.4, 3.5, 3.10, 3.12 and 3.13 Clerk</p>
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Quorum 2 members

Items		Action by
	<p>Opening of meeting The Chair opened the meeting at 16.00. The Clerk had already advised via email that Susanna Lawson was stepping down from the committee due to personal reasons and that the new staff governor Claire McDonald was joining the committee.</p> <p>Apologies for Absence 1. Ryan Manning (DSL)- college away trip There were no other apologies.</p> <p>Declarations of interest There were no declarations of interest.</p>	
3.1	<p>Minutes of Previous meeting The committee approved the minutes of 27 November 2023 as an accurate record of the meeting held.</p> <p>Resolved that the minutes were an accurate record of the meeting held 27 November 2023</p>	
3.2	<p>Matters arising from above (if not covered by the agenda) Item 2.3 (i) flag any safeguarding workload issues to the committee – DSL absent so held over to next meeting. (ii) speak to DSL offline regarding workload – held over to next meeting. All other actions had been closed off and there were no further matters arising.</p>	
3.3	<p>Accountability Statement The CEO briefed the committee on the accountability statement requiring the Governing body to periodically review how the College provision meets local and high priority skills. Updates had been incorporated with the draft to be submitted for the next committee meeting with a final submission to ESFA by 30 June 2024. The committee asked if the statement could be linked to the strategy and the College self-assessment especially addressing local needs. The CEO said that to do this the timing might be problematic but would present an interim draft version in early May for the committee to comment on via Google docs.</p>	CEO

	<p>Resolved that:</p> <p>(i) the Accountability planning was received and noted by the committee</p> <p>(ii) CEO to send committee members interim draft version of accountability statement via Google Docs.</p>	
<p>3.4</p>	<p>Safeguarding and Prevent Report</p> <p>The CEO asked that the report be taken as read as the same report had been presented to the Board on 21 March 24. In essence the Principal advised that there have been an additional 88 incidents referred to the safeguarding team since the previous meeting and was significantly higher than for the entire last academic year. There has also been a significant increase in apprentice learners' referrals much of which was due to the increased awareness of staff to the challenges learners face (e.g. level of workload, increase of stress), the better use of CPOMS by staff logging incidents and a significant increase in apprentices who have only recently turned 18. However for reassurance, this had not passed the threshold for real concern, but should this change the Chair asked that as the safeguarding lead these should be brought to him as the first step and then to the Board. The committee discussed the issue of employers and their duty of care for safeguarding which had been brought up at the board meeting and the need for the College to future proofing growth especially with the increasing numbers of apprentices. The CEO talked about the viability of having one person who had overall oversight as in many other colleges, but this would be an additional resource. Finally the committee asked if Smoothwall Filtering had been rolled out to Manchester at the same time as London. Principal to check and confirm.</p> <p>Resolved that:</p> <p>(i) the Safeguarding and Prevent Report was received and noted by the committee</p> <p>(ii) DSL to report any issues of real concern to Safeguarding lead and then to Board for reporting</p> <p>(iii) Principal to confirm Smoothwall Filtering installed in Manchester.</p>	<p>DSL</p> <p>Principal</p>
<p>3.5</p>	<p>Learner Assessment Processes and Tracking</p> <p>Sixth Form</p> <p>The Principal provided a detailed overview of in-year progress tracking across a number of subjects including BTEC in Computing and A Levels e.g. Maths, Business Studies and Psychology. It was noted that since the pandemic it had not be able to compare like for like grading because of the various changes that have occurred e.g. TAGs, CAGS, etc. The success of Computer Science and BTECs through continuous assessment was raised which can be motivational as opposed to A Levels where the College has found that some students' work has slipped. However it was noted that there is a disconnect between A levels and BTEC as extended writing skills are reinforced across the A level programs. This prompted a lengthy discussion on work ethic, meta cognitive abilities the quality of teachers, the pros and cons of using media to learn/revise as opposed to sitting exams. Some mitigations discussed included helping with exam technique, supporting the teachers to teach this and bringing in external organisations for essay techniques.</p> <p>Apprenticeships</p> <p>In looking at the data presented on the dashboard, the Director of Degree Apprenticeships went through the Qualification & Achievement Rate (QAR) for 22/23 at 79.2% which also reflects the retention rate, the DTSP Level 6 again for 22/23 was 87.2% and SD Level 4 was 44.4%. The Chair asked that going forward these percentages be expressed as a number is under 100, to provide more data transparency. The low achievement rate for Level 4 was due to a variety of reasons including: a smaller number of apprentices who receive less support from their providers, redundancy, being offered a job and additionally there was no momentum which was evident in the much larger cohorts. Attendance was at 96% so above KPI but tracking down, which may be due to</p>	<p>DoDA</p>

