

Chair	Vivien Bailey OBE
Corporation Members	Cynthia Griffin, Marilyn Hawkins, Steve Hedges, Gerry McDonald, Diana Murray, Sue Williams, Rob Hull (Observer)
Officers	Principal Tower Hamlets & Hackney: Alison Arnaud Principal Redbridge & Epping: Narzny Khan Principal Havering: Janet Smith Group Director Apprenticeships & Business Development: Jamie Stevenson (item 12 only) Group Director of Quality: Ruth Kendrick (left 7.07 pm after item 9.1) Head of Governance – Havering: Cathy Horne
Apologies	None
Director of Governance	Elsa Wright
Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks The Chair welcomed everyone to the meeting.
2.	Apologies for Absence There were no apologies for absence although it was noted that Sue Williams would be arriving late.
3.	Declaration of Interests There were no declarations of interest
4.	Minutes of the Last Meeting Held on 22nd June 2021 The minutes were agreed as drafted.
5.	Matters Arising and Action Points from the Meeting There were no matters arising. Referring to the Action Plan, the Chair confirmed that Governors visits were being arranged and would be discussed again at the November meeting. The complaints report was on the agenda although it was noted that there was no trend data allowing comparison with previous years.
ITEMS FOR CHALLENGE, MONITORING & REVIEW (the items were taken in a different order to the agenda)	
6.	Interim End of Year Achievement Rates Presentation: SAR Emerging Themes The Principal, Havering, took Members through a presentation which showed the current position with end of year Achievement Rates. She reminded Members that the percentage achievement was determined by the number of students who completed their course successfully against the number registered on the 42nd day. The pandemic meant that there was no national data available for direct year-on-year comparison, meaning that results and achievement rates were compared to 2018/19 data. Lockdowns had impacted on practical delivery of lessons and delays to assessment in some areas which had an impact on results for a second year. Students had been assessed by one of 3 methods, followed by a rigorous validation process. Members noted that the graphs in the presentation incorporated the Havering Colleges' data into Group rates for the first time and were broken down by campus. The Group Achievement Rate was currently at 86.7% overall and was likely to be around 87% once

all remaining grades were finalised. High performance had been maintained at all campuses except Havering GFE which had been impacted by the high number of practical courses significantly hit by the pandemic.

The Principals gave an update on the headline data at their campuses as detailed in the presentation. It was noted that no learners had been carried over in 2020/21 compared to 268 in the previous year.

Referring to the Subject Sector Area graphs, the Principal, Havering, explained that there were still 636 results to be confirmed. There had been strong performance in many areas but both Construction and Engineering were rated red. Performance at GCSE was strong. The Committee noted that overall achievement rates continued to improve across the Group and that the final out turn would exceed 2019-20 rates. The main points to note from the presentation and discussion were:

- Curriculum areas significantly impacted by the pandemic and Lockdowns were Construction, Engineering, Hair and Beauty, Catering and Fitness;
- Sustained improvement in achievement evidenced at the Epping Forest Campus;
- Predicted final outcome for Hackney shows improvement had been sustained;
- Continued outstanding achievement for Tower Hamlets and Redbridge;
- Overall achievement for Havering Sixth Form is good and above NRs;
- Significant improvement at Attlee for A level achievement;
- Achievements at Havering GFE require improvement and will be targeted for intervention in 2021-22;
- Key curriculum areas targeted for improvement: Construction, Engineering, Functional Skills and employability programmes.

The Chair thanked the Principals for the report and commented that the data showed a good story and demonstrated the impact of quality improvement actions, with the concerns already known about and included in the QIP.

Members noted that the Self-Assessment Report for 2020/21 would be finalised once all achievements were confirmed. This would be brought to the next meeting of the Committee for consideration by the Corporation in December. The data showed that the College remained a 'Good' provider with some 'Outstanding' features.

7. Enrolment and Induction Report

The Committee was informed by the Group Principal and CEO that the College would miss the overall enrolment target and allocation for 16-18 year-old students. Numbers were still to be finalised but a 4-5% shortfall was anticipated. Recruitment at Havering GFE was particularly poor and the Sixth Form had been impacted by expanding provision in Havering schools. The shortfall was in contrast to the 3% growth in the previous year and the negative impact on the 2022/23 budget would be upward of £2m.

