



**EDUCATION
COMMITTEE**

**MINUTES of the Meeting of the Education Committee
held on Tuesday 20 October 2020 at 14.00 via remote participation**

<p>Members present: Anna Douglas Rachel Jackson Lisa Kattenhorn Mark Smith</p> <p>In attendance: Tom Fogden Tina Götschi Jacky Gearey</p>	<p>External member/Chair External member External member CEO</p> <p>Dean Principal Clerk</p>
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Quorum 2 members

Agenda Item	Action by
<p>Apologies for Absence 1. Salman Momen - ill</p>	
<p>Declarations of interest There were no declarations of interest.</p>	
<p>1.0 Opening of meeting The Chair opened the meeting at 14.00.</p>	
<p>1.1 Minutes of Previous meeting The committee approved the minutes of the meeting held on 9 June 2020 as an accurate record to be signed by the Chair.</p> <p>Resolved that: the minutes were an accurate record of the meeting 9 June 2020 and these would be signed by Chair.</p>	
<p>1.2 Matters arising from above (if not covered by the agenda) Under the following items: 2.12 overview of quality assurance – CEO unable to provide detailed document due to Covid and lockdown CEO confirmed that this was being actioned and asked for it to be pushed back to the next agenda. Chair did concede that this would be covered in some detail in items on the agenda. The CEO and Dean to be in touch with Chair to discuss this further. 3.3 (i) provide more comparative data and strategies around improving C and D grades for next meeting . Chair asked if this would be covered in the SAR. CEO confirmed yes. (iii) Apprenticeship performance sent with the papers and discussed under item 1.12 3.6 bring a detailed paper on PGCE programme for next committee meeting – CEO said that this had not been taken forward with Portsmouth but has been mothballed due to Covid. CEO said that a detailed feasibility study was required and that additional resources would be required to undertake this.</p> <p>Resolved that: (i) CEO and Dean to speak to Chair regarding overview of quality assurance (ii) CEO to provide the SAR to Chair</p>	<p>CEO / Dean CEO</p>