	<p>recruitment process with the College supporting them through signposting open opportunities, tacking applications weekly, interview practice and presentations.</p> <p>Resolved that the update on Sixth Form Student Progression challenges into Ada Apprenticeship was received and noted by the committee</p>	
3.8	<p>KPI Performance</p> <p>The paper was taken as read with the CEO summarising the Education specific KPIs showing performance against the October target with March 2024. Following feedback, the ELT are working to better analyse the evidence regarding the performance trend against KPIs over multiple academic years and this will be reported from August 2024 onwards. Performance against KPIs remains mixed with a number improving their RAG status whilst some have moved to red e.g. sixth form progression onto Ada higher degree apprenticeships and apprenticeship volumes, especially the number of female or non-binary apprentices recruited. The macro economic trends and internal restructuring of 'anchor' partners is having an adverse impact on these volumes. Further to the board meeting held 21 March, a board member who is on the Education committee had asked for an update on the Quality of Education Improvement Plan referenced at the last Education committee. A separate paper had been sent out late on this with a verbal update from the ELT covering:</p> <ul style="list-style-type: none"> • Improve the quality of teaching through a focus on improved pedagogical understanding – to be actioned through coherence of professional development across both sixth form and apprenticeships. • Better identify and remedy poor standards of teaching and learning – undertake more staff training, use of external instructional coaching to support underperforming staff and use of Access HR system in a standardised way to measure and track standards of teaching. • Improve the quality of new teaching staff joining Ada – develop partnerships with like-minder organisations, host events, improve job descriptions on clarity on career progression. <p>The committee asked that actions on the Quality of Education Improvement Plan be reviewed at the next meeting and to carry out a deep dive on those areas with significant challenges.</p> <p>Resolved that:</p> <p>(i) the update on KPI Performance was received and noted by the committee</p> <p>(ii) Principal to provide update on actions on Quality of Education Improvement Plan to be reviewed at the next meeting and to carry out deep dive on QIP where there are significant challenges</p>	Principal
3.9	<p>Continuous Improvement Plan (CIP) Update</p> <p>The Sixth form, Apprenticeship and New Programmes & Business Development Continuous Improvement Plan (CIP) Dashboard was presented. The dashboard summarised progress made against defined priorities for the second 2-week sprint period. The final CIP Sprint will run from the 18 April to the 11 July. As much of this had been discussed under previous items, there were no questions from the committee.</p> <p>Resolved that the Continuous Improvement Plan Update was received and noted by the committee</p>	
3.10	<p>New Programme Development Update</p> <p>Level 7 Masters in AI</p> <p>Details of the proposed new Level 7 Masters in AI had already been shared with the Education committee via email and discussed at the board meeting 21 March 2024. Currently PwC are completing their due diligence on this regarding full or partial financial support. The CEO provided a further update on the process and timelines to be followed</p>	