In relation to adult learners, there would be a November recruitment campaign as well as January and February. Currently enrolment for adults was at 92% of the target.

Members expressed concern and discussed the need to improve branding and the role of the campuses in the local community. They were informed that some schools had expanded their provision in some subjects and, particularly in Havering, there was parental pressure for schools to have sixth forms. The Committee noted the difficulties in relation to teacher recruitment in areas such as Construction and SEND.

The Chair noted the concerns and welcomed the detailed report on induction at each of the campuses which demonstrated good practice and ensured that Safeguarding and behaviour was addressed at an early stage.

8.	<p>Appeals</p> <p>Before the Group Principal and CEO introduced his report, the Chair of the Corporation commented that the Board fully recognised the extreme pressure the number of appeals had on the Principals, particularly the Principal, Havering.</p> <p>There were 198 stage 2 appeals to the Awarding Bodies arising from Teacher Assessed Grades (TAGs). These had largely concerned A Levels and many had been dealt with through the Centre Review process. At the date of the meeting, 19 stage 2 appeals had been upheld, 127 rejected and 48 were still outstanding. The Quality Team, curriculum managers and exams officers were continuing to provide additional evidence to the Awarding Bodies.</p> <p>A Freedom of Information request had been received from FE Week and was being dealt with.</p>
9.	<p>Community Engagement Report</p> <p>The Group Director, Apprenticeships and Business Development, presented his report commenting that it was helpful to map the position. He explained that relationships with the Local Authorities and the Job Centre were good. Despite the pandemic, the partnership work had continued with students completing work programmes which led to full-time jobs. The Chair thanked the Group Director for the report, commenting that it was helpful to see the table of current relationships and other information which could be built upon in future. She welcomed the action points in the paper and asked for an action plan to be developed. She requested that the impact of the various links form part of future analysis.</p> <p>Action Point: Community engagement action plan to be developed and brought back to the Committee.</p>
10.	<p>QIP Progress Report</p> <p>The Group Director of Quality informed the Committee that there had been good progress with the areas for improvement identified from the SAR and brought together into one key document for the Group - the Quality Improvement Report. Tracking throughout the year demonstrated that most actions had been completed or were making good progress. She commented that there had been excellent progress in ensuring consistency of systems across the Group, citing the Teaching and Learning Strategy as an example.</p> <p>Areas of concern were the performance and retention of Level 1 Functional Skills Maths, particularly at Havering GFE; achievement in Construction where there were some significant issues; attendance at English and Maths GCSE; and the implementation of Value-Added systems which had been on the Quality Improvement Plan for some time. These areas would continue as a focus for improvement in 2021/22 although Members were assured that the Value-Added system was in progress and it was anticipated that the actions would soon be completed.</p> <p>It was noted that learner voice, which was largely positive, had continued to be collected as per the schedule and in somewhat difficult circumstances throughout the various lockdowns.</p> <p>The Principal, Havering, explained that the presentation given earlier in the meeting contained the most up-to-date information and that there had been further improvements since the paper had been written. She commented that the report showed the actions taken, improvements made and the impact and it showed a very positive story. This was particularly relevant in areas such as apprenticeships and construction where there were significant concerns. She added that the matrix</p>

