

## Lewes Local Board meeting:

<b>Date</b>	Wednesday 6 November 2019	<b>Time</b>	16:00hrs
<b>Venue</b>	LC303 Lewes Conference Room		
<b>Chair</b>	Ian Jungius		
<b>Membership:</b>	Ian Jungius (Chair), Nathan Newnham (student), Mahalia Dewar (student), Kerry Smallhorne (staff), Mike Ellicock, Sarah Pringle, Fred Carter (Principal, Lewes), Gill Short, Tony Smith. Nigel Ryan (staff)		
<b>In attendance:</b>	Mia Brown, Director of Governance.		
<b>Apologies:</b>	Dan Shelley.		

	Item	Action
	<b>Apologies</b>	Dan Shelley's apologies were noted.
	<b>Declaration of interest</b>	<ul style="list-style-type: none"> <li>• Tony , Head of Priory School</li> <li>• Sarah, Head of Seahaven Academy</li> <li>• Mike, CEO National Numeracy</li> </ul>
	<b>Minutes of the meeting held on 13 May 2019 and matters arising</b>	<p><b>THE MINUTES OF 13 MAY WERE AGREED AS ACCURATE</b></p> <p>Fred reported an increase in the number of international students, with 18 students this year, 14 students more than last year. Students are predominantly studying Further Maths, Economics, Business and science subject areas, with a few in Art. He advised of optimism for further growth.</p>
	<b>TOR (revised)</b>	Fred advised of a couple of main changes to the terms of reference. Initially the group dealt with international students at this meeting, but this is now more robustly monitored at the Quality and Standards Committee. He advised a stronger emphasis on developing engagement with local stakeholders and less emphasis on quality.

<p><b>Confirmation of new members</b></p>	<p><b>ALL NEW MEMBERS WERE CONFIRMED.</b></p> <p>Ian suggested adding one new member from the local business community and welcomed suggestions on this. Gill suggested approaching Glyndebourne and the football club and also Herbert and Scott - Finance Company. Sarah advised she has been invited to be part of the Newhaven Enterprise Group and is happy to approach the chair to put out an expression of interest.</p> <p>Ian said the membership needs to be reflective of both the Lewes and Newhaven footprint.</p> <p><b>Action: Mia will develop a one page document on what the board does which will include a call for prospective members for existing members to share with associates.</b></p>
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**SAR for 18-19 and emerging QIP**

Fred explained the self-assessment report (SAR) as a backward looking document examining the previous year, to identify and reflect on achievement and more problematic areas. He advised that the inspection framework has changed and the main emphasis is now on:

- Intent - the purpose of the curriculum, why the College is delivering what it does, what is the College trying to achieve, what learners achieve and their destinations
- Implementation - how well the College is delivering, quality of teaching and learning, quality of work-experience, student experience etc
- Impact- outcomes, not just achievement rates, but also progression rates.

Fred said the Quality Improvement Plan (QIP) is informed by the self-assessment report and takes issues identified and puts remedial action in place, which are progressed and monitored throughout the year. Fred reiterated the SAR is not a right here, right now document.

Fred explained the meaning of the four Ofsted grades as follows:  
1 is outstanding, 2 - is good, 3 requires improvement, 4 inadequate

The proposed overall effectiveness grade for the Lewes SAR is 2 (good), subject to validation by Quality and Standards

*Issues*

Fred advised that A level retention is a legacy issue, but that this has been addressed significantly since this time last year. He said that grading overall is bordering between good and requires improvement, but would feel confident in explaining the current position as good.

Fred said that Computing and Hair and Beauty areas were the areas that achieved lowest outcomes last year.

Mike asked how achievement is defined. Fred said it is derived from the number of learners who stayed and passed.

Gill said it was important to make sure learners are on the right course and activity is keeping them on track and they are being supported to move onto different courses, if appropriate.

Ian asked Fred how secure the self-assessed 'good' judgment is. Fred thinks the College is on track.

Gill asked when Ofsted are due to inspect. Fred advised of the

**Recruitment  
update**

Fred advised on some recruitment growth, more so in the professional and technical areas. He said the key objective is to continue to grow A-levels and to address the issues in a cluster of underperforming subjects to gain better consistency.

Ian asked the students what sense they get from their peers about choosing to study at the College.

Mahalia said Lewes was not originally her preferred option, but worked for proximity and had a strong Performing Arts reputation. She advised that most of her friends either chose Varndean (better for specific subject, e.g. sport) or BHASVIC (artsy option). She said these students considered where they wanted to go and from her observations students at Lewes can often chose the College because of its reputation as the 'easy option'. She is very happy with her decision to come to the college.

Nathan reiterated Mahalia's observations. He agreed the College has a reputation and there is some stigma, which in his view is unfounded. He advised a lot of views were generated in the first instance by parents who promulgated the message that the standard of education is poor and the college has a problem with smoking.

