

EASTON&OTLEYCOLLEGE

Minutes of the CRS Committee meeting held on 9th May 2018 commencing at 11.00am in the Deputy Principal's office at the Easton Campus Easton Norfolk

Present

P Richardson	PR	Independent Member
P Thirkettle	PT	Independent Member & Chair
J Townsed	JT	Principal

In Attendance

R Goodman	RG	Deputy Principal
R Robson	RR	Director of Governance

1 Welcome and Apologies for Absence

Apologies were received from Mark Coleman

2 Declarations of Interest

None declared in relation to any items on this Agenda.

3 Presentation from Animal Care Staff

Abbie Keene (AK), Interim CQM, and Hannah Easey (HE), ACQM presented to the Committee on the delivery of Animal Care at the Easton campus as previously requested by the Committee. Members were informed on staff turnover in the department during 17/18 and current applications. AK advised members on the introduction of the learning walk postcard system giving staff 5 key themes to work on for the month, she also confirmed how the 5 key areas then informed training sessions. Members were updated on the sharing of good practice between departments. A member asked if all staff attended training sessions, AK confirmed that they do as they are compulsory.

AK advised the Committee on plans for next year in terms of improved timetabling and common units that can be taught across curriculum areas. A member asked how stretch for individual students will be ensured. AK noted that this has been an issue but highlighted that staff were taking steps to improve this by working across curriculum areas, sharing ideas and using peer assessment. A member asked if students were taking notes now in classroom based lessons, AK confirmed that this was happening and that staff were working with students to develop their academic skills.

The use of agency staff was discussed. A member asked if this would continue. AK explained that work was going on to reduce the need for agency staff by developing staff internally and progressing the right people into the right job.

A member asked how maths and English was being taught within the department. HE noted that attendance for maths and English was lower than attendance for the main qualification but emphasised the work going on to improve that. The member sought clarity on the teaching of maths and English within the main qualification, AK confirmed that there was a lot of naturally occurring maths and English within the qualifications. She noted that there had been limited understanding from some staff of the GCSE requirement and where those could be included in the main qualifications, therefore CPD had been added on that. A member asked if staff had been resistant to that, AK advised that they had not and were keen to improve their own skills.

A member asked what work was happening to aid progression into HE. AK confirmed that HE staff were coming into work with level 3 students at the end of year one and that work was ongoing through tutorials. Work was also being done with level 3 students to give them a better idea of the progression routes available to them.

4 Minutes of the previous Meeting

The minutes from the meeting held on 18th April 2018 were received and confirmed as a true record of the meeting and was signed by the Chair.

5. Actions and Matters Arising

5.1 A review of action tracker

11.10.17	Action 1	Ongoing until the next staff survey.
17.1.18	Action 12	Diana Keyzor made contact with Bob Read from ACER. Action agreed complete.
17.1.18	Action 16	Push back from unions on formal lesson observation of agency staff noted. Alternative programme in place. Action agreed complete.
28.2.18	Action 2	Landex Report awaited. Action ongoing.
22.3.18	Action 1	Staff having taken diagnostic in English and Maths now at 65%. Further update to next meeting.
18.4.18	Action 1	Update on Link Governor visits to next meeting.
18.4.18	Action 2	CRS updated to remove reference to staff no longer at the College. Action agreed complete
18.4.18	Action 3	Re-launch of SharePoint postponed. Action ongoing
18.4.18	Action 4	RAG rating changed. Action agreed complete.
18.4.18	Action 5	Agreed to bring quality performance audits to the Committee. Matrix/scorecard to come to the Committee. Action ongoing.
18.4.18	Action 6	CRS amended. Action agreed complete.
18.4.18	Action 7	Retention rates clarified. Action agreed complete.
18.4.18	Action 8	CRS amended. Action agreed complete.

