

Minutes of the hybrid meeting held on 2 December 2024 at 4.00pm

Present physically S Daley, EEGT Trustee and WSC Governor – **Chair**
at ASFC:

Present virtually: C Chua, WSC Governor (part)
J Drake, WSC Governor (part)
J Wakelam, EEGT Trustee and WSC Governor – **Vice Chair** (part)
M Downes, WSC Governor
R Cannon, WSC Governor
S Snowdon, EEGT Trustee

In attendance: A Adamson, Group Deputy Principal – One Sixth Form
A Harvey, Group Assistant Principal – Sixth Form Provision
A Hurrell, Group Head of Quality Assurance
C Durrant, Group Head of Pastoral and Administration
C Fisher, Group Head of Connections and Opportunities
C Shaw, Group Principal – WSC Sixth Form
D Barton, Group Assistant Principal – Adult
G Cowles, Deputy Governance Professional
G Evans, Group Quality Manager
J Robson, Group Principal – One Sixth Form
J Stockings, Group Assistant Principal – Sixth Form Provision
L Chapman, Regional Director – SEND and Outdoor Learning
K Brown, Group Assistant Principal – Teaching, Learning and Educational Partnerships
N Savvas, Chief Executive Officer
N Payne, Group Director Careers, Opportunities, and Progression
R Bamford, Group Assistant Principal – Quality
S-L Neesam, Group Head of Welfare and Safeguarding
S Langthorne, Group Assistant Principal
S Small, Group Deputy Principal – Abbeygate Sixth Form
S Gales, Governance Professional
T Lloyd, Executive Director Skills and Strategic Development

Apologies: K Points, EEGT Trustee
L Ireland, EEGT (OSFC) Parent Committee member
L Moody, Group Principal – University and Professional Development

Absent: R Holden, EEGT (ASFC) Parent Committee member

Action

1. Declaration of Interests and Apologies for absence

Members recognised the standing declarations. No other conflicts of interest in relation to the items of the agenda were declared.

Apologies for absence were received from K Points, L Ireland and L Moody. The absence of R Holden was noted.

The Chair congratulated WSC on being graded Outstanding by Ofsted following a four-day inspection. Members recognised that all three colleges in the Group were graded Outstanding by Ofsted, which is an exceptional achievement. The Chair informed that in recognition of the impact of the inspection, WSC agenda items were presented as verbal updates and proposed to discuss the agenda items in the following order: 1, 2, 3, 4, 5, 6, 13, 14, 8i, 8iii, 11, 18, 8ii, 8iv, 10, 12, 15, 16, and 17.

2. Minutes of the meeting on 4 November 2024

Members reviewed and **agreed** the minutes of the meeting on 4 November 2024 as

an accurate record.

3. **Matters arising from the meetings on 4 November 2024**

All matters arising from the previous meetings were complete.

MA8 – R Bamford informed that the Suffolk Observatory publishes demographic information which we can use to contextualise the local information and deprivation household factor of our student catchment areas. Members suggested we add this to our Self-Assessment Reports.

4. **First-Hand Feedback**

The Chair encouraged members to visit the colleges for first-hand visits.

5. **Complaints and Compliments Log**

Members received and considered the report for the period August to October 2024, reporting and analysing the complaints and compliments received from stakeholders of ASFC, OSFC and WSC.

Members noted that the recent Internal Audit report of student recruitment conducted a 'secret shopper' exercise to ascertain the effectiveness of the application process, and a recommendation arose to review/improve the process. The CEO informed of plans to rebuild our websites and, as part of this, improve our admissions process; and suggested that the CIO present his plans and progress at the next meeting.

CIO

Members commended the strength of reporting and felt assured that there were minimal complaints, with no emerging pattern or trend, and complaints were responded to in accordance with our policy.

The CEO suggested we use this as part of our quality assurance process, to identify areas of potential further improvement and lessons learned. Other stakeholder feedback mechanisms are considered alongside the Compliments and Complaints Log in order to identify any emerging patterns of concern throughout the year.

6. **2023/24 Student Exit Survey results**

Members received and considered the end of year student survey results from ASFC, OSFC and WSC sixth form.

