

## Lewes Local College Board Committee Draft minutes

Date	7 November 2018	Time	15.00
Venue	Conference Room, Cliffe Building, Lewes		
Chair	Ian Jungius		

**Membership:** Ian Jungius (Chair), Nigel Ryan, Gill Short, Tony Smith, Scott Bradrick  
**In attendance:** Fred Carter Principal - Lewes, Dan Shelley EDSPP; Ra Hamilton-Burns,

	Item	Action
1)	<p><b>Apologies</b>            Tony Smith sent apologies.</p> <p>Scott Bradrick had sent apologies that he would be late.</p> <p>Ian Jungius welcomed Nigel Ryan, the newly elected support staff member of the Lewes Local College Board, to the meeting. He was delighted to inform the Committee that Chelsea Renton had agreed to join the Lewes Local College Board.</p>	
2)	<p><b>Declarations of Interest</b>            There were none.</p>	
3)	<p><b>Minutes of the last meeting</b></p> <p><b>AGREED: THE MINUTES OF THE MEETING OF 7 NOVEMBER 2018 WERE ACCEPTED AS A TRUE RECORD OF THE MEETING</b></p> <p><b>Matters arising</b></p> <p>The Committee discussed election of the Vice Chair. The Committee asked Gill Short to consider becoming the Vice Chair.</p> <p><b>AGREED: THE COMMITTEE ELECTED GILL SHORT AS VICE CHAIR OF THE LEWES LOCAL COLLEGE BOARD.</b></p> <p>There were no other matters arising not covered on this agenda.</p>	
4)	<p><b>Additional members for the Lewes Local College Board staff and student governors</b></p> <p>The Chair noted that there were still vacancies for both a teaching staff member and one additional student member. Fred Carter advised that it would be prudent to wait to appoint a second student governor member until the new Academic</p>	

	<p>Year. He explained that there had been little interest in applying for the teaching staff Local Board membership. He commented that having the meetings at 15.00 might be putting-off teaching staff and external members. The current workloads are likely to be deterring people. Ian Jungius volunteered to attend a staff meeting to publicise the opportunity. The Committee agreed that it is very important during this time of exciting development that there is sufficient staff presence on the Board. Fred Carter and the Director of Governance will ask for a second teaching staff election to be run.</p> <ul style="list-style-type: none"> <li>• Claire Duc is now not able to make the commitment to join the Board.</li> <li>• Chelsea Renton has agreed to join the Board</li> <li>• Penny Shimmin has yet to be contacted</li> <li>• Other members are still to be discussed</li> </ul> <p>Mark Fisher was going to contact staff at University of Sussex to gauge interest.</p> <p>It was agreed that it would be good to discuss the opportunity with an additional head teacher. The head teacher from the Chailey School was suggested, Ian Jungius agreed to contact her.</p>	FC/Dir Gov
5)	<p><b>Local College Board KPIs</b></p> <p>Fred Carter presented the Local College Board KPIS for the approval of the Committee. The Committee had received the whole College KPIs to offer context but focused on scrutinising and approving those for Lewes College. He explained that the historical context is not perfect as it has been disaggregated from data that was for legacy college Sussex Downs College.</p> <p>Retention for 16-18 is looking good and retention for 19+ which are predominately Access and AAT courses are looking much better than previous years. The picture is one of incremental improvement over the next three years.</p> <p>This data will go to the Transaction Unit and the targets largely reflect those which have been agreed with them.</p> <p>The Committee agreed that they seem appropriate.</p> <p>Members asked about the achievement to-date and Fred Carter explained that this is partial data and more detail will be given on this in the achievement tracker item.</p> <p>Fred Carter explained that the Group has commissioned a specialist company to capture the destinations of learners six months after leaving the Colleges. Additionally, there is progression within the College, the key area is progression from Level 2 to Level 3. Currently it is too qualification-based but there will be added focus on development of skills for employment and on work experience. The current profile is patchy with level 2 class sizes not being very large.</p> <p>Governors asked if the required improvement for 16-18 progression is realistic. Fred Carter responded that this data is currently misleading and will need to be</p>	

