



Minutes of the CRS Committee meeting held on 13<sup>th</sup> November 2017 commencing at 4.30pm in the Principal's office at the Easton Campus Easton Norfolk

**Present**

M Coleman	<b>MC</b>	Independent Member
R Richardson	<b>PR</b>	Independent Member
J Townsend	<b>JT</b>	Acting Principal
P Thirkettle	<b>PT</b>	Independent Member & Chair

**In Attendance**

R Goodman	<b>RG</b>	Deputy Principal
R Robson	<b>RR</b>	Director of Governance

<b>1</b>	<p><b><u>Welcome and Apologies for Absence</u></b></p> <p>There were no apologies for the meeting</p>
<b>2</b>	<p><b><u>Declarations of Interest</u></b></p> <p>None declared in relation to any items on this Agenda.</p>
<b>3</b>	<p><b><u>Minutes of the previous Meeting</u></b></p> <p>It was noted that the previous meeting was inquorate. The meeting notes from the meeting held on 11<sup>h</sup> October 2017 were received and noted.</p>
<b>4</b>	<p><b><u>Actions and Matters Arising</u></b></p>
<b>4.1</b>	<p><b>A view of action tracker</b></p> <p>Action 1 - JT confirmed that this would be done when the next staff survey is undertaken in the New Year. Action on-going</p> <p>Action 2 - On this Agenda – Action <b>agreed</b> complete</p> <p>Action 3 - On this Agenda – Action <b>agreed</b> complete</p> <p>Action 4 - On this Agenda - Action <b>agreed</b> complete</p> <p>Action 5 - JT confirmed that MAS have been asked to do this. This information is linked to the Pro-Metric System and should be able to be extracted to come to the next meeting.</p> <p>Action 6 - Action <b>agreed</b> complete</p> <p>Action 7 - Action <b>agreed</b> complete</p> <p>Action 8 - Action <b>agreed</b> complete</p>
<b>4.2</b>	<p><b><u>Matters Arising</u></b></p> <p>There were no matters arising from the previous meeting not covered elsewhere</p>

on this Agenda.

## 5 College Recovery Strategy

JT noted to the Committee that in the ESFA letter to the College relating to the intervention stemming from the Ofsted grade 4 they had confirmed that it was a requirement that a committee be established to focus on review of the Post Inspection Action Plan (PIAP). She reflected that the CRS is essentially the high level PIAP with the addition of four further section (Sections 9 to 12). The CRS Committee does not specifically look at the PIAP but it does look at the CRS and also has been working on the SAR moderation and review process. JT confirmed that this has been reflected to the ESFA and that they are happy that the establishment of the CRS Committee complies with the obligation in their letter.

She confirmed to members updates and changes on this version of the CRS. A progress RAG rating has been added. The colour blue has been added to denote comments that are updated and comments highlighted in yellow are for discussion at the meeting that that version is presented to.

The agenda has now been split into two parts as required by the Committee following their comments at the last Board meeting. The first part of the meeting will review the CRS and the second part of the meeting will provide an overview, and therefore allow Committee scrutiny, on the overarching areas identified by Ofsted and the FEC. On the Agenda for this meeting is TLA.

PT confirmed that he was content with the feedback given above by JT in respect of the ESFA. He and the Committee were aware that the CRS contained all key actions as set out in the PIAP and all members of the Committee know that they can see the PIAP if required.

JT took members through the points to be discussed on the CRS for this meeting:

1.1.3 JT confirmed that SWOTS had gone well. Draft SAR had been prepared. This was distributed to CRS Committee members. JT asked that all members report back to her with their comments by 20<sup>th</sup> November to enable her to be in a position to take the SAR to the Corporation Meeting on 6<sup>th</sup> December

**Action:** All committee members to report back to JT on the draft SAR by 20<sup>th</sup> November.

1.1.5 RG to cover under item 6

1.1.6 RG to cover under item 6

1.1.7 & 1.1.8 JT confirmed performance management actively being used. PT noted slippage if the report has not yet been produced.

1.1.10 The report was distributed with the meeting papers. PT sought clarity where the report will be fully considered. JT confirmed that this would go to the Board. PT asked for the report and the College response/action plan to be sent to the Safeguarding Link Governor.

