

Education Committee Minutes

Meeting	Education Committee	Date	15 June 2023
Location	Broadstairs Executive Boardroom	Time	2.30pm
Membership	John Korzeniewski (JK, Chair), <i>Graham Razey (Chief Executive Officer, CEO)</i> , Ella Brocklebank (EB), Jason Howard (JH), <i>Natalie Garner (NG)</i> , Peter Troke (PT), Joseph Rowstone (JR), Helen Hammond (HH), Tim Kent (TK)		
In Attendance	Lucy McLeod (LM) (Deputy CEO) Neala Whybrow (NW) (Executive Director of Education) Nick Holbrook-Sutcliffe (NH-S) (Executive Director of Curriculum and Standards) Emma Wilkinson (EW) (Deputy Principal of Canterbury College, Director of EKC Sixth Form) Sharon Hollingsworth (SH) (Group Director of Governance) Georgia Shelton (GS) (Minute Clerk)		

(Italics denotes absence)

	ITEM	COMMENTS	ACTION
1	Welcome and apologies for absence	The Chair welcomed members to the meeting. Apologies were received for Graham Razey and Natalie Garner.	
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 2023	The minutes of the Education Committee meeting held on the 2 nd March 2023 were reviewed and approved as an accurate record and duly signed by the Chair.	
4	Matters Arising not covered by this agenda:	Following from an action of the last Education Committee, Peter Troke reminded governors that Neala Whybrow will be at the next Broadstairs College Local Board to offer her perspective and give advice on Pathway Reviews. This will be taking place at 1pm on the 28 th June for all committee governors to be able to attend.	

5	Ofsted and Learning Points	<p>The chair congratulated and thanked the Group for their efforts in the Ofsted Inspection.</p> <p>LM summarised areas for development, and actions taken to improve these, following the Ofsted Inspection:</p> <ul style="list-style-type: none"> - Clearer processes in place for the safeguarding of apprentices. Safeguarding Procedure to be updated to explicitly detail procedures and reporting responsibility. <p>It was suggested that a paper on apprenticeships could be beneficial to the Education Committee, and that this should be considered for the next meeting.</p> <p>AGREED: A paper on apprenticeships to be contributed at the next Education Committee meeting.</p> <ul style="list-style-type: none"> - Training for staff around gender identity. To support the International Day Against Homophobia, Transphobia and Biphobia, professional development to help support the students from the LGBTQ+ community has been created. Training was also devised following student feedback that staff are not keeping up with language used in the rapidly changing society. <p>A governor questioned whether the gender identity training could be extended to students, parents or external organisations.</p> <p>NOTED: NW to lead on expanding gender identity training to the local college communities.</p> <ul style="list-style-type: none"> - Understanding of local safeguarding risks by students. This will be added to next year's Safeguarding and Prevent tutorials. - Lecturers to be trained on supporting learners with learning difficulties and disabilities. Inclusive practises are always embedded into all training delivered by the Education Improvement Team. Two sessions have been added: Inclusion- supporting 	<p>RW</p> <p>NW</p>
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		<p>vulnerable learners and Inspiring Inclusion- new resources for learning difficulty week. Next year's programme will include further sessions.</p> <ul style="list-style-type: none"> - Vocabulary development of PMLD learners. Next year's PMLD delivery will be informed by a review of the curriculum and its practises, currently taking place. - Pace of lessons and checking of learning through effective questioning. This will be a focus in pathway reviews. <p>It was questioned how explicitly the pace of lessons is mentioned within the SAR and QIP, and whether it was a surprise that this was a needed improvement. LM suggested that given the number of lessons and courses, it would be expected in some classes, but that the best way to pick it up is to continue with pathway reviews.</p> <ul style="list-style-type: none"> - The correction of spelling and grammar in marked work. This will be a focus in pathway reviews. 	
6	<p>Progress against the QIP 2022-2023 Further Education Terms 4-5 update</p>	<p>NH-S summarised the 2022-23 QIP for term 4 and 5, emphasising the following:</p> <ul style="list-style-type: none"> - Retention is at 89% with 1 year level 2s showing the lowest retention and level 3 having the highest. - 2 Year level 2s have 86% retention at time of meeting, with improved predicted achievement as compared to 'legacy' Level 1 provision. - Maths and English are broadly on track.. It is unlikely that a 15%point increase will be met; closer to 8-11% is expected. Governors noted the increase in relation to the starting points of the cohort recruited into the Group. This will not be on the QIP for next year but will continue to be a key priority. <p>It was questioned how many students sit Maths and English exams overall and what percentage are resits. 10% is the aim for resits, but this is a target that has not been met. It was suggested that there were approximately 600 learners taking English and 700 maths at Canterbury in 21-22, with between 50 and 100 learners resitting. Students resit exams if within a certain mark,.</p>	

