

Lewes Local College Board Committee Minutes

Date	7 November 2018	Time	15.00
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Venue	Conference Room, Cliffe Building, Lewes
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Chair	Ian Jungius
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Membership: Ian Jungius (Chair), Emily Beer, Gill Short, Tony Smith, Scott Bradrick
In attendance: Fred Carter Principal - Lewes, Dan Shelley EDSPP; Ra Hamilton-Burns

	Item	Action
1)	<p>Apologies Emily Beer and Tony Smith sent apologies.</p> <p>Ian Jungius welcomed Scott Bradrick the newly elected Student member of the Lewes Local College Board to the meeting.</p>	
2)	<p>Declarations of Interest</p> <ul style="list-style-type: none"> Gill Short declared that she is no longer a governor at The Eastbourne Academy. 	
3)	<p>AGREED: The minutes of the meeting of 11 June 2018 were accepted as a true record of the meeting</p> <p>Matters arising The Lewes Local College Board (LLCB) has not got a Vice Chair and will defer until there are more members.</p>	Dir Gov
4)	<p>Lewes Local College Board terms of reference The document presented was a further iteration of the terms of reference which are in line with other local college boards.</p> <p>Item 1.1.1 The KPIs - will be presented to the Quality and Standards meeting and will be brought to the Board in March 2019.</p> <p>Item 1.3 The Policies - will also be brought to the March 2019 meeting.</p> <p>It was agreed that the membership might be increased to 12 members for the transitional year.</p> <p>AGREED: THE LEWES LOCAL COLLEGE BOARD AGREED THE TERMS OF REFERENCE SUBJECT TO THE ADDED APPENDIX AND KPIS.</p>	<p>Dan Shelley</p> <p>Dan Shelley</p> <p>Dir Gov</p>

<p>5)</p>	<p>Additional members for the Lewes Local College Board Staff and student governors Fred Carter, Dan Shelley and Gill Short had met earlier in the term to discuss possible stakeholder members for the Lewes Local College Board.</p> <ul style="list-style-type: none"> • Chelsea Renton, local Lewes artist, has expressed an interest in joining the LLCB. She has planning and estates experience and would be willing to serve for a year in the first instance as indicated by the LLCB terms of reference. Gill Short will also be making contact with members of the Lewes Chamber of Commerce. • Dan met with Charlie Dobres from Lewes FC who has agreed to come on the LLCB. The Group will be discussing joint projects for symbiotic working with Lewes • Penny Shimmin, Sussex Community Development Association is currently on holiday but Dan Shelley will contact her on her return from holiday. Members said that she would represent the third sector. • Mark Fisher is looking in the faculties of science and maths for a suitable candidate for the LLCB. <p>Fred Carter and Ian Jungius will meet with candidates.</p> <p>There will be another election to attract a second student member.</p> <p>The staff elections are underway and staff will be in post by the beginning of December 2018.</p>	<p>Dan Shelley</p> <p>Mark Fisher</p> <p>Dir Gov</p>
<p>6)</p>	<p>Timings of meetings This item will be deferred until more members are on the LLCB.</p>	
<p>7)</p>	<p>Update on recruitment Fred Carter presented his report. Applications were down at the point of merger. Events and programmes were put in place to mitigate this situation.</p> <p>The loss of numbers is primarily in A Levels.</p> <p>Dan Shelley explained that the gains at Bexhill and BHASVIC mirror the losses from ESCG.</p> <p>Fred Carter said that there were 1900 visitors to Lewes open day over 1300 in the previous year. Some students were travelling from Eastbourne. It will be clear if this turns into applications in the next two years. The decline this year will inevitably have an effect on year two next year.</p> <p>Fred Carter has spoken to the Priory parents and introduced the Scholarship programme. He has also visited Chailey School and will work to build closer</p>	

	<p>relationships with them in the future. Schools had offered criticism early in the formation of the Group that legacy colleges had promised much and delivered little.</p> <p>Scott Bradrick said that the student organisations have been slow to start with societies taking a long time to establish and lack of advertising. More promotion would be desirable. Fred Carter said that this reflected the lack of success of a centralised student services and this is being addressed. There will be local student services to energise each College. Members said that they were invited previously to freshers' fairs and would welcome such involvement.</p> <p>There is a new MARS group specifically focussing on recruitment in marketing.</p> <p>Ian Jungius said that the students are the lifeblood of the Group and that recruitment is key. Fred Carter reminded the members that two thirds of the cohort at Lewes are courses other than A levels and there will be focus on these.</p> <p>Members asked if teachers with more capacity might offer other courses. Fred Carter said that all teachers are at full utilisation.</p>	
8)	<p>I. Self-Assessment Report 2017-18 SDC including outcomes</p> <p>For new members, Fred Carter explained that the SAR used to be an Ofsted requirement to assess performance against the Common inspection framework. Whilst this is no longer the case It enables a college to judge its performance against benchmarks. It is a subjective assessment and looks back at 2017-18. The SAR is then used to inform development of a quality improvement plan to address the issues and weaknesses identified.</p> <p>Fred Carter explained that this document is pre-validation but he is confident that the grades are an accurate reflection.</p> <p>With A Levels there are no national benchmarks available until February 19 which would allow the Group to judge last year's outcomes more objectively. Until this time an improvement of 5% is laudable but is still only at 85%.</p> <p>Members asked why internal health and social care apprenticeships were low. Dan Shelley explained that the SDC apprenticeships results were dragged down by a decision to subcontract to achieve income targets. The overall achievement will be on or above national average but timely achievement will not be good. This was due to the fact that programmes were shortened in order to allow revenue to be recognised early. The situation is being addressed with good practice being shared across the Group. Apprenticeships are now being managed by Stephen Burkes under Sussex Skills Solutions.</p> <p>Subcontracting has now transferred to the management of Hayley Roberston, who is one of the best practitioners in the country.</p> <p>For 17-18 planned delivery figures were:</p>	

- National benchmark = 60.9%
- SDC circa 50%
- SCCH = 73.4%

Last year the College got a new management structure on 1 August 2018 and the transition means that many individuals are addressing areas which are new to them. One key focus for Lewes was that of timely achievement which will be addressed by new quality processes and systems that have been proven at SCCH to track and monitor predictions.

Fred Carter invited members to highlight any areas which may have been missed.

He added that the Lewes 16-18 provision at 82% for achievement is the best in the Group.

II. Quality Improvement Plan Lewes 18/19

Fred Carter presented a discrete quality improvement plan for Lewes. There are some common actions for both Eastbourne and Lewes Colleges with a specific action plan for Lewes detailed from page 10 onwards. He explained that many of the actions have been completed or are being worked on currently. There are some quality assurance and CPD actions which use the best practice quality improvement process from SCCH.

- The improvement plans for areas with low achievement or retention are listed
- A recruitment strategy will be developed
- Development plans for Maths and English Staff
- Local student services functions to support learners
- Replication of the SCCH 'what if' calculator

Fred Carter explained that functional skills, English and Maths are affecting the headline figures and that attendance is a key issue.

The extended project has been used in the past at SDC as a replacement subject for students who are struggling with their third A Level. The achievement rate is only 50%. This should not be the case this year.

Fred Carter has identified A Levels with low achievement such as sociology. The College now enrolls on a face-to-face basis which ensures that students are enrolled on appropriate courses. He explained that the 'What if' methodology enables the College to model different scenarios to predict the impact of certain actions on outcomes and the ALPS score.

For Maths Lewes has recruited two new teachers. Members discussed the problem of recruiting strong Maths teachers and Dan Shelley explained that ESCG is working with the University of Brighton on developing stronger practitioners.

	<p>Members asked how the College is working to embed maths and English in other subjects. Fred Carter is encouraging staff to ensure that this is the case and to identify examples of how this is done. Members agreed that it is important to contextualise use of Maths and English in all subjects across the College.</p> <p>The LLCB commented that the Quality Improvement plan was extremely good and that the monitoring plan is excellent. Members asked how action is performing against targets. Fred Carter explained that progress is good. Every teacher was observed in the first three weeks of term. Those rated red are being supported and monitored and those who do not improve sufficiently will leave. The biggest issue is to recruit new staff and for some subjects there was only one applicant. Areas such as sciences, maths, law, computing are particularly hard to recruit to.</p> <p>Members asked about performance management targets and if the January 2019 date was realistic. Fred Carter explained that this is currently with Human Resources and that the starting point is to identify areas of focus for Teaching, Learning and Assessment. There will be staff development both before and after Christmas to support the programme.</p> <p>Ian Jungius suggested that he and Gill Short might visit in the New Year to spend time looking at one area of the QIP in action at the College. Fred Carter will arrange a day with a Faculty Director.</p>	Fred Carter
9)	<p>Quality improvement for A Levels Eastbourne and Lewes</p> <p><i>Seb Januszewski joined the meeting at 16.00</i></p> <p>Seb Januszewski explained that the area has been assessed as 'Requires Improvement'. The key need for improvement stems from systemic areas for development such as retention. The issue stemmed from a policy at SDC to facilitate students dropping any weak subjects at the end of year one. This had, in turn, adversely affected retention. There was an increase in achievement of 4% and this was predicted accurately.</p> <p>The areas for improvement will be addressed by developing strong systems and structures. Expectations will be broadly the same across subjects and there will be five points of assessment in-year. 100% of A level students have had an assessment already and, of these, 5% have been rated 'red' by teachers. The Group will test the validity of those predictions and work on individual action plans for learners. The plan is cohesive, expectations have been clearly communicated and the message will remain consistent. Gimmicks and initiatives have been removed. 100% of learners have an academic tutor and are meeting with them on a weekly basis.</p> <p>Members asked what tracking process is being used. Seb Januszewski explained that the Group uses Pro-monitor and students have access to this via Pro-portal. Staff have reacted largely positively to this. The influx of new staff has brought fresh thinking and less cynicism. The staff sickness and cover rota has been established and is now working. Curriculum Quality Leads (CQLs) are in place.</p>	

	<p>They work to a calendar of audits and are able to monitor and report to heads of curriculum to ensure interventions are made as soon as is appropriate.</p> <p>Members asked how the academic staff have reacted to being asked to do tutorial pastoral work. Seb Januszewski said that the expectation of two strands to their role has been communicated clearly.</p> <p>Ian Jungius asked Scott Bradrick if he had noticed a change overall in the student experience. He responded that much has remained the same and that largely use of Pro-portal is not encouraged as part of his courses. Seb Januszewski said that there is still room for improvement, Scott Bradrick said that Pro-portal felt it was a good idea but it had not been rolled out comprehensively enough last year. He considered that the VESPA initiative had not been understood by students. It was noted that the greatest impact of these changes is likely to be on first year students.</p> <p>Fred Carter explained that the purpose of 'Pathways' was to cluster symbiotic subjects together. Blocking will be influenced by likely combinations of subjects and this is still a work in progress.</p> <p>Members thanked Seb Januszewski for his concise and informative papers.</p>	
10)	<p>Ofsted preparation</p> <p>There will be an HMI monitoring visit before Christmas in place of the supportive visit as the rules have changed. The areas to be inspected will be informed by the previous visit and report. There have been training sessions for staff and students to ensure that all have heard key messages.</p> <p>There has been focus on staff who need more support and for high-performers.</p> <p>The Group will be informed two working days before the visit. The inspectors will speak to students and staff.</p> <p>Members asked if the Group has enough staff in place to provide the CPD required. David Temple has been appointed as a quality lead in Lewes to provide this support. This coupled with curriculum area reviews (CARS) is providing a comprehensive programme of CPD.</p>	
11)	<p>International update</p> <p>Dan Shelley said there had been a British Council inspection in the early part of September. The visit had been mainly positive but the Group is awaiting final judgement as the report is currently with the British Council panel to be validated and is expected at the end of November 2018. Mark Allen, International Director is confident that it will be good. Hastings will have to have a separate inspection in the new year.</p> <p>The summer across all campuses has been the busiest ever for international activity. SCCH was a 'good' grade at the point of merger which allowed the Group</p>	

	<p>to reinstate Tier 4 across all campuses. The Group currently has nine tier 4 students 7 in Hastings and 2 in Lewes. Jonathan Harrison-Gibbons manages external international work and is currently on an extensive trip to South America and South East Asia. He is developing a wide-ranging network and the strategy is one college with three campuses which enables the Group to take more students.</p> <p>Caburn House is currently undergoing refurbishment as a result of successful capital bids to upgrade rooms. The kitchens are also being updated to resemble those at universities which are used as communal spaces.</p>	
9)	<p>Any other business There was none.</p> <p>The meeting ended at 16.55</p> <p>Date of next meetings: 11 March 2019 13 May 2019</p>	