

Meeting: LSEC BOARD & STANDARDS

Date: 02 October 2018

Venue: G56, Bromley College, Rookery Lane campus

Present: Stephen Howlett (Chair), Sam Parrett, Katy Woolcott, David Eastgate, Barry Spencer, Cullum Twose

In Attendance: Mary Herbert, David Lambert, Jenny Pharo, John Hunt, Ramita Tejpal, Jon Allen

1	<p><b>Apologies for Absence &amp; Introductions &amp; New Remit of the Board</b></p> <p>Apologies were received from Charles Yates, Max Bero, and Penny Pence.</p> <p>Introductions were made to the student governor, Cullum Twose, who was attending his first meeting.</p> <p>Following the introduction of the London South East Education Group (LSEEG) structure from 01 August 2018, the key task of the LSEC Board and Standards is to focus on the performance of LSEC, with particular focus on standards and the learners experience.</p>	
2	<p><b>Declarations of interest</b></p> <p>There were no other declared interests against any of the agenda items.</p>	
3	<p><b>Minutes of the last Meeting Held 03 July 2018</b></p> <p>These were approved as an accurate record of the meeting.</p>	
4	<p><b>Matters Arising</b></p> <p>There were no matters arising from the minutes.</p>	
5	<p><b>Chief Operating Officer Report</b></p> <p>The report from the Chief Operating Officer provided Board members with a general update on new academic year developments across the three campuses. Certain matters raised in the report will be subject to further discussion in subsequent agenda items at this meeting.</p> <p>The Chair noted that one particular issue features in all reports presented for this meeting - this being Apprenticeships, and the Board will focus on the actions being proposed to improve Apprenticeships.</p> <p>It was <b>RESOLVED</b> to note the report.</p>	
6	<p><b>Annual Operating Statement</b></p>	

	<p>The report provided an update on strategic progress since the last update in July 2018. Given the Scorecard and Exceptions report are also being presented at this time, the report provided a qualitative update on progress against Key Strategic Priorities and Development Areas between September 2017 and July 2018.</p> <p>With the advent of the Group structure and the need for a new strategy to define the ambition of The Group over the next five years, it is anticipated that this report will be the last Annual Operating Statement on progress of the last strategic plan from 2015 to 2020.</p> <p>It was <b>RESOLVED</b> to note the report.</p>	
7	<p><b>2018-19 Enrolment</b></p> <p>The following headlines were noted from the report:</p> <ul style="list-style-type: none"> <li>➤ The College has recruited 3,654 young people against a full year College enrolment target of 3,681 learners, and a funding contract of 3,582 learners. Planned recruitment through partners of circa 76 learners will uplift enrolled learner volumes to a total of 3,730, which is circa 151 learners above the funding contract for the year. This is a similar volume of learners and recruitment pattern to the same period in the previous year during which 3,599 learners were recruited for the full year. It was noted and welcomed that this was a promising start and the Executive currently anticipate being close to contract by the end of the year. The Committee welcomed this update.</li> <li>➤ The College has recruited circa 3,446 adult enrolments onto classroom programmes which equates to 84% of the planned target for the year. This includes learners who have taken out a loan or are self-financing learners on Level 3 provision. Whilst these enrolments are above those in the previous year, they include a large proportion of progressing students re-enrolled in July prior to the summer recess. As with young learners the withdrawal process has commenced and we will continue to monitor performance.</li> <li>➤ As the enrolment data is validated and cleansed through the 42 day funding qualification period, there may be some movement of learners between funding streams, but the overall totals should not be materially different as a consequence of this work.</li> <li>➤ Higher Education recruitment continues and the College currently has recruited a total of 635 learners against a full year target of 691. Further confirmed places through clearing should ensure the College is close to full year target but there is a risk the College may be circa 30 learners short of the full year target.</li> <li>➤ Recruitment activity of apprentices has been reasonably strong, but quality issues in Electrical Installation and Plumbing, which are the main areas of recruitment at the start of the year, mean that the College will be unable to start those learners. This is subject to further discussion in a letter agenda item.</li> </ul>	