		<p>AGREED: An overview to be given at the next committee meeting with the number of candidates and resits in the last academic year to give an idea of success rates.</p> <p>It was suggested that we perform well for GCSEs as a Group, and that while numbers do not seem significant, it is important to be aware of the context.</p> <p>Governors questioned whether the Group should be doing anything differently. NW suggested that the application of the Association of College's (AoC) 5R approach could be beneficial. In addition to this, the Group has signed up to pilot change approach around Maths to focus on teaching skills of Maths rather than multi-skills questions.</p> <p style="text-align: center;">NOTED: Progress against the QIP 2022-2023 Further Education Terms 4-5 update</p>	NH-S
7	Standards of teaching, learning and assessment update including CPIs	<p>NH-S summarised the updates on TLA standards and Education CPIs:</p> <ul style="list-style-type: none"> - The new Group Leadership structure allows greater focus on education and student experience, with fortnightly discussions on standards of TLA and emergent themes taking place. - Standards of TLA are improving with programmes graded good or outstanding increasing from 86% to 89% through February to June. - Resources are focussed on increasing Ashford's grading profile, which is slightly behind others with 86%. This has seen positive momentum on the business unit, with a change in culture taking place. - Attendance continues to be a cause for concern at 82.1%, but we remain ambitious for our learners with interventions and activities taking place to improve this.. - Retention of young people is below target across the group, and slightly below the same point last year within Ashford, Broadstairs, and Sheppey Colleges. Principals are supported and challenged in performance reviews to ensure action is taking place to improve this. <p style="text-align: center;">NOTED: Standards of teaching, learning and assessment update including CPIs</p>	

