

**EASTLEIGH COLLEGE BOARD
MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE
WEDNESDAY 24 FEBRUARY 2016 AT 1700 HOURS IN ROOM A115**

Present: Mr J Course (Chair)
Mrs H Hills
Mr C Smith
Mr V Hall
Dr J Edrich (Chief Executive and Principal)

In Attendance: Mrs K Quinn, Deputy Chief Executive (Director of Teaching & Learning)
Dr C Davis OBE, Clerk to the Board (minutes)
Mr G Goddard, Associate Director, Training and Learning (from item SS.04.16, i, ii)
Mr M Phelps, Associate Director, Planning and Development (item SS.04.16, i, ii)
Mrs M Blake, HR Manager (item SS.05.16, i; SS.06.16, i, ii)
Mr T Young, Support Learning Manager (item SS.05.16, ii; SS.06.16, iii)

SS.01.16 GOVERNORS' MEETING TIME WITHOUT SMT

SS.02.16 COMMITTEE MATTERS

i Apologies

Apologies were received from Mrs A Cross-Durrant, Mr G Thomas and Mr J Sendell.

ii Declaration of interests

There were no declarations of interests made by those present, financial or otherwise, in any item on the agenda.

iii Minutes of last meeting 25 November 2015

The minutes were agreed signed as a fair reflection of the meeting.

iv Matters arising

Re (SS.15.16, v, 25.11.15) A comprehensive list has been produced.

Re (SS.19.16, i, 25.11.15) The Curriculum Strategy's descriptive wording has been strengthened.

Re (SS.19.16, i, 25.11.15) Outcomes/results in maths and English were discussed at this meeting (see below).

Re (SS.19.16, i, 25.11.15) The word employers was verified and a post meeting statement confirmed current mission and vision is as stated in Curriculum Strategy.

All actions raised were considered to be complete.

Mr Course then drew Governors attention to a specific request from the last meeting regarding the issue of outcomes and results in maths and English.

Mr Course referred to an email sent by the Clerk to all Governors relating to recommendations from an Education and Training Foundation video on maths and English. He went on to say that he had discussed these recommendations with Mrs Quinn. It was agreed to provide a short training item covering these recommendations at the next Standards committee meeting in June.

ACTION: KQ/CD

Mrs Quinn said that she had agreed with the Chair that strengthening the Governor Link visits to include maths and English would be useful.

Discussions developed around reporting on progress against key milestones and how this information will be reported and at what time in the calendar year it is delivered.

It was thought that at the November Standards Committee meeting it would be useful to receive information on students previous grades achieved and to assimilate their starting point, together with the SAR information, which also contains the previous year's results. This it was felt would

enable Governors to fully comprehend and understand the profile and starting point for the students.

Mr Course said that the November Standards Committee agenda needed to be carefully considered and he would be consulting with the Deputy Chief Executive (Teaching and Learning) and the Clerk, to ensure that this information would be given adequate time in committee.

ACTION: JC/KQ/CD

It was reported to Governors by Dr Edrich that the impact of the recruitment of an English and Maths Manager had been clearly discernible. There was still more to be done, but considerable progress had been made in producing a more coherent organisation with a more focused and competent team ethos.

The Committee agreed that instead of a standing agenda item on maths and English, it would be more beneficial to receive clearly identified items and any resulting issues as the time-line develops.

Mrs Quinn said that she would explore the possibility of including some information within the Governors' monthly report. It was also agreed that the Standards Committee would receive a maths and English report at each meeting.

ACTION: KQ

Mr Course explained that as part of the committee's terms of reference it would review the College's success KPIs and that this was the first time it had formally been carried out.

Mrs Quinn reported on the College Success KPIs and began by placing a context on the National averages. She said that the 2013/14 Study programme national average figures included maths and English, however a GCSE re-sit for all grade D students was not a requirement of funding. The 2014/15 national averages however are due for release shortly and those rates are likely to decline.

The committee felt that until the new national averages are released, it was not like for like and therefore not realistic to be able to set realistic targets.

