



Education Committee Minutes

Meeting	Education Committee	Date	Thursday 16 June 2022
Location	Boardroom, Anne's Building, Folkestone College	Time	2.30pm
Membership	John Korzeniewski (JK, Chair), <i>Graham Razey (Chief Executive Officer), Ella Brocklebank (EB), Richard Brooks (RB), Miranda Chapman (MC), Jason Howard (JH)</i> , Natalie Garner (NG), Peter Troke (PT); Ethan Stocker (ES)		
In Attendance	Tammy Mitchell (TM) (CEO EKC Schools Trust) Lucy McLeod (LM) (Chief Further and Higher Education Officer) Nick Holbrook-Sutcliffe (NHS) (Chief Curriculum Officer) Sharon Hollingsworth (Director of Governance) Kerry Hickmott (Minute Clerk)		

*(Italics denotes absence)*

	ITEM	COMMENTS	ACTION
1	Welcome and apologies for absence	The Chair welcomed members to the meeting.  Apologies were received from Graham Razey, Ella Brocklebank, Richard Brooks and Jason Howard.  Natalie Garner and Ethan Stocker attended via Teams.	
2	Declarations of Interest	There were no additional declarations to the meeting than those declared as standing.	

3	Minutes of the meeting held 2 March 2022	<p>The minutes of the Education Committee meeting held on 2<sup>nd</sup> March 2022 were reviewed and approved as an accurate record and duly signed by the Chair.</p> <p><u>External Validation Process</u> LM advised that an external validation of the College SARs took place in term 2 which involved a visit from the nominee from East Sussex Group who undertook a sample of data and validated the college SARs. LM undertook an exchange visit to validate their SAR. This was deemed a useful process.</p> <p><u>Broadstairs College Wifi</u> PT advised that the Wifi issues in Broadstairs had improved.</p>	
4	Matters Arising not covered by this agenda	<p>Item 8 - Correlation of those students who pass their maths and English compared to those who pass their main qualification – this item will be discussed when the respective data is available.</p> <p>Item 6 - Safeguarding and Prevent Update – Junior College - process for dealing with absent students – LM updated the committee that the policy had been updated and there was now a process in place that was clearer for suspended students.</p>	LM
5	Preparing students for self-employment	<p>The Chief Education Officer explained that the curriculum for preparing student for self-employment will be agreed and embedded into any relevant level 2 or level 3 programme and adapted to the sector to better prepare students for self-employment. The curriculum will include as a minimum: core units on introduction to self-employment (including the pros and cons of being self-employed, sources of income &amp; types of expenditure, working patterns and behaviours needed). Further units will be included on using social media, customer service skills and key responsibilities in terms of tax returns and invoicing etc. All programmes will also include at least one guest speaker who is self-employed in the sector. The programme will be designed to be delivered in term 6 after exams have been sat but does not have to be restricted to then. Programme Directors will be free to embed this curriculum into their programmes earlier if they wish.</p>	

		<p>LM advised that there was a mixed approach depending on the curriculum area. Part time adult groups also showed an interest in the offer.</p> <p>The option of a qualification was considered however it was felt that this curriculum was about providing the knowledge and information about being self-employed. The decision was supported by governors.</p> <p>LM advised that there is a Collaborative planning group in place therefore a Programme Director can adapt it to their area and choose when it's most appropriate to deliver to their groups. The level will depend on the intent of the programme. If the intent is to progress to Higher Education then perhaps it would not be deemed relevant.</p> <p>The long term planning and security of being self-employed is important. The guest speaker is vital in this piece of work. MC offered to assist in this field.</p> <p>The idea for this piece of work was initiated by ES (student governor), who raised it as something he felt students were missing from their current learning. ES stated that he was happy with the progress made in this area.</p> <p style="text-align: center;"><b>NOTED - The report on preparing students for self-employment</b></p>	
6	Progress against the QIP Further Education	<p>LM reported that the quality of education overall is strong, with 87% of programmes currently rated as good or better, some programmes have not been graded good due to poor attendance to maths and English or due to inconsistent staffing.</p> <p>Maths and English remains a challenge. Students' gaps in learning are the most significant issue. Level 2 and Level 1 Maths FS were proving the most challenging to gain achievements. All colleges have plans in place to provide students with every opportunity to achieve.</p> <p>Attendance to GCSEs have been good. Students have been happy with the exam papers. Principals are being pushed to identify programmes that are outstanding.</p>	