	It was <b>RESOLVED</b> to note the report.	
8	<p><b>2017-18 Learner Outcomes</b></p> <p>Final achievements across LSEC will not be fully known until the end of October as achievements across all campuses are being scrutinised and logged prior to return to the Education Skills Funding Agency. This year has seen an improvement in the timeliness of claiming for students achievements. The College is confident in the predictions for achievements rates of 2017-18.</p> <p>Vocational achievement is expected to be broadly in line with previous year. The latest predictions are that there will be an improvement to the high grades that are achieved on the vocational qualifications.</p> <p>The overall pass rate for GCSEs has improved on the previous year. This improvement is attributed to the College drive on improving attendance to English and maths classes. There has been an improvement in the meeting structures enabling an improvement in communication between Vocational and English and maths teams. There has also been a sharper response and actions taken against non-attending learners.</p> <p>Results for functional skills have yet to be received.</p> <p>The College apprenticeship delivery has been internally graded as 'requires improvement' overall and apprenticeship success rates are predicted to be at National Rate, the removal of some of the legacy learners has impacted on reducing our overall success rates but timely success rates have significantly declined and are predicted to be 20% below national rate.</p> <p>It has proved difficult to recruit assessors from the hard to recruit areas of Electrical Installation and Plumbing. To address this leaders have taken immediate action and an initial partnership with JTL has been further developed to make sure that our new intake of Electrical Installation and Plumbing Apprentices (approximately 60 apprentices) &amp; employers receive a responsive and highly effective experience.</p> <p>Robust management actions have been taken and as a result of the poor performance in Electrical and plumbing the College has developed a strategic partnership with JTL.</p> <p>Effectively meaning that no new apprentice learners in these two areas will be recruited onto the College ILR. JTL will be responsible for all the apprentices' assessment in the work place and the delivery of English and maths. The College will continue to deliver the classroom element of the apprenticeship.</p> <p>Subcontracted achievement rates are predicted to be positive. Learners develop good transferable skills that prepare them for the work-place.</p> <p>One provider (SCL) has been underperforming and in formal breach all year. This will have a negative impact on subcontracted provision as well as the College study programmes. We have terminated the contracted with SCL.</p>	

