



## Education Committee Minutes

<b>Meeting</b>	Education Committee	<b>Date</b>	Tuesday 2 June 2020
<b>Location</b>	Virtual Meeting via Microsoft Teams	<b>Time</b>	5.30pm
<b>Membership</b>	John Korzeniewski (Chair), Graham Razy (Chief Executive Officer), Miranda Chapman, Peter Troke, Richards Brooks, and <i>Lucas Hammond (Student Governor)</i>		
<b>In Attendance</b>	Anne Leese (Deputy Chief Executive Officer) Tammy Mitchell (CEO EKC Schools Trust) Sharon Hollingsworth (Interim Director of Governance) Kerry Hickmott (Minute Clerk)  Item 5 - Dan Lewsey (Director of Monitoring and Evaluation) Item 6 and 7 - Lauren Anning (Director of Safeguarding and Curriculum Development)		

*(Italics denotes absence)*

	ITEM	COMMENTS	ACTION
1	<b>Appointment of the Chair of the Education Committee</b>	<p>The interim Director of Governance opened the meeting and advised members that the Search and Governance Committee has delegated authority to consider and approve the membership of the Education Committee, including the recommendation of the committee's chairpersonship.</p> <p>The Search and Governance Committee had met on 19 May and after careful consideration agreed to recommend the appointment of John Korzeniewski as the Chair of the Committee.</p> <p>Members accepted the recommendation.</p> <p style="text-align: center;"><b>Agreed - The appointment of John Korzeniewski as Chair of the Education Committee.</b></p>	

2	Welcome and apologies for absence	The Chair welcomed members to the meeting. LH was absent with apologies received following the meeting.	
3	Declarations of Interest	There were no additional declarations to the meeting than those declared as standing.	
4	Terms of Reference for the Education Committee	<p>The Interim Director of Governance presented the terms of reference.</p> <p>A Governor queried why the PREVENT action plan was delegated to the Education committee when PREVENT issues are covered by the Safeguarding Committee. It was agreed to remove item 5.5 and add PREVENT to item 5.4. The wording for 5.4 to be amended to:</p> <p>‘Monitor the impact of safeguarding issues (including PREVENT) on the student experience and Teaching, Learning and Assessment.’</p> <p>The use and the meaning of the word ‘Monitor’ was discussed and how that translates into tasks for each of the committees.</p> <p>GR advised that consideration is being given to adopting the RACI (Responsible/Accountable/Consulted/Informed) model to clearly define the terms of reference for all governing body committees and the local college boards. This will bring greater clarity between the Local College Board and the Education Committee. GR advised that RACI model will be something that the Search and Governance Committee will look at in the next academic year.</p> <p>Members noted that the key purpose of the Committee is to oversee and drive improvement in the education and quality of provision of the Group. Therefore, the Committee should be informed by the performance of the local colleges, via the Local College Boards, to apprise the debate around the Group’s performance.</p>	SH

		<p>Agreed – The Terms of Reference for the Education Committee were agreed. However, it was noted that these will be reviewed by the Search and Governance Committee in the next academic year.</p>	
5	<p>Minimum Standards / Observation Cycle – New approach to the monitoring of the Quality of Education and Teaching, Learning and Assessment</p>	<p>[DL joined the meeting for this item]</p> <p>DL presented the report and explained the new approach to the monitoring of the quality of education and Teaching, Learning and Assessment through the minimum Standards and the new Teaching, Learning and Assessment Enhancement Framework.</p> <p>A governor asked how progress would be monitored. DL advised that programmes are graded to reflect the distance travelled. The College performance review also looks at the quality of teaching.</p> <p>Members noted that the framework provides a direct link between the enhancement framework and the My Progress reviews.</p> <p>A governor asked if this process is adapted for apprenticeships and/or for T-Levels. DL clarified that the minimum standards are used for apprenticeships, but not T-Levels.</p> <p>DL advised that he is currently working up a set of minimum standards for blended on-line learning and these will be presented to the Executive for review/comment.</p> <p>The Chair thanked DL for the useful report.</p> <p>{DL left the meeting]</p> <p><b>NOTED - The report on the Group's new approach to the monitoring of the Quality of Education and Teaching, Learning and Assessment.</b></p>	

6	<p><b>PREVENT – Progress and Developments</b></p>	<p>[LA joined the meeting for this item]</p> <p>LA presented the report and led members through the steps that the Group is taking to continue to meet the Prevent Duty to provide Governors with a level of assurance. LA clarified that the PREVENT strategy in place is for all staff and students.</p> <p>A governor asked how students are monitored whilst working remotely. It was acknowledged that it is more difficult given the current Covid-19 situation, however daily phone contact is made through mentors and any students showing signs of vulnerability are directed to the appropriate channels.</p> <p>A governor asked about the number of events containing external speakers. It was noted that there was a Guest Speaker Policy in place which contains a number of checks to ensure all speakers are vetted prior to visiting the College.</p> <p style="text-align: center;"><b>NOTED - The Group’s progress and developments regarding the Prevent Duty.</b></p>	
7	<p><b>T-Levels – Group plans and strategic positioning</b></p>	<p>[LA remained in the meeting to present this item]</p> <p>The report informed Governors of the T-Level plans across the Group which will commence with 5 routes from September 2021.</p> <p>It is planned to recruit 122 students across the routes. It was noted that Health and Science is being debated now that the specifications have been released to ensure that the Group can meet the requirements of the programme.</p> <p>LA advised that the Group is considering two capital bids linked to digital production in Dover Technical College and Early Years Education in Folkestone College, alongside 5 bids for specialist equipment to support the delivery of these programmes.</p> <p>A skills gap analysis will be undertaken to understand where upskilling of staff is needed and to identify where further recruitment of specialist teachers, who can deliver the T-Level qualifications,</p>	

		<p>is required. It was acknowledged that students need to be both academically and technically competent to achieve the qualification. Members noted that marketing is currently aimed at grammar schools or high-achieving secondary school students.</p> <p>A governor raised concern that there was no safety net to protect students on the T-Level pilot regarding their achievement.</p> <p>GR reported that students will receive either a pass or fail, however a student would receive a certificate if they passed either the academic or technical level. It is currently being debated whether this would provide an individual grade.</p> <p>A governor raised concern, noting that in the current economic climate with Covid-19, several businesses may collapse, and that the T-Level qualification is heavily reliant on work experience.</p> <p>A governor suggested looking at a model of sharing staff with grammar schools and part-funding in order to help with any potential skills gap.</p> <p>The Chair thanks LA for her report.</p> <p style="text-align: center;"><b>NOTED - The Group plans and strategy for T-Levels.</b></p> <p>[LA left the meeting following this item]</p>	
8	<b>Digital Learning Update</b>	<p>GR updated members on the steps being taken to raise the standards of the delivery of education on-line.</p> <p>The transfer to digital learning has been accelerated due to lockdown measures and it was acknowledged that it was inconsistent in places. There are three core developments recommended (hardware/software, content, teacher capability) that need to be addressed to develop a minimum standard for on-line learning.</p>	

		<p>GR reported that the Business Committee had approved the proposal to provide every staff member with a portable digital device. In addition, it is acknowledged that a minimum standard is required for digital capability and it is planned to recruit three new roles to support in the development of the tools and to support teacher and teaching improvement.</p> <p>It is expected that 70% of all programmes will be delivered on-line from September. Staff training is being planned for every member of staff by September 2020.</p> <p>It was acknowledged that it will be necessary for every student to have access to a digital device for their study programme from September 2020. This issue has been raised with the DfE.</p> <p>A governor raised concern that students from deprived backgrounds may be disadvantaged as they may not have access to digital hardware or connectivity.</p> <p>GR advised that the Group will receive an additional £250,000 in bursary funding next year. This will enable all bursary students to be allocated their own digital device and connectivity if required. Broadly 40% of bursary students do not have access to connectivity.</p> <p>For students who are not entitled to a bursary grant, the Group will potentially look at a loan system for the duration of their programme.</p> <p>A governor raised concern that the volume of IT support and repairs will rise significantly and suggested a third-party company be procured to handle the loan and repairs of laptops. GR acknowledged this was a concern and will need further investigation.</p> <p style="text-align: center;"><b>NOTED - The Digital Learning Update report.</b></p>	
9	Report on the Progress on the Quality Improvement Plan	AL presented the report and provided members with an update regarding the in-year progress on activities against the Group QIP.	

	<p>(QIP) for Further Education</p>	<p>AL reminded Governors that at the March Full Governing Body meeting she had reported that good progress was being made, however it was acknowledged that priorities had now changed since lockdown. AL invited questions.</p> <p>Members discussed the excellent progress with Maths and English and robust check-point assessments that had provided strong evidence to support the predicted grades. However, AL advised that, had students sat the exams, their grades could have potentially been higher than the predicted grades.</p> <p>Governors acknowledged the hard work and good progress that had been made by staff in implementing the Quality Improvement Plan.</p> <p style="text-align: center;"><b>NOTED – The Report on the Progress on the Quality Improvement Plan (QIP) for Further Education.</b></p>	
10	<p>Report on the Progress on the Quality Improvement Plan (QIP) for College Nurseries</p>	<p>The report provided an update on developments in the quality of education across EKC Group Nurseries.</p> <p>TM reported that given the current Covid-19 situation she had not be able to visit the nurseries to undertake an assessment on the quality of educational delivery, however visits are planned to undertake a review of the risk assessments and processes associated with the opening of the nurseries.</p> <p>A Governor asked about the required level of staff expertise in the nurseries. TM advised that Nursery Managers are both qualified to degree level in Early Years (not qualified teacher status). The rest of the staff are level 3 qualified apart from the apprentices.</p> <p>It was noted that the Nurseries have different challenges relating to Covid-19. These relate to the quality of education that can be provided due to the necessary restrictions. Children are grouped in a bubble of 4-5 with one adult and therefore access to the full range of educational activities is limited.</p>	