		<p>A reference was made to Page 8, Term 5 of the report, which reported that learners' initial assessments were significantly lower than the level they were studying. LM advised that by January lecturers had the opportunity to move students down a level if they needed to, with the student's permission. However, LM is also mindful that we need to stretch students so that they make progress. Many students wanted to remain on level 2.</p> <p>The Committee acknowledged that some students were anxious about their subject. Two years of lost learning has affected students. The impact will not be known until the results are published.</p> <p>It was noted that student attendance in schools is also poor nationally and this is not just an issue for EKC Group.</p> <p>It was agreed that the Student Voice framework is strong. This year has moved up to another level, with fantastic involvement from students in task and finish groups, who have shown a great deal of involvement and positivity.</p> <p style="text-align: center;"><b>NOTED - The update on progress of the QIP 2021-22 Further Education</b></p>	
7	Standards of teaching, learning and assessment update including CPIs	<p>The Chief Education Officer presented a paper outlining the mid-year position, which is graded at Good with Outstanding features.</p> <p>Reduced timetables and distance learning have been offered, to give students every opportunity for them still to achieve. Attention and retention are causing concern. However, once a student leaves college, the student mindset tends to move on, and they have other pressures. The current cost of living crisis has meant that a lot of students have an additional pressure to bring in money for their families. Bursary fundings are available for students who are struggling.</p> <p>Governors need to be reassured those students are not leaving due to the quality of teaching. LM confirmed that the quality has not been an issue. It was noted that whilst poor attendance could be a reason for poor quality teaching, this issue has been explored and areas where there has been poor attendance have not correlated to poor quality.</p>	

	<p>It was suggested that offering incentives for good attendance would be better than the disciplinary approach for poor student attendance, The student governor gave an example of support with the cost of driving lessons</p> <p>It was acknowledged that disciplinary action to address poor student attendance did not work. Some colleges had offered vouchers for the refectory for good attendance, and this has helped. Whilst it is noted that driving lessons would be costly, it was agreed that a reward strategy should be given further consideration.</p> <p>Governors discussed the presented Outstanding Programme Standards document commenting that it should be used by the Local Board Members at their respective Board meetings and learning walks to hold staff to account. It was suggested that LCB Chairs should discuss the contents of the document with their local Board.</p> <p>It was noted that the applications numbers within the CPIs look very healthy.</p> <p>LM flagged that the increase in staff absence rates shown in the CPIs included Covid absence rates which account for 20% absence.</p> <p>Governors were very concerned regarding the attendance and retention figures and talked at length regarding the challenges and ways to address the issue. It was noted that more focus on an incentive for students rather than punitive measures should be considered. It was suggested that this item be added to the October Strategic event for further discussion.</p> <p>Governors were pleased to acknowledge that there was a strong focus on the move to Outstanding.</p> <p style="text-align: center;"><b>NOTED - Standards of teaching, learning and assessment including CPIs</b></p>	
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8	Nurseries QIP 2021 – 2022 Progress Review	<p>TM advised that the quality of education has continued to be strong in the nurseries, however it was noted that the nurseries have faced more challenge this year than during the pandemic. Parents and staff have faced resilience issues. Staff are challenging whether they want to work long hours and many are choosing to change their own lifestyles by working from home or choosing their own hours in a different work setting.</p> <p>There has been a high focus on the quality of education and identifying gaps in children's learning. Work has taken place to upskill staff to identify what is missing in a child's development at age 2. There has been a focus on making children Early Years ready in preparation to go to school.</p> <p>Governors acknowledged that there is a business need to operate effectively in changing times. It was noted that there were capacity issues with staffing which was causing an issue.</p> <p>A Governor queried whether there are adequate progression pathways for our Health and Social Care students who could fill some of the staffing capacity issues.</p> <p>TM advised that work placements are provided for students and the strongest students are identified and proactively encouraged to work for us. However, many are choosing to work in retail who offer a higher salary.</p> <p>It was acknowledged that the nurseries are inundated with placements for babies, however the staff ratio in this area is high so it doesn't make money. They are a feeder for later years. The main profit comes from pre-school children but the numbers aren't high in this area.</p> <p>Governors recognised that the concerns are based on capacity issues rather than quality issues and work is being progressed to address the issues.</p> <p style="text-align: center;"><b>NOTED – The Quality Improvement Plan progress review of Nurseries QIP 2021-22</b></p>	
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9	Policy Report:	<p><u>HE Sexual Harassment and Misconduct Policy</u>  This is a new policy which was reviewed by the Policy committee to ensure the FE policy also aligned with the HE Policy.  A new 'Report and Support' button is now available on-line and this will be promoted in the student inductions from the start of next year. The Wellbeing hub for students is now complete which has a section on sex and healthy relationship and sexual harassment.</p> <p>It was noted that some of our procedures for contacting support areas are different at every college and a governor queried whether there should be standard procedures across the Group. It was noted that this was largely due to college structures being different at larger colleges compared to smaller colleges but it was agreed that the safeguarding number would be added under each college as this is consistent.</p> <p><u>Junior College Disciplinary Policy</u>  The minor and major amendments to this policy were considered and agreed.</p> <p><u>Junior College Admissions Policy</u>  The minor amendments along with the major amendment relating to the addition of careers guidance at application stage as per guidance, was agreed.</p> <p style="text-align: center;"><b>APPROVED</b> – The HE Sexual Harassment and Misconduct Policy, with agreed amendments, the Junior College Disciplinary Policy and the Junior College Admissions Policy</p>	
10	Feedback/Minutes of the Local Boards	<p>The Chair invited feedback from the Local College Board Chairs.</p> <p><u>Ashford College</u>  MC advised that staff absences and staff sickness was running high through the college. It was pleasing to see that a number of courses were moving to outstanding.  MC advised that Natalie Garner, the new Chair of the Local Board from August, attended the meeting, however, MC noted that attendance at the meeting was poor. It was noted that Peter</p>	