18.4.18	Action 9	RAG changed. Action agreed complete
18.4.18	Action 10	Update given. Action agreed complete
18.4.18	Action 11	Lee Robinson to come to next meeting. Action ongoing.
18.4.18	Action 12	RAG changed. Action agreed complete.
18.4.18	Action 13	Restructure scoring matrix shared. Action agreed complete.
18.4.18	Action 14	Animal Care staff presented at the meeting .Action agreed complete.
18.4.18	Action 15	Update on lesson Observations in TLA Report. Action ongoing.
18.4.18	Action 16	CRS updated. Action agreed complete.
18.4.18	Action 17	Noted Ofsted commented progress being made. Action ongoing
18.4.18	Action 18	Training session taken to Corporation. Action agreed complete.
18.4.18	Action 19	Update Committee between meeting. Further update required. Action ongoing.
18.4.18	Action 20	Received plan for current year. Action ongoing.
18.4.18	Action 21	Predictions received. Action agreed complete.
18.4.18	Action 22	Ongoing restructure work noted. Action agreed complete.

5.2 Matters Arising

None

6 College Recovery Strategy

Members reviewed the CRS v18

- 1.1.6 Members sought confirmation of the resulting action from a grade 4 observation. RG confirmed the process of support and a second observation. A member queried why the report detailed 4 staff not observed. RG confirmed that those were scheduled.
- 1.1.9 Members pleased to note that non-completion of PDRs seen as a non-compliance issue.
- 2.1 The Committee asked for confirmation on how the SCIF programme

was contributing to increase in the performance. RG agreed to share the latest SCIF report.

[Action – RG to share SCIF Report]

2.1.7 Student Progress reviewed under item 8

3.2.1 A member asked for confirmed that employer induction included Prevent, RG confirmed.

5.1 A member queried the apparent anomalies in the HASPs and work placement data and asked for clarity.

[Action – clarity around HASPs required as anomalies in data]

7. **Receive Monthly TLA Report**

The need to appoint a supply ATLC coach, pending a permanent appointment, at Easton was noted. A member asked if the job description for the post confirmed that an outstanding practitioner was being sought, RG confirmed that it did.

Members noted the data on vulnerable and minority groups, for greater context they asked that future reports contain actual student numbers.

[Action – confirm reasons behind female care leavers 19+ attendance]

[Action – add actual numbers to data]

8. **Learner Progress**

Members noted the predicted pass rate of 86% and asked what achievement rate this would translate to, RG confirmed 74%. He advised that work is in hand to increase the pass rate and therefore the overall achievement rate beyond that. A member asked if staff prediction could be considered to be accurate. RG confirmed that staff were becoming more confident and that completion of the synoptics was consolidating the predictions. Members noted the short courses being offered to the end of term and the need to ensure student success in those. Governors highlighted the need to be able to ensure that every student made progress and to be able to demonstrate that progress. RG advised that work continued with staff to ensure that was happening, the reasonable progress grade received from Ofsted at the monitoring visit was highlighted.

9. **Ofsted**

The Committee noted the positive progress made and commented on in the most recent visit. Final report awaited.

10. **Pro-Metrix**

The demonstration to be taken at the May Board meeting.

11. **English and Maths**

Lindsey Rowan (LR), CQM English and maths, joined the meeting.

LR took members through predicted outcomes for English and maths. A member asked if a grade 4 was considered a pass for students taking a level 3 qualification. LR confirmed that students are encouraged to attain a grade 5, particularly if the student is intending to progress onto HE. Members asked what work was being undertaken to increase the likely number of high grade passes. LR highlighted the ongoing work with Myerscough under the SCIF programme and ongoing staff development.

Members queried the level of staff engagement with the staff upskilling. LR confirmed that work continued on the programme.

A member highlighted the functional skills predictions and expressed concern. LR confirmed that work was underway to review this for 18/19.

[Action – share SAR timetable]

12. High Needs

It was agreed that Lee Robinson would be invited to the next meeting.

13. HR Update

JT confirmed that the 45 day consultation process in the tier 5 restructure was complete and the next stage was now being undertaken.

Meeting closed at 1.10pm.