



Minutes of the CRS Committee meeting held on 22nd March 2018 commencing at 9.00am in the Principal's office at the Easton Campus Easton Norfolk

Present

M Coleman	MC	Independent Member
J Townsend	JT	Principal
P Thirkettle	PT	Independent Member & Chair

In Attendance

R Robson	RR	Director of Governance
D Keyzor	DK	Director of Curriculum and Quality
J Pease	JP	Head of HR
L Rowan	LR	CQM English and maths

1 Welcome and Apologies for Absence

Apologies were received from Philip Richardson and Ray Goodman

2 Declarations of Interest

None declared in relation to any items on this Agenda.

It was agreed to take item 7 on the agenda next

7 English and maths

LR presented to the Committee (copy presentation in minute book). Members were taken through attendance data, student target and progress data, key areas of focus, levels of study, delivery models and staff refresher programme.

Members expressed concerns on the attendance data; for English and maths and the overall study programme attendance and sought confirmation of what was being done to raise attendance levels in all areas. JT confirmed that an attendance lottery was now running each month for all students with over 95% attendance. In addition JT advised that curriculum areas were running their own initiatives with students being rewarded with equipment relevant to their courses. Staff are out in college ensuring that students are attending classes as required. A member asked how long the attendance initiatives had been running, noting the recent dips in attendance. JT confirmed that these had started for March and would be in place until the end of the academic year to ensure that students completed their courses. LR confirmed that CQMs are working with individuals to ensure that relevant support is in place where it is needed.

A member wanted to know what target grades students are given and how those whose progress is below target are supported. LR confirmed that students are

targeted to improve by one grade on their entry levels and that those below target have individualised learning programmes that target their areas of weakness. Those with a grade 4 or above on entry are encouraged to continue to develop their skills through their study programmes. LR explained the use of pro-monitor in tracking and monitoring student progress and the use of assessments and mock exams. She emphasised the 'whole' college approach where all staff have responsibility to raise the employability skills of students.

Members reviewed the staff refresher programme; concern was expressed on the limited number of staff engaging with the programme and members asked whether non-engagement was a compliance issue. JT confirmed that there was a clear expectation for all staff to sit the diagnostic tests and if necessary to then complete the refresher programme. DK confirmed that all staff were expected to sit the test to have an understanding of what was required by students and to be able to support students to at least level 2, she confirmed that the compliance requirement was being re-enforced. DK advised that she would be pursuing this at Easton and that Dave Elston (Director of Curriculum and Quality at Otley) would pursue at Otley.

An explanation for the apparent lack of feedback was requested by a member. JT confirmed that upskilling was in progress and staff were being encouraged to share best practice and participate in CPD. The member asked if the online support available to students was sufficient, it was noted that this was an online package where feedback had been too static for some students.

LR confirmed that Easter revision sessions were being provided, this would be highlighted in letters direct to parents. The need to ensure that students and parents were not only aware of the need to continue to study English and maths but also the positive support that they would receive was noted.

A member raised queries on the 4 week summary to 2.3.18 attendance data; LR highlighted the relatively small numbers of students in some groups and therefore the relatively big impact a small number of students could have on overall data per course.

[Action – to confirm all staff were compliant with the requirements of the staff refresher programme by end of March]

LR left the meeting

3 Minutes of the previous Meeting

The minutes from the meeting held on 17th January 2018 were received and **confirmed** as a true record of the meeting for signature by the Chair.

The meeting notes from the teleconference on 28th February 2018 were noted.

4 Actions and Matters Arising

4.1 Review of action tracker

13.11.17 Action 1 - To be done when next staff survey undertaken. Action

- 13.11.17 Action 5 - on-going.
Attendance data being broken down in governor reports. Action **agreed** complete.
- 4.12.17 Action 3 - TLA Report included at item 5. Action **agreed** complete.
- 28.2.18 Action 1 - Progress noted at the Ofsted monitoring visit. Action **agreed** complete
- 28.2.18 Action 2 - Both visits complete. Action **agreed** complete
- 28.2.18 Action 3 - LR English and maths presentation on this agenda. Action **agreed** complete
- 28.2.18 Action 4 - RAG rating changed. Action **agreed** complete.
- 28.2.18 Action 5 - RAG rating changed. Action **agreed** complete.
- 28.2.18 Action 6 - English and maths attendance data reported. Action **agreed** complete.
- 28.2.18 Action 7 - Dealt with at telecon on 28.2.18. Action **agreed** complete.
- 28.2.18 Action 8 - Student survey report not yet available. To go to Board in April. Action ongoing
- 28.2.18 Action 9 - CRS members given a hard copy of CRS. Action **agreed** complete.
- 28.2.18 Action 10 - CRS amended. Action **agreed** complete.
- 28.2.18 Action 11 - Holistic Assessment presentation to Board on 28.3.18. Action **agreed** complete.
- 28.2.18 Action 12 - DK to take forward. Action ongoing.
- 28.2.18 Action 13 - Grade 3 observation data in TLA report. Action **agreed** complete.
- 28.2.18 Action 14 - Details in TLA report. Action **agreed** complete.
- 28.2.18 Action 15 - Information on use of learning coaches. Action ongoing.
- 28.2.18 Action 16 - Observation data on supply staff required by Committee. Action ongoing.
- 22.3.18 Action 1 - Impact measures amended. Action **agreed** complete.
- 22.3.18 Action 2 - Update to Committee in High Needs progress following Landex Peer Review. Report awaited. Action ongoing.
- 22.3.18 Action 3 - Items listed on agenda. Action **agreed** complete.

4.2 Matters Arising

None

5 College Recovery Strategy

The Committee reviewed the Quality Report. A member expressed concern that only 84% of staff had been observed. The committee sought confirmation when 100% of staff that can be observed (allowing for any on maternity leave/long term sick) will have had at least one formal observation. For clarity further information was requested at the next meeting on staff observed and grades awarded.

[Action - .RG to provide the Committee with a table detailing numbers of staff that have received formal observations and the grades awarded]

Members raised concerns on the numbers of students not actively involved in work placements. Problems on successful completion of courses by those students and impact on funding were raised by the Committee. An update was requested for the

next meeting.

[Action - Committee to receive update on numbers of students now with relevant work placements to enable completion of study programme. Particular concern with construction at Easton noted]

JP joined the meeting

6. Staff Survey Report

JP updated the Committee on the outcomes of the staff survey undertaken in the autumn term, it was noted that the only one third of staff had taken part. JP reported that the survey had led to an action plan being implemented.

A member noted the least positive outcome related to the sharing of best practice and asked what was being done to improve that. DK confirmed that teams were meeting at the end of the day to enable best practice to be shared and CPD to be undertaken. JT confirmed that more targeted CPD was being implemented with less 'all staff' sessions. A member asked if the Teaching and Learning Coaches were being used in this, it was confirmed that they were being used as part of a college-wide sharing of best practice.

JP updated members on staff attendance, resignations and vacancies and appraisals. Where the latter were not being completed she advised that managers would be disciplined for non-compliance.

8. AOB

A member asked what actions were in place to ensure that lessons started on time following the issues that occurred during the monitoring visit. DK confirmed that managers were undertaking walks around the College to ensure lessons ran to time. The member asked if staff involved in the incidents reported were being managed through disciplinary procedures, DK confirmed this was ongoing with the members of staff involved. She confirmed that room audits were being undertaken and that student services were also actively ensuring that students were where they were timetabled to be. She also advised that problems reported with the buses were being followed up with the bus companies, revised timetables were planned for after Easter.

Date of next meeting

The next meeting was agreed as 18th April 2018 to start at 8.00am.