



Minutes of the CRS Committee meeting held on Monday 04 December 2017 commencing at 12.00 in the Principal's office at the Easton Campus Easton Norfolk

Present

M Coleman	MC	Independent Member
R Richardson	PR	Independent Member
J Townsend	JVT	Acting Principal
P Thirkettle	PT	Independent Member & Chair

In Attendance

A Daniels	AD	Director of People and Organisational Development
Faye Burrage	FB	Quality Manager
K Honeywood	KH	Executive Assistant

1	WELCOME AND APOLOGIES
	Apologies were received from Ray Goodman, Deputy Principal and Rachel Robson, Director of Governance
2	DECLARATIONS OF INTEREST
	None declared in relation to any items on this Agenda.
3	Minutes of previous meeting
	The meeting notes from the meeting held on 13 November 2017 were received and noted.
4	ACTIONS AND MATTERS ARISING
4.1	To receive and review the Action Tracker
	<p><i>Action 1</i> JVT confirmed the staff survey results have been reviewed and AD has completed a report which will be received by Corporation on 06 December 17.</p> <p><i>Action 2</i> JVT confirmed that Jono West is completing individual reports which will be received by Corporation on 06 December 17.</p> <p><i>Action 3</i> JVT confirmed the SAR is complete and will be received by Corporation on 06 December 17.</p> <p><i>Action 4</i> JVT confirmed Louisa Butcher is in receipt of the SAR.</p> <p><i>Action 5</i> JVT confirmed that it was agreed at the previous meeting to focus on 19+ delivery today.</p> <p><i>Action 6</i> This information is contained within the KPIs which will be received by Corporation on 06 December 17.</p>

4.2	To consider any matters arising not included elsewhere on this agenda
	JVT confirmed that AD has produced a detailed HR report which the committee members are in receipt of. It was agreed for AD to join the committee meeting at 2.00 pm.
5.0	UPDATE ON CRS ACTION PLAN INCLUDING REVIEW OF REPORTS DUE
	It was discussed and agreed that the focus of today's committee is the 19+ provision. PT confirmed he will gather any feedback on the CRS, and reports which have been provided to the committee, and send these for discussion with JVT separate to today's committee.
6.0	19+ PROVISION
	The first part of the committee meeting was to carry out teaching and learning walks on the 19+ provision. Three classes were visited, all of which had a mix of 16 to 18 and 19plus learners. Detailed discussions were held with learners and staff. This was completed between 12.00 pm and 1.30 pm when committee members adjourned in the Principals office to discuss the committee's formal agenda.
	Faye Burrage (FB) explained that we are currently down on projected numbers in some areas however there has been an improvement in attendance monitoring and we can now drill down to courses and students. 19+ attendance at Easton is 89% and at Otley 86%. The 19+ students at Otley are bringing down the general attendance rating. FB has concerns over Otley and is working with Ray Goodman (RG) to develop this and target 19+ with an advanced learning coach team
	FB is carrying out regular one to ones to identify improvements and to ensure that staff have SMART targets in place which is something that requires improvement at present. This ensures that staff getting to know their students better and are better at responding to their needs.
	Mark Coleman (MC) queried if the aim is that all CQMs are aware of the student's attendance and are more aware of their student group. FB confirmed this is what should happen to ensure that staff are helping them more and really getting to know their students.
	PT queried where we stand with Maths in 19+. Is there an issue with regards to attendance for maths and English? JVT explained that at the start of the year they are enthusiastic but it tends to drop out over the year. JVT explained they are more conscious of this in 2017/18 and giving them tasters to see if they would actually like to continue with the provision.
	PR stated we need to make our classes more interesting as evidenced by a previous days learning walk he had carried out. PR explained he is happy to hear that maths and English is starting to integrate in to the curriculum. FB explained that we have an advanced practioner who is also a Maths teacher and is sharing best practice.
	PT is not convinced that we are asking the correct questions and would like to drill down to why there is a difference in retention with 19 + as opposed to 16-18 year olds.
	We need to do the key basic things right to get our data improved and we need to concentrate on our teaching and learning. JVT explained the basis of our process at the moment is to get the basics right.

