

## Education Committee Minutes

Meeting	Education Committee	Date	13 June 2024
Location	Executive Boardroom, Broadstairs College	Time	2.30pm
Membership	John Korzeniewski (JK, Chair), Graham Razey (Chief Executive Officer, CEO), Ella Brocklebank (EB), Jason Howard (JH), <i>Natalie Garner (NG)</i> , Peter Troke (PT), Luca Fasulo (LF), Helen Hammond (HH), <i>Tammy Mitchell (TM)</i>		
In Attendance	Lucy McLeod (LM) (Deputy CEO) Neala Whybrow (NW) (Principal of Folkestone College) Nick Holbrook-Sutcliffe (NH-S) (Chief Education Officer) Victoria Copp-Crawley (VCC) (Executive Principal) Sharon Hollingsworth (SH) (Group Director of Governance) Georgia Shelton (GS) (Governance Officer) Gail Clarke (GC) (Observer) Sam Lawrence-Rose (SL-R) (Observer)		

*(Italics denotes absence)*

	ITEM	COMMENTS	ACTION
1	Welcome and apologies for absence	The Chair welcomed members to the meeting.  Apologies were received for Natalie Garner and Tammy Mitchell.  Gail Clarke and Sam Lawrence-Rose were introduced as observers and attended via Teams.	
2	Declarations of Interest	There were no additional declarations to the meeting other than those declared as standing.	
3	Minutes of the meeting held 29 February 2024 including any	The minutes of the Education Committee meeting held on the 29 February 2024 were reviewed and approved as an accurate record and duly signed by the Chair.	

	confidential minutes		
4	Matters Arising not covered by this agenda:	<p>The Chair s asked for an update - on the Group's Lockdown Procedure.</p> <p>The Chief Student Officer explained that work is taking place to develop a communication approach to alert the need of invacuation. Progress has been made and this will be updated and shared with members following Group Leadership Board approval.</p>	
5	Alternative Provision Plan	<p>The Principal of Folkestone College (formerly Chief Student Officer) summarised the Alternative Provision Plan and asked for comment.</p> <p>It was explained that Priority 7 of the 2023/24 Strategic Priorities focusses on reengaging young people in East Kent to avoid them becoming young people, not in education, training and employment (NEET).</p> <p>In order to fulfil this priority, the Alternative Provision pilot targets students enrolled onto study programmes in September who have high anxiety, Social, Emotional, and Mental Health needs, or behavioural issues and are unable to positively engage, aiming to re-engage students into full time education within a year.</p> <p>Great progress has been made since Gemma Steven's appointment into the role of Group Head of Alternative Provision, creating a better understanding of where the highest need is and where the first provision should be.</p> <p>Governors queried what local board would monitor this provision. It was agreed that whilst this does require governor oversight, as this provision is being piloted currently it will be monitored through the Group Head's performance reviews, as well as when monitoring strategic priorities.</p> <p>The terminology of 'target numbers' suggests that the Group are aiming for a number of students to be within this provision; this was queried by governors. It was explained that the Chief Student Officer and Group Head of Alternative Provision analysed 3 years of student withdrawals to ensure that the correct protocols are used within withdrawal panels. This will ensure that students remain in full time education when adapted teaching would be more beneficial to them than the provision.</p>	

		<p>AGREED: Terminology to be changed from 'target number of learners' to 'places available'.</p> <p>AGREED: A paper to be presented to the Education Committee in February showing progress made within the Alternative Provision. Gemma Stevens to present.</p> <p>NOTED: Alternative Provision Plan.</p>	<p>NW</p> <p>CS/SH</p>
6	QIP 2023-24 Further Education Terms 4-5 Update including progress made within exam-based examinations and plans to support learners with declared needs.	<p>The Chief Education Officer summarised the changes made within the QIP and the following was noted:</p> <p>Retention of young people is below target but in-line with retention pre-COVID.</p> <p>Governors questioned whether target setting around attendance and retention should be paused. It was suggested that the Group trial the removal of attendance targets to see what impact this has, allowing for better focus on where improvements can be made, and giving governors the opportunity to challenge leaders in regard to where dips in attendance and retention are.</p> <p>It was suggested that attendance and retention is broken down at local level currently, and that this should continue to take place to ensure an understanding of what impacts each college. It would be beneficial for Local Board Chairs to come together to discuss trends and themes in attendance, and what is taking place at learner level.</p> <p>AGREED: Target setting to be paused for attendance.</p> <p>NOTED: QIP 2023-24 Further Education Terms 4-5 Update including progress made within exam-based examinations and plans to support learners with declared needs.</p>	
7	Standards of TLA Update & Education CPI's	<p>The Chief Education Officer updated governors on the standards of Teaching, Learning and Assessment and the CPIs as well as the suggested changes to CPIs.</p> <p>It was requested that governors agree the following phases:</p> <ol style="list-style-type: none"> <li>1. Develop and agree the mechanism for the new CPIs.</li> </ol>	