	<p>revisited.</p> <p><b>AGREED: THE COMMITTEE APPROVED THE KPIS FOR THE LEWES COLLEGE.</b></p>	
6)	<p><b>Local College Board Policies</b></p> <p>There were none.</p>	
7)	<p><b>Update on recruitment</b></p> <p>Fred Carter informed the Committee that this was a summary of detailed applications to Lewes College which is pleasing. This is not the case at the other two campuses. In the previous two years, the SDC applications system allowed students to apply to both Eastbourne and Lewes campuses which led to inaccurate predictions of enrolments. He added that these are only early signs of recovery but the increase in applications has been predominately for A Levels.</p> <p>The College has staged some group sessions for interviewing which have been very popular. More are needed as there is still a backlog. Fred Carter explained that a number of applicants are from Eastbourne, partly because the A Level offer is reduced in Eastbourne but may be also partly reputational. Currently, applications for A Level Languages and Further Maths. are low. It was noted that international students often take Further Maths. There are staffing issues in Sciences, Law and Computing but the College is actively addressing these.</p> <p>The Committee discussed that the pay levels of A Level teachers need to be reviewed to attract the best possible candidates.</p> <p>Members asked if Fred Carter had any thoughts on any elements that might be approached differently. He explained that many new initiatives are already in place, one clear example is the ESC Live events which have made a positive difference to attendance at open events. Face-to-face enrolments are also very important which have helped to reduce attrition in the first three months.</p> <p><b>Local Partnerships</b></p> <p>Fred Carter offered an update of lots of student activities to many different international and national venues. Members asked if there is any support for students who are not able to afford these trips. Fred Carter said there are grants available to apply for.</p> <p>Priory school partnership involves a number of initiatives. Scholarships have not been as popular as was hoped. Tony Smith commented that financial incentives would not be sufficient to overcome reputational damage.</p> <p>Gill Short asked if the College is going to offer A Level Latin again. Fred Carter said there are discussions underway but that it is not possible to offer it for academic 19/20 but it is being considered going forward.</p> <p>It is likely that the College will have to advertise for Science and Computing teaching staff with a market supplement.</p>	

	<p>There has been a great deal of work on partnerships to support work experience for students.</p> <p>ESAMS is working with the College to find a bidder for its provision. It is likely that the College will subcontract to the chosen organisation, but legal advice is being sought to ensure that this is managed appropriately. It is hoped that this will be resolved in time for 2019/20.</p> <p>The Lewes campus held an employer fair on Wednesday 6 March which was extremely successful.</p> <p>Rebecca West, an alumni beauty student, has been successful in being shortlisted to compete in Beauty Therapy WorldSkills in Kazan 2019.</p>	
8)	<p><b>Quality</b></p> <p><b>8.1 Update on monitoring visit</b></p> <p><b>Letter from HMI</b> – Ian Jungius commented that it was pleasing to note the progress reported. Fred Carter said it went as well as possible and that Lewes College is still working on English and Maths. There is still work to address attendance in these areas. All departments are encouraged to work more closely with English and Maths and to support students’ ‘PLCs’ – Personal Learning Contracts. Members asked if the vocational teachers had the skills to deliver this support. Fred Carter said that in many cases it is often that the teachers have not been involved in recent Maths. teaching and the terminology and methodologies are new to them. The conditions of funding are changing to allow level 2 Functional Skills instead of GCSE Maths. The other main area of focus is target setting and whilst progress is good, there is still work to be done.</p> <p>Governors asked when Ofsted are likely to make a visit. Fred Carter said that it will be within three years of merger and will be after the results in the summer.</p> <p><b>8.2 Update on Quality improvement plan Lewes 18/19</b></p> <p>Members were pleased to note that the report indicates good progress being made in most areas. The Committee focussed on the Lewes campus areas.</p> <p>The risk indicators are showing progress but there have been challenges with staffing in A levels both at Lewes and Eastbourne. There had been an emerging issue with head of curriculum for A Levels at Lewes and David Temple is now in place as an interim until the end of May 2019, with the possibility that he may become substantive.</p> <p>Governors asked about cover for absent staff and what mitigations are in place. Fred Carter explained that, for the new academic year, each College will have two cover staff in place for each campus to ensure consistent cover. Staff sickness has not been a major issue. The issue with teaching Law was one of continuity and this is the same situation in Science. An external quality review of Science had revealed an issue in BTEC Science which is being addressed.</p>	

	<p>The Committee asked if students and parents are able to view their targets – Fred Carter said this is the case but he is not sure how well utilised the facility is.</p> <p>Members thanked Fred Carter for the excellent paper.</p> <p><b>8.3 predicted achievement and in-year retention</b></p> <p>Fred Carter presented an example of the granular detail available on predicted achievements. The achievement tracker was able to collate data from ProAchieve™<sup>1</sup>, course data and many other sources to give an informed prediction of achievement.</p> <p>His paper offered a summary of predicted achievement at Lewes based on RAG ratings and retention to date. The focus from now until the exam period is to place extra focus on the ‘at risk’ students, based on these predictions the Lewes campus is looking at a significant improvement.</p> <p>Fred Carter explained that the Value-Added tracker has been introduced this year and is yet to be robustly tested. The mocks currently underway will inform development of this tracker going forward. Fred Carter will give an update to the next Lewes Local College Board meeting on Value-Added data.</p> <p>Members commented that this report and the quality of data is greatly improved and is extremely useful.</p>	
9)	<p><b>Report on visits by Governors and Local Board members</b></p> <p>Gill Short reported that she had offered feedback to Fred Carter after her visit to Performing Arts. The department had been very welcoming and given her a contextual presentation at the start of the visit. It ended with 50 students giving a showcase performance. She was pleased to witness the phenomenal standard of work and had felt privileged. Members asked how the morale was in this department. Fred Carter explained that there had been a restructure in this area and that this had been well-led.</p> <p>Ian Jungius is attending an A Level visit on 15 May. Gill Short offered to attend an additional visit, she will invite Chelsea Renton to join her and will let this inform the area that she visits.</p> <p>Directors of Governance said they have met with the Board staff governors and student liaison officers to explain the purpose and process for arranging staff and governor panel meetings and student and governor panel meetings. The Board staff governors had agreed to contact the local board staff members and ascertain some possible dates prior to working with them to draft questions. The student sabbatical officer at Eastbourne was going to do the same and the Director of Governance emailed her opposite number at Hastings. To date, no progress has been made on either front but the Directors of Governance will continue to chase and ask the SLT for support. Gill Short said that these panels had been invaluable.</p>	

