



**MINUTES of the Meeting of the Education Committee
held on Wednesday 11 October 2021 at 16.00 via remote participation**

<p>Members present: Anna Douglas Lisa Kattenhorn Kathryn Skelton Mark Smith</p> <p>In attendance: Tina Götschi Mumtaz Patel Jacky Gearey</p>	<p>External member/Chair External Member External Member CEO</p> <p>Principal Assistant Principal Progression and Assessment Clerk</p>
--	--

Quorum 2 members

Agenda Item		Action by
	<p>Apologies for Absence There were no apologies.</p> <p>Declarations of interest There were no declarations of interest.</p>	
1.0	<p>Opening of meeting The Chair opened the meeting at 16.03, welcoming Kathryn Skelton to her first meeting and the Principal introduced Mumtaz Patel, the current Assistant Principal Progression and Assessment who had been invited to attend.</p>	
1.1	<p>Minutes of Previous meeting The committee approved the minutes of the meeting held on 17 May 2021 as an accurate record.</p> <p>Resolved that: the minutes were an accurate record of the meeting 17 May 2021</p>	
1.2	<p>Matters arising from above (if not covered by the agenda) Item 4.3 – Comms strategy – Sixth Form comms strategy covering both literacy and oracy within curriculum intent - for discussion at March meeting. Item 4.4 – Safeguarding – currently safeguarding audit is still ongoing but to be provided to the committee for the next meeting. Item 4.9 – OU Annual Scrutiny Summary Report – currently delayed due lack of academic assessors until March 2022.</p> <p>All other actions had been closed off or were covered under the agenda and there were no further matters arising.</p>	
1.3	<p>Education KPIs The KPIs had already been presented to the board at the meeting 6 October 2021 for general discussion. The Chair asked that the paper be taken as read and asked for questions. The Chair and committee felt that anything with a student focus should be reported to the Education committee at each meeting as they wanted assurance thorough ongoing updates on student outcomes. However the Principal said that there were several KPIs which could only be reported annually e.g. achievement rates, but that the list would be altered for those KPIs where an interim update could be provided.</p>	

	<p>The CEO said that the first reporting date would be at the next meeting in November and a summary on KPI performance would be provided.</p> <p>Resolved that:</p> <p>(i) the report on the Education KPIs was received by the committee</p> <p>(ii) CEO to provide a summary of KPI performance for November meeting</p>	
<p>1.4</p>	<p>Safeguarding and Prevent Report</p> <p>The updates for the Sixth Form and Apprenticeships provided were the same for the Board meeting held 6 October 2021.</p> <p>Already mentioned under item 1.2, the safeguarding audit is still ongoing and findings from this will be published to the ELT, the Board Chair, the Lead Safeguarding Governor and Chair of the Education committee. The Chair asked that this be done as soon as possible.</p> <p>Safeguarding Policy</p> <p>The Safeguarding and Prevent Policy 2021 had been presented to the board for approval and signed off. Of note were the following main changes:</p> <ul style="list-style-type: none"> ● Key Contacts - included the Manchester Team and Local services. ● Definition between child and vulnerable adult. ● Following on from the DFE's update on sexual harm and KCSIE additional part 5 of the 2021 document, a section on sexual harassment and sexual violence (SHSV) had been added to the policy (Part 5) with an additional section to Appendix 2 highlighting the 'Self-disclosure safeguarding form'. <p>At the Board meeting the lead safeguarding governor had offered to provide a one page summary document on SHSV to be circulated to all staff for training purposes. This had now been sent to the CEO and the Designated Safeguarding Lead (DSL) would action this immediately. Additionally the committee asked that the College report back on whether there were any concerns for SHSV on a regular basis. The CEO said that this would be done.</p> <p>Going forward the Chair asked that all policy changes be flagged and signposted in the executive summary sheet.</p> <p>The issue of the level of IT filtering was raised and the CEO said he would provide this for the next meeting.</p> <p>Resolved that:</p> <p>(i) The Safeguarding and Prevent Report and Safeguarding policy were received and noted by the committee</p> <p>(ii) Safeguarding audit report to be provided to the safeguarding governor and Chair of Education committee asap</p> <p>(iii) Tom Paddy (DSL) to circulate the one page summary SHSV document to all staff before next meeting</p> <p>(iv) CEO to provide a verbal report on IT filtering for next meeting</p>	
<p>1.5</p>	<p>Review and Approval of Behaviour and Disciplinary Policy</p> <p>At the meeting held 17 May 21, the Chair had commented that the exclusions policy presented appeared to be modelled on schools and that in colleges any governor involvement would be regarding adherence to process and not the decision to exclude. It was suggested that this be incorporated into a student disciplinary policy. The Principal advised that the policy presented integrated behaviour, discipline and exclusion. It was essential that the procedure was transparent, simplified for the staff with a staged escalation process identifying who was responsible at each stage of the process. The committee asked that the wording be checked at Stage 3, suspension might be more appropriate under consequences rather than exclusion. This would make the exclusion term more relevant for Stage 4. The committee said it was well</p>	

