

### Governing Body Minutes

<b>Meeting</b>	Education Committee	<b>Date</b>	24 November 2014
<b>Location</b>	Board Room, First Floor Inspire Building	<b>Time</b>	9.50am
<b>Membership</b>	Tim Kent (Chair), Stephanie Martin, Rupert Bristow, Hilary Askew, Patrick Finucane, Caroline Hallett, Pauline Solley (Staff Governor), Graham Razey (Principal)		
<b>In Attendance</b>	Anne Leese (Officer) Christine Ricketts (Officer) Lucy McLeod (Officer) Cathie Prest (Item 6)  Tara Ashman (Clerk)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	<b>Introduction and Apologies</b>	<p>The Chair welcomed members to the Committee and invited attendees to make an introduction to the Committee.</p> <p>Apologies were received from Sarah Kemp and Dr Andrew Gower.</p>	
2	<b>Declaration of Interests</b>	CH noted potential conflict within the curriculum development as potential competition with her existing employer, the Chair reminded the Committee of his standing declaration for his work with Pfizer.	
3	<b>Membership and Terms of Reference</b>	<p>Membership of the Committee was confirmed by the Chair and removal of 4.10 from the terms of reference was agreed by the members.</p> <p style="text-align: center;"><b>AGREED - Terms of reference 2014/2015 were agreed by the Committee</b></p>	

4	<b>Minutes of last meeting held 11 June 2014</b>	The Chair invited comment from the previous attendees regarding the content of the minutes. New Governors sought clarification on the pre-entry requirement for English and Maths being achieved before commencing the Access course and discussion followed on the moral judgement taken. It was agreed that further debate would be needed on this through the year. The minutes of the last meeting held on 11 June 2014 were approved and signed as an accurate record of the meeting.	<b>Agenda</b>
5	<b>Matters arising</b>	Student Union Constitution 2014/2015 (see item 11)	
6	<b>Post Inspection Action Plan</b>	<p>CP presented the Post Inspection Action Plan for Folkestone and Dover which has been designed to address the key priorities identified following the support and challenge meeting with Ofsted on 22<sup>nd</sup> September. Feedback from Ofsted was the original PIAP was comprehensive and designed to tackle the issues but they had advised the College to focus on 3 key areas post transfer:</p> <ol style="list-style-type: none"> <li>1. Quality of teaching, learning and assessment</li> <li>2. Improve English and maths</li> <li>3. Improve rigour of performance management</li> </ol> <p>Governors asked CP who has ownership of the report and how it is cascaded to staff through the organisation. GR clear that all staff have ownership in bringing about the required improvements but that the Campus Principals deliver the action plan and every area work towards their own Quality Improvement Plan which feeds in to the PIAP.</p> <p>Discussion was had around particular areas for improvement and the measurable targets and GR discussed the process of devolution at campus level.</p> <p>The Chair thanked CP for her report.</p> <p style="text-align: center;"><b>AGREED - The Committee agreed to monitor the actions against Post Inspection Action Plan for Folkestone and Dover</b></p> <p>[CP left the meeting 10.25am]</p>	