8	<p>Nurseries QIP 2022 – 2023 Progress Review</p>	<p>LM summarised the current position of the EKC Nurseries:</p> <p>Financial Situation:</p> <ul style="list-style-type: none"> - Broadstairs and Canterbury are predicted to deliver above budget for the year, with 12% and 23% contributions. - These nurseries have had staffing challenges, putting pressure on ratios. A 10% contribution in future will ensure appropriate staffing. - Folkestone has made significant progress since the beginning of the year. Staff long-term sickness has been a challenge, so additional capacity has been required to cover absence, resulting in a deficit budget. - Nurseries are predicted to make a 12.5% contribution (£130K). - If operating at optimum levels, with appropriate levels of staffing, a 10% combined contribution (£100K) is expected. <p>Education Position:</p> <ul style="list-style-type: none"> - This has improved over the year, with staffing becoming more stable, and strong support from the Director of Operations creating greater focus on educational improvement. - Progress on key priorities has been positive. - Safeguarding audits took place with Canterbury being 100% compliant with strong practises. There were few areas to address within the other nurseries, but these have been addressed and are now fully compliant. <p>Operational and Business Support:</p> <ul style="list-style-type: none"> - Schedules and rotas are now aligned across nurseries to allow for sharing of best practise. - The EKC Schools Trust CEO and Director of Operations have been visiting Early Years Departments to give talks around the strengths of working for EKC Group. - Group Leadership Board have agreed on fees for the next year, with the Kent County Council sharing the increased funding rates for 2023/24. - Promoting and marketing of the nurseries has developed significantly creating greater interest from perspective parents. 	
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		<ul style="list-style-type: none"> - Debt management has improved due to the new finance system which prevents parents from having more than a month's fees to pay. <p>It was questioned why Broadstairs' contribution is smaller compared to Canterbury. It was suggested that this is due to its expansion and the additional costs that entails and that is not at full capacity at the start of the year.</p> <p>Governors expressed how positive it is to see work being done around speaking to Early Years departments; it is important that students are aware of EKC Group opportunities in all pathways.</p> <p>The chair of Sheppey College explained that Sheppey will be working with nurseries more to allow students to get real life experiences.</p> <p style="text-align: center;">NOTED: Nurseries QIP 2022 – 2023 Progress Review</p>	
9	<p>Policy Report:</p> <p>Student Admissions Policy</p> <p>HE Admissions Policy</p>	<p>NW summarised the changes to the admissions policies.</p> <p>Student Admissions Policy:</p> <ul style="list-style-type: none"> - A change to the adult salary threshold. - Section 2.8, paragraph 4- CAS cannot be issued due to the lack of UKVI Sponsorship. Applying to become a CAS sponsor in November for 2024-25 admissions. <p>A governor questioned how we decided on the adult employability £20,000 threshold. NW explained that this is a set threshold from link to funding.</p> <p>A governor drew attention to a typo on the final page saying, 'page 8 of 7'.</p> <p style="text-align: center;">NOTED: NW to remove the typo on the final page.</p> <p>HE Admissions Policy</p>	NW

	<p>Junior College Admissions Policy</p>	<ul style="list-style-type: none"> - Updates to take account of changes in HE Benchmark provider and updates to the OIA Framework. - Changes to the offers that the institution can legally make to students. - Changes reference from Work Higher to EKC Training Company. - Change to mandatory interviews. - Added in a paragraph about deferrals. <p>Junior College Admissions Policy</p> <ul style="list-style-type: none"> - School admissions guidance has been removed as it is not necessary. <p>Referring to item 7, a governor questioned whether students are refused based on previous exclusions. It was explained that all students are given an opportunity, and that this is used as a red flag to further risk assess.</p> <p style="text-align: center;">APPROVED: All policies presented were approved by the committee.</p>	
10	<p>Minutes of the Local College Boards</p>	<p>The Local Board Chairs referred the following points to the committee:</p> <p>Ashford College:</p> <ul style="list-style-type: none"> - It was suggested that there are local recruitment issues. The board agreed that this is a Group wide problem. - It was questioned whether religious provisions could be accessible within colleges. It was explained that this would need to be inclusive of all religions across the Group. <p>Broadstairs College:</p> <ul style="list-style-type: none"> - The board have had guest speakers come in to talk about their departments-this has been beneficial to the board. - There needs to be an increase in attainment within the college. - NW will be joining the board at the next meeting to discuss pathway reviews. <p>Canterbury College:</p> <ul style="list-style-type: none"> - The need to improve attendance was emphasised. - Pathway reviews were seen as positive, and members were encouraged to attend. 	