	<p>Heritage would be interested in becoming a member of the Board stepping in for Peter Corr who has resigned from the board due to a change to his job role. This would need to follow the process for the recruitment of new local board members. SH will take forward.</p> <p>The fantastic contribution from student governor, Chandrika Narayanan was noted. It is hoped that she will become an independent member of the local board going forward.</p> <p>MC noted that at a recent Local Economic Development Board that she has attended, members of the Board had commented on the excellent students they had engaged with at Ashford college.</p> <p><u>Broadstairs College</u></p> <p>PT noted that the majority of the local board members will all finish their term in 2 years' time. Two members finished their term this year which has created a vacancy. A member is sought with good industrial experience. MC suggested a contact.</p> <p>PT noted that they had 2 staff speakers from different departments present at the last Board one being the new Programme Director for Engineering, Ankur Gael, who was well received and brought true diversity to the Group.</p> <p><u>Canterbury College</u></p> <p>JK advised that there was a raft of new members on the board. There was a gap in expertise in the area of engineering and construction. The new chair, Helen Hammond, attended the meeting. There was a tour of Spring Lane to look at the new capital project. Retention and external factors were a key focus of the meeting.</p> <p><u>Dover Technical Board</u></p> <p>In the absence of RB, the Chair noted the good news about the in-year achievements and acknowledged the common theme of issues with attendance in English and maths</p> <p><u>Folkestone College</u></p> <p>In the absence of EB, the Chair noted that withdrawals were a big issue. A number of students are moving into employment before they have completed.</p>	SH
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11	Any Other Business	<p>PT advised of the Jubilee party taking place at Broadstairs campus on Friday 17 June between 11-2pm.</p> <p>The Chair noted that this was Miranda's last meeting and thanked her for her contribution on both the Ashford Local Board and the Education Committee. Miranda will be serving on different committees next year.</p> <p>Ethan Stocker was also thanked for his excellent contribution as the student governor and was wished well for the future.</p>	
12	Matters Considered Confidential	There were no matters considered to be confidential.	
13	Date and Time of Next Meeting	Thursday, 17 November 2022 at 2.30pm.	

There being no further business the meeting closed at 15:59

Signed: 

Print: John Korzeniewski

Date: 17 November 2022