7	Safeguarding update & Key Issues	<p>AL presented Jayne Walker's update on Safeguarding and described the revised structure across the three campuses and noted that Kent County Council (KCC) training has been arranged for key staff.</p> <p>Points of note were:</p> <ul style="list-style-type: none"> <li>• Safeguarding policy is reviewed on an annual basis, main change for this year is enhanced e-safety</li> <li>• Changes to Ofsted Common Inspection Framework (CIF) although safeguarding will remain a priority</li> <li>• Challenge in security at Dover due to its location and gates have been installed at either end of the campus. Vigilance model of safeguarding and 95% student feedback report feeling safe on campus and this will continue to be monitored</li> <li>• Consideration to 2 higher risk areas - 14 to 16 provision and the nursery</li> </ul> <p>A Governor was concerned that disability did not feature highly enough and it was suggested it was encompassed within the word 'vulnerable'. New Governors were explained the safeguarding protocols within the College.</p> <p>SM as Safeguarding Lead advised the Committee of a complaint sent to Ofsted with regards to the nursery, most of which Ofsted dismissed. SM and HA reviewed the changes made following the complaint and were satisfied the issue with the gravel had been resolved and will continue to monitor.</p> <p>Further questions were invited.</p> <p style="text-align: center;"><b>NOTED - The Committee note the safeguarding update</b></p>	
8	Curriculum Development	<p>GR presented Andrew Gower's report on Curriculum Development. Particular items of note were:</p> <ul style="list-style-type: none"> <li>• The new College Committee of the Academic Board which is an amalgamation of a number of previous Committees.</li> <li>• Curriculum focus has changed at Folkestone and Dover significantly as it previously was in misalignment with local needs and industry.</li> <li>• International work with Hilderstone College to develop a Foundation year, feed on to a one year HNC/D programme - A Governor asked how the college faces the challenge of safeguarding international students and GR agreed this would be a priority although no existing students are on the programme. A Governor suggested it may be worthwhile to join the Council for International Student Affairs and LM will look into it.</li> </ul>	LM

		<ul style="list-style-type: none"> <li>• New internal appointment of Head of Professional Learning starts in January and a training portfolio is being delivered at Discovery Park to run from January to July 2015.</li> <li>• Online maths and English pilot - the College is facing challenge from DWP and the SFA but current figures demonstrate a 30% reduction in the initial figures putting the viability of the project in jeopardy. PS is leading on the negotiation of the intellectual property of the online platform.</li> <li>• New Director of Technology is leading on an internal audit to review the IT infrastructure and system and will be reported to audit Committee upon completion. The endeavour is to bring two IT networks into one over the Christmas period if the audit reports it would be safe to do so.</li> </ul> <p><b>NOTED - The Committee noted the report on Curriculum Development</b></p>	
9	Teaching, Learning and Assessment	<p>CR guided the Committee through the key points of her report and advised on some duplication from previous items:</p> <ul style="list-style-type: none"> <li>• The 7 key priorities for teaching and learning following the PIAP are identified as (1) to adjust the campus based curriculum structure, (2) to prioritise key resource issues affecting delivery, (3) ensure clear support and development plans are in place, (4) ensure teaching and learning standards are clear and consistently applied, (5) support the development of key senior managers, (6) to produce a prioritised PIAP, (7) ensure all students are on English and Maths programmes as appropriate</li> <li>• TEEP (Teacher Effective Enhancement Programme) training in October. 55.9% teaching graded good or better at Folkestone and Dover</li> <li>• Update on Dr Sue Soan report on Dyslexia and Dyscalculia action point was presented</li> <li>• Punctuality is good but still some areas of concern. Programme Area Managers are given attendance reports daily, there is a 17% differentiation between vocational programmes and English and maths which is a reduction from the original 30% but was still not good enough.</li> <li>• Paper presented to the academic board on the lesson observation process and the College will be moving away from formal grading of a teacher.</li> </ul> <p>Questions were invited.</p> <p>The Chair thanked CR for her report.</p> <p><b>NOTED - the Committee noted the progress in teaching, learning and assessment</b></p>	

10	Draft College SAR	<p>AL advised the full draft SAR for 2013/2014 will go straight to the Full Governing Body for the Broadstairs campus only. GR advised due to Ofsted and FE Commissioner visit the executive teams schedule had been reprioritised.</p> <p><b>NOTED - the Committee noted the SAR report will go to Full Governing Body</b></p>	
11	Student Union Constitution Update	<p>GR provided the Governors with the updated Student Union Constitution for 2014/2015 and invited comment. A Governor noted the reference to 'sex' on page 5 and felt it more appropriate to be described as 'gender'. GR noted the amendment.</p> <p><b>NOTED - The Committee noted the updated Student Union Constitution</b></p>	GR
12	College Performance Indicators	<p>GR guided the Committee through the latest set of CPI's, Education Committee will have a focus on CPI's 1 to 13. Although very early in the year for comparison GR described how the CPIs are now broken down between part one and part 2 for College based, and each individual campus based. The CPIs will be published to the Governor site every month and Governors will be advised accordingly, the summary sheets will be presented at future Committee meetings. An annual set of 20 CPIs are currently being worked on.</p> <p>Governors discussed what the CPIs for 2013/2014 told them and how this will influence the targets for 2014/2015, and GR cited the example of business partnership focus. GR was pleased to advise an agreement is due to be signed with Dover Harbour Board (Port of Dover) and DFDS Seaways for training including apprenticeships.</p> <p>Questions were invited. A Governor asked about the reduction in full time applications compared with last year, open day figures down slightly at Broadstairs, 190 compared with 230 last year although there is no correlation to open days and application.</p> <p>The Chair thanked the Principal for his report.</p> <p><b>NOTED - the Committee noted the current CPI's as presented</b></p>	

