

Minutes of the hybrid meeting held on 19 May 2025 at 4.00pm

Present physically at OSFC: C Chua, WSC Governor
J Wakelam, EEGT Trustee and WSC Governor –**Vice Chair**
R Cannon, WSC Governor
S Daley, EEGT Trustee and WSC Governor – **Chair**

Present virtually: M Downes, WSC Governor
S Snowdon, EEGT Trustee and WSC Governor

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 Battey, Group Head of Welfare and Safeguarding
C Fisher, Group Head of Connections and Opportunities (part)
C Shaw, Group Principal – WSC Sixth Form
D Barton, Group Assistant Principal – Adult
J Robson, Group Principal – One Sixth Form
J Stockings, Group Assistant Principal – Sixth Form Provision
L Moody, Group Principal – University and Professional Development
L Newell, Head of Pastoral Support
N Savvas, Chief Executive Officer
N Payne, Group Director Careers, Opportunities, and Progression
R Bamford, Group Assistant Principal – Quality
S Langthorne, Group Assistant Principal
S Gales, Governance Professional

Apologies: C Durrant, Group Head of Pastoral and Administration
C Warren, Group Head of Careers Guidance Services
J Drake, WSC Governor
K Brown, Group Assistant Principal – Teaching and Learning
K Points, EEGT Trustee
L Chapman, Regional Director – SEND and Outdoor Learning
L Ireland, EEGT (OSFC) Parent Committee member
M Williams, WSC Staff Governor
S-L Neesam, Group Head of Welfare and Safeguarding
S Small, Group Deputy Principal – Abbeygate Sixth Form
T Lloyd, Executive Director Skills and Strategic 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 J Drake, K Points and L Ireland. The absence of R Holden was noted.

2. Minutes of the meeting on 10 March 2025

Members reviewed and **agreed** the minutes of the meeting on 10 March 2025 as an accurate record.

3. Matters arising from the meetings on 10 March 2025

Four of the matters arising from the ten previous meetings were complete, two were ongoing and four were due for the next meeting. Members asked the Executive to complete the ongoing actions.

4. **First-Hand Feedback**

Members received and considered the first-hand feedback reports from governance member's visits to the colleges.

C Chua fed back on his visit to the adult learning centre.

Review of in-year performance

QUALITY OF EDUCATION

5. **Adult**

Members received and considered the report provided which included agenda item 9 (attendance) and 15 (student survey). The report summarised progress against the quality improvement plan, progress review and courses requiring improvement, curriculum development plans, attendance and student surveys.

D Barton summarised the how our adult course offer is changing to respond to local need and new DfE priorities e.g. skills for work/sector-based work academies and skills bootcamps.

Members commended the paper though asked that future reports include expanded acronyms.

D Barton

Members commended the success and growth of the adult provision and queried how we will create capacity to support delivery. D Barton explained how the adult team are working with partners to explore opportunities, upskilling staff to deliver new courses, using automation and technology to improve efficiency, and where needed and in budget recruiting additional staff.

Members discussed the student survey results and queried what action is being taken where feedback is lower. D Barton explained that we are analysing the data to understand which courses are less positive and why, so we can work with staff to improve delivery in response to feedback.

Members discussed the student survey results.

Members discussed the attendance data and queried how interventions/support are tailored to individual students. D Barton explained that our data dashboard allows us to interrogate the data to understand the causes to inform our interventions and support.

Members discussed the courses requiring improvement and queried whether solutions to lessen the impact of the change in Ipswich venue have been impactful e.g. improved attendance. D Barton explained that we have relocated Ipswich evening classes to OSFC which means some students are having to take two bus journeys, so we are looking to provide minibus transport from the town centre/station to lessen the time and cost of transport for students.

Members discussed the proposed changes to immigration and queried what the likely impact will be for adult learning. D Barton noted it is too early to know the impact, though noted changes to the Adult Skills Fund could change the eligibility clauses for these learners. D Barton noted that wherever possible we continue to work with the Local Authorities to access alternative funding strands to make adult learning accessible for these high priority groups.