Governors agreed to wait until the new national averages had been promulgated; they would then discuss the KPIs at the next Standards committee meeting in June, before recommending to the Board for approval.

ACTION: KQ

SS.03.16 GOVERNORS' MONTHLY REPORT (December 2015)

i Quality aspects

Mrs Quinn updated Governors on College retention figures for October, November and December covering all ages and including Functional Skills. She gave an overview of attendance, reporting that the outturn for attendance last year was 87%, slightly below what the College was targeting. She said that there was a clear focus on driving up attendance, but at 88% there was still room for improvement. She went on to highlight the specific attendance figures for English and maths both full-time and part-time students of all ages.

ii Safeguarding updates (including DBS issues and related training)

Mrs Quinn drew Governors' attention to the safeguarding updates.

There were no further questions or comments from Governors.

Governors noted the quality aspects, safeguarding updates in the Governors' Monthly Report, December 2015.

SS.04.16 TO REVIEW

i Minimum Levels of Performance monitoring/progress actions to-date 2015/16 – In House Learning

Mr Goddard gave an overview of each sector subject area and drew Governors attention to the column highlighting National averages, which were based on 2013/14. The averages for 2014/15 have not been published.

Mr Goddard explained the rationale behind the retention and forecast success figures, explaining that this was due in part to the more pragmatic management of learners.

The committee noted the improvement in AAT and Mr Goddard explained that this was due to the new team responsible for the teaching and management of a renewed approach to the Distance learning.

Governors reviewed and discussed Minimum Levels of Performance monitoring/progress actions to-date 2015/16 – In House Learning.

ii Minimum Levels of Performance monitoring 2015-16-Work Place Learning & Apprenticeships
Mr Phelps explained the new format of the report and the new headings of each column.

Mr Phelps picked out by-exemption each of the courses in the report that projected a decline in the anticipated overall success rate, giving an explanation with regard to that decline and the action plan to try and resolve the specific issues.

Governors reviewed and discussed Minimum Levels of Performance monitoring/progress actions to-date 2015/16 – Work Place Learning & Apprenticeships.

iii SAR Process for Autumn 2016

Mrs Quinn outlined the SAR process for Autumn 2016 saying that it was very similar to the previous year.

Discussion followed over the area of the Governance Self Assessment and how that was going to be fed into the report.

The Clerk reported that this would be an agenda item at the Board Training Event in September, giving Governors the opportunity to grade their performance as a Board. How this would be done and the mechanism for reporting this feedback would be explored and discussed by the Chair, Chief Executive and Clerk at a later date.

The Clerk was asked to seek Governors views and experience on how to devise the assessment process before consulting with the Chair and Chief Executive.

ACTION: CD

Governors reviewed the SAR process for Autumn 2016.

SS.05.16 TO RECEIVE

i Equality and Diversity Annual Report

Mrs Blake gave an overview of the report, which prepared against the E&D Strategy. She went on to explain the development and improvements that had taken place to improve the cycle of E&D activities.

Discussions followed with regard to mental health issues and an enquiry over stress related illness and the affect that had on staff and students. Mrs Blake reported that most of the incidents of stress related illness reported in College were as a result of outside influences on the individual staff member. She said the introduction of the Health and Wellbeing Strategy had helped with recognizing the problems this type of illness causes and finding ways of helping, through counselling and supportive management.

ii Annual Safeguarding report 2014-2015

Governors examined and discussed the Equality and Diversity Annual Report 2014-2015.
Mr Young gave an overview of the report identifying the progress made on the safeguarding agenda at the college over the last academic year and the opportunities for progress in the coming year.

Governors focused on the topic of the Prevent Duty for Colleges, making observations that the advice from Government is kinetic and frequently being updated.

Discussions followed with regard to the physical security of staff and students at the College. Mr Young said that the College was an 'open' access College and this presented some problems with the monitoring of those entering the campus. However the College has a security guard presence, CCTV cameras and the risk is managed by everyone.

Dr Edrich stated that regular disaster planning and dialogue over the various possible scenarios was a frequent agenda item of the SMT and Safeguarding team. She felt that when the College comes onto one site in 2017/2018, security will become a lot more manageable, with only two gates to control.