		<ul style="list-style-type: none"> - Issues within recruitment were reiterated. <p>LM suggested that attendance can be reported on to track patterns. It was explained that attendance starts to drop in week 3 generally; it is important that actions are put into place before this stage. Staff need to be setting clear expectations from the outset.</p> <p>Dover Technical College:</p> <ul style="list-style-type: none"> - Engineering and immersive classroom refurbishments have had a positive impact on the college. - It was suggested that the Dover Technical Board agenda format has changed to include a department tour during the principal update. The most recent was to an immersive classroom. <p>Folkestone College:</p> <ul style="list-style-type: none"> - There has been a lack of student representatives attending meetings so the college will begin recruitment for next academic year. This could potentially be an adult learner. - It was explained that the board are struggling with independent member numbers due to recent resignations. It was questioned whether independent members could attend remotely due to relocation. This is dependent on their level of involvement. - A recent careers fair was positive despite low attendance. The Student Awards were positive. <p>Sheppey College:</p> <ul style="list-style-type: none"> - Lots is being done in terms of reacting to poor attendance, but there needs to be more focus on methods of improving it e.g., incentives. - It was positive for board members to meet Dan Lewsey, the current interim principal of Sheppey. - Employer engagement is not as strong due to geographical location. The optional meeting agenda has been cleared to discuss this and put names and businesses forward. It was suggested that Broadstairs share practises, as they set and exceeded a high target for employer engagement. 	
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		<p>NOTED: It would be beneficial for local chairs to meet regularly to discuss best practise.</p>	
11	Governance Improvement Plan	<p>SH reminded governors of the survey that took place in November last year, as well as the diagnostic self-assessment that was completed in October. Following this, Search and Governance have decided on areas of concern which have now been allocated to Committees which governors discussed.</p> <p>It was suggested that SH and JK review areas of this committee and look at what we could improve.</p> <p>Regarding item 3.7 it was specified that the Group use mechanisms to survey students, but that the Group no longer use surveys as students felt they were overdone.</p> <p>AGREED: The Governance Improvement Plan to be used, with details to be worked through.</p> <p>The chair proposed a brief pause at 16:30 while EW prepared to present her paper.</p>	SH/JK
12	Update on Sixth Form College	<p>EW joined the meeting and the committee continued at 16:35.</p> <p>EW summarised the positives and improvement points following the first year of Sixth Form College.</p> <p>Positives:</p> <ul style="list-style-type: none"> - Recruitment has gone well with a pleasing level of diversity, giving students exposure to different cultures that are representative of East Kent. - TLA: have had several new staff so work on innovator support, coaching, mentoring strategies has been taking place. Some staff that previously required improvement have improved quickly. <p>Areas for improvement:</p>	

		<ul style="list-style-type: none"> - Recruitment of staff has been challenging. Retention of staff has been okay, but it is important to continue to improve this further. - There have been staffing issues within psychology with one staff member's absence, and consequently leaving. The applicant pool for this vacancy has been weak but someone in the first round has reapplied and performed better, so the sixth form are looking at working with this person. <p>Surprise was expressed at the diversity of student location, with 60% coming from outside of Canterbury. It was suggested that this is expected due to how good the transport links are from Folkestone and Dover and the breadth of curriculum choice on offer.</p> <p>Emphasis was put on the inequality in gender within the sixth form. The Group focusses on diversity of images within the college campaigns but certain subjects seem to attract more of one gender, for example, male students are more likely to go into technical, vocational, and apprenticeships. A diverse cohort is ideal, but the lack of it has not affected student experience.</p> <p>A governor asked whether the data on inequality includes non-binary students. It was noted that the Group do not capture this data due to restrictions in the reporting fields set by government..</p> <p>It was questioned whether learner results are expected to rise after the first year. EW explained that in a selective system, which influences those students that come to us, it is certainly important to ensure positive outcomes but essential that we market destinations rather than grades.</p> <p>A governor emphasised how different sixth form is in secondary schools compared to college and was interested in the extent to which the cohorts across Canterbury mixed. It was explained that the students need settling in periods to get comfortable with college, but that there are student ambassadors and students are encouraged to participate with cross-college events and they share specialist resources..</p>	
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		It was questioned whether the rest of the college could learn from the sixth form. EW suggested that the colleges and sixth forms can learn from each other due to the great strengths that enrich both areas. NOTED: Update on Sixth Form College	
13	Any Other Business	The committee noted how this meeting would be the last to include Joseph Rowstone. He was wished the best of luck in the future and was thanked for all his contributions during his time with the committee.	
14	Matters Considered Confidential	There were no matters considered confidential.	
15	Date and Time of Next Meeting	Thursday 16 November 2023	

There being no further business, the meeting closed at 17:05

Signed: 

Print: John Korzeniewski

Date: 16 November 2023