	PR queried how 19+ students get on with younger students in their groups? All spoken to during the 12 to 1330 learning walk stated that it worked well. JVT we need to be strict on who we allow entry to the college to ensure we have the right student on the right course. This will cut down on issues in the future.
	PT explained that the groups were very small compared to the amount of staff there. The students were all positive though.
	PT queried if we have a strategy for when Ofsted comes in. FB confirmed that we have a lot of data, an action plan and are working on a strategy. JVT explained that we need to understand the quantity of the learners and give an explanation as to what the issues are and what we have done differently. JVT explained that she has been unable to find an Outstanding college that has a 19+ strategy.
	JVT confirmed that the position statement can be turned in to the strategy and can be used as a basis for it. It only has to be a 1 page A4 document.
	<i>Action - FB to complete a 19+ Strategy.</i>
	MC explained that following this morning's learning walk, he was informed there has been some issues in horticulture. FB explained that there has been a timetabling issue where a lesson is missed on a Wednesday due to a member of staff leaving. FB confirmed she will look in to this and report back. <i>Action – FB to provide Jan CRS with update on situation</i>
	7.0 ANY OTHER BUSINESS
	7.1 Human Resource Report
	Andrew Daniels (AD) attended the meeting at 2.00 pm to discuss HR matters, as relating to the CRS targets
	The HR Report was submitted to committee members for comments.
	PR believes we still have a lot of work to link the establishment data we have with the finance.
	AD explained we realised that there has been an element of disagreement between the fte HR hold and what finance have. AD hopes we will have better data by summer.
	AD explained we need to focus on establishment, recruitment, people profile, turnover, absence and performance and development. AD explained we have adopted a 4 stage cycle of Performance Development Reviews (PRSs) to take corrective action throughout the year for performance management and we now link teaching, lecturer performance and graded lesson observations.
	PR concerned that we have only had one person leave due to performance. It was though noted that this figure did not include some agency staff whose employment was immediately terminated when issues identified. AD is concerned that we do not performance manage people. We have already targeted people TLA grading 3 and 4. The HR team are now

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	working with Clare Fisher and her team to commence implementing more performance management.
	PR queried if AD is happy with the age profile of our staff. AD explained that we are not doing enough with recruiting younger people.
	PR noted that there is a high turnover in Animal Care and queried if there are concerns around this. AD confirmed there are concerns over the management of the team. However the manager is now leaving.
	AD explained he has concerns with retention across the college. The levels we are seeing are unprecedented. PR queried if this is because of Ofsted. AD explained some is because of pace of change we are working at and some is due to the areas are being concerned with regards to the perceived lack of support the college provides to them.
	AD explained he is unhappy with the response rate on the staff survey which he believes is due to lack of trust and problems with engagement with directors.
	PR explained that there is a lot of information in the report. They are the CRS and not an HR committee. PR explained this is interesting to have but just once a year and needs to be more for the Executive team or an HR committee to review.
	MC stated he would like to see more focus on performance management data and lesson observation data. MC would like to see what progress those on grades 3 and 4 are making. PT explained that he needs assurance that improvement is being made at pace, and to know if people are on their second or third performance management review.
	PT reinforced that this information needs to be shared with a subcommittee as the committee panel do not have the capacity to deal with all of these matters as well as curriculum.
7.2	Feedback from Phil Therkettle
	PT feels some good progress has been made with TLA. Had some been slippage with HR but CRS targets relating to this are now moving back on track, although much is still to be done. PT explained that we urgently need external validation from Ofsted etc to prove our processes are working.
	JVT explained that Ofsted are short staffed so it may be likely that we will not get our four reviews if they do not visit again this year. JVT confirmed we will find external validation who the FEC recommends and gives us feedback on improvements made if Ofsted do not visit.
	Meeting closed at 14.25.

8.0	Date of Next Meeting The next CRS Committee meeting will take place on Wednesday 17 January 2018 at 11.00 am in the Principals office, Easton Hall, Easton. Agenda to include TL&A for learners with high needs. NB Meetings primarily held at Easton because of members nearby employment but noted need to arrange meetings / learning walks at Otley also [especially following FB's comments at meeting]
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