<p>1.3</p>	<p>Review and Approval of Policies Chair asked that going forward that changes to existing policies be highlighted in the executive summary and that if a policy was new the rationale for this to be provided. In addition, should there be a number of policies to be reviewed then this should be staggered over the committee meetings for the year.</p> <p>(i) Safeguarding and Prevent Updated policy - in line with KCSIE 2020 with an additional section on Covid with the names of relevant members of staff. CEO advised that safeguarding and prevent were amalgamated into one document. The committee said it was comprehensive but there was a reference to the use of personal phones and that perhaps a dedicated phone should be considered. CEO advised that this was being addressed possibly through the use of google via a work number on a personal phone. The committee approved the policy changes. CEO was asked to check how often governors have to do annual safeguarding training. Clerk to send link to all governors the online safeguarding training module.</p> <p>(ii) Sixth Form Attendance & Punctuality Updated policy - Principal provided the updates for this policy covering: amendment to processes in Section 5. Committee asked why the changes and Principal explained that it was due to the data reporting system that the college is using. Committee made reference to the rewards above certain thresholds and asked what were the rewards, if students decide what the rewards are and whether this had been checked with the Student Council? Principal advised the committee on this and would confirm that this had been through the Student Council. The committee asked if students sign a learning behaviour statement. Principal confirmed that they did and committee asked for this to be added as an appendix. The committee approved the policy changes with the inclusion of the learning behaviour statement to be added as an appendix.</p> <p>(iii) Sixth Form Behaviour Updated policy – minor changes on awarding of both positive behaviour (reward points) and concern points. Committee asked if the teams were changed often and whether this would affect a strong team getting all the kudos points. Chair asked how the kudos points worked which the Principal explained and asked whether it had been effective in the change in behaviour and Principal confirmed yes. The committee approved the policy changes.</p> <p>(iv) Sixth Form SEND New draft policy – committee asked if there were any limits on the number of students with SEN needs which college could take? Principal went through the application process which would identify any severe needs under an EHCP. More detail is required in the policy to identify the support needed i.e Learning Support Assistants. Committee asked about top up funding for this, the staff training and CPD policy. CEO and Principal provided feedback on this and said that they would look at the CPD policy. A final version to be presented at the November meeting.</p> <p>(v) Sixth Form Teaching and Learning Updated policy – Principal said this was a 360 degree review and aligned with performance management process with curriculum wrapped into this, which was clear, straightforward and included CPD. Committee asked about the frequency of feedback to students on assessments. Principal went through the timelines which are decided the year before. Committee asked if there had been any modifications due to the delay in the summer exams for 2021. Principal said that to push everything back by the required time would not be a major issue. Chair asked if the peer groups get training and whether target setting was done well in advance. Principal confirmed that they did and that targets are discussed with the line managers using the 360 degree review in ample time. The committee approved the policy changes.</p> <p>(vi) Apprenticeship Teaching & Learning New draft policy – Dean went through the policy identifying those items which had commonality with the sixth form teaching and learning policy saying that the ideal situation would be to introduce a Head of Faculty role to oversee the academic side rather than spending time dealing with contractors. CEO said ideally there should be one policy across the college with a consistent approach which the Chair agreed with and that this should be ready for March 2021. Chair said that if this policy is largely the same as sixth form policy those variances for apprenticeships could be signposted including remote learning and the CPD programme perhaps in an appendix. Committee asked about the induction process for new staff. Dean explained the key messaging used to provide the baseline. A finalised condensed version of this policy to be presented for March 2021 meeting.</p> <p>CEO left the meeting briefly at 15.03</p> <p>The committee asked about the student policies that the college should have and how often the policies needed to be reviewed. The clerk said that she would provide a list and that with the</p>	<p>CEO Clerk</p> <p>Principal</p>
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	<p>exception of the safeguarding and prevent report all other polices can be reviewed on a three year cycle unless statute or other changes dictate.</p> <p>Resolved that</p> <p>(i) the following policies were received, reviewed and approved by the committee subject to the changes specified: (a) Safeguarding and Prevent (b) Sixth Form Attendance & Punctuality with the inclusion of the learning behaviour statement to be added as an appendix. (c) Sixth Form Behaviour (d) Sixth Form Teaching & Learning</p> <p>(ii) Sixth Form SEND policy final version to be represented at November meeting for approval</p> <p>(iii) Apprenticeship Teaching & Learning policy final version to be presented for March 2021 meeting</p> <p>(iv) Safeguarding & Prevent - CEO was asked to check how often governors have to do annual safeguarding training.</p> <p>(v) Clerk to send link to all governors the online safeguarding training module.</p> <p>(vi) Sixth Form Attendance & Punctuality - Principal to confirm if the rewards scheme had gone through the Student Council.</p> <p>CEO re-entered meeting at 15.10</p>	<p>Principal</p> <p>Dean</p> <p>CEO</p> <p>Clerk</p> <p>Principal</p>
<p>1.4</p>	<p>Draft Self-Assessment Report (SAR)</p> <p>Chair said that the committee were looking at format, asking for questions and comments for the next version to be reviewed at the November meeting, before going to the board for approval. The Chair's initial comments were that there was:</p> <ol style="list-style-type: none"> 1. significant format improvement 2. better presentation of data 3. looking at KPIs, there was a better flow 4. improved data with identifying strengths <p>CEO explained to the committee that the draft SAR:</p> <ul style="list-style-type: none"> • had been a collaborative effort • quality of data had improved with a better use to drive the analysis • information had been translated into the continuous improvement plan • the apprenticeship approach was more student feedback driven • the Open University was happy with quality of the provision • apprenticeship provision – the students' experience is very important • there were nuances within the different programmes <p>The Chair thanked the CEO and said that the committee would like the feedback and guidance in the executive summary.</p> <p>Committee asked whether Ofsted would be primarily interested in sixth form , the Dean as the Ofsted lead nominee advised the committee that Ofsted would look at the Foundation Degree and Level 4, however it was difficult to differentiate between Levels 4 and 6. The committee also asked that as the SAR format separates the sixth form from the apprenticeships was the SAR for the Board or Ofsted. CEO said it was for both. Chair said that this was so important to drive the quality and that reporting had to be consistent in both parts but that it was much improved. Committee felt that Ofsted would want to see a cohesive approach within the institution and that perhaps some style comments could be flipped to adjust to the audience. Chair and KL offered their support on this.</p> <p>Chair had some further observations regarding the draft SAR:</p> <ol style="list-style-type: none"> 1. solution driven 2. strengths – distilling of information, using detail to reinforce this with some data 3. evidence when summarising 4. highlighting the outstanding aspects with evidence and where it is 5. too many areas for improvement 6. too much detail on subjects and could go into an appendix – headline it <p>CEO asked whether the college should put in a judgement about itself. Committee felt it helps and is useful for a framework but the college has to be clear why they are giving it. The Chair asked for the draft SAR to be circulated to the committee in advance of the meeting in November.</p>	<p>Chair and KL</p>