		NOTED - The Report on the Progress on the Quality Improvement Plan (QIP) for the College Nurseries.	
11	Report on the progress against the Education CPIs	<p>AL provided members with an update on the Group Education Performance Indicators up to April 2020.</p> <p>A governor queried whether applications were lower given the lack of open days and college events taking place.</p> <p>AL reported that student applications across the Group were currently up. A virtual approach to marketing has been undertaken by the Group however it was acknowledged that this will need to be monitored closely. It was felt the College's should be optimistic about recruitment due to the impact of Covid-19 resulting in fewer jobs which may mean more people stay in education or look to re-train.</p> <p>AL informed members that the number of students that could potentially drop out of education is unknown which could lead to an increased number of those students categorised as NEETs (not in education, employment, or training). Strategies will be developed to monitor this, working with Kent County Council and local authorities where appropriate.</p> <p>It was noted that public transport may impact some students, particularly those travelling to Canterbury College.</p> <p>A bigger challenge potentially is the drop-out rate of students due to a new virtual delivery. AL stressed that the Group is working hard to ensure strategies are in place to mitigate the risk.</p> <p>It was acknowledged that the Group may attract a different mix of students going forward given the introduction of T-Levels.</p>	



		<p>A governor noted that the Vulnerable Student Register had increased. AL noted that whilst the student number had increased, the Register now included Ashford College and Spring Lane Campus. In addition, Canterbury College were not recording their students in pro-Monitor last year, and this issue has now been resolved.</p> <p style="text-align: center;"><b>NOTED - The report on the progress against the Education CPIs.</b></p>	
12	<p><b>Minutes of the Local Boards / Feedback</b></p>	<p>The Chair invited the Chairs of the Local College Boards to add any comments to the Minutes from their last round of board meetings.</p> <p><u>Broadstairs College</u> PT was concerned about the student drop-out number in maths and English and was following this up with the Principal of Broadstairs College. PT advised that he was reviewing the drop-out rates across all departments in the college.</p> <p><u>Canterbury College</u> JK advised that the last meeting was post lock-down. A proportion of the meeting was spent on discussing the methods for predicating grades and the safeguarding of vulnerable students at a local level, in a period when students where not attending.</p> <p><u>Dover Technical College</u> RB advised that the meeting was post lock-down and focussed on how the college was adapting to lock-down measures.</p> <p><u>Folkestone College</u> MC advised that the meeting focussed on predicted grades.</p> <p>The consistency of local college board minutes was discussed to ensure they provided the clarity and information required for this Committee.</p>	

		<p>It was noted that going forwards the interim Director of Governance will prepare a draft agenda for each LCB meeting in line with the Governing Body's Scheme of Delegation. An agenda setting meeting will be arranged between the LCB Chair, Principal and the Executive Support Officer 3-4 weeks prior to the LCB meeting date to agree the reporting papers.</p> <p>It was also noted that for future Education Committee meetings, an agenda setting meeting will be arranged between the Committee's Chair, Anne Leese, Tammy Mitchell, and the interim Director of Governance.</p> <p>It was acknowledged that the good practices that are highlighted from Local College Board meetings should be shared and discussed across the Group.</p> <p><b>NOTED - The minutes of the Local College Board meetings.</b></p>	<p>SH</p> <p>SH</p>
13	<p><b>Arrangements for Local Boards 2020/21 – Including feedback systems</b></p>	<p>The Interim Director of Governance reported that the terms of office for Local College Board (LCB) members vary, with the majority coming to an end on 31st August 2020. Given the relaunch of the LCBs it is recommended that the Education Committee gives consideration for all existing independent members (where suitable) to be re-appointed for a further 2 years from 1st September 2020.</p> <p>Governors supported the recommendation for members to be re-appointed for 2 years from 1<sup>st</sup> September 2020. SH will write to members to establish their willingness and agreement. A one-year term would be accepted, if preferred by the member.</p> <p>A governor requested that members are given developmental training for their role on the local college boards. The matter was discussed. Members agreed that the training should be facilitated locally via the Principal. It was suggested it would be good practice to bring local college board members together once a year for collective training.</p>	<p>SH</p> <p>SH</p>

		<p>It was agreed that members of the local college board should be given the option to complete the full suite of governor mandatory training, however it was noted that members are only required to complete the Keeping Children Safe in Education training.</p> <p>Approved – The re-appointment of LCB members for 2 years from 1<sup>st</sup> September, subject to their agreement, with the option of a shorter term if members wish.</p> <p>Approved: Reporting papers to address the key risk consideration in every paper that is submitted to the Education Committee and the Local College Board.</p> <p>Approved: the proposed Agenda template was agreed for the Local College Board meetings in term 1, 2020/21. SH to circulate the template agenda to the local Chair and Principal of each College to be worked up to a final version.</p>	
14	Any Other Business	None.	
15	Matters Considered Confidential	None. The Committee requested some guidance as to what is considered a confidential item, in Board minutes.	SH
16	Date and Time of Next Meeting	19 <sup>th</sup> November at 2.30pm	

There being no further business the meeting closed at 19.59pm

Signed: 

Print: John Korzeniewski

Date: 19 November 2020