C Chua joined the meeting at 4.25pm

Members queried why the survey completion rate at OSFC is higher than at ASFC and WSC sixth form. C Durrant explained that the same process is used across all the sixth forms with the PPTs supporting students to complete the form. However due to the different timetables and courses offered across the Group it is challenging to schedule the exit surveys to best capture students before they commence study leave and/or work placements. C Durrant confirmed that she is working with the quality team and curriculum leaders to best schedule the exit surveys.

7. **2023/24 Destinations of all learners for all provision types**

Members received and **noted** the paper provided which summarised the destination information for ASFC, OSFC and WSC students.

Review of in-year performance

QUALITY OF EDUCATION

8. **Sixth Form Provision**

i. **A Level (ASFC and OSFC)**

Members received and considered the papers provided which included a summary of the 2024/25 Quality Improvement Plan and key areas for improvement, analysis of the Progress Review 1 (induction review), information on courses requiring improvement and curriculum development plans for 2025/26. S Small summarised

the ASFC paper and A Adamson summarised the OSFC paper.

Members reflected that the Self-Assessment Reports identified areas for improvement regarding supported and directed independent study time and queried the progress in addressing this area for further improvement. S Small summarised the multifaceted approach. Members queried if future reporting will detail the impact. S Small confirmed it will.

Members discussed how the Quality Improvement Plan is formulated and considered to ensure we create appropriate actions. R Bamford to share the individual college detailed plans with members.

R Bamford

Members queried the response of staff to the Quality Improvement Plan. S Small explained that the leadership have worked closely with staff to explain the rationale for the changes, and staff have been supportive and understand that leaders will support them throughout the changes. The CEO noted that, as a large successful Group, we can share best practice and innovate and pilot new ways of working.

Members discussed whether 'improving value added' should be added to the Quality Improvement Plan. The CEO explained our focus is on setting high aspirations and supporting high grades, which will naturally improve value added. R Bamford confirmed we continue to monitor value added as a KPI and are trialling two systems to best monitor our impact.

Members discussed how we evaluate students' prior attainment and tailor transition 'into our sixth form provisions, to also support improved value added.

Members queried how often the Performance Review Boards are conducted across the Group. J Robson informed that there are five per year.

Members queried whether there continues to be best practice sharing across comparable provision across the Group to support improving quality and outcomes. A Adamson informed that significant best practice is shared across comparable provision across the Group, with ASFC and OSFC working to align approaches to A Levels and OSFC and WSC working to align approaches to Vocational qualifications. J Robson noted that while operating in different towns, with different student catchments, our focus is on supporting all students to access and achieve high quality education.

Members noted the implementation of a new KPI dashboard and queried whether this is Group-wide. R Bamford confirmed it is Group-wide. Members asked to have a demonstration of the dashboard at the next meeting.

A Corston
R Bamford

Members **agreed** the 2024/25 Quality Improvement Plans and applauded the significant steps in aligning the reporting on performance across the Group's institutions. The CEO commended the culture of continuous improvement of leaders, managers and staff.

ii. Vocational/Technical (OSFC and WSC sixth form)

Linked to agenda item 18. S Langthorne, R Bamford and C Shaw summarised the feedback from the inspectors.

Members were pleased to see that, despite the overwhelmingly positive feedback from the Ofsted inspectors, the College is not complacent and is producing a Quality Improvement Plan to address areas for improvement raised in the Self-Assessment Report.

iii. High Needs students (SEN)

Members received and considered the paper which informed of the number of students with SEN across ASFC, OSFC and WSC provision types; and their attendance.

Members queried the national attendance benchmark. L Chapman explained Suffolk provides regular attendance information, however the national data is less frequently published.

9. **Adult**

i. **by Level**

Linked to agenda item 18. D Barton summarised the feedback from the inspectors.

D Barton outlined the 2024/25 Quality Improvement Plan areas for our adult provision. Members commended the robust focus on continuous improvement and were pleased with the very positive Ofsted judgements about the Adult provision.