13	Risk Register Update	<p>GR presented the Risk Register and map update, identifying the considerable move to the top right hand corner. A number of external factors impact on the organisation so risks have increased. The College is looking at solutions to mitigate risks where possible.</p> <p>The College have 3 clear priorities:</p> <ul style="list-style-type: none"> <li>• Maths and English</li> <li>• Study programmes including external work experience</li> <li>• Technology and online learning</li> </ul> <p>The level of risk is high at present and is recognised in the movement map. The Committee accepted the high level of risk.</p> <p style="text-align: center;"><b>NOTED - the current Risk Register</b></p>	
14	Action Point Log 2013/2014	<p>The Clerk advised that all action points were colour coded in the RAG system for clarity across the year and this would be taken forward into 2014/15 with an end of year review. The Clerk confirmed all actions have been cleared for 2013/14.</p> <p style="text-align: center;"><b>NOTED - the Committee noted the action points for 2013/14 were cleared</b></p>	
15	Policy Reviews	<p>PS advised the Committee that the following policies had been subject to a review through the Policy Committee:</p> <ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• Complaints Policy</li> </ul> <p>SM asked to be added to the training schedule for Safeguarding and PS will feedback to Jayne Walker.</p> <p>The Student Admissions policy was presented to the Committee to recommend approval to the Full Governing Body and questions were invited.</p>	<p>PS/JW</p> <p>PS</p>

		<p>A Governor asked that the second to last paragraph on page 3 be amended to 'applicants are encouraged to declare but can declare at any stage' and to include wording around tier 4 applications (visa and permit to work). The Governors were happy to approve to Full Governing Body with these changes.</p> <p><b>NOTED - the Committee noted the Safeguarding and Complaints Policy.</b></p> <p><b>AGREED - the Committee agreed to recommend the Student Admissions Policy to the Full Governing Body following minor amendments</b></p>	
16	Annual Reports	<p>CR and AL confirmed the status of the following reports respectively:</p> <p><b>Exclusion Summary</b> - a copy of the 2013/2014 record was provided for comment and note. Governors asked about zero tolerance policy and CR identified that 35 disciplinaries at Level 3 is high but felt some were fast tracked and work has been done with managers in understanding the process better for this year.</p> <p><b>Complaints</b> - a copy of the 2013/2014 record was provided for comment and note. A Governor commented on a relatively low number of complaints but felt assured by the CPIs demonstrating this was an accurate reflection of the College.</p> <p>Safeguarding will be provided at the next meeting by the Director of Safeguarding.</p> <p><b>NOTED - the Committee noted the status of the annual reports and look forward to receiving the Safeguarding report at the next Committee</b></p>	
17	Governor Training Opportunities	<p>The Chair invited members to register for webinars across the year to feed back at the subsequent Committee and asked for interested Governors to make themselves known to the Clerk.</p>	Governors
18	Any Other Business	<p>Governors were pleased to hear of the recent Beacon Award and would like to formally congratulate the Progression team on its success.</p> <p><b>AGREED - to formally note congratulations to the Progression team on the Beacon Award success</b></p>	
19	Date of Next Meeting	Monday 9 <sup>th</sup> March 2015 in the Board Room First Floor Inspire Building at 10.00am	

There being no further business the meeting closed at 12.10pm

Signed: .....

Print: .....

Date: .....