



**MINUTES of the Meeting of the Education Committee
held on Tuesday 10 October 2023 at 13.30
held at Ada, National College for Digital Skills, 1 Sutherland Street, Pimlico**

<p>Members present: Steve Stanley Anna Douglas Susanna Lawson Kathryn Skelton Mark Smith</p> <p>In attendance: Tom Fogden Tina Götschi Dr Geoff Stevenson Jacky Gearey</p>	<p>Chair/External Member/Safeguarding Lead Governor External Member External Member External Member CEO</p> <p>Dean for items 1.3, 1.5, & 1.8 Principal for items for items 1.3, 1.5 & 1.8 Director of Degree Apprenticeships for items 1.3 & 1.9 Clerk</p>
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Quorum 2 members

Items		Action by
	<p>Apologies for Absence There were no other apologies.</p> <p>Declarations of interest There were no declarations of interest.</p> <p>Opening of meeting The Chair opened the meeting at 13.36 and welcomed everyone and thanked in particular the ELT for all the papers provided.</p>	
1.1	<p>Minutes of Previous meeting The committee approved the following as accurate records of the meeting held and the remote decision issued: 1. Minutes of the meeting held on 19 June 2023</p> <p>Resolved that the minutes were an accurate record of the meeting held 19 June 2023</p>	
1.2	<p>Matters arising from above (if not covered by the agenda)</p> <p>All actions had been closed off and there were no further matters arising.</p>	
1.3	<p>Education KPIs Sixth Form</p> <p>The RAG rated KPIs covered a number of areas in the sixth form which did not meet their targets in particular progression to Ada apprenticeships which is a known problem and has been previously minuted, A level performance and positive value added. The low retention rates and <100% pass rates in A-level subjects (much of which was expected due to the return to 2019 grade levels) were being addressed through various strategies to include: students on the correct courses, are the right fit for Ada determined in the first six weeks and increased timetabled hours to ensure support begins from the onset. Sixth Form persistent absence was less than 15% of students with attendance below 90% this had also been affected by tube and train strikes. Committee asked if there was a direct correlation between absence and grade achievement and Principal said there was none. Additionally a small number of students in Y13 with complex health and home issues had also affected attendance. The Chair said that overall attendance at 92.9% was strong and was to be</p>	

	<p>commended.</p> <p>Tom Fogden left meeting at 13.52</p> <p>Applications showed the biggest percentage loss, attributed to poor tracking and admin which was now being addressed. The committee discussed what was done on lift off days i.e. two assessments, interviews and predicted grades. Additionally the new building is expected to have an impact on applications. The Principal covered the role of the Outreach and Recruitment Officer, the links with local schools and the 'Keep Warm' campaign. The Chair acknowledged that within the sector there have been issues due to lower GCSE grades. Following on from this the committee consider the viability of work placements which was thought to be the way forward.</p> <p>The Chair said that the sixth form curriculum was of critical importance and referenced that with a possible change of government there could be an impact on T-levels and/or introduction of possible Advanced British Standards and that this should be considered in the provision.</p> <p>Apprenticeships</p> <p>The QARs continue to be very strong and above the national level and the College now needs to find comparable data for degree apprenticeships although the College is believed to be in line. Attendance was strong and the apprenticeship satisfaction module scores have improved but there are still some below the desired level. London apprenticeship volumes were lower than Manchester and were of concern, but the committee hoped that with the move to a new building would improve this but suggested the College thinks about a learning trip to Manchester which has more affordable opportunities. As of note more students were taking a gap year for various reasons and putting off their apprenticeship decisions. Finally the number of female apprenticeships was over 30% and as was ethnic diversity which was encouraging.</p> <p>Resolved that Education KPIs were received and noted by the committee</p>	
<p>1.4</p>	<p>College Quality of Education Improvement Plan for 23/24</p> <p>Following on from the Ofsted inspection in March 2023, the Quality of Education Improvement Plan was being taken forward through the existing Continuous Improvement Plan and quality improvement cycles. These are focusing on improving the quality of education through enhanced teaching and learning and assessment concentrating on the following:</p> <ol style="list-style-type: none"> 1. Identifying and remedy poor standards of learning and focus on quality of teaching line managers by focusing on improved pedagogical understanding and assessment for learning; 2. Identifying and remedying poor standards of teaching and learning; and 3. Improve quality of new teaching staff through development of partnerships e.g. short courses, hosting conferences, offering high quality CPD, clarity of career progression and improved job descriptions. <p>The committee then discussed how the College was going to Identify and remedy poor standards of learning and develop the line managers with the CEO providing the reassurance that this would be facilitated through the use of the new Access HR system to measure and track standards of teaching and also through dedicated teaching line manager sessions, learning walks and external coaching. The Chair thanked the ELT for the report.</p> <p>Resolved that the College Quality Improvement Plan for 23/24 was received and noted by the committee</p>	