		<ol style="list-style-type: none"> <li>2. Local College Boards establish targets for 2024-25 which is then presented to Education Committee and Full Governing Body for approval.</li> <li>3. CPIs are mapped back for comparison over the years.</li> <li>4. It is considered where Education CPIs are monitored and owned.</li> </ol> <p>Governors suggested that if Local Boards are to establish CPI targets, it would be beneficial to see how all colleges perform against these. It was suggested that while this information is available to the Chairs of Local Boards, it is important not to create competition around these targets as each college has a different context.</p> <p style="text-align: center;"><b>APPROVED: The recommended changes to the CPIs.</b></p> <p style="text-align: center;"><b>NOTED: The Standards of TLA Update and Education CPI's.</b></p>	NH-S
8	Monitoring of the Prevent Action Plan	<p>The Principal of Folkestone College (formerly Chief Student Officer) summarised the changes made to the Prevent Action Plan and summarised the following:</p> <p>All areas of the Prevent Action Plan are compliant, with the invacuation/lockdown procedure falling into the 'basic' category. Currently work is being done with the Group Director of Digital to develop a method of internal communication.</p> <p>Progress has been made in creating better connections with prevent teams, allowing tutorials to be shared amongst Safeguarding Leads. There have been 7 PREVENT referrals in the last 2 years, none of which have gone to panel.</p> <p>Governors questioned whether there is any reason for a higher number of referrals to be in Folkestone. It was suggested that there is little reasoning for this. When suggested that Folkestone College may be better at identifying cases, governors were reassured that there is confidence in all colleges for this.</p> <p>Safeguarding themes were questioned, and it was suggested that yearly data shows Far Right and Islamic themes, which is a national trend.</p> <p style="text-align: center;"><b>NOTED: Monitoring of the Prevent Action Plan.</b></p>	



9	Nurseries QIP 2023-24 Progress Review	<p>The Deputy Chief Executive Officer gave an update on nurseries, and the following was highlighted:</p> <p>The continued partnership with the Trust has been beneficial, with the involvement in pathway reviews having a positive impact for both schools and nurseries.</p> <p>A Safeguarding and PREVENT review took place recently, with strong practise across all three nurseries. Areas for improvement around PREVENT risks in the local community have been picked up and will be actioned imminently. It was suggested that details of the Prevent Local Plan be shared with Nursery Managers.</p> <p>All three nurseries are currently fully staffed for the first time in 5 years. While recruitment and retention continue to be an issue within nurseries, significant progress has been made in this area.</p> <p>Financially, the nurseries are doing well, with all three performing above their contribution level.</p> <p><b>NOTED: Nurseries QIP 2023-24 Progress Review</b></p>	
10	Policy Report: • Student Admissions Policy • Junior College Admissions Policy and Appeals Procedure	<p>The Principal of Folkestone College (formerly Chief Student Officer) gave the Policy Report and updated members on the changes made.</p> <p>Student Admission Policy:</p> <ul style="list-style-type: none"> <li>- Minor amendments were made to change role titles.</li> <li>- More major amendments were made due to the change from interviews to applicant days.</li> </ul> <p>It was suggested that the roles need to be amended to reflect Neala Whybrow's change of role from Chief Student Officer to Folkestone College Principal.</p> <p><b>APPROVED: Student Admissions Policy subject to the above changes.</b></p> <p>Junior College Admissions Policy and Appeals Procedure:</p> <ul style="list-style-type: none"> <li>- Minor amendments have been made to reflect role changes.</li> <li>- Major amendments have been made following parent complaint in order to review and refine the content.</li> </ul>	NW

