

# EASTON&OTLEYCOLLEGE

Minutes of the CRS Committee meeting held on 18<sup>th</sup> April 2018 commencing at 8.00am  
in the Principal's office at the Easton Campus Easton Norfolk

## Present

M Coleman	<b>MC</b>	Independent Member
P Richardson	<b>PR</b>	Independent Member
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>	<b><u>Welcome and Apologies for Absence</u></b>		
	Apologies were received from Jane Townsend		
<b>2</b>	<b><u>Declarations of Interest</u></b>		
	None declared in relation to any items on this Agenda.		
<b>3</b>	<b><u>Minutes of the previous Meeting</u></b>		
	The minutes from the meeting held on 22 <sup>nd</sup> March 2018 were received and confirmed as a true record of the meeting and was signed by the Chair.		
	<b><u>Actions and Matters Arising</u></b>		
<b>4</b>	<b>A review of action tracker</b>		
<b>4.1</b>	13.11.17	Action 1	Ongoing until the next staff survey.
	28.2.18	Action 8	Student survey being taken to the Board on the 25 <sup>th</sup> April 2018 – Action <b>agreed</b> complete
	28.2.18	Action 11	Introduction of new Board KPI to monitor effectiveness of holistic assessment replaces this action. Noted also that presentation on holistic assessment on Agenda. <b>Agreed</b> not to proceed and action to be removed.
	28.2.18	Action 12	Noted that Diana Keyzor to make contact with Bob Read from ACER to progress that action [re E&M].
	28.2.18	Action 15	Information on learning coaches set out in TLR report on this Agenda – Action <b>agreed</b> complete
	28.2.18	Action 16	It was noted that agency staff are not formally observed. Committee confirmed they want graded

		<p>observations for agency staff to go ahead; given the significant numbers of agency staff, without that information data on teaching grades profile is skewed. Action to remain. Information to be received at the next meeting.</p> <p>22.3.18      Action 2      Landex Report awaited. Action ongoing.</p> <p>18.4.18      Action 1      It was noted that the update on staff compliance with the staff refresher programme for English and Maths will come to the next meeting of the Committee. The Committee noted that it was anticipating 100% compliance.</p> <p>18.4.18      Action 2      Table included in TLA report on this Agenda – Action <b>agreed</b> complete.</p> <p>18.4.18      Action 3      Update on work placements contained in TLA report on the Agenda. Action <b>agreed</b> complete</p>
<b>4.2</b>	<b><u>Matters Arising</u></b>	
	None	
<b>5</b>	<b><u>College Recovery Strategy</u></b>	
	Members reviewed the CRS	
	1.1.3      Link Governor visits. A member asked for confirmation of visits undertaken during the academic year	<p>[<b>Action:</b> RR to provide details of link visits undertaken in year/those timetabled to end of year]</p> <p>[<b>Action:</b> Members noted the need to update the CRS and remove reference to members of all staff no longer at the College]</p>
	1.1.7      Members queried the policies with which staff required to be compliant. RG confirmed that these would relate to core training issues such as online safe guarding training.	
	1.1.6      Members queried the numbers of staff achieving each observation grade and the actions taken for those receiving grades 3 and 4. RG confirmed that this was in the TLA report.	
	1.1.9      Members noted that appraisals completed were still not at 100%. RG noted that the Corporation expected 100% compliance. He confirmed that a report was going to the April Board to update on percentage achieved.	
	1.2.4      Members asked for an update on the Share Point progress. The Chair queried whether or not this work would actually improve communication throughout the College. Main issue seemed to be agreed protocols re structure and filing / file retrieval, updating and	

2.1.1	<p>archiving etc. To be discussed further</p> <p><b>[Action: Amend RAG ratings in light of Ofsted Report]</b></p>
2.1.7	<p>In the reporting of student progress to governors the Chair highlighted the need for the Committee, and governors as a whole, to more easily identify and analyse areas of strength and weakness by course across the College. It was equally important that governors were able to identify areas of good practice.</p> <p><b>[Action: governors to receive data/reports at college, subject area and course level etc to better enable them to identify the areas of strengths and weakness across the College and to take appropriate actions]</b></p>
3.1/2	<p>Whilst attendance overall is reported, members noted that they are not aware of any problem areas by course and need to be.</p> <p><b>[Action: Members to receive matrix of attendance by course area]</b></p>
3.2	<p>Suggested change of wording as issues highlighted in WBL by Ofsted were with employers and not with students.</p> <p><b>[Action: Review wording of 3.2]</b></p>
4.2.2	<p>Members asked for consistency of data on retention</p> <p><b>[Action: confusion with retention rates quoted, ensure consistent]</b></p>
4.3.2	<p><b>[Action: percentage figures to be added]</b></p>
5.1.1	<p><b>[Action: Change RAG on HASPS in light of information in TLA Report]</b></p>
5.2.2	<p>Members emphasised the crucial need for this to be complete and for a report to be brought to the next Committee meeting.</p> <p><b>[Action: Report on staff skills audit re English and maths to next meeting]</b></p>
8.1.2	<p>A member advised that Lee Robinson had advised that outstanding work required in respect of IQA's and RARPA issues would be resolved over the Easter holidays.</p> <p><b>[Action: Report on outstanding IQA/RAPA work to the next meeting]</b></p>
10	<p><b>[Action: Review RAG rating in light of Ofsted monitoring visit outcome]</b></p>
11	<p><b>[Action: Review RAG rating in light of Ofsted monitoring visit outcome.]</b></p>

Members raised concerns on the impact of the re-structure on quality. Discussion took place around the use of discretionary effort. Members expressed concerns as to whether or not the decrease in staffing numbers would lead to the right people remaining in posts who were able to move the College forward. They also queried how courses were being impacted and asked for this information to be added to future HR Reports to the Committee.