6. **'At Risk' students (Children in Care and Young Adult Carers)**

Members received and considered the paper provided which analysed the attendance, retention, gender, SEND needs, and progression plans of children in care and young adult carers.

Members commended the paper though asked that future reports include expanded acronyms.

C Battey

Members queried what type of support this cohort of student need. C Battey explained the types of need and gave examples of the types of support we offer based on their need/background.

7. **Curriculum Development (inc. progression pathways)**

Members received and considered the paper provided which summarised the progression routes for students moving between our Levels across our colleges.

Members commended the clarity of the report and queried if we intend that each college will specialise on specific courses. A Harvey explained that the colleges will continue to deliver a diverse course offer and deliver some courses which are the same, however we hope to align the awarding body we use and how we deliver the content for courses which are the same, so we can share best practice and improve student experience.

Members queried how we engage and support NEET students. C Shaw explained that we have regular and active engagement with those students, then use key and youth workers to engage them on a less formal curriculum with smaller cohort sizes (pathway to success), so students feel supported and gain confidence so they can re-engage in education.

Members queried how we are funding this. C Shaw explained that this will be funded by our core funding.

Members queried how this links to the adult NEET programmes we run. L Moody explained how the NEET programmes align, however noted that due to funding regulations they are distinct.

Members queried how student feedback influences our curriculum offer and development. A Harvey explained how student feedback and interest informs how we develop and adapt our curriculum to meet their needs and support their progression. A Harvey gave examples of how we are working with our feeder schools to adapt our approach to support students to transition to college.

SKILLS NEED

8. **Skills Need Update (Accountability Agreement)**

Members received and considered WSC's annual Accountability Agreement.

Members commended the report and queried whether the targets are realistic and achievable. L Moody explained that while the targets are ambitious, we feel they are achievable.

Members commended the strength and breadth of employer relationships underpinning the plan.

Members queried whether / when the LSIPs will be renewed. L Moody explained that it is likely but not confirmed.

Members commended the strong links to sustainability and the Chair informed that the sustainability board will shortly be presenting reports to this Committee to detail progress in embedding sustainability into the curriculum.

Members discussed 'Aim 1' on page 13 and queried whether there should be more quantitative information to underpin the baseline numbers. L Moody explained the complexity of producing a numerical baseline for this aim and noted the Ofsted 'Strong contribution to meeting the skills needs' judgement is a sector acknowledged qualitative and quantitative judgement. L Moody suggested we could look to produce this for future years.

L Moody

Members discussed 'Aim 2' on page 14 and queried whether the 'Planned Volumes' sufficiently correlate to the skills sought by the aim. L Moody suggested we look to review this for future years.

L Moody

Members **approved** WSC's 2025/26 Accountability Agreement and **agreed to recommend it to the Corporation** for approval in readiness for submission by the DfE deadline.

BEHAVIOURS AND ATTITUDES

9. Attendance (adult)

Discussed as part of agenda item 5.

10. Pastoral concerns report (inc. suspensions / exclusions)

Members received and considered the paper provided which analysed the number of students of concern across each college by curriculum area, factors contributing to the concern and summarised the intervention strategies being used.

Members queried whether the 'final written warning' meetings usually result in the student continuing or withdrawing. L Newell explained that these meetings are used as a way to work with students to discuss what further support they need so are very effective in improve behaviours and engagement, and retention.

Members queried what is involved in a home visit and the response from students/families. L Newell explained and gave examples of when home visits are used and noted students/families report feeling cared for and supported.

The CEO reflected that the report is great but could be further strengthened by adding a summary of the actions taken and the impact of those actions; and asked future reports to include this detail.

L Newell

Members queried why there are a higher proportion of female students of concern than male at ASFC and OSFC, and asked for this analysis to be in the next report.