		<p>It was suggested that context needs to be given within this policy to clarify what 'independent educationalist' are as some parents may not understand the separation between the Group and Schools Trust. In addition to this, it was suggested that roles be amended to reflect Neala Whybrow's change in title.</p> <p><b>APPROVED: Junior College Admissions Policy and Appeals Procedure subject to the recommended changes.</b></p> <p><b>NOTED: Policy Report</b></p>	NW
11	Junior College Update	<p>The Principal of Folkestone College (formerly Chief Student Officer) gave the Junior College Update and the following was highlighted:</p> <p>There has been growth in students travelling to attend the Junior College, showing the passion for the subjects being offered.</p> <p>There has been a high number of applications for this year, with 6 appeals for Canterbury, 2 for Folkestone and 1 for Broadstairs; many of these applications are from parents whose children struggle in mainstream due to anxiety and mental health issues.</p> <p>Leads have been spoken to about the appeals process and feel confident and comfortable in how to tackle appeals.</p> <p>Governors expressed concern over the high numbers of applicants not being accepted into the Junior College due to the limited capacity, and as asked if we were failing students. It was explained that while there is a capacity for student enrolments, students were not turned away because of this, but rather because they did not meet the criteria. It was agreed that the word 'applicant' be replaced.</p> <p>The number of accepted applicants with EHCPs was queried. It was explained that there is a lower number than usual due to better communication with KCC, and that there are 2 expected at Canterbury, and currently none at Folkestone or Broadstairs.</p>	

		<p>It was questioned how local Grammar Schools are responding to Junior Colleges. It was explained that there has been mixed responses, with some engagement through pathways for all, some choosing to turn a blind eye, and some warning students against it.</p> <p>Governors questioned why each college does not have its own Junior College. It was suggested that while this is an aspiration, facilities and requirements do not make this easily achievable. This will continue to be a goal but is a more challenging task for sites such as Ashford.</p> <p><b>NOTED: Junior College Update.</b></p>	
12	Feedback/Minutes of College/ EKC Training Local Boards	<p>The Local Board chairs summarised their previous meetings and the following was noted:</p> <p><u>ASHFORD</u> As the Chair of Ashford College Local Board was not present, the Chair summarised the comments made. There was a focus on issues around T-Level exams and assessments, but it was agreed that the QIP challenges this perspective.</p> <p><u>BROADSTAIRS</u> The Chair of the Broadstairs College Local Board expressed the boards concern over Junior College students being turned away due to the capacity. It was suggested that following the item on Junior College, the Chair is reassured that all eligible students will be given placement.</p> <p>Broadstairs Local Board also expressed concern over staff requiring foodbank donations. The CEO reassured governors that staff salaries continue to increase and that while challenges are high, the Group continues to do what it can to help staff. Governors were also made aware that the food donations were for students, and that any leftovers were for staff to take home; this does not necessarily mean that the staff were in need.</p> <p><u>CANTERBURY</u> The Canterbury Local Board Chair made governors aware that there have been issues around attendance at local boards and suggested that it would be useful to discuss this amongst Local Board Chairs.</p>	

		<p>It was suggested that student behaviour has been poor as of recent, however staff training has been put in place with the intention of improving this. This has been beneficial so far.</p> <p>The importance of Higer Education development was noted, and it was suggested that this is being driven through strategic priorities.</p> <p>The Chair noted discussion in the previous meeting around the staff enjoyment of teaching T-Levels. It was suggested that Vernon Kearl, Head of Early Years, Health &amp; Social Care, and his role modelling of the curriculum and sharing of practise, had been impactful.</p> <p><u>DOVER</u></p> <p>In the absence of the Dover Local College Board's Chair, the Chair of Education Committee summarised the comments made within the minutes.</p> <p>It was suggested that there is concern over the level of marketing for Dover College. The CEO suggested that the Group spend around 45% of what other colleges do on marketing and choose to spend more on teaching and learning. All the college have a great reputation, especially following Ofsted Outstanding, and so marketing currently is not a main concern.</p> <p><u>FOLKESTONE</u></p> <p>The Folkestone College Local Board Chair noted their excitement over the change of Principal and are welcomed Neala Whybrow to their board. It was suggested that in addition to this change, they are looking for new members in the education sector, as well as another student representative.</p> <p>It was also noted how beneficial the T-Levels have been to staff and students. It is clear to see the growth students are making, and how onboard Industry Liaison Officers are.</p> <p><u>SHEPPEY</u></p> <p>The Chair of Sheppey Local Board explained that through monitoring visits, it has been found that student retention is a struggle across the college. It would be beneficial for staff training to reflect this area of need.</p> <p>Local board governors have suggested that work should be done on ensuring students are placement ready to improve attendance on communication with line managers.</p>	
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13	Any Other Business	<p>The Chair thanked Neala Whybrow for her time on the board in her role as Chief Student Officer, and for her contributions. Governors wished her the best of luck for her new role as Folkestone Principal.</p> <p>Luca Fasulo was also thanked for his time as student governor and for his contributions to the Education Committee.</p>	
14	Matters Considered Confidential	There are no matters considered confidential.	
15	Date and Time of Next Meeting	The next meeting will take place on Thursday 14th November 2024, 2.30pm.	

There being no further business, the meeting closed at 16:29pm.

Signed: 

Print: John Korzeniewski

Date: 14 November 2024