	<p>management system, alongside single systems for Quality Assurance and Teaching and Learning, had ensured improvements and demonstrated good impact.</p> <p>A Member requested that the language in 6.3 be reconsidered.</p> <p>The Chair thanked the Group Director of Quality for her report. She pointed out that the QIP was clearly a working document showing a detailed record of improvement actions taken and judgements about their impact. The QIP would be moderated and finalised over the next few weeks. The Committee recommended the Quality Improvement Plan for 20/21 to the Corporation for final sign off.</p>
11.	<p>Annual Student Complaints and Appeals Report</p> <p>The Group Director of Quality explained that there had been two different complaints policies in 2020/21 but that the new Policy had been approved in April 2021. From next year it would be possible to provide meaningful trend data across the Group.</p> <p>There had been 165 complaints in 2020/21. Of these, 27 were formal, meaning that informal methods had not led to a resolution. There had been 100% completion to target timeframe. Four complaints had been escalated to Principal level with possible grounds for appeal and three of these were ongoing. The appeal from an Engineering student at Rainham had been overturned by the Office of the Independent Adjudicator who stated that it was ineligible.</p> <p>Appeals and complaints regarding Teacher Assessed Grades were not included in the report although it was noted that there had been very few complaints, despite the number of appeals.</p> <p>The Chair thanked the Group Director of Quality.</p>
12.	<p>Student Union Constitution</p> <p>Led by the Deputy Principal at Ardleigh Green, the student union constitution and approach had been harmonised with each campus now having the same structure. Previously there had been a lack of Group-wide activity but there would now be a Student Union Executive, formed of the President and Vice-President from each campus. This would ensure more robust student voice at group level and enable students to be involved in key strategies such as Black Lives Matter, Equality and Diversity and the Green agenda. The Principal, Havering confirmed that the Student Governors (2020/21) had been part of the discussion.</p>
13.	<p>HE Update</p> <p>The Group Principal and CEO informed Members that, although the HE provision was small, it had achieved well, particularly given the challenging circumstances throughout the pandemic which had affected students requiring placements. Enrolment was currently around 75% of target and work was ongoing to build the brand and take a proactive approach to marketing. Members noted that HNC and HND were a particular challenge. The Dean of HE reported directly to the Group Principal and CEO.</p> <p>Bath Spa programmes had all been approved and had begun teaching with 40 students enrolled. Discussions were taking place with the University to explore expanding the NCC HE offer alongside medium-term commission research. Proposals would be considered in the spring.</p> <p>The student verification process with UKCBC continued and was on course for completion in early 2022.</p>

	<p>Members discussed the strategy and the need to measure outcomes compared to spend. The Group Principal and CEO explained that the position would be clearer in early 2022 and that NCC were currently in a transition phase in relation to HE provision.</p> <p>The Chair thanked the Group Principal for the report, noting that the HE Committee had not yet met this term but that minutes would be provided to the CQS Committee once it had.</p>
14.	<p>Equality and Diversity Annual Report 2020/21</p> <p>The Principal, Hackney and Tower Hamlets explained that the report provided assurance to the Committee that appropriate steps had been taken to ensure no-one was disadvantaged by any defined characteristic. It also showed that potential barriers had been identified and addressed and showed the way that the college had celebrated the diversity of the college community.</p> <p>The gaps in achievement by ethnicity and gender, specifically white, Black African and Black Caribbean males had reduced. It was noted that these learners were predominantly on practical courses such as Sport and Construction. Learners with declared mental health needs and those in receipt of free school meals had achieved better than the previous year by 0.7% and 1.5% respectively.</p> <p>Responding to Members comments, the Principal, Hackney and Tower Hamlets, confirmed that the action plan for 2021/22 included actions to ensure that students were not stereotyped in any way and that assumptions were not made during the IAG process. Whilst no positive discrimination took place, students were placed on appropriate courses regardless of gender. The updated action plan (not available before this meeting) and finalised data would be presented to the Corporation.</p> <p>The Chair welcomed the report as very well focussed and noted the additional emphasis for 2021/22 on BLM, LGBTQ and gender-based abuse.</p>
15.	<p>Governor Visits</p> <p>The Chair reported on the visit she had made to the Rainham Campus in July with the Chair of Governors and Director of Governance, as well as the launch event in September, commenting that the students were engaged, staff enthusiastic and facilities excellent. Of particular note at the launch event was the excellent links with employers.</p>
CONFIDENTIAL ITEMS – SEE PART 2 MINUTES	
13.	<p>AOB</p> <p>There were no items of any other business.</p>
14.	<p>Date of Next Meeting</p> <p>23rd November 2021 at 5.30 pm</p>

The meeting closed at 8.00 pm

Agreed as an accurate record of the meeting

Signed.....

Date: