

Governing Body Minutes

Meeting	Education Committee	Date	8 th June 2015
Location	Board Room, First Floor Inspire Building	Time	10.05am
Membership	Tim Kent (Chair), Stephanie Martin, Rupert Bristow, Patrick Finucane, Hilary Askew, Caroline Hallett, Pauline Solley (Staff Governor)		
In Attendance	Anne Leese (Officer) Christine Ricketts (Officer) Lucy McLeod (Officer) Sara Woodward (Item 5 and 6) Simon Heaton (Item 5) Tara Ashman (Clerk) Charmaine Jacobs (Vice President Student Union)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	Introduction and Apologies for Absence	<p>The Chair welcomed members to the Committee and welcomed Charmaine as the Vice President of the Student Union.</p> <p>The Chair thanked Jo Campbell for the development session on the SEND code of practice.</p> <p>Apologies were received from Graham Razey, Sarah Kemp is still a Governor and sits on Audit Committee but has been unable to join Education Committee this year as originally planned.</p> <p>The Chair advised members that the focus for the meeting, and going forward, would be on the executive summary of the papers and will treat the items as pre-read to allow for more time for discussion and questions.</p>	
2	Declaration of Interests	There are no additional interests than those previously declared.	

3	Minutes of last meeting held 9 March 2015	The minutes of the meeting held on 9 th March 2015 were approved as an accurate record of the meeting and duly signed by the Chair.	
4	Matters arising	<p>CH was pleased to come forward for the Lead Governor role for Equality and Diversity and members agreed to recommend this appointment to the Full Governing Body.</p> <p style="text-align: center;">AGREED - Governors agreed to recommend Caroline Hallett as Lead Governor for Equality and Diversity</p>	
5	14-16 East Kent College Technical School	<p>[Simon Heaton and Sara Woodward joined the meeting at 10.20am]</p> <p>The Chair welcomed SW and SH to the meeting and invited SH to provide a brief personal introduction to the Governors.</p> <p>SW provided an update on the progress within the Technical School and identified the two key challenges as:</p> <ol style="list-style-type: none"> 1. Student recruitment - current applications sit at 21 with offers being made to 18. A Governor asked what the target number is for this September and SH advised 32 and is confident to be near this target. SW identified year one as the greatest challenge as within 12 months there will student and parent testimonials and an Ofsted report to enhance the marketing strategy. 2. Staff recruitment - SW reported difficulty in recruiting to geography and English and will be re-advertising for these posts this week. Other areas have been serviced in from expertise within the wider College. <p>AL reported that works have started within the top floor of the Welcome building and noted the new entrance requires a Heritage Letter due to the proximity of the Yarrow Hotel.</p> <p>SW discussed the process undertaken in choosing the uniform for the school, a Governor asked about the black being a camouflage and SH felt that over time the majority of students would opt for the dark purple pullover.</p> <p>Further questions were invited.</p> <p>A Governor raised a concern about the students around the whole campus at lunchtime. SH noted this had been a debate at many committees he had attended and had researched what other similar provisions had</p>	

		<p>offered and felt this set the right tone and ethos of the school. The Home/School agreement has been revised to include the agreement for parents to allow students around the campus at lunch breaks.</p> <p>Governors discussed how the raising of the participation age impacted on the school and attendance levels.</p> <p>The Chair asked whether there was plans to introduce a foreign language into the curriculum, SW would be keen to include this at a later date but felt that to deliver a foreign language without any potential prior learning would have been a more challenging option from the outset but noted that should the requirement come back in for a language at KS4 this would be adopted. A Governor highlighted the number of language schools locally and suggested potential links.</p> <p>SH presented the policies and procedures for the Technical School and identified the following to be recommended for approval by the Full Governing Body - Admissions Policy, Admissions Appeal Policy, Disciplinary Policy and Safeguarding Policy (appendix)</p> <p>Governors were pleased to recommend the policies for approval by the Full Governing Body.</p> <p>NOTED - the Committee noted the Technical School update</p> <p>AGREED - the Committee agreed to recommend the policies for the Technical School for approval by the Full Governing Body</p> <p>[Simon Heaton left the meeting 10.40am]</p>	
6	<p>Early Years Advisory Board</p>	<p>AL noted the Advisory Board for the Nursery had met in May with Stephanie Martin and Hilary Askew as representatives from the Education Committee.</p> <p>Key Performance Indicators are being developed for discussion at the next meeting and AL noted that Michael Simpson is now the College's nominee for Ofsted as the Manager of the Nursery.</p> <p>A Governor asked if there was any more news on a date for Ofsted, SW explained that it used to be within the first 15 months of opening but has been advised by KCC that this could be anything up to 30 months. The board are going to look at a proposal for an independent review at the next meeting.</p>	

