



CRS COMMITTEE

Notes of the meeting of the CRS Committee held on Wednesday 11th October 2017
commencing at 11.00am in Principal's Office, Easton Campus, Norfolk

Present

J Townsend	JT	Acting Principal
P Thirkettle	PT	Independent Member

In Attendance

R Goodman	RG	Deputy Principal
R Robson	RR	Director of Governance

Observer

Mike Snell		Undertaking Governance Review
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1. Welcome and Apologies for Absence

The Chair welcomed all present to the inaugural meeting of the CRS Committee. Apologies were received from Mark Coleman and Philip Richardson. As the minimum of two independent members of the Committee to ensure quoracy were not present the meeting was inquorate. It was agreed that the review of the CRS would proceed to ensure a level of scrutiny prior to the next Corporation meeting

2. Declarations of Interest

No declarations were received in relation to items on this Agenda

3. Timing of Agenda and items of Urgent Business

The Agenda was accepted and no additional items were received.

Hard copies of the FEC intervention visit were distributed to those present.

- CRS

JT confirmed that item 12 of the CRS, dealing with financial recovery, had been reviewed by the Strategic Finance Committee and would not be considered here.

JT and PT agreed that the main basis of discussion would be the review of items listed on the CRS as falling due for report in October as listed in the Working Party Paper circulated with the meeting papers.

1.1.3 – JT reported that the quality review for construction at Otley was underway, this was found to be poor/inadequate. The new CQM in this area recruited to the Easton campus was reported as already having a substantially positive impact and is supporting at Otley.

JT confirmed that staff 'at risk' were being reviewed and were 'buddying up' where possible with other staff members to see what good practice looks like. If staff are judged to be grade 3 or 4 support is being put in place before they are observed again

1.1.4 – JT advised that the Service Level Agreements were not sufficiently student focussed. PT asked if the current staff survey related to SLA expectations. RG confirmed that this was not the focus of the current survey. . JT confirmed would like to 1.1.4 in the next survey.

[Action JT – next staff survey to link to 1.1.4]

1.1.5 –JT confirmed that the report will come to the November. Slippage on the due date was noted.

1.1.6 – RG reported that one new teacher has received a grade 4 observation. PT noted that new staff were teaching students and sought confirmation that they were up to standard or could be swiftly supported to be. RG advised that staff not found to be would be put onto capability procedures. Slippage on the due date was noted. PT asked for the CRS to note when a date was missed, noting that the RAG rating in itself was not sufficient as this relates to impact not timeliness. PT asked for confirmation of the number of new teachers, noting this information would enable an assessment of the risk. Slippage on the due date was noted.

[Action RG – to confirm the number of new teaching staff at the College]

1.1.7 – JT confirmed this will be in the same report as 1.1.6 and would be available at the November meeting. PT asked that the report include the number of agency staff being used. Slippage on the due date was noted.

[Action JT – report to include reference to the number of agency staff]

1.1.8 – JT reported that initial training had taken place and that more was planned for 19/20 October. She also advised that the planned curriculum re-structure was being brought forward and new curriculum managers would be in place by Christmas. PT raised a concern at slippage with staff training. JT advised that some staff had been previously promoted beyond their capabilities and that they would be supported until the re-structure was complete. . Slippage on the due date was noted. PT suggested that training sessions from 5.00pm would be considered normal in colleges achieving good and outstanding grades.

1.2 – JT confirmed the staff survey was launched on 4th October. . Slippage on the due date was noted. PT asked to be emailed a copy of the most recent survey.

[Action – JT to email PT a copy of the staff survey]

2.1.1 – RG confirmed that quality review weeks were underway. He shared details (copy in minute book). He confirmed that a TLA review was underway, staff considered less than good were given a formal observation after 2 days' notice. Staff graded as a 4 are put on capabilities, 3 out of 26 observed are

now on that process, HR are aware. During the capability process RG advised that staff are given support over a 4 week period in at that the end of that they do not achieve a grade 2 observation then after a turnaround period a decision will be taken as to whether they can continue in College.