	<p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Draft Self-Assessment Report (SAR) was received by the committee (ii) CEO to send draft SAR to committee for suggested amendments on google docs by 30th Oct (i) a refined final draft SAR to be presented to the November Education meeting 	
1.5	<p>Education KPIs with commentary to include recruitment update to include</p> <p>Chair said that this education KPIs were related to the SAR and had been in the main covered in the previous item but asked for the key headlines for the KPIs looking forward. CEO explained the Key performance indicators with the Principal/Dean identifying the following in some detail:</p> <ul style="list-style-type: none"> • the subjects • retention rate - which was improved • improvement in quality of teaching assessment - now coming through. • current decline in numbers due to Covid – employers are still cautious • apprenticeships results were solid <p>Chair asked for any comments – what are the KPIs for progress data for the A levels. CEO said Value added score greater or equal to 0. Baseline data to be in place by end of November. There were no further questions</p> <p>Resolved that</p> <ul style="list-style-type: none"> (i) the Education KPIs were received by the committee 	
1.6	<p>Continuous Improvement Plan 2020.2021</p> <p>Under each of the Ofsted headings the actions taken to be put in a summarised “G” sheet to be presented at the next meeting. CEO confirmed that this would be done</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Continuous Improvement Plan 2020/2021 was received by the committee (ii) CEO to summarise the actions taken under each Ofsted heading and present at the November meeting 	<p>CEO</p> <p>CEO</p>
1.7	<p>Update on Covid</p> <p>Chair asked for any comments and appreciated that this was an ever-changing situation. Principal said that all staff were engaging with students and parents on this and looking at the next steps including further scenario planning and risk mitigation. Committee asked if there were any cases reported and CEO said none so far.</p> <p>CEO said that the main issue was the capacity of the classrooms and there was very little that can be done regarding this. The ventilation which had been of concern earlier in the term was being addressed. In addition, the student survey had shown that students were happy with the amount of face to face provision. The Dean reported that for apprenticeships attendance was high with staff check-in days and planning days however there were challenges especially with the possibility of prolonged remote delivery for both apprentices and staff. The Dean provided an update on the November Launchpad.</p> <p>The CEO said that the ELT were working on a strategy through to 31 December 2021.</p> <p>There were no further questions.</p> <p>Resolved that the Update on Covid was received by the committee</p>	
1.8	<p>Safeguarding and Prevent Report</p> <p>CEO confirmed that this was very similar to the paper presented to the board 30 September 2020 and said it was for noting and there were no changes.</p> <p>Sixth Form Safeguarding</p> <ul style="list-style-type: none"> • Rate of concerns being raised in the sixth form remains consistent • Safeguarding Policy has been updated to amalgamate Prevent Policy and KCSIE (2020) updates: to be approved at next Education Committee • All Ada staff have signed safeguarding declaration confirming they have read both safeguarding documents <p>Apprentices Safeguarding</p> <ul style="list-style-type: none"> • All apprentices are allocated a Skills Coach progress and offer pastoral support when required. 	