Nathan said during his visit on an open day the moment he walked in he felt an atmosphere of friendliness and culture of togetherness, that the College was relaxed, but in a positive way.

Gill said the current students are perfect ambassadors to support recruitment drives.

Mahalia talked about the benefit of being able to trial courses and encouraged freedom to change courses.

Mike urged the college to carve a niche for itself and suggested that T-Levels might afford the perfect opportunity to do this.

Nigel concurred with comments made by Mahalia and Nathan and agreed with Gill that students and alumni are great ambassadors for the College and suggested a selection of videos on the website from past students talking about their current destinations.

Nathan provided feedback that the current website doesn't really drill down college by college.

*Action: Mia will liaise with Susie Christie regarding the student*

<p><b>Update on any significant safeguarding and H&amp;S matters</b></p>	<p>Fred advised that the Health and Safety Executive are visiting campuses following a serious incident at Hastings. An action plan is being developed across campuses to address deficit areas and this will be monitored via the Quality and Standards Committee.</p> <p>Mia said that health and safety has been a priority area of focus for the ESCG and there is a concern about this given quality of some of the College's estates. She urged the staff and student members to ensure they and their peers and colleagues are raising any concerns with the appropriate people</p> <p>Fred advised that the local authority review team will be visiting Eastbourne, Hastings and Lewes to undertake a safeguarding review. This is a free offer to all post 16 providers. Feedback will be provided on good practice and areas for improvement. It was considered a good test to see how harmonised the colleges across the group are. Gill, as the safeguarding link governor, will meet with reviewers.</p>
<p><b>Curriculum area visits by board members:</b></p> <ul style="list-style-type: none"> <li>• Ian's visit last term</li> <li>• Plans for 2019/20</li> </ul>	<p>Ian urged members to undertake curriculum visits. Gill went to Performing Arts last year and Ian has recently observed the College tracking system with focus on VA, been on two learning walks to sample 4 A level lessons (PE, Sociology, Psychology and Biology), met with Curriculum Quality Leader and Academic tutor and met with group of A level students. Key observations were shared verbally.</p> <p><b>THE FOLLOWING VISITS WERE AGREED</b></p> <ul style="list-style-type: none"> <li>• Foundation learning - Gill</li> <li>• Hair and beauty - Ian</li> <li>• English &amp; Maths re-sits - Mike</li> <li>• Humanities - Tony</li> <li>• Creative A-levels - Sarah</li> </ul> <p><b>Action: Karen Matthews will co-ordinate visits. Karen will email board members for them to suggest possible dates by reply</b></p>
<p><b>Strategic partnership developments discussion</b></p>	<p>An update on strategic partnerships develops was provided in paper form but not discussed at length.</p> <p><b>Action: Ian asked all to read through ahead of the next meeting.</b></p>

<p><b>Student matters</b> <b>Staff matters</b></p>	<p><u>Student body</u></p> <ul style="list-style-type: none"> <li>• Nathan advised of concerns about reporting absence, the process has changed but this has not been communicated to students. Mia advised there is no policy on reporting absence on the College’s website and she had flagged this to the CEO earlier that day.</li> <li>• Nathan advised of concerns and rumours about the presence of security at Southover. He asked Fred if he could issue a communication reassuring people as to why they are on site.</li> </ul> <p><b>Action: Fred committed to addressing these concerns.</b></p> <ul style="list-style-type: none"> <li>• Mahalia advised of complaints about the canteen and price of food and lack of vegan options. Fred advised these issues are already under review.</li> <li>• Nathan said there had been a few comments about the Learning Resource Centre being located at the Southover building, with limited accessibility for students based in Cliffe. Fred advised the estates strategy will result in a campus on one side of the road. In the meantime the LRC will remain at Southover as there is no viable place at Cliffe.</li> </ul> <p><u>Staff</u></p> <ul style="list-style-type: none"> <li>• Kerry reiterated that security presence had caused some alarm, and re-iterated the earlier discussion about the campus.</li> <li>• Kerry advised that there has been a request for more cross subject area teacher training and get together opportunities</li> <li>• Kerry asked if there could be an update on the estates strategy at the next meeting as there are many rumours circulating</li> <li>• Kerry advised that College systems were poor at the beginning of term</li> </ul> <p><b>Action: Mia to forward plan an estates strategy update at next meeting.</b></p>
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	<p><b>Any other business</b></p>	<p>Gill said that the Lewes opening evening's clashes with BHASVIC and late night shopping which might impact on recruitment and asked that this be avoided in the future. Gill asked if all members could support advertising these dates through social media platforms and personal and professional networks.</p> <p>Mahalia asked the heads if they have a transition team and talked about the benefits of having one in place. .</p> <p>Gill acknowledged that today was Ian's last meeting and thanked him for his time as Chair and getting the Lewes College Board off the ground. Ian wished all attendees well.</p> <p>There was some confusion about dates for subsequent board meetings. <b>Action: Karen will clarify dates to the group.</b></p>
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