<sup>1</sup> <https://www.dynistics.com/project-view/proachieve/>

	<p><b>PPR dates</b> Fred Carter thanked Ian Jungius for attending PPR meetings and invited Gill Short to attend future meetings.</p>	
10)	<p><b>International update</b> <i>Scott Bradrick joined the meeting at 16.30.</i> <i>Dan Shelley joined the meeting at 16.30.</i></p> <p>Dan Shelley informed the committee that Penny Shimmin is not able to join the LLCB but will approach a member of her team to do so.</p> <p>Dan Shelley said that Mark Allen has been working tirelessly across the three campuses and the income target of £1.8m will be achieved. The brand is 'one college – three campuses' which has been very successful and appeals to organisations who do not want to have many contacts to deal with.</p> <p>Summer 2019 will be the busiest international summer in the history of the Group. Tier 4 status has been retained. There are a small number of students (8) this academic year but it is expected that this will grow to 25-30 students for 2019-20. This will not only generate income for the College but for its communities in terms of hosting, local businesses etc.</p> <p>The Group undertook the British Council inspection of provision in Eastbourne and Lewes which is now rated in the top 3% in England and placed it as one of the best nationally. Mark Allen provided detailed preparation for this inspection. The same exercise will take place for Hastings in June and July 2019. The work undertaken by the team in Lewes and Eastbourne will offer good foundations for this visit. The provision in Hastings is different from that in Lewes and Eastbourne. Governors asked if the Group is still doing IELTS testing. This is the case in Eastbourne. One market for this is in Ecuador and it is a key focus to generate some students during the winter months.</p>	
11)	<p><b>Education case – Lewes update</b> Dan Shelley gave a presentation (lodged with these papers) on the estates strategy which is being developed and which will form part of a strategic review but will also meet the requirements of the Transaction Unit. This will look at:</p> <ul style="list-style-type: none"> <li>• Retaining education in all four towns</li> <li>• Consolidation and improvement of space</li> <li>• Reducing operating costs and improving efficiencies</li> </ul> <p>The estates strategy is not merely about buildings but supports standards, sustainability and strategic partnerships. He offered context in which the education case is being developed. The key messages were outlined and these explained the drivers for the reducing need for such a large footprint. ESCG has lost 890 students in the three year period 2015-2018 and as many as 1181 if 18/19 is taken into account. Some of this can be attributed to a demographic decline and poorer reputation. Only 50% of the Adult Education budget is delivered in-house and the remainder is delivered by sub-contractors. HE numbers have remained static. Apprenticeships have grown but 60% of delivery in East Sussex are</p>	

	<p>through Private Training Providers (PTPs).</p> <p>There is a 55 page Education Case being developed which has been supported by evidence from RCU<sup>TM2</sup>.</p> <p>Dan Shelley outlined the key recommendations:</p> <ul style="list-style-type: none"> <li>• 'Wow' factor for regenerating the estates to match Hastings Campus.</li> <li>• Radical revision of curriculum</li> <li>• Simultaneously improve quality</li> </ul> <p>He introduced the Lewes outline plan:</p> <ul style="list-style-type: none"> <li>• From the education case findings there has been a 16% reduction in 16-18 year olds. 60% of students study either A Levels or Performing Arts. L3 numbers have grown from 63% to 76%.</li> <li>• Governors asked if Lewes local students are going to Plumpton. Dan Shelley confirmed that this is the case.</li> <li>• Possible future curriculum for Lewes.</li> </ul> <p>Dan Shelley informed the Committee that the Group has been chosen as the preferred bidder for the Newhaven UTC but that, since being informed, no more communication has been received from the Department for Education. Members discussed the potential and risks for this project and recognised that more detail is needed, particularly if it is intended that the Group will start this provision in September 2019.</p> <p>Dan Shelley then outlined the estates options and informed the Committee on the work to-date. For Lewes there are two options –</p> <ul style="list-style-type: none"> <li>• part-sale and refurbishment of the existing site</li> <li>• disposal of the existing site and a new build on the site of Southover</li> </ul> <p>Members thanked Dan Shelley for an excellent and informative presentation.</p> <p>The DOG will look at an agenda for the May meeting and forward to Ian Jungius and Fred Carter. Fred Carter asked that the SLT be able to consider the agenda before it is issued.</p>	
12)	<p><b>Any other business</b> There was none.</p> <p>The meeting ended at 17.20</p> <p><b>Date of next meetings:</b> 13 May 2019 – the next meeting will be at 16.00. Gill Short sent her apologies.</p>	

<sup>2</sup> <http://www.rcu.co.uk/>