



## Minutes of the Standards Committee held on Tuesday 28<sup>th</sup> January 2020 at 4.30pm

Members Present: Katharine Clough  
Aldrich Gonsalves  
Alison Hodge  
Suhail Rana  
Neil Thomas  
David Whatton

In attendance: Adam Betts (Head of Data & Performance) (Item 7 only)  
Andy Comyn (Chief Operating Officer)  
Gill Darwood (Senior Officer Corporate Governance)  
Diana Martin (Vice Principal)  
Helen Newton (Assistant Principal Health & Sciences)  
Dean Price (Standards & Performance Manager)  
Andy Sylvester (Service Industries and Foundation)

### 1 **Confirmation of quorum and apologies for absence**

1.1 There were no apologies for absence. A Sylvester was introduced to members as this was the first standards committee meeting he had attended.

### 2 **Declarations of Interest**

2.1 There were no declarations of interest.

### 3 **Appointment of Chair and Vice Chair for 2019/20**

3.1 **It was resolved** To appoint David Whatton as Chair and Suhail Rana as Vice Chair for 2019/20.

### 4 **Minutes of previous meeting held on 18<sup>th</sup> November 2019**

4.1 The minutes of the previous meeting were agreed as an accurate record and were signed by the Chair.

### 5 **Matters Arising**

5.1 There were no matters arising.

### 6 **Data dashboard review**

6.1 The CE&P presented a review of the dashboard data in respect of final outcomes for 2018/19 and in year data for 2019/20, noting that:

- In year updates had been undertaken on enrolments, attendance and satisfaction which included induction survey results benchmarked against other grade 1/2 colleges.
- The data showed a positive picture in terms of current enrolments for all key client groups.
- Adult enrolments were expected to increase on a slightly steeper curve for this year due to the increased activity relating to the devolved adult education budget.

- HE enrolments were up on the previous year although this was through an increase in part time learners which resulted in a lower income level.
- The figures for higher apprenticeships were reported in apprenticeships key client group and showed significant growth, which was not reflected in the higher level learners dashboard.
- Satisfaction had increased significantly for A level learners and adults and in HE was exceptionally high.
- The financial indicators in respect of 2018/19 had all been updated.

6.2 **It was resolved** To note the update.

## 7 **Systems development update**

7.1 A Betts provided an update in relation to systems development and the introduction of Power BI. In relation to systems development, he highlighted:

- The recognition that the College could make more efficient use of data and technology in pursuit of its strategy and objectives.
- The repurposing of staff into a dedicated data and systems team to focus on using data & systems more effectively.
- The ‘decoupling’ of data and MIS departments while ensuring business continuity.
- Recruitment for the new role of Business Intelligence and Systems Developer was under way.

7.2 Members noted the importance of appointing a person with the right mix of technical skills, an understanding of the requirements of the college and good interpersonal skills to work effectively on developments with colleagues.

7.3 In relation to Power BI, A Betts explained the background of the development of the business intelligence tool by Microsoft which provided an easy to use and intuitive interface which could work on any device and the aim of which was to support effective decision making by all staff, pulling the vast amount of data which the College already had into an accessible format which was insightful and supported effective decision making. He gave a live demonstration of the Power BI content which had been developed to date in collaboration with colleagues in order to ensure that it met the needs of the end users.

7.4 A Betts outlined the planned future developments, which included –

- Release content to a wider audience by Spring
- Version of the college website dashboard
- Strengthened team on BI
- Maintain focus on three key goals – improved quality, user led development, sustainability.
- By March 2020:
  - Apprenticeships monitoring dashboard complete.
  - Income monitoring report.
  - Attendance report.
  - GCSE English tracking.
  - Target/actual for all income streams.
- By June 2020
  - margin reporting
  - additional performance data
  - application analysis.

- 7.5 The Chair asked if there was a business continuity plan in respect of the data and systems. The CE&P explained that this development provided additional assurance to the back up of data as much of it would be held within Power BI as well as already backed up on college servers. A Betts added that there was also assurance of having additional staff who were able to administer the system which meant that the College was not over reliant on one individual member of staff.
- 7.6 In response to a question from the Chair, it was confirmed that teaching and learning was not currently linked to Power BI but it could be linked to Blackboard and Smart Assessor. The apprenticeship section already linked directly and it was noted that the development freed up practitioners' time.
- 7.7 In response to a question from A Hodge, A Betts confirmed that there was no issue with compatibility with new versions of the software as the College was purely using the core product at present.
- 7.8 **It was resolved** To note the update.

A Betts left the meeting.

## 8 **Operational Development Plans 2020**

- 8.1 The CE&P advised that the Strategic Plan 2020-23 had now been published. The next task was to turn the aspirations in the plan (set out in 'What we will do' of each element of the plan) into tangible actions for coming months and years. The new College Operational Development Plans for 2020 would pick up any actions from the Strategic Plan that were relevant to the coming calendar year. They also covered any significant areas for wider development or improvement identified from the Annual Strategic Impact Assessment or other quality processes. The new CODPs had the same structure as the Strategic Plan and a senior operational lead was allocated to each plan.
- 8.2 The current drafts of each plan were considered, which were still at a 'final work in progress' stage and would be presented for approval at the full Corporation meeting in February. It was suggested that members review the plans within their own area of interest or expertise outside of the meeting and provide any feedback to the CE&P.
- 8.3 The CE&P explained that a high level report would be provided for review at future committee meetings which would highlight any exceptions.
- 8.4 Members discussed the proposal to link each Corporation member to the structure of the Strategic Plan and expressed their support for the proposal to create a 'link governor' for each strategic area and for link activity to be planned in the College across the year to enable each governor to explore elements of the progress with the Strategic Plan/CODP in more detail.
- 8.5 The SOCG provided a recommended 'link governor' proposal for consideration which members supported and this would be recommended for agreement at the next Corporation meeting:

Governor	Strategic Link	Senior Operational lead
Katharine Clough	Academic	Lisa Stevenson
Peter Davies Aldrich Gonsalves	Digital & Creative	Karl Veltman
Charlie Harvey (Plus new member TBC)	Professional Services	Rachel Corns
Alison Hodge (Plus new member TBC)	Engineering	Matt Laws
Tom Westley Helen Lawley	Teaching & Learning/student support/HR	Diana Martin
Valerie Little	Health & Science	Helen Newton
Suhail Rana	Worldwide	Sanjeev Ohri
Andy Robinson	Construction	Lynn Glazzard
Jonathan Sandhu	Inclusion	Andy Sylvester
Liz Sithole	Support Services	Andy Comyn
David Whatton	Adult	Claire Millard
TBC	Waltham Forest	Sanjeev Ohri
Martin Dudley (Term expires March 2020)	N/A	N/A

8.6 The CE&P took the committee in detail through one development plan to explain how it had been compiled and how it would operate.

8.7 Members supported this approach and agreed that it may be beneficial to allocate a 'secondary' member to each category. Alison Hodge indicated she may be able to make a visit to the Waltham Forest centre in the near future.

8.8 The SOCG advised that the format of the report summary sheets would be revised to align to the new strategic plan.

8.9 **It was resolved** To note the draft College Operational Development Plans and recommend the proposed governor links to Corporation for approval.

## 9 Teaching and Learning Matters

### 9.1 Teaching and Learning Report

9.1.1 D Price explained that, as discussed at the previous meeting, a revised format for this report to provide a wider summary of teaching & learning developments across the college had been developed. The report covered:

- *Teaching and learning* – inclusion was to be the focus of all teaching triangles for 20/21.

- *Learner satisfaction* – results of the induction satisfaction survey were above benchmark.
- *Lead External Verifier feedback* – exceptionally positive feedback with seven EV audits completed with outstanding reports and little action required.
- *Health check findings* – a cross college blended learning quality health check had been completed in October, following which there had been a focus on staff development which had resulted in a marked improvement in learner engagement.
- *Staff development* – activities had included Ofsted readiness activities in triangles, Upskill sessions and T Level training for delivery staff.
- *College conference* – the April conference would be a joint conference with the DAT school staff on a number of topics.

9.1.2 The Chair suggested that it would be helpful to bring feedback gained from learners during the health check process to future meetings.

9.1.3 Dean Price answered questions from members in relation to the report and provided clarification on points of detail. In respect of the timing of a future Ofsted inspection, D Price explained that Parliament was likely to remove the exemption for outstanding providers by the end of the year and therefore an inspection was then possible and likely. This would be a two day short inspection.

