**Lewes Local Board meeting:**

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| **Date** | Monday 9 March 2020 | **Time** | 16:00hrs |
| **Venue** | LC303 Lewes Conference Room | | |
| **Chair** | Gill Short | | |
| **Membership**: Gill Short (Chair), Fred Carter (Principal, Lewes), Mahalia Dewar (student),  Charlie Dobres, Mike Ellicock, Nathan Newnham (student), Sarah Pringle, Nigel Ryan (staff),  Dan Shelley, Kerry Smallhorne (staff), Tony Smith.  **In attendance**: | | | |
| **Apologies:** Mia Brown, Director of Governance. | | | |

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|  | Item | Action |
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|  | **Apologies** | Apologies were noted from Mia Bryden  Gill Short introduced herself as chair |
|  | **Declaration of interest** | * Tony Smith, Head of Priory School * Sarah Pringle, Head of Seahaven Academy * Mike Ellicock, CEO National Numeracy |
|  | **Minutes of the meeting held on 6 November 2020 and matters arising** | Gill Short welcomed Charlie Dobres as a new member of the Local Board.  He is the Director of Lewes Football Club, a community owned club and the only one which pays its women and men players the same.  Minutes of the last meeting were agreed as accurate.  **Matters arising**  Potential board members: Sarah will speak to the chair of Newhaven Enterprise Group and Gill has arranged to see Penny Shimmin, CEO of SCDA (voluntary sector) and also agreed to follow up on a potential member from Glyndebourne. Mia has produced a document explaining the role of Board members which has been circulated and can be used by existing members to share with others  All other actions are on the agenda. |
|  | **Local College Board KPIs/Quality** | 4.1 Quality update and EQR visit  Fred reported on the curriculum area reviews that have taken place during 2019/20 and gave an overview of the findings.  These have taken place in computing, science A levels, business & travel, hair & beauty, and film & photography.  Good progress is being made overall but there were some actions arising, as summarised below:   * Computing: new staff in place, achievement being predicted to improve significantly but still some areas for improvement around target setting and sequencing lessons * Science A levels: new staff in place, achievement being predicted to improve, still some work to do around differentiation for the more able learners * Business & travel: very positive in travel and tourism but some concerns in business, where some new staff are in place and are being supported by TLCs to plan lessons more effectively. * Hair & beauty: much better progress this year, where a change of qualifications should result in higher achievement rates * Film and photography: students are developing excellent skills which will clearly provide them with specific industry requirements or those required for studying at HE. Student feedback is extremely positive. However, compliance with Quality systems on Pro-monitor and Mark-book requires improvement   **Teachers in Support**  The lesson observation and learning walk process identifies general areas for development and specific individuals requiring support, who are assigned a TLC. New staff are also assigned a TLC to support them in their first few months of employment. The number of staff currently receiving support is 8 (in computing, sport, business, beauty, physics, music technology, psychology, media). A further eight were in support at the start of the year but have now been “released”  **The Quality Focus for the next few weeks will be:**   * To ensure staff are ready with their 2- day action plans in preparation for Ofsted. * To review out of class work, written feedback and quality of student files (in response to feedback from learners). * To ensure actions arising from CARs are being addressed.   **External Quality Reviews (EQRs)**  We have had two EQRs this year, (a peer review carried out by colleagues from other colleges). A level English and Media were reviewed in January and a joint review of English and Maths GCSE took place in February.  A summary of the feedback from the first EQR is outlined below:  “The Media and English A level curriculum is delivered by experienced and passionate staff who are clearly responsive to the particular teaching and learning initiatives introduced this academic year (which provided the focus points for this review). The teaching and learning observed in lessons demonstrated challenge, recall and opportunities for students to develop subject specific skills, without teachers ‘teaching to the test’.”    “There are opportunities now to develop collaborative teacher-owned reviews of how stretch and challenge, learning behaviours and recall to retrieve have worked successfully within the classroom”.  (The joint report for the English and maths EQR is not available yet)  .  Red/amber/green review process |
|  |  | 4.2 Review of QIP  Fred outlined progress relative to the actions in the QIP. Most actions are green or amber (work in progress), with the exception of a new risk around implementing the change in management structure that took place at the end of the Autumn term. Interim arrangements for the management of A levels are in place but this will need a permanent solution for the next academic year.  A further update on progress with the QIP will be reported at the next meeting. |
|  |  | 4.3 Predicted Achievements  An analysis of predicted achievements by curriculum area was discussed. Overall predicted achievement is currently 87% which would represent a 5% improvement on the previous year if achieved.  Business, computer and science needs to be looked at.  Travel and photography are positive. Hair and beauty are good and changed |
|  |  | 4.4 Retention update  Retention currently stands at 95.2%, 1% up on last year. The main reason for the increase is an improvement in A level retention. Possibly to look at students views, Principe performance review and achievement predictions. |
|  |  | 4.5 PPR update and future dates  The second Principals Performance Reviews took place in February. The main focus was to review Head of Curriculum Areas QIPs, monitor progress with attendance, enrichment, Prevent & British Values, review feedback from the December teacher survey, track retention to date and interrogate predicted achievement and progress with Industry Placements and work experience. Most areas are making good progress, with much higher achievement anticipated in the two areas that underperformed worst last year (computing, hair and beauty). Retention on A level courses remains at 95%, 6% higher than the same stage last year. Further progress is needed to secure work experience for students and to improve completion of online learning@college units.  The third round of PPR reviews are scheduled to take place on 22, 23 and 24April. Local board governors are welcome to attend.  **Action:**  Governors to contact Karen Matthew to arrange to be invited to PPR3 meetings  4.5 Fred also provided a brief overview of the FE Commissioners visits.  East Sussex College Group was referred for an FE Commissioner-led (FEC) assessment following the issue of a Notice to Improve by the Education and Skills Funding Agency (ESFA) on 15th November 2019 to report on the college’s Inadequate Financial Health grade. The FE Commissioner’s team visited on 19 & 20 November and 31 January 2020. The purpose of the visits are to form a view on the capacity and capability of the college’s leadership and governance to secure a sustained financial recovery within an acceptable timetable.  At the end of the first visit on 19th & 20th November, it was confirmed that the college had sufficiently implemented actions from recommendations. The follow up visit on 31 January 2020 resulted in additional recommendations. The final version of the report is being approved by Ministers before it is published on gov.uk. The FE Commissioner has updated the ESFA on the visit and the recommendations suggested. A stocktake visit will take place in April 2020.  EQR extended quality review- shared practice experience with English and Maths being very positive. Teaching was said to be OK, but the pace was varied.  QIP (Quality improvement plan)  Further information will be provided to the main board. |
|  | **Update on recruitment** | 5.1 Applications 20/21 to date  Fred reported a small decline in applications (down 4%)  20/21 demographics go up + 600 for East Sussex and Brighton  The main reason for the reduction is a decline in the number of applicants from Mid Sussex (Haywards Heath College is reopening in Sept 2020). Marketing and Schools Liaison are working to mitigate the impact of this.  Applications to Lewes – 16-18 year olds on FE courses (as of 24th Feb 2020)   |  |  | | --- | --- | | Year | Applicants as of 24 Feb | | 19/20 | 1026 | | 20/21 | 988 | | difference 19/20 - 20/21 | -38 | | % difference | -4% | |
|  |  | 5.2 Local Partnerships (14-16, ESAM, Wave Leisure, A Level collaboration)  Fred provided an overview of local partnership development, especially with regard to 14-16, ESAM, Wave Leisure, and A Level collaboration.   * 14-16 developments:   The Hairdressing and Health and Social Care / Childcare courses introduced in Sept 19 are progressing well. Digital skills training in healthcare new for practice staff and adults. There are plans to expand this provision further in 2020 with the introduction of travel and tourism, subject to demand   * East Sussex Academy of Music:   We are waiting for the completion of due diligence in order to transfer this provision to Brighton Dome. Negotiations are ongoing to update the side agreement to reflect the new arrangements.   * Wave Leisure:   The College is in discussion with staff from Wave to enable better access and use of the facilities at the leisure centre   * A level collaboration:   Teachers from all three campuses came together on Monday 6th Jan for training with an external provider called Everlearn, to develop their teaching and learning methodology in line with the new Inspection Framework. Further collaboration is taking place to enable staff to moderate each other’s marking, observe their peers on other campuses and to harmonise the tutorial programme going forward  Dan Shelley gave an outline of other developments including Digital Skill Training in Healthcare, Job Centre Plus working with 500 unemployed adults, apprenticeships with Govia Thameslink and a Digital Accelerator bid. |
