



**MINUTES of the Meeting of the Education Committee
held on Wednesday 28 September 2022 at 16.30**

held at Broad Lane Tottenham Hale & via remote participation

Members present: Anna Douglas Oskar Andjelic Kathryn Skelton Mark Smith	External Member/Chair Student Governor External Member CEO
In attendance: Tom Fogden Tina Götschi Jacky Gearey	Dean for items Principal for items Clerk

Quorum 2 members

Items		Action by
	<p>Apologies for Absence</p> <ol style="list-style-type: none"> 1. Lisa Kattenhorn 2. Steven Stanley <p>There were no other apologies.</p>	
	<p>Declarations of interest</p> <p>There were no declarations of interest.</p>	
	<p>Opening of meeting</p> <p>The Chair opened the meeting at 16.03</p>	
1.1	<p>Minutes of Previous meeting</p> <p>The committee approved the minutes of the meeting held on 27 June 2022 as an accurate record.</p> <p>Resolved that the minutes were an accurate record of the meeting 27 June 2022.</p>	
1.2	<p>Matters arising from above (if not covered by the agenda)</p> <p>Item 2.4(ii) ELT need to consider how to present to the Committee QTLA targets set by staff so that there is clarity about what areas are good and those identified for development and improvement.</p> <p>Item 4.4 – NCG Peer Review Report - recommendations to be integrated into SAR areas for improvement and progress monitored via CIP – see item 1.5</p> <p>Item 4.6 – Safeguarding – see item 1.4</p> <p>(i) Types of safeguarding incidents provided proportionally so that it is clear to see trends. Cause for concern category to be reviewed.</p> <p>(ii) Principal and Dean to articulate information on Prevent</p> <p>Item 4.8 - to provide information on short courses for all future meetings – Dean provided an update.</p> <p>All other actions had been closed off and there were no further matters arising.</p>	
1.3	<p>Educational KPIs</p> <p>The committee reviewed the KPIs, KPI data over time for past 5 years and RAG status and raised questions on the following:</p>	

	<p>For reassurance the CEO advised that the KPIs in red were reviewed in detail by ELT and, where necessary, actions plans put in place.</p> <p>Sixth Form attendance was below the target 90% attendance and was of particular concern however there were mitigating circumstances which the Principal covered including mental health and family circumstances. With a new AP Pastoral in post it expected that all things being equal attendance will increase to above 92% for the year. The committee asked if this attendance target would be exacerbated with the move to Victoria. Principal said this was not the biggest issue with attendance as previously explained concerning mental health and family circumstances. The provision of clubs to alleviate this was discussed but were dependent on capacity, resources and health and safety. The Chair appreciated that this was a stretched target and that the College had done well.</p> <p>Progression to university had dropped with many students intending to go on gap years due to Covid. This same pattern was also seen for apprenticeships. The CEO asked the Dean for reassurance that there was evidence of the reasons for these withdrawals for any external inspection.</p> <p>The committee discussed the reasons for the drop in progression, the value add (this was across all A levels and the discrepancy for certain subjects which was explained) and qualification achievement rate and if there was a comparison to other organisations.</p> <p>The committee suggested that numbers 9 (Support for Sixth Form without confirmed destination after August results day) and 17 (sixth form punctuality) be dropped from the KPIs both were green and little more could be achieved by the College. Additionally the Chair asked for commentary to be added against each KPI item to provide more clarity.</p> <p>Whilst the KPI data over time was very useful, it was felt that this historic data should only be over a three year period and not the 5 as presented.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Educational KPIs were received and noted by the committee (ii) KPI numbers 9 and 17 to be removed from the table (iii) commentary to be added against each KPI item 	
1.4	<p>Safeguarding and Prevent Report</p> <p>The Chair asked that the report be taken as read and asked the Principal and Dean for highlights.</p> <p>Sixth Form</p> <p>The number of students being supported by the safeguarding team remains the same, the attendance tracker is helping to monitor the attendance effectively and attendance has improved, and attendance intervention has made an impact. All statutory staff training had been completed including safeguarding and prevent. Medical care information records were up to date including COVID vaccination information which was optional. The types of safeguarding incidents were provided in the report for information as requested at the previous meeting. No issues were raised by the committee.</p> <p>Apprentices</p> <p>As for the sixth form, all statutory staff training has been completed. Additionally the CEO advised that more is being done around the prevent agenda for apprentices in accordance with NCG Peer Review recommendations.</p> <p>Prevent</p>	