SKILLS NEED

10. **Skills Need Update (WSC)**

Linked to agenda item 18. T Lloyd summarised the feedback from the inspectors and informed that Ofsted found WSC 'makes a strong contribution to meeting skills needs', which is the highest judgment possible. It was noted that Ofsted inspectors warned that the College should 'manage its expectations' in this area since, in order to achieve a judgment of 'strong', the provision across the entire curriculum must be consistently strong, which it was judged to be.

T Lloyd outlined the 2024/25 Quality Improvement Plan areas for Skills.

BEHAVIOURS AND ATTITUDES

11. **Attendance (sixth form and elected home educated)**

Members received and considered the paper which analysed attendance data by course and department, and at Next Steps sessions, at ASFC and OSFC.

Members asked for retention data at the next meeting.

Principals

12. **Involvement in the community and competitions**

N Payne provided a verbal update to summarise examples of how students across all provision types across ASFC, OSFC, and WSC have engaged in community and competition events.

LEADERSHIP AND MANAGEMENT

13. **Student survey: induction (sixth form and elected home educated)**

Members received and considered the start of year student survey results from ASFC, OSFC and WSC sixth form.

A Hurrell explained the multiple ways student and stakeholder voice is captured throughout the year as part of the quality cycle and how it is reviewed and analysed by leadership, and then feeds into governance.

Members discussed the questions asked as part of the survey and queried whether the questions sufficiently canvas student experience and feelings of safety. G Evans explained that the questions have been duly considered to ensure the questions are carefully worded to reduce the likelihood of misunderstanding and skewing of the data to provide meaningful information. G Evans noted this draws on best practice approaches within the sector such as Ofsted surveys.

14. **Parent survey (sixth form and elected home educated)**

Members received and considered the parent response following the induction evenings in September 2024 from ASFC, OSFC and WSC sixth form.

SAFEGUARDING

15. **KPI Report**

Members received and considered the annual safeguarding analysis reports for ASFC, OSFC and WSC. S-L Neesam summarised the emerging trends and key information.

Members discussed the rising incidents of student record requests and queried if this is a rising risk. S-L Neesam explained the risk and how this is being monitored and mitigated.

C Chua, J Drake and J Wakelam left at 6.05pm

Members noted our student numbers are rising alongside the rising levels of students accessing our wrap-around student support and queried if we have sufficient capacity to meet the need. C Durrant confirmed we continue to invest in staff to meet the need.

16. Policies

1. EEG Admissions policy – Special Admissions Board
2. EEG Body Camera policy
3. EEG Disability Access policy
4. EEG Equality, Diversity and Inclusion policy
5. EEG Online Safety and Social Media policy, plus Appendixes
6. EEG Bullying and Harassment policy and procedure
7. EEG Special Educational Needs and Disability policy
8. EEG Spiritual, Moral, Social and Cultural Development in college policy
9. EEG Student Code of Conduct and Behaviour policy
10. EEG Student Course Ambassador and Student Council procedure
11. EEG Student Disciplinary and Appeals procedure, plus Appendixes
12. EEGT Examinations policy
13. WSC Electively Home Educated Provision policy
14. WSC Prevention of Modern Slavery policy
15. WSC Quality of Education Conflict of Interest policy

Members received, **approved** the policies (as above) and **agreed to recommend them to WSC Corporation and EEGT Trust Board**, subject to some minor typo amendments and to the 'Student Code of Conduct and Behaviour Policy' to clarify whether it applies to Adult and Apprenticeship students in part or in entirety.

S Hope

17. Risk Register Extract

Members received, considered and **noted** the extract from the Risk Register provided and discussed the **0 red**, **7 amber** and **1 yellow** risks.

18. Any Other Business

i. **WSC's Ofsted Report**

S Langthorne, as Ofsted nominee, summarised the findings of the draft report. Members commended all the staff on the exceptionally high standards that resulted in the strength of the report.

Members noted WSC's Self-Assessment Grade for adult provision was 'good' but Ofsted graded it as 'outstanding'. D Barton explained that while our 2023/24 adult outcomes were not high enough, the inspectors' observations of the adult provision led them to grade the provision as outstanding because of the reach of the provision and its transformative impact.

The CEO on behalf of staff thanked this Committee for their robust support and challenge.

The meeting closed at 6.17pm