	<p>written and very clear and approved the policy subject to the following being added to the policy:</p> <ul style="list-style-type: none"> ● grounds for appeals for suspension/permanent exclusion to be more specific i.e. procedural ● a final appeal exclusion panel to consist of the CEO and an independent board member to show that due process was adhered to ● a diagram showing the procedural process for parents to follow ● add sexual harassment and sexual violence to section 4 ● a review date to be decided <p>The Chair also wanted it noted that going forward:</p> <ul style="list-style-type: none"> ● any revised policy documents are to be presented with an executive summary indicating the key changes and shown in tracked changes in the revised document ● the policy front sheet to have accurate review dates <p>Resolved that:</p> <p>(i) the Behaviour and Disciplinary Policy was received and approved by the committee subject to the provisions above</p> <p>(ii) all future policy documents to have an exec summary detailing the key changes and cross referenced to the document</p> <p>(iii) all policies to have accurate review dates</p>	
1.6	<p>Draft Self-Assessment Report</p> <p>The CEO said that this was the first draft of the document which is to be discussed in detail at the November meeting. The CEO advised that the Leadership and Management section was currently being completely overhauled. The Chair asked for any comments on the report as currently presented and for these to be sent via email to the CEO.</p> <p>The following points were discussed and to be incorporated into the document:</p> <ul style="list-style-type: none"> ● a summary of each section to give an overall rating ● behaviours and attitudes section looking at the use of Kudos points and how this can be evidenced ● an employer voice to be added ● a top level summary page at the beginning of the document to be added identifying key strengths and developments/improvements and what the College is planning to achieve ● highlighting those points that are special e.g. an example of industry involvement ● avoid lots of tables without any summary commentary, make explicit what the data indicates either as a strength or weakness, reduce the amount of operational detail as actions and make them more measurable ● sometimes areas for improvement might be development areas, however those areas for improvement need to have targets i.e. as with KPIs <p>In summary the Chair said that it was a good first draft but needed more editing, summarising and a reduction in the operational elements especially in areas for improvement which are detailed in the continuous improvement plan (CIP) ultimately making it a concise document. The committee was asked to email the CEO with any further comments by 22 October 21.</p> <p>The CEO offered to attach the CIP to the SAR for the next meeting and circulate a final draft SAR in November just prior to the meeting.</p> <p>Resolved that:</p> <p>(i) the Draft Self-Assessment Report was received and noted by the committee</p> <p>(ii) Committee to provide any further detailed comments/suggested amendments to SAR emailed to CEO by 22 October 21</p> <p>(iii) CEO to attach the CIP for next meeting</p>	

<p>1.7</p>	<p>Curriculum Intent document</p> <p>The aim of the new curriculum Intent document is to describe the curriculum including A Levels, BTECs and T-Levels. It involve all stakeholders (students and apprentices, staff, parents and carers, industry professionals and Board members) enabling them to understand the design and delivery of the College's academically ambitious and inclusive curriculum for the 16-19 programmes and Higher Level and Degree Apprentices. Additionally it provides an outline of the curriculum design and the approach to delivery that embodies the College's intent and meets the needs of the industry partners. The college will review the effectiveness of the curriculum design and delivery every 2-3 years. As a point to note the relationship between this document and the update is that the latter covers the implementation of the intent.</p> <p>A robust discussion followed covering Media Studies and progression for creativity, employability, university routes, A level requirements, the extended diplomas, the implication of the discontinuation of BTECs (possibly in 2023), introduction of T levels and the use of complimentary A levels. The Principal reassured the committee that all of these issues were being reviewed. The Chair asked if the Principal was in contact with other colleges regarding this and the Principal confirmed that she was. The CEO asked that this item be added as a standing agenda item for the spring term onwards.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) curriculum intent document for Sixth Form was received by the committee (ii) curriculum intent update to be a standing agenda item for the spring term onwards 	
<p>1.8</p>	<p>Review of quality improvement process</p> <p>The CEO advised that based on the Ofsted feedback of November 2018, the aim had been to simplify the many approaches and processes used, ensure high quality data and evidence is recorded and easily accessible and to drive sustained improvements in teaching learning and assessment. The process was described.</p> <p>The Chair said this was very helpful and useful and that it was essential to look at the CPD element. The committee asked if there was an interim review and the CEO said that this had not been done due to the pandemic but that he would. CEO said that he would provide an update on first 360 review process and the teacher improvement plans for spring meeting and that this would link to the CIP.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the quality improvement process overview was received and noted by the committee (ii) CEO to provide an update on first 360 review process and teacher improvement plans for spring meeting and to link into CIP 	
<p>1.9</p>	<p>Lessons Learnt from pandemic & future</p> <p>Based on the data gathered by the College and other external surveys the following conclusions about the quality of the students experience of online teaching and learning were presented.</p> <p>Sixth Form</p> <p>Student feedback was very positive and showed how flexible and responsive to external unforeseen circumstance the College had been. Looking at this feedback the College will try to address comments especially for hybrid learning.</p> <p>Apprenticeships</p> <p>Student and industry partners feedback has been very positive especially for remote work delivery and quality learning experiences. Staff continue to improve their practices, using new techniques and technologies. The College is now refocusing on putting in place the continuous improvement plan which integrates remote delivery</p>	