L Newell

PERSONAL DEVELOPMENT

11. Enrichment Opportunities and Character Strengths

Members received and considered the paper provided on extra-curricular activities.

Members queried how we know students understand the breadth of extra-curricular activities available to them. N Payne noted students feedback on this as part of the student surveys and student council.

Members asked that future reports include analysis of student voice on the extra-curricular offer and the impact of their engagement in activities.

N Payne

Members commended the report and queried how college leaders support student engagement in the activities. N Payne informed that the senior leadership teams of each college support staff and students to engage in activities and gave examples on how curriculum staff promote our extra-curricular offer and explain the benefits to students.

12. Work Experience

Members received and considered the paper provided which analysed student placements against the required funded hours, as well as careers IAG.

Members queried whether work placements for construction students are hard to find, given the data. C Fisher explained that the local construction sector has a lot of small-to-medium employers which does present a challenge however S Langthorne explained that (as work placements are not required for Level 1 students) when

Level 1 data is removed, the number of work placements for this course is much higher.

Members queried the impact for students of work placements. C Fisher explained that work placements support students to progress e.g. a job or apprenticeship offer, increased skills and confidence, improved employability and enhances their personal statements for university, and strengthens their CVs.

C Fisher left the meeting at 5.20pm

LEADERSHIP AND MANAGEMENT

13. Teacher and staff development

Members received and considered the paper provided which summarised the ongoing professional development (PD) initiatives and staff training programmes, and actions to enhance staff development and teaching quality.

Members discussed the format and content of the PD days.

Members commended the growing uptake of Licence to Lead and the inclusion of 'personal growth' and 'morale' as success criteria for PD.

Members commended the Artificial Intelligence (AI) session at the recent Strategic Conference and discussed the implications of students using AI. Members asked to review the proposed AI strategy.

K Brown

14. Quality Assurance and Quality Improvement

Members received and considered the paper provided which updated on awarding organisation meetings and quality reviews across each college.

Members queried the reasons for the concerns about BTEC qualifications at OSFC. R Bamford explained that these relate to courses where they did not closely adhere to their assessment plans and summarised the interventions put in place, as well as how the awarding assessments will monitor the courses. J Robson explained how lessons learnt will inform OSFC's curriculum management for 2025/26.

Members queried the reasons for concerns about The Gateway qualifications at WSC. A Hurrell explained that these relate to maladministration concerns for some adult courses and summarised the interventions put in place. D Barton summarised the lessons learned and how these will alter our ways of working for 2025/26.

15. Student survey: on programme (adult)

Discussed as part of agenda item 5.

SAFEGUARDING

16. Welfare KPI report (spring term)

Members received and considered the paper provided which analysed safeguarding data of each college including sexual violence and sexual harassment concerns.

J Wakelam as Governance Lead for Safeguarding (post-16) commended the strength of safeguarding arrangements across the colleges.

Members queried why there has been an increase in sexual violence and sexual harassment in supported learning. C Battey explained that this relates to these students SEND needs and understanding of acceptable behaviour and summarised how we are working with students and staff in supported learning.

C Battey gave an example of multi-agency working to address sexual violence and sexual harassment arising from students which were unaccompanied asylum seekers.

Members queried whether minority group members equally access our student welfare services. C Battey informed that we are currently unable to analyse the data to understand this.

17. Policies

None received.

18. Risk Register Extract

Members received and considered the extract from the Risk Register provided which included 0 red, 7 amber and 0 yellow risks.

Members discussed the proposed new risk, and the CEO summarised the actions being taken to mitigate the risk.

Members reviewed the risks and **felt assured** that the mitigations were appropriate.

19. Any Other Business

- Self-Assessment Review meetings

The Chair invited members to liaise with A Hurrell to attend the meetings (see schedule circulated by the Governance Professional on GovernorHub).

The meeting closed at 6.00pm