**Action:** Landex Safeguarding Report/College response to LB

1.2.1 Staff survey results were considered. KT and RG noted that only approximately one third of staff had completed. They confirmed that they were already planning changes and additional steps to ensure more staff completed next time. PR noted the concern raised in the outcomes of the responses, RG suggested that this should be expected in a college in the position of EOC.

2.1 RG to cover in item 6. PT noted the need to be precise and to contextualise when presenting this information to the Board.

3.2 Student Council minutes circulated prior to the meeting. JT confirmed that the meetings are well attended and issues are being taken seriously by the students. Members were invited to attend.

5.2 RG to cover in item 6

5.2.2 The review of staff skills in English and maths reported in the English and maths report contained in the papers circulated to the Committee.

5.3.1 RG to cover in item 6

10. RG to cover in item 6

PT asked if there was anything that should concern the Committee in section 12, finance, of the CRS. JT confirmed that as student numbers are now confirmed contribution rates for each area can be assessed and reviewed. Group sizes and staff efficiency are being reviewed. PR reflected on class sizes he had observed in his recent link governor visit, RG noted that the College cannot afford very small groups.

PT noted the dependency on JT and RG in the quality recovery process, many staff have no experience of working in a good or outstanding college. He noted the slippage on dates highlighted at the last meeting and asked if all slippage had been caught up, this would be considered further after item 6. JT confirmed that she would review and update dates where necessary.

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**TLA**

RG took members through the TLA report that is used to review weekly TLA activities; direct session reviews, learning walks and graded observations. He explained the practices and processes behind all of these activities, including the method of grading. PR asked for confirmation of who was involved in the review process, RG confirmed this was undertaken by CQMs, Quality Managers and other trained reviewers. MC sought confirmation that the same group was responsible for all reviews, RG confirmed this to be the case. The CIF is used to provide feedback after all reviews, with specific reflections on the good practices observed. More general 'not so good' reflections are also shared. The role of the new teaching and learning coaches was considered; JT confirmed that coaches will provide a mentor/critical friend role.

PT expressed his continued concern about the seemingly low number of graded observations undertaken to date. He asked if direct session reviews could be graded. RG confirmed details of the 1 to 10 grading system in place. PT asked if there is any drill down by department. RG confirmed that this is undertaken, there is a weekly TLA review by course. PT requested a top level report on that for the Committee.

**[Action – RG to provide a top level report from the TLA weekly review for the Committee]**

PT sought confirmation that observations would progress beyond the targeted/high risk graded observations to ensure all staff received a graded observation in year. RG confirmed all staff would receive a graded observation in the academic year. RG confirmed the process in place for staff graded 3 or 4; that they are placed on stage 1 capabilities, support is put in place and a follow up graded observation is undertaken 4 weeks later. Those that still received a grade 3 or 4 were then placed on stage 2 capabilities and would leave the College in 4 weeks. Members considered the destabilising impact of this, RG highlighted the support being put in place to raise the level of teaching and therefore the grade awarded to prevent the loss of staff. PT asked what happened with poorly performing agency staff, RG confirmed that they are asked to leave the College the next day.

**[Action – RG to provide the Committee with numbers of staff being exited following graded observations at each meeting]**

Pressures on staffing and back filling gaps were considered, the potential mismatch of skills and expertise was noted.

Work being implemented with English and maths provision was reviewed. PR noted his recent link governor visit and the teaching that he had seen; he commented on the range of teaching seen and the size of the classes. RG noted that students in colleges did not respond positively when taught in the same style/format as in schools; engagement and outcomes are better when teaching is vocationally based.

Members noted the ILT Strategy in the meeting pack. The English and maths Strategy was considered, RG confirmed that he was leaning towards a change of tack to eliminate the 'silo' effect. The audit of staff skills in English and maths was reviewed and the impact considered. JT confirmed that the upskilling of staff was being progressed with workshops for those staff commencing before Christmas across the College.

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**AOB**

Members were asked to consider the presentation and discussion under item 6 to ensure that they felt all actions had been met.

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**Date of next meeting**

Agreed as Monday 4<sup>th</sup> December, this will take place from 12 to 1.30 with learning walks on 19+ provision thereafter.