	<p>and best practice. The college will not go back to the previous model of 100% face-to-face but is and will introduce more blended learning to improve quality and consistency with the by-product that there is a reduced requirement for physical space enabling scaling up more quickly.</p> <p>Resolved that the report on the Lessons Learnt from the pandemic & future was received and noted by the committee</p>	
1.10	<p>Apprenticeship Programme Review The Chair said this had already been presented to the Board at the meeting the previous week and discussed at length. The main issue is to retain existing clients. Much of the 3 year growth strategy needs to be delivered by the apprenticeship programmes with a focus on supporting the foundations of the existing programmes before diversifying and adding more qualifications. The CEO said that he would provide an update to the action plan that has resulted from this review and will present this at the meeting in March. The Chair said that this also needs to be referenced in the College SAR. CEO said that that this would be done.</p> <p>Resolved:</p> <ul style="list-style-type: none"> (i) Apprenticeship Programme Review was received and noted by the committee (ii) Update on the action plan that comes out of the Apprenticeship Programme Review and implementation to be presented at the spring meeting (iii) CEO to reference the Apprenticeship Programme Review in the College SAR 	
1.11	<p>Learner Representation Groups summary feedback The Chair asked that this paper be taken as read and asked for any points to be highlighted by the Principal and CEO.</p> <p>Sixth Form</p> <ul style="list-style-type: none"> • Kudos points needed to be more fully articulated as students did not see the value of them. The use of a leader board had helped to promote them. • Students unfamiliar with what the student voice meant • Use this feedback to drive improvement going forward <p>Apprenticeships – January – October 2021</p> <ul style="list-style-type: none"> • There has been a very strong series of feedback from learners with over 70% scoring over 4 out of 5 • Attendance is very strong and averages 93% over this period • Response rates to the surveys have gone up with consistently good scores <p>Resolved that Learner Representation Groups summary feedback was received and noted by the committee</p>	
1.12	<p>Learner Short Satisfaction Survey Conclusions about learning face to face and online - this is also covered under item 1.9. the paper was taken as read but the following comments were for note:</p> <ul style="list-style-type: none"> • the quality of teaching and learning is high, whether this is face to face or remote • not all models suit all students equally • the home setup and experience of students is varied • there are benefits and drawbacks of online learning, although not always the same for each student • students need support and clear expectations of how online learning will take place • more clarity needed regarding what teachers should be covering, how they should cover this content and more time and support needed to ensure that this is of the best quality <p>The paper also covered conclusions and recommendations for other areas including:</p>	

	<ul style="list-style-type: none"> ● Industry Projects ● Progression/Career support ● Celebrating success (Kudos points and shoutouts) - covered under item 1.11 ● Team Time ● The Coaching Programme - ● Student Voice – covered under item 1.11 <p>Resolved that Learner Short Satisfaction Survey was received and noted by the committee</p>	
1.13	<p>Academic Board Minutes The minutes of the Academic Board 15 June 2021 were presented for information and taken as read. The following were covered:</p> <ol style="list-style-type: none"> 1. Student Performance 2019-20 – need to produce more granular analysis of results going forward. High level of distinctions in part due to the engagement of apprentices as subject involves gaming. Aiming for over 50% feedback from students. 2. OU annual monitoring and re-approval – OU is satisfied with feedback mechanisms and advice has been provided to re-evaluate the apprenticeship mailbox. 3. Manchester and OU – 35 apprentices forecast for the autumn. OU has requested a physical library which is being actioned. 4. Upcoming graduation and EPA – level 4 EPAs conducted by BCS and there were 11% failures due to the evidence not being robust enough. 5. October 2021 plans and growth – many sixth form students are applying for apprenticeships and degree courses with City and Queen Mary Universities. 6. New Sexual Harassment Policy to be shared at the next meeting 14 September 2021. <p>There were no questions from the committee on this.</p> <p>Resolved that the Academic Board Minutes were received by the committee</p>	
1.14	<p>Committee annual self-evaluation All members of the committee replied, and the main point raised concerned a need for more educational experience on the committee in particular knowledge of the apprenticeship delivery and good provision. This was currently being addressed through the Board Membership committee.</p> <p>Resolved that the committee self-evaluation was received and noted by the committee</p>	
1.15	<p>Any Other Business There was no other business</p>	
	<p>Dates of the next meetings</p> <ol style="list-style-type: none"> 1. 15 November 2021 at 16.00 2. 21 March 2022 at 16.00 3. 16 May 2022 at 16.00 	
	<p>Close of Meeting Meeting closed at 17.59</p>	
	<p>MINUTES of the meeting held on Wednesday 13 October 2021 were agreed and accepted as a true and accurate record of the meeting held.</p>	