

Meeting of the Performance & Standards Committee

Date:	29 November 2021	Room number	Via Teams
Present	Andrew Brown (Chair), Swati Toshniwal (ST) Doug Trengove (DT), Yvonne Kelly (Principal/CEO), Alex Keay (AK)		
In attendance	Victoria Eastwood (Chief Governance Officer), Jason Turton (COO), Ann McDaniel (Assistant Principal – Health, Science & Adult Skills) (AMcD) Lisa Jarentowski (Head of Quality) (LJ) Michael Smith (Learning Innovation Manager) (MS) Claire Wilsher (Head of Marketing, Recruitment & Stakeholder Engagement) (CW) Observing: Mark Bass (Chair of the Corporation)		
Apologies	Charles Tennant and Lisa Dee		
Circulation	Performance & Standards Committee, Corporation		

1. Welcome and apologies for absence	The Chair welcomed all present and Alex Keay was welcomed to his first meeting of the Committee. Apologies for absence were received from Charles Tennant and Lisa Dee.				
2. Appointment of Chair and Vice-Chair of the Committee	It was agreed that the appointment of Vice-Chair of the Committee would be deferred to the next meeting when all members were present. Action: Appointment of Committee Vice-Chair to be discussed at the March meeting.				
3. Declarations of Interest	Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. The Chair had previously declared an interest in agenda item 2 but it had been agreed that he did not need to withdraw from the meeting.				
4. Minutes of the Previous Meeting – Monday 7 June 2021	The Minutes of the Meeting held on Monday 7 June 2021 were agreed as a true and accurate record. Approved: That the Minutes of the Meeting held on Monday 7 June 2021 were agreed as a true and accurate record.				
5. Matters arising	Matters arising from the June 2021 meeting:				
	Agenda Item	Action	Responsibility	Timescale	Update
	4.	BDC approaches to be discussed at the next meeting of the Committee alongside the project for capturing learning.	COO	September 2021	Included on the agenda for the October meeting.
	There were no further matters arising.				

<p>6.</p>	<p>College SAR Update 2020/21</p> <p>The Chief Operating Officer (COO) provided an update on self-assessment, highlighting the following:</p> <ul style="list-style-type: none"> • Strong focus on quality and expectations on all Heads of Department • Scrutiny and alignment with EIF • Storyboards – self assessment reflection of last year but storyboards highlighted the areas for improvement, strengths of each area • All SAR's required strengthening prior to validation • Curriculum area final grades – assessed as Grade 2 or Grade 3's • L&M issues in Trade Areas - majority of Grade 3's • Actions <ul style="list-style-type: none"> - Complete self-assessment reports and storyboards for strategic impact assessment for 7 December 2021 - Completion of EIF HoD staff development training; storyboard dissemination and staff development event - Work to take place with Chair on self-assessment process <p>DT referred to the section for all age all level English and Maths querying why retention and pass rates had increased but achievement rates had decreased and stated that it was disappointing to see the grades for areas such as construction and trades. The Principal/CEO replied that there was a growing trend of staff shortages preventing stability. The Chair added that the College needed to look at solutions</p> <p>The Chair stated that it was useful to use the storyboards more broadly to get a sense of what the College did and what it was aspiring to do and these would be discussed when completed. The COO suggested that it would be useful for link Governors to receive the storyboards relevant to their areas. This was agreed.</p> <p>Action: Link Governors to receive the storyboards relevant to their link areas when completed. Agreed: That the current position be noted.</p>
<p>7.</p>	<p>College Learners & Enrolment Update</p> <p>The Committee were updated on the following:</p> <ul style="list-style-type: none"> • 16-18 learner number allocation and programme funding 6 year trend • Adapted curriculum to ensure funding was not impacted as much as possible • EFA trend • Learner numbers 16-18 2021/22 - current position • Strategic deliverables to mitigate shortfall • Growth of Engineering in year and in January • Adults – Science and Services Industries, core skills • Action Plan • Progress against targets <p>The Chair commented on the distinction between the areas not recruited to and those areas where recruitment needed to improve to ensure growth. The Committee needed to be kept up to date with analysis of whether the shortfall needed action or compensation etc. The Principal/CEO advised that the impact of the shortfall would impact on the following academic year and the Board would be updated on the mitigations for the current shortfall.</p> <p>The Chair referred to the recently issued parliamentary briefing paper on FE funding and suggested that it may be useful to share this with the full Board. This was agreed.</p> <p>AK questioned whether there was anything that indicated that learners did not like the course etc or whether there was a shift in demand for areas such as IT etc to be able to provide the context to the numbers. CW replied that the College monitored and tracked enquiries and application levels to be able</p>

	<p>to see the trends and gained insight from other institutions within the sector to be able to look at search volumes. The Principal/CEO added that direct engagement with key stakeholders and relationships with the Borough were crucial.</p> <p>The Chair queried whether courses were still called names that people were familiar with or if titles had changed and asked whether learners were aware of the changes to subjects such as Engineering and the different areas entering the curriculum. CW advised that the IoT Marketing and Communications Subgroup had discussed technical skills and making sure the impact of changing those skills was understood.</p> <p>Action: Parliamentary briefing on FE funding to be shared with the Corporation. Agreed: That the current position be noted.</p>
<p>8.</p>	<p>Marketing and Recruitment Plan and Targets 2021-22 Update</p> <p>CW provided an update on the current position, advising of the following:</p> <ul style="list-style-type: none"> • 16-18 recruitment was down • Conversion rates increased • Campaign performance had been successful - increased visitors to website, increased time on landing pages • Two open days this year which had primarily attracted 16-18 learners • Virtual tour now available • Making sure to access individuals that did not have digital channels • Increase in school sessions and community engagement • Decline in adult core skills – predominantly for covid related reasons • Main focus on January starts for learners who are potentially unhappy due to the teacher assessed grades resulting in difficulties at sixth forms <p>The Chair advised that the College needed to look at in year recruitment to build awareness of what was on offer to make up shortfall and increased awareness for next years intake.</p> <p>Agreed: That the current position be noted.</p>
<p>9.</p>	<p>Capturing Learning Report Update</p> <p>AD highlighted the key points as follows:</p> <ul style="list-style-type: none"> • Progress to date – Google for Education, clear blended learning framework, college information service • Blended learning- good increase from fundamental to advanced and small increase from advanced to expert • Short term goals, aims and actions – pilot project to define best sorts of data to inform on the levels of engagement; audit courses that have timetabled online learning hours • Exploring measures of success - guided learning hours, types of activity completed • Google classroom <p>The Chair stated that it was good to see how engagement was measured and a blended learning approach must be incorporated. The Principal/CEO advised that the new Director of Business Intelligence and Analytics would start at the College in the New Year.</p> <p>Agreed: That the current position be noted.</p>
<p>10.</p>	<p>Quality Report Update</p> <p>MS provided an update as follows:</p> <ul style="list-style-type: none"> • Next Steps: Assessment audit (Stage 1 eTrackr compliance, Stage 2 marking & feedback); Full report on assessment audit due 3 December • Targeted staff development for marking schemes, developmental feedback

	<ul style="list-style-type: none"> • Interventions for identified areas where practice was inconsistent • Observations of teaching & learning and assessment • Peer pairs launching 6th December for all curriculum staff • Learning walks commencing in January 2022 <p>Monitoring and Performance (MAP) meetings</p> <ul style="list-style-type: none"> • Curriculum areas agreed actions aligned to QIP actions where relevant • Full report on term 1 MAP findings and actions 8th December <p>MB asked how it was addressed when some areas resisted using the tools required. The Principal/CEO replied that a whole scale system review was being undertaken which was likely to change the current tools as they were not fit for purpose. This would result in key learning systems being changed. The Chair emphasised the need to understand why these things did or did not happen and ensure appropriate action was taken.</p> <p>Agreed: That the current position be noted.</p>
11	<p>English and Maths Report Update</p> <p>AMc provided an update on English and Maths, highlighting the following:</p> <ul style="list-style-type: none"> • 2021-22 strategy overview • Delivery included more face to face this year but did not want to lose the work developed through blended learning • English and Maths embedded skills • English and Maths processes • Looking at how to contextualise Maths and English • English and maths attendance at week 9 – overall 65% • Attendance at week 11 – overall 69% • Actions to address attendance and engagement and impact • Directorate attendance developments 1-29 November 2021 • Objectives for English and Maths – change, implementation and impact for Maths and English • Internal and external verification <p>The Chair stated that it was good to see incremental growth although there was still a long way to go. The Principal/CEO stated that there had been good progress, confirming that some of the interventions were right but it was still all about the right people. AM added that Century Tech had been used in conjunction with teaching and learning to stretch learners abilities.</p> <p>DT questioned the status of the English and Maths Strategy. AM replied that the policy had been updated this year to reflect the pandemic. The new policy would stretch over the next 3 years and would be shared with the Board once approved by SLT and Exec. The approach would differ depending on the climate each academic year.</p> <p>Agreed: That the current position be noted.</p>
12	<p>Higher Level Skills Report Update</p> <p>MS notified the Committee of the key areas and discussion took place on the following:</p> <ul style="list-style-type: none"> • 12 validated courses through UEL • Marketing for 2022/23 intake • Quality improvement • Engaging with advanced HE – staff looking to get professional formation <p>Agreed: That the current updated be noted.</p>

