



Minutes of the CRS Committee meeting held on 17th January 2018 commencing at 11.00am in the Principal's office at the Easton Campus Easton Norfolk

Present

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| R Richardson | PR | Independent Member |
| J Townsend | JT | Acting Principal |
| P Thirkettle | PT | Independent Member & Chair |

In Attendance

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| R Robson | RR | Director of Governance |
| L Robinson | LR | CQM, Foundation Learning |

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| 1 | <p><u>Welcome and Apologies for Absence</u></p> <p>Apologies were received from Mark Coleman and Ray Goodman</p> |
| 2 | <p><u>Declarations of Interest</u></p> <p>None declared in relation to any items on this Agenda.</p> |
| 3 | <p><u>Review of High Needs Provision</u></p> <p>LR provided the Committee with a position statement for Foundation Learning (copy in minute book). Members were taken through the 'Recognising and Recording Progress and Achievement' (RARPA) process. Members sought further clarity around:</p> <ul style="list-style-type: none"> • The numbers of high needs students taking English and maths qualifications, the type of qualifications being worked towards and where appropriate are exemptions being correctly utilised. • Whether the use of RARPA has a quality/learning aim and how this is achieved. • What end tests are sat by the students? How do we know that the students are making the progress required and how confident are we that progress is being made. • Confidence in staff ability to consistently assess student progress. • Adequacy of transition arrangements from schools. • Input that students have into their own learning/ILPs <p>The Committee reflected on the Ofsted outcome for high needs; the need for teachers to accurately record progress towards targets. LR noted that approximately 80% of staff were fully engaged with RARPA, the Committee asked for a follow up report in 4-6 weeks on the level of engagement from the remaining staff and what was in place to ensure full engagement. The Committee emphasised that governors need evidence to be confident that all students are making the progress that they should be and that this can be demonstrated for</p> |

each individual student.

[**Action** – LR to report back to the Committee in 4-6 on staff engagement in the RARPA process and with further evidence on the progress being made by students]

Discussion took place on the appropriate use of support staff, members asked for assurance that those staff were not doing the work for the students but providing support for the students to complete work themselves. LR advised that whilst he was not yet confident that over-support was no longer happening more recent graded observations were good and training needs were being identified.

Members queried the level of appropriate work experience available. LR confirmed that more placements were needed; work is underway to increase the number of placements and supported internships.

Retention and attendance were reviewed. Members noted the lower attendance in English and maths at the Otley campus, LR confirmed that had been identified and work was in progress to increase attendance, he noted that students were now on the right level of courses and training was underway with staff. The need for effective embedding of English and maths throughout was noted by governors, PR reflected on the recent training session that he had attended and suggested that LR make contact with Bob Read of ACER on this point.

Both PT (Otley) and PR (Easton) agreed to undertake meetings with staff and learning walks with LR prior to the end of February and to report back to the March meeting.

[**Action** – PT/PR to undertake visits with LR before the end of February]

4 Minutes of the previous Meeting

The minutes from the meeting held on 4th December 2017 were received and **confirmed** (subject to a typographic error on page 1) as a true record of the meeting for signature by the Chair

5 Actions and Matters Arising

5.1 Review of action tracker

- 13.11.17 Action 1 - JT confirmed that this would be done when the next staff survey is undertaken in the New Year. Action on-going
- 13.11.17 Action 5 - Agreed ongoing, report on attendance broken down by groups to the next meeting. To be a standing item on the CRS agenda
- 4.12.17 Action 3 - Members asked that a high level one page TLA report be a standing item, action ongoing.
- 4.12.17 Action 4 - Taken to Corporation. Action **agreed** complete
- 17.1.18 Action 1 - Members received a copy of the 19+ strategy (copy in the minute book). Action **agreed** complete

17.1.18 Action 2 - Members received an update on the timetabling issue highlighted at the previous meeting. Action **agreed** complete

5.2 **Matters Arising**

Members asked that an in depth look at English and maths come to the next meeting.

[**Action** – review of English and maths (Lynsey Rowan) to the next meeting as part of Committee review of areas of the CIF]

6 **College Recovery Strategy**

Members reviewed version 14.

The need for governors to ask to see the QIP for the area visited and to discuss progress made was highlighted

[**Action** – link governors to be reminded to ask to see QIP/discuss progress made on link governor visits]

1.2.1 comments on feedback were noted

1.2.3 work on 'war board' underway

2.1.2 change to Feb CRS not Jan Board

2.1.4 Ofsted validation of lesson grading noted, a member reflected on the Ofsted commentary and suggested that the impact must be red. **Action** – change impact RAG rating to red on 2.1.4

2.1.5 additional CPD days added

2.1.7 **Action** – change impact to red

2.2.1 change to March 18 report

3.1 **Action** impact of English and maths attendance needs to be identifiable when reporting to CRS/Board. **Action** – Ofsted comments on attendance at floristry, brickwork and 19+ noted, members asked for report on reasons for that.

3.3 **Action** – student survey report to March Board. PT enquired as to the effectiveness of the tutorial programme, JT noted inconsistencies.

4.3 Establishment of EDI groups noted

5.2.3 support sessions underway

Action – members asked to have a hard copy of the CRS for meetings

7 **Ofsted**

Members reviewed the report, concern was expressed on statements made around student progress and queried the extended CPD programme at the start of term. JT advised that RG had introduced a new 'holistic assessment' process with all assessments being shared between staff. Are reviewing how other colleges monitor and report on progress to ensure follow best practice. In responses to the comments that 'governor meetings pay little attention to progress made by learners' members asked that this is added to the CRS and TLA reports and, further, that a KPI around holistic assessment being introduced to Board KPI

report.

[**Action** – add ‘governor meetings pay little attention to progress made by learners’ to the CRS and TLA reports]

[**Action** – introduce new Board KPI to monitor effectiveness of holistic assessment]

8 **Governor Training Feedback**

PR reported back on session attended at Writtle, main points to note were:

- ‘all about English and maths’, Bob Read area lead on this can provide advice [**Action** – Lynsey Rowan to meet with Bob Read before presents to Committee]
- Ofsted focus on in year progress
- Better transition
- Staff appraisal to be linked closely to TLA

9 **HR Update**

JT provided members with an HR update:

- Turnover of new staff – 5 leavers in probation period since September 2017, equates to 4.9% of new staff
- 1 staff member currently in stage 1 capability process, 4 more potentially may move to stage 11 after next graded observations. 6 staff have moved from grade 3 observations to grade 2. No staff on a grade 4. PT asked how many staff on grade 3, JT confirmed she would check and report back, **Action** – to confirm number of staff with a grade 3. JT reported that the need for further training of observer had been identified to ensure that the requirements needed to improve were sufficiently specific and actioned. **Action** – RG to provide feedback on training observers, Committee to receive report/action plan on priorities for improvement of monitoring **Action** – Committee to receive details of numbers of staff allocated/grade profile/improvements made for use of Learning Coaches **Action** – to receive observation data on agency staff
- Staff appraisals now at 65% completion, managers have been offered additional training where required.

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AOB
None

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Date of next meeting

The next meeting was confirmed as 7th February 2018.