|  |  | 5.3 International update  A written update was provided by Mark Allen, Director of International Students  Recruitment of international students has improved in 19/20 as outlined below:  **Level 3:**   |  |  |  | | --- | --- | --- | | **recruitment** | **1819** | **1920** | | **Level 3** | 13 | 26 | | **ISY\*** | 15 | 17 |   *\*International study Year .ie infill to level 3 but not taking exam and usually 4-6 months*  Strategy focussed on China with numbers growing each September and moderate increase in Japanese and non-Chinese level students. Good feedback from overseas partners on Chinese and Japanese experience this year at Lewes.  Anticipated drop in EU level 3 due to Brexit.  ISY strategy targeting Hastings to increase capacity  The projected numbers for 2020-21 are between 25-35 based on current intelligence  Coronavirus is causing concern in the industry and overseas partners. It is possible that a large Chinese 8-week summer group may not be able to come, and potentially other groups may cancel to avoid travel risk, whilst Brexit continues to create instability |
|  | **Safeguarding and Health and Safety matters (local issues)** | Fred updated the board on recent County Lines training provided for students. Training is being provided for staff to become Mental Health First Aiders. All staff new this year are being provided with face-to-face Safeguarding training. |
|  | **Student Voice and student activities** | Fred and Nathan gave an outline of the work of the Student Union and the range of activities that have taken place or are planned, although some may need to be cancelled or postponed due to Coronavirus concerns.  The appointment of a campus student services manager, student president and Student Union has had a major impact on the student voice and the number of activities available to students.  How student Voice is captured -   * Student voice “ask the staff” meetings with key staff * Student rep meetings with course managers and HOCs * Suggestion boxes, SU walking and talking to college students * Class representatives feeding back to the SU and vice versa   Response to Feedback include the Students Top Ten Priorities:  More student clubs and societies; better online college social media; more sporting activities; introduction of study rooms with resources for quiet work; better range of enrichment activities; introduction of green scheme; an end of year prom; reduce canteen costs and have healthy food; introduction of specific interest societies and groups ; newsletter for the college, gender neutral toilets  Lots of events that have taken place since September   * Freshers’ fair * Red nose day * Odd socks day * Red for Racism day * Question Time Lewes * Black History Month * Christmas jumper day * Fright night trip to Thorpe Park   **Careers team news**  **UCAS**   * 61.% of our Level 3 students applied to university this year * 70.35% of universities our students applied to are Russell Group. * 16 Students applied to Oxbridge – 1 Student has got a place so far   **Activities so far this year**   * UCAS APPLY Sessions * HE talks * Apprenticeship talks * University Open day visits * Russel Group and Oxbridge university support – with personal statement sessions from Sussex, Surrey and Oxford universities * Creative Cafes * UCAS support sessions from University of Brighton and the careers team * Your town transformation project – supported by Lord Lucas from Culture Shift.   **Upcoming events that have been organised for students – March to June**   * Friday 13 March- UCAS Exhibition Fair, The Brighton Centre   For students to meet UCAS experts and hundreds of university representatives, employers, and gap year specialists all under one roof   * Monday 30 March- University of Surrey visit   For students to meet University of Surrey students, ask questions, tour of the campus, choosing a course and sample university life.   * Thursday 2 April, HE Student Finance evening for parents and students * Weds 29 April- University of Portsmouth (for Media and IT students). * Thursday 7 May – HE Information for Parents and students * Russell Group and Oxbridge Applicants Society * Student finance evening April 2 * HE Parents Evening 7 May * UCAS early applications sessions, creative cafes and UCAS apply sessions to get all students registered before they leave for summer   The board commended the student members present for the excellent progress made this year in this area. |
|  | **Report on visits by Governors and Local Board members** | A review of visits to curriculum areas was provided by the governors who did them.  Mike – Maths  Ian – Hair and Beauty  Sarah – Creative A levels  Gill – Foundation  Tony – Humanities A levels  Board members commented that they found the visits helpful and informative. Feedback was very positive and Board members will be happy to undertake more and to get involved in the Performance Reviews  **Action:**  Further visits to other curriculum areas to be arranged for the Autumn term. |
|  | **Business Planning and Process 20/21 – The East Kent Model** | Dan provided an overview of the Business Planning Process and the recent quarter 2 review process. The next stage will be planning for 2020/21 using the new model. |
|  | **Student and staff Matters.** | Coronavirus and the potential implications of it were discussed. Fred reiterated that the College is following government advice and is reviewing this on a daily basis. Teachers are being asked to prepare online learning materials in case the College needs to close in the future. |
| 11  12 | **Any other business**  **Date of the Next Meeting** | No other business was raised  **Monday 11 May 2020** |