	Tom Fogden re-joined meeting at 14.40	
1.5	<p>Safeguarding and Prevent Update The report was taken as read and there were no comments.</p> <p>Sixth Form This academic year there has been an increase in incidents referred to the safeguarding team reflecting the increasing awareness of staff to the challenges faced by learners. The continued development of a joint safeguarding team (Sixth Form and Apprenticeships) and SEND provision for all learners offers the best strategic oversight of this. The location and size of the building require additional support for learners with social, emotional and mental health (SEMH) needs in order to support their continued progress. In addition there was reference to Keeping Children Safe in Education (KCSIE) 2023 changes which required an increased focus on online safety and absences.</p> <p>Apprenticeships There had been no issues this academic year. The committee had no questions.</p> <p>Resolved that Safeguarding and Prevent Update was received and noted by the committee</p>	
1.6	<p>Review and Approval of Policies</p> <p>Safeguarding and Prevent Policy – this was delayed until November meeting following a meeting with the Chair and DSL because of the number of changes involved. The Chair wanted complete clarity on the safeguarding training expectations for the College to include, if possible, a training session before the December Board meeting.</p> <p>Prevent Risk Assessment – there was no current risk assessment currently in place to reflect the move to Victoria. The linked document provided a draft for this academic year.</p> <p>Additionally the impact of the latest KCSIE 2023 on the following related policies were:</p> <p>Online Safety Policy & Procedure – the current Acceptable Use policies are fit for purpose but a clear statement on online safety was required. The policy presented addressed this together with other associated recommendations and actions.</p> <p>Behaviours and Disciplinary Policy – the updated statutory guidance called for a clear policy in relation to behaviours, searches, restraint procedures and an anti-bullying statement. The policy has been updated since June 2023 to include these sections.</p> <p>Admissions Policy (Criminal Convictions) - the joining of Sixth Form and Apprenticeship provision in Victoria has meant consideration for the impact of learners who may be enrolled with criminal convictions. This is now clearly documented with any relevant learners to be risk assessed by the DSL. It was recommended that this be put as an appendix within the admission policy.</p> <p>The Chair said that the changes were well documented within each of the policies and the committee approved them.</p> <p>Resolved that the following documents and Policies (except Safeguarding & Prevent) were received and recommended to the Board for approval:</p> <ul style="list-style-type: none"> • Prevent Risk Assessment • Online Safety Policy & Procedure • Behaviours and Disciplinary Policy • Admissions Policy (Criminal Convictions) 	CEO / DSL
1.7	<p>College Self-assessment Report (SAR) Based on the work done to prepare for the Ofsted inspection, the SAR report was almost finalised and included progress made since the inspection (March 2023). The committee congratulated the ELT on the report and reviewed the overall gradings.</p>	