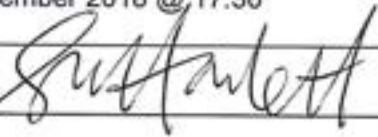
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<b>9</b>	<p><b>Draft College Self Assessment Report (SAR)</b></p> <p>It was reported the College Self-Assessment Report (SAR) is moving rapidly towards a final draft and work on this has been accelerated and prioritised in order to be inspection ready as early as possible. There are still sections of the SAR which are data dependent and need final drafting once the R14 data return is made. However, the main body of the text and the judgments are progressing well.</p> <p>The paper presented the proposed grade profile across the theme and provision types and highlights emerging key strengths and areas for improvement.</p> <p>There are some inspection risks emerging from the data and the production of the SAR and this paper articulates what is anticipated as being some of the key difficulties and potentially grade changing lines of enquiry during inspection. As well as the actions in place to try and mitigate these and prepare as well as possible for inspection.</p> <p>One of the main risk is with Apprenticeship provision which has been graded as requiring improvement and where there are significant issues and poor performance in Electrical and plumbing. The inspection task is to compartmentalise this to this area of the provision and be able to evidence that appropriate actions have been taken and are having impact.</p> <p>Other key risks are with the study programme provision where progress with work experience, attendance and outcomes by provision type will be critical. Also English and maths and the final position with the functional skills data will be critical.</p> <p>The proposed grades were confirmed as follows:</p> <table border="1" data-bbox="363 1442 1259 2018"> <thead> <tr> <th>Key Area</th> <th>2016/17 Grade</th> <th>Proposed Grade</th> </tr> </thead> <tbody> <tr> <td>Overall Effectiveness</td> <td>2</td> <td>2</td> </tr> <tr> <td>Effectiveness of Leadership and Management</td> <td>2</td> <td>2</td> </tr> <tr> <td>Quality of Teaching, Learning and Assessment</td> <td>2</td> <td>2</td> </tr> <tr> <td>Personal Development, Behaviour and Welfare</td> <td>2</td> <td>2</td> </tr> <tr> <td>Outcomes for Learners</td> <td>2</td> <td>2</td> </tr> <tr> <th>Provision Types</th> <th>2016/17 Grade</th> <th>Proposed Grade</th> </tr> <tr> <td>14-16</td> <td></td> <td></td> </tr> <tr> <td>Study Programmes</td> <td>2</td> <td>2</td> </tr> <tr> <td>Adult Provision</td> <td>2</td> <td>2</td> </tr> <tr> <td>High Needs</td> <td>1</td> <td>1</td> </tr> <tr> <td>Traineeships</td> <td>2</td> <td>2</td> </tr> <tr> <td>Apprenticeships</td> <td>2</td> <td>3</td> </tr> </tbody> </table>	Key Area	2016/17 Grade	Proposed Grade	Overall Effectiveness	2	2	Effectiveness of Leadership and Management	2	2	Quality of Teaching, Learning and Assessment	2	2	Personal Development, Behaviour and Welfare	2	2	Outcomes for Learners	2	2	Provision Types	2016/17 Grade	Proposed Grade	14-16			Study Programmes	2	2	Adult Provision	2	2	High Needs	1	1	Traineeships	2	2	Apprenticeships	2	3	
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	<p>As discussed in previous agenda items, the main area of movement in the grade profile relates to the Apprenticeship provision type, where due to a decline in the timely achievement rate, particularly related to the performance in Electrotechnical and plumbing the grade proposed is 3.</p> <p>The report outlined the emerging strengths and areas for improvement.</p> <p>The Board noted the following key risks:</p> <ul style="list-style-type: none"> <li>➤ Apprenticeships/work based learning</li> <li>➤ Study Programme</li> <li>➤ English &amp; maths</li> <li>➤ Teaching &amp; Learning</li> </ul> <p>The Board sought assurances on the actions being taken to mitigate against the identified risks and the following actions that are being taken were confirmed:</p> <p><b>Apprenticeships</b></p> <ul style="list-style-type: none"> <li>• Changes of leadership and structure</li> <li>• Ofsted rehearsal and coaching for staff</li> <li>• New RO meeting to sample and interrogate data and evidence</li> <li>• Training sessions for assessors and course leaders</li> <li>• Decision not to recruit any new EI or plumbing Apprenticeships</li> </ul> <p><b>Study Programmes</b></p> <ul style="list-style-type: none"> <li>• Ofsted rehearsal and coaching for staff</li> <li>• New work experience arrangements in place</li> </ul> <p><b>English and maths</b></p> <ul style="list-style-type: none"> <li>• Ofsted rehearsal and coaching for staff</li> <li>• Forensic investigation of data at learner level to maximise achievement</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Greater number of TSA sessions focusing on the basics of teaching</li> <li>• Teaching and learning afternoon for all new teachers during corporate induction</li> <li>• One to One coaching and mentoring for underperforming teaching staff</li> <li>• TSA Ofsted preparation sessions for teachers</li> <li>• "Hear from the Inspector" short micro CPD video clip series in TWTW</li> <li>• Replacement of agency staffing</li> </ul> <p>In terms of on-going monitoring of the implementation of the actions to mitigate against the risks, it was confirmed that this will be through the Quality Improvement Action Plan (QIAP) that will be a standing agenda item at all Board meetings.</p> <p>It was confirmed the final draft of the College's SAR will be an agenda item at the December Board meeting for review and approval.</p> <p>In conclusion, it was noted and welcomed that the Executive had identified</p>	<p>MH</p> <p>MH</p>
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	<p>areas of concern, and once identified, took decisive action to address and to seek improvement.</p> <p>It was <b>RESOLVED</b> to note the report.</p>	
10	<p><b>HE Quality Assurance Report</b></p> <p>The University Centre has been granted Teaching Excellence Framework (TEF) 'Silver' Award by the Office for Students. It highlights that the college is delivering high quality teaching, learning and outcomes for its students and consistently exceeding rigorous national quality requirements for UK higher education.</p> <p><b>The TEF panel recognised that the University Centre:</b></p> <ul style="list-style-type: none"> <li>• equips students with knowledge, skills and understanding that are valued by employers</li> <li>• has a culture of working with students as partners in learning</li> <li>• puts a focus on individualised support that facilitates personalised learning</li> <li>• offers a range of physical and digital resources that are used by students to further learning</li> </ul> <p>In addition, the overall satisfaction by students of London South East University Centre improved significantly with 85.95% - comparing favorably to the 83% average of universities around the country. This is 15.96% above as compared to last year's overall satisfaction.</p> <p>The Committee placed on record thanks to all HE staff for the achievement of the 'Silver' award and for the positive student satisfaction levels.</p> <p>However, there was one area of concern identified by Members from the survey, where students recorded a poor level of satisfaction on the availability of up to date and current IT equipment and software.</p> <p>The Committee tasked the Executive to present at the next meeting a report on planned and proposed IT expenditures.</p> <p>It was <b>RESOLVED</b> to note the report.</p>	MH
11	<p><b>Risk Register</b></p> <p>Since the risk register was considered by the Audit Committee in June 2018, the register has been subject to a review by risk owners and the Group Executive. It was confirmed three risks relating to 14-16 provision have been removed, leaving a total of 37 risks. Of the 37 risks identified on the risk register, 9 are regarded as High, 20 as Medium and 8 as Low.</p> <p>The main changes to the risk scores and the reasons behind those changes were summarised in the report. It was noted that all the risks discussed during this meeting are recorded in detail in the Risk Register.</p> <p>It was <b>RESOLVED</b> to note the report.</p>	

12	<b>Any other Business</b> There was no other business	
13	<b>Date of Next Meeting</b> Tuesday 11 December 2018 @ 17.30	

Signature of Chair: \_\_\_\_\_



Date: \_\_\_\_\_

18/12/18