Questions were raised over the responses to the 'feeling safe' on College premises in the induction and exit surveys.

Mr Young explained that the exit survey students returned gave a higher score on feeling safe in college than they did during induction. This suggested that their experience of being at the college was safer than their initial impression through the induction process.

The provision of up-to-date training on the Prevent Duty for Governors was raised and the Clerk confirmed that he was about to issue guidance and a link to Prevent online training through the Education and Training Foundation.

ACTION: CD

Governors received the Annual Safeguarding report 2014-2015.

iii Report from Link Governor Visits

Mr Course gave a verbal report on the most recent Governor Link visits, which had taken place during the Autumn 2015 term.

Discussion followed covering various aspects of the report including:

- the Programme Area managers that have now been built into the structure, focusing on the performance of that curriculum area;
- the positivity of the 'Red Alert' approach to MLPs; the more thorough approach to the enrolment system resulting in getting the right students on the right course;
- effect on recruitment of Progress 8 a value added to denote the level of ability when someone starts comprehensive schooling;
- growth and commercial opportunities, especially in finance and general business management, dental nursing and flow processing;
- loss of the sports-hall as a result of the major redevelopment within the College.

Mrs Hills raised a point about the Functional Skills element of the enrolment process not being completed fully in some instances, which had led to teething problems for staff and students. Mrs Quinn said she would take this feedback back to the Functional Skills Team.

ACTION: KQ

Governors received the Report from Link Governor Visits.

SS.06.16 TO APPROVE

i Equality and Diversity Policy

Mrs Blake reported that there had been a slight change to the wording to reflect the changes in practise, whilst assessing the impact the policies and procedures have to ensure conformity.

Governors approved the Equality and Diversity Policy.

ii Equality and Diversity Strategy

Mrs Blake confirmed that the Equality and Diversity Working Group, which had made fundamental changes to the personnel make-up the Equality and Diversity Board had reviewed the strategy. She confirmed that the key objectives remain unchanged in line with Equality Act 2010.

Governors approved the Equality and Diversity Strategy.

iii Safeguarding and Child Protection Policy

Mrs Quinn said that policy was reviewed annually and that only minor changes had been made by SMT on the 9 February 2016.

Mr Young commented that the changes made reflect the relevant legislation including Keeping Children Safe in Education 2015, Working Together to Safeguard Children 2015 and the Hampshire Safeguarding Children Board inter-agency safeguarding procedures.

Mrs Hall asked if Governors should have read this legislation.

Mr Young said he would make this material available through the Clerk. He went onto confirm that a new addition of the Keeping Children Safe in Education 2016 would be available shortly.

ACTION: TY

Mr Smith asked a question regarding the policies disseminated on the student intranet and the absence of the Safeguarding and Child Protection Policy to this list.

Mrs Quinn said she was not aware of this and would get it uploaded.

ACTION: KQ

Governors approved the Safeguarding and Child Protection Policy.

Mrs Hall asked whether or not the Standards Committee should be made aware of the DBS checks being carried out within the College and held within the Single Central Record.

Dr Edrich replied that this information used to be updated and fed into the Governors' Monthly Report.

Mrs Quinn said that she would make sure this information was updated under Safeguarding as a monthly record within the Governors' Monthly Report.

ACTION: KQ

SS.07.16

DATE OF NEXT MEETING

Wednesday 8 June 2016 commencing at 1700 hrs

Governors' Monthly Report: Quality matters; Safeguarding updates (including DBS issues and related training)

Quality Assurance Policy

Quality Monitoring process – Governors review of curriculum areas

Minimum Levels of Performance monitoring/progress actions to-date 2015/16

College Charter (if changed)

Employer Engagement Strategy

Teaching Learning and Learning Strategy

Management of Violent & Aggressive Behaviour Guidance for Staff (if changed)

Maths and English progress report

Outcomes and results in Maths and English training item (*from February meeting*)

College Success KPIs (*from February meeting*)

The meeting closed at 1850 hrs.