	<p>to secure this course including the academic submission to the OU. Ultimately it would be a significant new addition to the curriculum at Level 7.</p> <p>16-19 Provision in Manchester from September 2025 Manchester City Council is keen for the College to expand its provision in the Greater Manchester area. The main risk identified is the ability to resource and establish new programmes given the upfront funding required and the current financial situation. However the College will explore two options: (i) Digital Production, Design and Development T-level and (ii) IB Career Ready Programme and come back to the committee with an update at the next meeting and, if needed, take the proposal to the full board in July.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the New Programme Development Update was received and noted by the committee (ii) CEO to provide an update on the 16-19 Provision in Manchester from September 2025 at the next meeting 	<p>CEO</p>
<p>3.11</p>	<p>Apprenticeship Programme & Short Course Review Apprenticeship Programme The CEO asked that the paper be taken as read and explained that many of the macro and micro challenges in the apprenticeship market had been discussed at previous committee meetings e.g. market for big tech is very flat coupled with high interest rates resulting in less growth and investment in early talent, the possible change of government this year and competition from other providers.</p> <p>Short Course Review The College has delivered events and short courses to more than 1,450 participants across 53 events but now wants to focus on partnerships to increase the uptake of women and also run events which help embed the new buildings in the surrounding communities. Salesforce, the College's funder for this, has indicated that they will not be funding more employability programmes in the future due to an internal change in direction brought about by the new CEO.</p> <p>There were no questions.</p> <p>Resolved that the Apprenticeship Programme & Short Course Review was received and noted by the committee</p>	
<p>3.12</p>	<p>Learner Views: surveys and student representation groups feedback Sixth Form - the Principal updated the committee on the development around the student voice covering: Teaching and Learning scores which were above average, but more work needed to be done to ensure >8.0; score for "positive and respectful culture" was lower than average and could be due to the greater emphasis on calling out inappropriate behaviour and language in assemblies; and net promoter score was high. The committee asked if feedback was given to students about their comments and felt that if this were done this could improve engagement with the Student Voice. Principal said that whilst this information was an overview, feedback would be given.</p> <p>Apprenticeships - Student Staff Liaison Committee (SSLC), there were 5 apprentices, summary of the main points covered:</p> <ul style="list-style-type: none"> • Teaching and Assessment: apprentices experienced at times a gap between teaching content and assessment criteria, with a heavy reliance on independent learning. Concern on pace of content delivery and timing of assignments. • Feedback and Evaluation: inconsistencies in feedback and clarity of marking rubrics and explanation of specific grades, including partial marks. The Chair asked for clarification on this and whether it written feedback from assignments 	

	<p>submitted. The CEO asked for minutes from the SSLC to go to the Education committee for information with clear sight of the follow up actions.</p> <p>Resolved that:</p> <p>(i) Learner Views: surveys and student representation groups feedback were received and noted by the committee</p> <p>(ii) Dean/Director of Degree Apprenticeships to provide SSLC minutes for Education committee for information with the follow up actions</p>	Dean / DoDA
3.13	<p>Academic Board Minutes Meeting held 19 March 2024 – items covered:</p> <ul style="list-style-type: none"> • Learners Status; intake volumes; demographic data; Graduates' awards classifications - dashboard data and headline review introduced. Overall numbers down due to completions but expected to increase by 20 following enrolment and QAR unchanged from last meeting, monthly KPI on track. • Exam Board minutes and outcomes were for noting and discussion. • Programme Validation and Monitoring with the Open University - conditions met for revalidation. New recommendations given from panels which need to be evidenced and evaluated. • Student-Staff Liaison Committee (SSLC), minutes and actions - outline composition of SSLC meeting based on graduates, briefly outline structure and agenda. Trend in recent years of being happy with academic organisation, main concerns on Teaching and Learning assessment - feedback by lecturers. Ask for more specific feedback outside of rubric and discrepancies between feedback styles. • Student feedback trends were for noting & discussion - positive trend in module feedback, average above 4. Able to track average cohort size and varying response rate by size or cohort. Some modules not meeting expected response rate, ongoing push for improvement • Future meetings 18 June and 10 December 2024. <p>Resolved that the Academic Board Minutes were received and noted by the committee</p>	
3.14	<p>Any Other Business No further business.</p>	
3.15	<p>Items to be taken forward to the Board for information: No items</p>	
3.16	<p>Dates of the next meetings for 2023-24:</p> <ul style="list-style-type: none"> • 15 May 2024 at 13.30 unless notified to the contrary. 	
	<p>Close of Meeting Meeting closed at 18.12</p>	