Members raised queries on the information being considered in order to progress the re-structure.

**[Action:** RG to share matrix with Committee members.]

Members asked whether issues of underperformance were being addressed within Animal Care. It was agreed that members of the animal care team would present to the next Committee meeting.

**[Action:** Animal care staff to be made aware of presentation to next meeting on 9<sup>th</sup> May to update Committee on current practices to address under performance, additional training and up-skilling and the resulting impact on student progress]

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### **Receive Monthly TLA Report**

RG confirmed that a full time ATLC (Advanced Teaching and Learning Coach) had been appointed at Otley. An internal advert was currently open in order to appoint to Easton. To date staff had used remission hours but the full time positions were felt necessary.

At the present time the ATLC from the Otley Campus is working between the two Campus'.

Members asked whether there was any opposition to the use of the ATLC. RG confirmed that staff were keen to take up the support where it was offered. This was an expectation and that there was no resistance. A Member queried whether staff on grades 3 or 4 observe those on grades 1 to 2. RG confirmed that this was done where it was considered beneficial. The Chair noted that the percentage of staff that had been observed was the same as at the previous meeting. He confirmed that the expectation of the Committee was that all staff had been observed by the date of the next meeting.

**[Action:** All teaching staff to have been observed by date of next meeting]

A member asked if interventions were different for those staff receiving grade 3's as to those receiving grade 4's. RG confirmed that interventions were bespoke to the individual not to the grade that they had received.

Discussion took place on the incentives being used in order to endeavour to raise attendance. Members queried the apprenticeship attendance rate. They sought clarity as to whether the individual campus rates reported were when students were just on campus and whether the overall rate included work based attendance.

**[Action:** Clarity required on apprenticeship attendance at the next meeting]

Progress of learners was discussed. It was noted that percentage of learners at or above target remained at 54%. The good progress overall being made by High Needs learners / Foundation Studies learners was also noted although concern was expressed re progress made by learners on 're-engagement' programmes. Members noted the percentage of assessment returned on time. The need to increase was noted.

[**Action:** CQMs to report what is being done to ensure assessments are returned on time, Committee to receive information on steps to improve this]

[**Action :** Committee expects CQMs to regularly [weekly] check and challenge staff re the individual progress being made and quality of targets set /agreed with learners, that this be 'triangulated' via Quality Reviews / Quality Performance Audits etc and that progress made be an important part of the Self Assessment Report [at all levels]]

Members asked to be taken through the use of ProMetrix data to increase understanding at the next meeting.

[**Action:** Members to be taken through use of ProMetrix]

HASP data was reviewed. The Committee expressed concern at the number of students yet to engage in work placements in terms of successful outcome for students and funding implications for the College.

[**Action:** Email to Committee members by 30<sup>th</sup> April 2018 to update on numbers of students yet to engage in work placements]

The particular issues for construction were noted.

[**Action:** Committee to receive plan for construction students to engage in work placements in the next academic year.]

Information on English and Maths was reviewed. It was noted that there was no target data included in the report.

[**Action:** Lindsey Rowen to supply a written report to the Committee at the next meeting confirming predictions for summer examinations]

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**Ofsted**

Noted this report to be reviewed at the April Board Meeting

*It was agreed to take the remaining agenda items out of agenda order*

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**English and Maths**

An update on English and maths was given and discussed under the TLA Report at item 6.

*RG left the meeting.*

*JP joined the meeting*

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**HR Update**

JP updated members on the tier 5 re-structure. She confirmed that as yet 14 preference forms had been submitted, three of those were requesting voluntary redundancy. Members again highlighted the information that they feel they are not receiving that they need to in terms of information stated earlier in these minutes.

[Action: HR Report to contain information on whether targets are being reached/target budget figure being achieved/ concerns on who is leaving as part of restructure/any difficulties in replacements]

*JP left the meeting*

*PT left the meeting*

*FB joined the meeting*

10

**Holistic Assessment**

FB updated members on the holistic assessment process confirming to them what this was comprised of and how this should support student progress through the academic year. The different types of holistic assessment depending on the level of course undertaken were noted. FB confirmed that in the next academic year holistic assessments would be undertaken every six weeks in order to monitor progress. Members enquired if holistic assessments were course specific. FB confirmed that some questions would be application across several subjects for example health and safety questions whereas others would be specific to individual courses. Papers were set by course teams and look to replicate examinations that students will sit. It is planned to increase the difficulty of questions asked throughout the academic year. A member asked what the student response was to the holistic assessment processes, FB confirmed that students had taken this seriously. The need not to over assess students was noted as the impact could diminish.

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**Marking and Feedback**

Issues picked up in the recent BTEC monitoring visits/audits were noted and discussed. It was further noted that the re-inspection was taking place shortly and that all issues must be resolved satisfactorily.

Meeting closed at 10.25.