9.1.4 Members agreed that the new report format was a more effective and focused report.

9.1.5 The CE&P advised members that a new Vice Principal had been appointed who would be joining the College after Easter. He was coming from a college recently graded as outstanding under the new inspection framework.

9.1.6 **It was resolved** To note the teaching and learning report.

## 10 **Safeguarding and Student Conduct Matters**

### 10.1 **Safeguarding and Learner Conduct Report**

10.1.1 Diana Martin presented the Safeguarding and Learner Conduct report, which provided a summary of safeguarding arrangements in the College as well as updates in developments across the college. A brief summary was provided as follows:

- **Safeguarding concerns:**
  - 212 safeguarding concerns logged
  - 48 learners were Children in Care (CiC)
  - 9 learners were Children in Need (CiN)
  - 8 learners were on a Child Protection Plan (CPP)
  - 3 learners identified as "at risk" of exploitation
- 246 learners were being supported by counsellors. A breakdown of these learners by gender and key client group was provided which showed an increasing number of apprentices accessing the service. She added that the Counselling service now had a presence at Brierley Hill.
- There had been 65 suspensions with 39 being dealt with at Stage 3 disciplinary meetings, resulting in 10 exclusions. 4 of these learners had returned to their course on learning contracts following appeal panel hearings. Exclusion data was shared with other colleges at an anonymised level and the College's exclusion level was not high compared to other colleges.

- The Senior Designated Safeguarding Lead carried out a visit to ATECC Waltham Forest to review Safeguarding procedures and processes. All staff had completed online safeguarding training and she would be delivering face to face training to all staff in February.
- The College was in the process of tendering for a new safeguarding software recording system which would be reported back to the committee. This would give better safeguarding monitoring, sharing and transferring from other institutions in view of the increasingly complex cases dealt with by the team.
- Additional staff had been trained to add capacity to the safeguarding team through the role of safeguarding assistant leads.
- D Martin confirmed that safeguarding arrangements, including the Prevent duty, continued to be highly effective.

10.1.2 Members noted an anonymised but confidential case study appended to the report which provided an example of a concern for a learner who had made disclosures to the safeguarding team around honour based violence (HBV) and possible forced marriage. This highlighted the complex nature of referrals and how these were dealt with.

10.1.3 The paper also provided an outline of the proposal to revise arrangements for the management of student conduct. The proposal was to separate safeguarding from student conduct, in order to allow the safeguarding team to focus on this area and to place the responsibility for conduct matters with the Senior Leadership team. This new arrangement was currently being trialled and would be reviewed at Easter.

10.1.4 In response to a question from the Chair, D Martin confirmed that, as the lead for online safety, Jonathan Sandhu would have any necessary additional training required for this area.

10.1.5 **It was resolved** To note the safeguarding and student conduct report.

S Rana left the meeting.

## 11 **Overview of Office for Students (OfS) requirements**

11.1 Helen Newton presented a report outlining requirements of the Office for Students (OfS). She explained that Office for Students (OfS) registration was necessary for the delivery of Higher programmes of study within the College.

11.2 There was a series of conditions of registration which must be maintained in order for registration to remain in place. Breach of these conditions could result in withdrawal of registration and substantial financial penalties and therefore close attention must be paid to adherence of key dates and data submissions as well as ensuring that any changes to the delivery of Higher Education or the College itself were reported in a timely manner.

11.3 The report detailed the key conditions of registration, how they were assessed and key dates for action around the conditions. It was intended to provide an overview of this compliance so that all Corporation members were aware of the obligations. H Newton explained that further updates on the College's compliance activity would be provided to the committee on a regular basis.

- 11.4 H Newton and the CE&P answered questions from members and provided clarification on a number of points.
- 11.5 It was agreed that this would be kept on the business plan as a recurring item for any matters to be reported at each meeting, with an annual update report to be provided at the Spring meeting in each year.
- 11.6 **It was resolved** To note the overview of OfS requirements.
- 12 **Date of Next Meeting**
- 12.1 Tuesday 7<sup>th</sup> May 2020 at 4.30pm
- 13 **Any Other Business**
- 13.1 No further matters were raised.

The meeting closed at 18.20.

*Approved by the Standards Committee at its meeting on 7<sup>th</sup> May 2020*