	<p>With the exception of curriculum impact, all agreed with the assessments in particular the grade of outstanding for Behaviours and Attitudes and Personal Development which had been confirmed in the Ofsted report. The committee considered the curriculum intent and felt that there needed to be more information about where this was going. CEO said that he would take on board the comments and would send the amended SAR out to the committee for any further comments before final review at the next meeting.</p> <p>Resolved that:</p> <p>(i) the College Self-assessment Report (SAR) was received and noted by the committee</p> <p>(ii) CEO to send our SAR to committee members for further comment</p>	<p>CEO</p>
<p>1.8</p>	<p>Learner View: surveys and student representation group feedback</p> <p>For the Sixth form, students are surveyed each term and the results highlight where improvements are to be made. Apprentices take weekly feedback from each week of learning. There is still more work to ensure that the uptake is always representative and valid. The Staff Student Liaison Committee offers the opportunity for learner representatives to share their insights. This year there will be an additional annual survey to include employers who will provide more perspectives and a longitudinal focus that has been lacking. Feedback has been built into the KPIs for both employers and apprentices.</p> <p>Finally teachers and lecturers will gather feedback from their classes in order to understand learners' experiences and set targets for improvement and these will be set as objectives in teacher and lecturers Performance Management targets which can be tracked and used with Line Managers to improve the quality of TLA.</p> <p>Mark Smith left meeting at 15.11.</p> <p>Resolved that the Learner view surveys, and student representation group feedback was received and noted by the committee</p>	
<p>1.9</p>	<p>Academic Board Minutes</p> <p>The academic board meeting was held 13 June 2023 and covered:</p> <ol style="list-style-type: none"> 1. Learners' Status, Intake volumes and Graduates' Awards Classifications - for classifications of awards for the BSc degree, approved Sept 2022, there were 29% 1st class, 48% 2:1, 12% 2:2 and 11% failures. The failure was not due to failing the assessment but due to lack of completion of the assessment. The college tracks the plans of apprentices who did not complete their programme and provides support where possible. The OU's monitoring report has asked the college to explain more about the performance of high achieving apprentices which will result in next year's report providing information about how and why high achievers succeeded. Agreed to create a live dashboard containing the key statistics above in order to see how they change over time. 2. Launchpad Oct. 23- London & Manchester - New Programme/Standard - the final programme is currently going through revalidation. The biggest changes are assessment methods and KSBs in the standard. Launchpad will now contain two modules instead of three, but this will still be half the modules of Year 1 allowing for greater differentiation and support for those new to the programme. 3. Student feedback trends (most recent modules) & SSLC - no strongly negative feedback to report. The only issue that stood out was a lack of feedback from externals. Processes now need to be managed more closely regarding feedback to prevent gaps being generated in data. 4. Programmes' Revalidation Approval and Upcoming Event – the OU are looking to reform the process and make it more of a continual process rather than an 'at the end' one. 	

	<p>5. Ofsted Inspection 2023 - Inspectors commented on support and enrichment which were some of the best they had seen, noting the variation in terms of the delivery of teaching</p> <p>6. Quality Improvement and 360 review process for lecturers - a summary of progress made and the need to focus now on how to develop areas linked to CPD for staff.</p> <p>7. Victoria Campus & Manchester Ancoats - the Blossom St building has a planned date of January 2024.</p> <p>8. The King's award for Enterprise - a joint application with BofA submitted and the award to be collected from Buckingham Palace.</p> <p>9. Terms of reference have recently been amended so that the board meets three times per year, with the next meeting on 12th December 2023.</p> <p>Resolved the Academic Board Minutes were received and noted by the committee</p>	
1.10	<p>Committee annual self-evaluation Response rate 100% with attendance 79%. There were no issues arising out of the self-assessment with members feeling that there was a suitably diverse mix of skills and experience from schools and colleges, A student governor from the apprenticeship programme had been appointed to the committee the previous year which was insightful. All agreed that reports had improved in brevity and clarity, although some were delivered after the one week deadline.</p> <p>Resolved that the Committee annual self-evaluation report was received and noted by the committee</p>	
1.11	<p>Any Other Business There was no other business.</p>	
1.12	<p>Items to be taken forward to the Board for information: None</p>	
	<p>Dates of the next meetings for 2023-24:</p> <ul style="list-style-type: none"> • 27 November 2023 at 16.00 	
	<p>Close of Meeting 15.24</p>	