	<p>Prevent 2 concerns had been raised regarding the same student but has been dealt with internally. Resolved that the Safeguarding and Prevent Report was received and noted by the committee</p>	
1.5	<p>Review and Approval of policies: Safeguarding Policy</p> <p>The additions have been made to the safeguarding policy in accordance with the latest Keeping Children Safe in Education (KCSIE) 2022 and Ofsted Education Inspection Framework (2022) including: updating the link in sexual abuse including child on child abuse section; addition of Prevent duty guidance link to Preventing Radicalisation and Extremism section; addition contact information for safeguarding team section. The Chair wanted to ensure that the policy did not have staff personal telephone numbers and Principal reassured that there was a dedicated number for this. As the Safeguarding Lead governor had sent her apologies and subsequent comments received by her after the meeting require some amendments, it was decided that once these have been addressed, the policy will go back to the Education Committee for sign off in November.</p> <p>The Dean presented the following updated policies for review and approval and confirmed that they had been cross referenced with the OU and were all fully compliant.</p> <ul style="list-style-type: none"> • Complaints and Appeals Policies • Assessment Policy • Recognition of Prior Learning Policy – this had been rigorously reviewed because of the changes to the ESFA funding rules and NCG Peer Review comments. • Degree Apprenticeships Admissions Policy & Procedure <p>The committee approved the policies. Chair thanked the ELT for the huge amount of work that had been done on this.</p> <p>Resolved that:</p> <p>(i) the safeguarding policy was received and noted by the committee and for it to be brought back to the next meeting for final review and sign off</p> <p>(ii) the following Apprenticeship policies were received and approved by the committee:</p> <ol style="list-style-type: none"> 1. Complaints and Appeals Policy 2. Assessment Policy 3. Recognition of Prior Learning Policy 4. Degree Apprenticeships Admissions Policy & Procedure 	
1.6	<p>2021/22 Draft College SAR</p> <p>The Chair explained that this was the first draft of the SAR was being presented and asked for overall feedback on format or information. The CEO thanked the Chair of the committee for her support in going through this and that for the first time it was integrated and aligned to the new Ofsted framework explaining that this removes some of the nuanced detail relating to apprenticeships and sixth form that external stakeholders would be keen to see. It was appreciated that there was a need to provide more examples and evidence for some of the statements made and to more clearly articulate additional strengths and areas for development for a number of sections and that this will be addressed in the draft to be presented at the November committee meeting. Furthermore the KPIs will be inserted into an appendix.</p> <p>Committee felt that the table in the front was particularly useful, and that the headline strengths and areas for improvement were good. It was suggested that perhaps a reference to Covid and the use of remote teaching could be made. Curriculum implementation, the key strengths need to be clearer about whether it has been actioned or will be.</p>	