	<ul style="list-style-type: none"> One new apprentice logged as a concern during this period. Continued monitoring and one-to-one support is taking place <p>Prevent</p> <ul style="list-style-type: none"> No concerns have been raised across the college <p>Resolved that the Safeguarding and Prevent Report was received by the committee</p>	
1.9	<p>Learner Representation Groups feedback/minutes</p> <p>The sixth form student voice summary of activities was presented for noting.</p> <p>Chair said it was good to see students involvement with Year 13 and Year 12 . Chair asked about the development of public speaking. Principal explained how this worked. CEO said that the student voice had been very active this year and positive. Chair asked for any further comments and there were none.</p> <p>Resolved that the Learner Representation Groups feedback/minutes were received by the committee</p>	
1.10	<p>Learner Short Satisfaction Survey</p> <p>A Google survey of the sixth form students was conducted in early October 2020. Responses were presented to the committee. Following a board member's suggestion, the college used the Net Promoter Score methodology for measuring student satisfaction. The intention is to survey the apprentices and staff as evidenced in the KPIs. The methodology was outlined to the committee for information.</p> <p>Next Steps and Areas of Focus:</p> <ul style="list-style-type: none"> Provide feedback to student voice to re-focus their efforts Work with Team Leaders to create a more detailed and coherent schedule of Team Time activities. <p>The CEO advised the committee that Year 13 Team Time is given over almost exclusively to UCAS applications through until mid-October so may account for the lower score.</p> <p>Chair asked for any comments and there were none</p> <p>Resolved that the Learner Short Satisfaction Survey was received by the committee</p>	
1.11	<p>Academic Board Minutes</p> <p>The CEO presented the minutes from the Academic Board meeting held 21 July 2020 and these were taken as read. The minutes covered the following and show scrutiny of the degree programmes.</p> <ol style="list-style-type: none"> Cohort 3 – confinement of FD award Introduction to EPA Week with remote delivery to the biggest cohort Level 6 BSc degree apprenticeship – end point assessment Ada College's response to the OU immediate actions for the annual monitoring Preparation for the net L6 EPA in October and November 2021 Re-validation of FD in Data Analytics & the OU response Strategic Planning for the October intake Manchester pilot Application for OFS <p>Resolved that the Academic Board Minutes were received by the committee</p>	
1.12	<p>Any Other Business</p> <p>Apprenticeship Performance</p> <p>The Apprenticeship Performance table was presented to the committee for information. Chair asked for headlines on this namely the areas for improvement and strengths Dean explained the RAG rating referencing in particular the following:</p> <ol style="list-style-type: none"> weekly attendance since March (strong attendance) in green responses November – response rate for each module want to see greater than 50% some spikey responses in red – some to do with remote exams and assessments and this needs to be improved there were some odd course issues (columns H&I) concerning individual students <p>Resolved that the Apprenticeship Performance was received by the committee</p>	

1.13	<p>Items to be taken forward to next Board Meeting</p> <ol style="list-style-type: none"> 1. Safeguarding policy 2. SEND Policy 	
1.14	<p>Date of Next meeting via remote participation until informed to the contrary</p> <ol style="list-style-type: none"> 1. 24 November 2020 at 16.00 2. 9 March 2021 at 15.30 3. 17 May 2021 at 15.30 	
	<p>Close of Meeting Meeting closed at 16.00</p>	
	<p>MINUTES of the meeting held on Tuesday 20 October 2020 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>	