		<p>A Governor noted that the terms of reference were specific to the Broadstairs campus but the remit of the board should encompass the needs of the other sites, AL to amend accordingly.</p> <p>The Chair thanked SW for her hard work to date.</p> <p>[Sara Woodward left the meeting at 10.45am]</p>	AL
7	Curriculum Development	<p>CR presented her report on Curriculum Development and identified:</p> <p>Curriculum Planning - The planning process for 2015/16 has now come to an end and work is now underway in delivery and timetabling. CR reported on the courses that were not approved and the consolidation of the current offer.</p> <p>Evaluation of Professional Learning Pilot - CR reported on the summary of courses to date and noted the positive feedback received and identified new courses within the report. A Governor asked whether the attendees of the pilot have been mainly internal and CR reported a mix. AL noted it was more internal in terms of proportion at present but this is becoming more balanced over time.</p> <p>Apprenticeships - This has been a significant area for the College and CR is pleased to report recruitment is at its highest in over 5 years. The quality of provision has been improved with a lead in each curriculum area for apprenticeships.</p> <p>Higher Education - New programmes have been validated with 2 validations pending. The current model is being changed from 15 to 20 credit modules.</p> <p>Higher Education Project - CR outlined the project objectives within the report with the aim to promote development of enhanced scholarly activity in College Higher Education for the benefit of students.</p> <p>The Chair thanked CR for her report.</p> <p>NOTED - The Committee noted the report on Curriculum Development</p>	

8	Teaching, Learning and Assessment	<p>CR presented an update on the following areas within Teaching, Learning and Assessment:</p> <p>Senior Teaching and Learning Facilitators - CR outlined the changes to the STLF posts and commented on the work of the roles to date. 18 Learning Coaches will lead on improvements across the curriculum areas and Senior Innovator posts will be introduced.</p> <p>Student Experience Review - CR noted the review undertaken at the Dover campus in March and the recommendations taken forward as a result.</p> <p>English and mathematics - This has been a key focus for this year and will remain as such into 2015/16. Work is being undertaken with managers with regards to the minimum expectations for use of the VLE. A Governor asked if managers had taken to this easily and CR reported it has been dependent on how it is used within the curriculum delivery. English was cited as an example with students engaging well.</p> <p>The Chair would like to formally recognise the Ofsted letter and the excellent progress to date.</p> <p>NOTED - the Committee noted the progress in teaching, learning and assessment</p>	
9	Use of Pro-Monitor	<p>LM updated the Committee on the use of ProMonitor since its introduction 7 months ago. The feedback from staff overall has been positive, LM highlighted that Motor Vehicle have a separate system that is required by the awarding body so use of ProMonitor would be duplication. Folkestone campus has 100% compliance and LM identified some areas of inconsistency.</p> <p>ProPortal has been more challenging with the access to computers being a hindrance. There is a staff usage report now available by programme area and a ProPortal usage report which will help identify priority areas for next year. The College is currently capturing intended destinations for next year. The parent portal is nearly ready and LM is looking to trial this with a small cohort of students this year before launching next year. LM is mindful following previous discussions regarding parental access and what can be viewed and this will be incorporated into the training programme for staff for next year.</p> <p>The Chair thanked LM and the team for their work in the development of this.</p> <p>NOTED - the Committee noted the update on the use of Pro Monitor</p>	

10	College Performance Indicators	<p>CR reminded the Committee that its focus is on CPI's 1 to 13 with three key points to note:</p> <ul style="list-style-type: none"> • Attendance of young people (CM11) at College level is at 83.9% which is an improvement from 82% at this point last year. • Apprenticeship levels are much improved at 125 from 79 last year (CM7). • The number of students progressing to Higher Education is on an upward trend with very healthy applications for the HNC courses in some areas (CM4). <p>Questions were invited.</p> <p>A Governor asked about CM3 - apprenticeship success rates and AL noted that the forecast for the completed year is better and likely to match the results from last year.</p> <p>A Governor asked about CM24 - ICT network performance and AL noted that this had been considered by both Business and Audit Committee as part of the IT strategy. New appointments have been made and start next month and the migration of two networks will happen over the summer period.</p> <p style="text-align: center;">NOTED - the Committee noted the CPI's (May 2015 version)</p>	
11	Post Inspection Action Plan Update	<p>AL noted the areas for improvement and the actions undertaken to date. The impact of the facilities has been fantastic for the students and CJ reported that the students have felt very involved with the student centre, particularly at Folkestone.</p> <p>A lot of work has been done in regards to performance management at Middle leader level and 4 areas have been placed in rapid improvement. Appointments have been made within these areas with great potential and an enhanced focus.</p> <p>AL noted that this will now form part of the College Self Assessment Report rather than a standalone document and thanked CR and the three campus Principals for the exceptional progress made to date.</p> <p>The Chair proposed the committee recommend thanks to CR and the Campus Principals to the Full Governing Body, members agreed.</p>	