	<p>Curriculum Impact, more work needed to be done on this with further qualification required against the table and it was suggested that the subject outcomes and progression should go into an appendix table.</p> <p>Behaviour and Attitudes, the use of cross referencing relates to the strengths and that perhaps the use of 'so what' could be used in assessing these strengths i.e. what extra is the College doing. It was also noted that this area has reduced from Outstanding to Good albeit it was explained that the College was using different criteria and the original grade was given using a previous Ofsted framework. The committee asked that this explanation be put as a footnote although it was not seen as a problem. The Chair covered the key AFIs which were felt to be vague, not measurable and needed to be sharper. It was also suggested that a visual showing the employers that the College interacts with should be inserted either in the main document or as an appendix. The CEO and Dean agreed.</p> <p>The Chair asked for those committee members who had been unable to attend to send their comments to the CEO as soon as possible for the SAR to be amended for the final revision at the next committee meeting in November</p> <p>As the committee had discussed the updated curriculum as this was in the SAR the Chair then referred to:</p> <ul style="list-style-type: none"> (i) review of Quality improvement process – CEO said that would be added to the SAR under curriculum implementation (ii) Apprenticeship Programme Review – the Chair said the College must not lose sight of the programme review recommendations. CEO agreed that there was a lot of scrutiny and feedback and that this would be referenced and integrated into the AFIs. The Chair also asked if any of the employer roundtables had been added and that this would be useful as a one page summary in an appendix. (iii) Reference was made to additional support for SEND and that should this not be an area for development under curriculum implementation with the Chair asking that the committee be provided with further feedback before the final draft is reviewed and agreed in November. <p>Resolved that;</p> <ul style="list-style-type: none"> (i) the draft 2022/23 College SAR was received and noted by the committee and that actions as discussed and minuted would be added where possible to the next draft (ii) committee members who had been unable to attend the meeting to send their comments to the CEO as soon as possible for the SAR to be amended 	
<p>1.7</p>	<p>Learner View: surveys and student representation group feedback</p> <p>The minutes presented were only for apprentices as the sixth form students had been on summer break. The Dean confirmed that there were no major issues however the Chair reminded the Dean that going forward an executive summary is to be provided covering the main points.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Learner View Minutes were received and noted by the committee (ii) an executive summary to be provided highlighting the main points/issues 	
<p>1.8</p>	<p>Academic Board Minutes</p> <p>The minutes of the meeting held 13 September 2022 were taken as read and covered:</p> <ol style="list-style-type: none"> 1. October 2022 Intake – there was an exclusive PwC intake of 65 in Manchester. London has 50 from a number of employers. EPA for 77 apprentices which is the largest intake to date across the two regions. Challenges of recruiting good technical staff on the strategic risk register. 2. Students Performance – Oct 2021 & Mar 2022 intakes – some issues with DABI (Data Analytics and Business Initiatives) and Network Security. Distinction 	

	<p>grades dominate over merits and passes. Concern that over the number of distinctions whose band range is 70-99%. Many apprentices getting just over 70%. Therefore looking at the student profile, revisit definition of what is a merit, distinction and this would align with revalidation. Actions taken to have year on year comparisons of modules and comparing the average grades across a range of modules.</p> <ol style="list-style-type: none"> 3. Student Feedback – Feb to present date. Attendance at 95%. DABI poor but support has now been put in place to help improve this. Use of informal channels with students has proved useful in identifying problems. 4. Staff-Student Liaison Committee Meeting – discussion on the overlap of two or three modules. Feedback provided and now going through revalidation. Consideration of reviewing the structure of the programme and removing some of the modules with repeat content. 5. Ada's response to OU conditions for Admin Audit and Re-approvals – Ada met 60% of conditions, the other 40% to be met by 16 September 22 re admin audit. Concern on some areas. Re-approval also had conditions which Ada has responded to. Awaiting feedback. 6. Programmes' Revalidation – Conditions & Timeline – Ada end of the 5 year relationship with the OU therefore the programmes need to be re validated again. The current programmes are still able to be delivered until April 2023, submissions and any new pathways that we plan to deliver have a deadline of 22nd December 2022. A visit by a panel from different universities will take place in February in order to get signed off by April. 7. Quality Improvement & 360 Review Process for Lecturers – update for next meeting. <p>Committee asked about the viability of the College applying to be able to run its own degrees. CEO and Dean said that this was admin intensive, very costly and was not the main priority at the moment but could be long term objective.</p> <p>Resolved that the Academic Board Minutes were received and noted by the committee</p>	
1.9	<p>Committee annual self-evaluation</p> <p>There was a 100% response rate. the new member did not provide a response as he had only just joined the committee. The committee is suitably diverse with skills experience from schools and colleges, Ofsted, business and a student governor who has been through sixth form and has gone onto the degree apprentice with the College. All agreed that the meetings are run efficiently, well organised and robust in nature. Attendance was at 96% an improvement from 80% the previous year. The Chair confirmed that comments/suggestions made on the SAR would be addressed outside of the meeting.</p> <p>Resolved that the Report on the Committee self-evaluation was received and noted by the committee</p>	
1.10	<p>Any Other Business</p> <p>There was no further business to discuss.</p>	
1.11	<p>Items to be taken forward to the Board for approval/information:</p> <p>No items.</p>	
1.12	<p>Dates of the next meetings for 2022-23:</p> <ol style="list-style-type: none"> 1. 14 November 2022 at 16.00 2. 22 March 2023 at 16.00 3. 21 June 2023 at 16.00 	
	<p>Close of Meeting</p> <p>Meeting closed at 17.42</p>	