2.1.2- RG outlined the practices being undertaken. He explained how reviewers were being moderated. JT noted that those observing and grading had been inconsistent. RG explained the finer grading system being employed that grades from 1 to 10. PT sought confirmation that where a Health & Safety issue is observed that the lesson will not continue if students safety is at risk. This was confirmed.

2. 1.5 – RG confirmed TLA reviews and training underway. Report to next meeting. . Slippage on the due date was noted.

2.1.7 – JT confirmed report will come to the committee in November. . Slippage on the due date was noted. PT sought confirmation that there was no underlying issue in HR as to why HR reports were not yet available. JT confirmed that there was no issue to report; she noted that the HR Director had been off sick for a few days, she also noted that the report dates had been put into the plan when it was first written and clearly some should have been reviewed as they had been too premature.

3 – JT advised Marie Pacey had been off sick so there was some slippage in this area.

3.1.1 - . Slippage on the due date was noted.

3.1.2 - . Slippage on the due date was noted. JT confirmed that a new Attendance Officer was now in post and working effectively. PT confirmed that he would expect the report to be broken down to provide data on particular groups (16-18, 19+, Easton, Otley, English and maths, by course if considered necessary to highlight particular issues). JT commented that CQMs were very good as a whole in knowing where the problems were but not so good at reporting those issues, Pro-Monitor still not being used effectively enough.

[Action – MP to ensure attendance report provides a breakdown on particular groups]

3.2.1 – minutes were distributed with the meeting papers. PT confirmed that these were useful. He asked for confirmation of where and when meeting s are held and confirmed that he would endeavour to attend.

[Action – JT advise PT when student council meetings are scheduled]

4.2.2 – RG reported that Faye Burrage has now agreed to adjust her role to take on 19+ quality. . Slippage on the due date was noted. JT advised of the work still underway to identify the issues at 19+, she noted that progress was slow. PT confirmed that a position paper detailing what's being done with an action plan was needed quickly.

5.1.3 - . Slippage on the due date was noted.

5.2.1 - . Slippage on the due date was noted. PT highlighted the urgent need for a position paper including an action plan.

5.2.2 - . Slippage on the due date was noted.

5.2.3 – No slippage, date for report to CRS should be November. JT advised that until the data has been collated the size of the issue will not be known. PT asked for confirmation that when the data was available the College would be able to work swiftly to up-skill all staff required. JT confirmed that would be possible.

5.2.4 – PT stressed the importance of this. Report due November.

6.2 - . Slippage on the due date was noted.

7. JT highlighted that all action points are KPIs that are reported to the whole Board. PT noted how critical success was to the College and that an Ofsted grade 2 should be targeted.

8.1.1 - . Slippage on the due date was noted.

8.1.2 – PT highlighted the need for compliance. . Slippage on the due date was noted.

10.1.1 – JT confirmed that the Ofsted monitoring visit would be unannounced. PT emphasised the need for position papers to be in place.

11 – It was noted that new starters have 4 weeks to complete online training. A new process for training to be completed prior to starting in College was in progress.

5. Action from Corporation

5.1 Staff Student Ratio

JT reported that this currently sits at 15. This has increased steadily over the last 4 years, increasing by 1 each year. JT confirmed that this will remain a KPI for whole Board review.

5.2 HE Retention Target

PT enquired if 90% was realistic in years 2 and 3, he suggested that the KPI could have a 90% target if the Board received a breakdown on the figure for years 2 and 3.

[Action – JT to review HE retention KPI target]

6. SAR

The Landex Report was reviewed. RG confirmed that he was in agreement with the observations made. PT asked if there was a correlation between the observations made and performance, RG confirmed that there is.

[Action - RR to include Landex Report on next Board agenda]

7. AOB

Discussion on changes to the FEC Report took place. PT highlighted a change that should be highlighted. JT confirmed that she was reviewing the CRs in light of the report to ensure all points highlighted were being progressed.

PT reflected on the meeting. He noted that target dates had slipped and that as the year progressed would need to be met. He highlighted the need for the committee to focus time and attention on the most relevant matters for each month to ensure progress was being scrutinised. He reflected that the overarching issues will need the attention of the Committee.

8. Date of next Meeting

The meeting closed at 12.56pm

DRAFT