13	<p>Apprenticeship Report Update</p> <p>The Principal/CEO provided the following key points:</p> <ul style="list-style-type: none"> • Carry in figure • Current income against enrolled and provisional • Shortfall against target of 155 • Report regarding recruitment against sector eg digital, construction and building services • 77 learners in the pipeline • QAR • New developments - network cabling • Cyber developments – apprenticeships start post-Christmas • Waiting to hear regarding flexi job apprenticeship scheme • Assistant Principal - External Engagement started at the College the following week <p>The Chair advised that the message was that there was a shortfall but there were ways to mitigate this and also opportunities for growth. The Committee needed to monitor each strand going forward and also against the IoT.</p> <p>Agreed: That the current position be noted.</p>
14	<p>Student Support and Learner Experience Report Update</p> <p>DF advised the Committee that the report offered a retrospective position and the Committee noted:</p> <ul style="list-style-type: none"> • Two distinct areas of support – one was additional learning support and one was pastoral • Students all levels vs LDD vs non LDD • 15 minute interventions • Impact of pre and post intervention <p>Agreed: That the report be received.</p>
15	<p>Learner Voice Update</p> <p>MS highlighted the following:</p> <ul style="list-style-type: none"> • Right start survey – student experience – 92% positive response rate (+2% up on previous academic year) • Positives/areas of concern • Next steps – induction survey taking place until 10 December – analysis to follow • You said we did campaign to be launched and reported through MAP meetings • No outstanding complaints <p>Discussion took place on the importance of learner voice within the curriculum.</p> <p>Agreed: That the update be received.</p>
16	<p>Student Disciplinary Annual Report 2019-20</p> <p>DF provided the following detail:</p> <ul style="list-style-type: none"> • Data overview – comparative data • 2020/21 trend data – key themes were attendance and behaviour – attendance interventions had increased due to the move to a remote delivery model

	<ul style="list-style-type: none"> • Increase in stage 1 interventions suggests that staff were taking a more positive intervention approach <p>ST asked how the trend data was computed. DF replied that the E-tracker system showed the number of concerns raised by particular issues. Motivation, for example, could be a learner losing interest in their course or issues such as welfare support issues.</p> <p>DT questioned why English and Maths learners had more stage 1 and stage 2 disciplinaries and asked whether this data included lessons within other curriculum areas. DF responded that some areas were much better in terms of reporting concerns than other areas. English and Maths staff were particularly good at reporting issues and the vast majority of interventions were about attendance.</p> <p>Agreed: That the report be received.</p> <p>The Chair thanked staff for their presentations and all College staff other than the COO, CGO, Principal/CEO and Staff Governor left the meeting.</p>
17	<p>Committee Schedule of Business and Review of Committee Terms of Reference</p> <p>The CGO reported that the schedule of business had previously been emailed to the Committee and presented the revised Terms of Reference highlighting the increased focus on learner voice. The Chair stated that raising the importance of learner voice to provide assurance not reassurance was key.</p> <p>Approved: The Schedule of Business and Committee Terms of Reference for 2021/22 were approved by the Committee, to be ratified by the Corporation.</p>
18	<p>Curriculum Links Proposal</p> <p>The Committee were presented with the curriculum links proposal to take effect as from 2022. The Chair advised that it was important to get Governors involved on the ground and to help new Governors also get involved. The storyboards for link Governors would assist with this.</p> <p>The CGO stated that once the proposal was approved, discussion would take place with individual Governors to align Governors to curriculum areas.</p> <p>Approved: The Curriculum Links Proposal was approved for future use.</p>
19	<p>Board Assurance Framework</p> <p>The Corporation Chair provided the changes from the original version of the framework previously presented by the College's Internal Auditors. He advised the Committee that the framework was intended to be a top level dashboard and would not replace the detailed work.</p> <p>After discussion it was agreed that the Corporation Chair, Committee Chair, COO and CGO would meet to go through the areas relevant to the Committee and consider any gaps. The framework would commence early in the New Year.</p> <p>Agreed: That the current position be noted and an update provided in due course.</p>

20	<p>AOB – Effectiveness of meeting</p> <p>The following comments were noted:</p> <ul style="list-style-type: none"> • Heavy agenda • Tried to keep presentations to a minimum • Agendas to be reduced and dashboards developed going forward • Lots of information due to the impact of covid that needed to be addressed • Given the length of the agenda – timings went well • Prompt the Board regarding Q&A • Papers were good – signposting to the issues • More emphasis on executive summary
21	Date and time of next meeting – Monday 7 March 2022

The Chair thanked all those in attendance for their contributions. The meeting closed at 18.10pm

Agenda Item	Action	Responsibility	Timescale	Update
.2	Appointment of Committee Vice-Chair deferred to the next meeting.	CGO	March 2022	Included on Agenda
6.	Link Governors to receive the storyboards relevant to their link areas when completed.	COO/CGO	January 2022	Links confirmed - To be issued by 14/03/22
7.	Parliamentary briefing on FE funding to be shared with the Corporation.	CGO	ASAP	Completed

Signed.....
Andrew Brown (Chair)

Date.....