		<p>NOTED - The Committee noted the Post Inspection Action Plan update for Folkestone and Dover</p> <p>AGREED - Governors agreed to recommend thanks to CR and the Campus Principals to the Full Governing Body</p>	
12	Student Equal Opportunities Report	<p>LM presented the report for information and invited comment.</p> <p>AL asked whether the data mirrored the local demographic and LM would feed this back for the next report. Discussion was had whether the curriculum offer was gender biased or whether the figures represented the local population so this would be a key consideration for discussion next year.</p> <p>The members agreed to review the data at the spring meeting if the report is ready for publication.</p> <p>NOTED - Governors noted the Student Equality and Diversity Report for 2013-2014</p>	
13	Safeguarding Update	<p>LM advised the Committee that she is now the Senior Safeguarding Designated Officer and presented the safeguarding report for approval and detailed the amendments. Governors commented on the use of tracked changes to make it very clear to view what had been updated. Items of note were:</p> <ul style="list-style-type: none"> • The policy now includes reference and guidance to the Prevent duty and staff undertook awareness training on 22nd May. • Programme Managers have been tasked with ensuring all team members undertake the training and certification is being recorded by HR. • The prevent risk assessment and action plan is now a standing agenda item for the internal safeguarding committee. • 19+ students will no longer be able to access level one progression curriculum to minimise the risk to 14-16 students. • Head of Campus Operations and Head of the Nursery and Technical School have all undertaken safeguarding training and have responsibility for safeguarding within their area. 	

		<p>SM asked for access for to CIS for safeguarding for information to understand what can be viewed be College staff for training purposes. LM to arrange.</p> <p>RB noted he had some contacts in respect to chaplaincy and the prevent strategy and would speak to LM outside of the meeting.</p> <p>A Governor asked if perhaps within prevent and extremism there is an element of whistleblowing and LM was confident that within the training staff and students would be comfortable to raise any concerns at an early stage.</p> <p>Governors discussed the use of the word ‘radicalisation’ and the balance between encouraging healthy debate and opinions and the word used in the extreme context.</p> <p>LM advised that the appendix for the technical school had been included in the papers and that a similar appendix for the Nursery would also need to be agreed at the Full Governing Body. Governors were happy to recommend approval of the updated safeguarding policy and the appendix for the technical school and will consider the nursery appendix at the Full Governing Body.</p> <p style="text-align: center;">AGREED - The Committee noted the safeguarding policy and appendices and will recommend for approval to the Full Governing Body</p>	LM
14	Student Union Constitution	<p>LM advised the members of the proposed changes to the Student Union Constitution and sought recommendation for approval to the Full Governing Body.</p> <p>A Governor asked about the change to gender on page 5 and the Chair had a couple of amendments for consistency.</p> <p>A Governor asked if the three Vice Presidents are campus bound roles whether a student from one campus could elect the Vice President at another campus. LM noted that it was a physical vote with a ballot box at the specific campus but agreed this was something to consider if the vote goes online in the future.</p> <p>Subject to the amendments being made Governors were moved to approve the constitution to the Full Governing Body.</p>	

		AGREED - Governors agreed to recommend the Student Union Constitution to the Full Governing Body	
15	Risk Management Report	<p>AL presented the risk register and noted the increase in risk 3 - failure to comply with funding body audit requirements. AL advised the Committee of the recent ILR review as part of the Internal Audit programme and this is a key focus for the Audit Committee.</p> <p>A Governor noted the movement map was missing from the papers and the Clerk advised of the location on CIS and will email out to Governors.</p> <p>NOTED - the current Risk Register</p>	
16	Governor Link Scheme Feedback	<p>LM advised that RB had been the only Governor to participate in the link scheme this term and invited RB to comment on the experience.</p> <p>RB visited each campus to look at support services and met with the Head of Campus Operations and various team members on each site. RB was very pleased to view the team approach at each campus with all staff working collaboratively together, RB noted a real buzz at each campus. The structures are slightly different at each campus but LM noted this can be different dependent on the need of the campus but the overall student experience should be consistent across the College.</p>	
17	Any Other Business	There was no other business at this meeting.	
18	Matters considered confidential	There were no matters considered confidential at this meeting.	
19	Date of Next Meeting	To be agreed at the next Full Governing Body meeting.	

There being no further business the meeting closed at 12.20pm

Signed:

Print:

Date: