

Chair	Vivien Bailey
Corporation Members	Anne Canning, Rachael Halliday, Steve Hedges, Diana Murray
Officers	Principal Hackney: Linnia Khemdoudi Principal Tower Hamlets: Alison Arnaud Principal Redbridge & Epping: Janet Smith Group Director, Quality: Ruth Scott Kendrick
Director of Governance	Fiona Chalk

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks Welcomed all.
2.	Apologies For Absence Mohammed Mahmud
3.	Declaration of Interests None received.
4.	Minutes of the Last Meeting Held on 9 October 2018 The minutes were signed as a true a record.
5.	Matters Arising and Action Points from the Meeting. No outstanding actions were recorded. Governors noted: <ol style="list-style-type: none"> 1. that the required amendments have been made to the Complaints Policy, and it is now available on the governors' portal. 2. KPIs are to be considered at the end of each meeting.
ITEMS FOR CHALLENGE, MONITORING & REVIEW	
6.	2017-18 Annual Performance Review & Self-Assessment <u>Draft Group SAR</u> The Chair recommended that the committee consider the big picture when looking at the SAR and advised that most of the details have been seen by the committee previously, in various reports that have come before the committee. A slideshow giving headline figures is filed with these minutes. Overall headlines are: <ul style="list-style-type: none"> • The college group has continued to improve by a couple of percentage points • There is a 3-year improving trend • The college group is above the national average grade (16/17). The 17/18 figure is expected in February and is unlikely to be much higher. • Overall outcomes are Good • Financial position is Good • Hackney outcomes have not risen compared to last year, but management are now more confident that the data is fit for audit. Governors noted the final outcomes and strengths and weakness and areas for improvement.

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	<ul style="list-style-type: none"> • Governors asked for Attendance to be noted as a key area for improvement - <u>Principals to Action</u>. It was noted that attendance has improved on this time last year. • Hackney's increased focus on quality of T&L has seen a positive movement in expectations. • Challenging stretch targets has been inconsistent across the group – management are now using one process to set and monitor targets, so these are easier for SMT to monitor. • The introduction of Learning Walks across all campuses has been well received by staff, with positive feedback across all campuses. Governors asked what percentage of staff have had a Learning Walk. It was noted that approximately 400 have been done, but all staff will go through this process, so a higher proportion have been completed in a short space of time. The feedback from staff is that the process is not onerous and has been well received. Where necessary, advanced practitioners are involved in a support and development process that follows the Learning Walks. It was noted that the college is in a much stronger position than it has been for the past 2 years, as this process is much more robust. Learning Walks are moderated, as they are undertaken as joint tasks. The training and auditing for this process is the same across all the campuses. Governors asked if this includes agency staff and were advised that it does and that they undergo this process within a fortnight of their start date. • Governors asked how the information from the Learning Walks is used to bring about improvements. Learning Walks are supported with an action plan, tracked by the line manager and support areas receive masterclasses, CDP is made available throughout the year. The IQR process has been done for maths and action plans now in place. <p>16-19 Achievement rates noted for each campus at:</p> <ul style="list-style-type: none"> • THC 85.3% • Hackney 76.4% • Redbridge 87.4% • Epping 74% • NCC Group 82.4 % (Excluding EFC) • National Rate 81.5% <p>Adults' Achievement rates noted for each campus at:</p> <ul style="list-style-type: none"> • THC 90.9% • Hackney 81.4% • Redbridge 92.0% • Epping 68.2% • EFC very low as most linked to sub-contracted with which there have been issues. • NCC Group 87.2% (Excluding EFC) • National Rate 87.9% <p>Campus Summary</p> <ul style="list-style-type: none"> • THC – Above national average overall achievement for 16-18 and adults and graded Good. Achievement rates for Functional Skills are not yet consistent • Redbridge – Outstanding achievement for all ages and 3-year trend for improvement. Overall effectiveness is Good and outcomes for learners are Outstanding. Provision in Performing Arts and AAT are inadequate • Hackney – maintained improvement to overall outcomes – requires improvement but the work put in last year lays a good foundation for this year. There are some exemplars. Speaking and listening portion of ESOL achievement will be completed by Xmas, as this was a weakness last year that significantly contributed to low achievement rates. Overall achievements are below national average and English and Maths require significant improvement

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	<ul style="list-style-type: none"> • EFC is graded inadequate across the board. Sport, Travel, ICT and Aviation are above national average, but a lot of areas including Maths, English and Apprenticeships are all inadequate. It was noted that many basic changes have been put in place already, such as demonstrating what Good looks like, so interventions should demonstrate impact within year. <p>Governors expressed considerable concern that there are a number of '4' grades (inadequate) across areas of provision, mainly at Hackney, and this amounts to about 15% of leavers (not including EFC). However, it was noted that the SAR is historic, and there has been a term of improvements which have been undertaken and had considerable impact. Examples of this are Sport, where the Redbridge manager is assisting at Hackney as provision at Redbridge is good. This cross-campus support is also taking place within Catering, amongst other areas.</p> <p>The QIP priorities were noted as:</p> <ul style="list-style-type: none"> • Further improve achievement rates, particularly at EFC and HCC • Rapid overall and timely achievement rates for apprentices • Improve overall attendance rates so they become consistently good across all areas • External relevant work experience facilitated for all • Improve TL&A and make it consistent across the group • Develop capacity of managers <p>Governors expressed concern that the inadequate SAR grading for EFC does not reflect the EFC outcomes from their last Ofsted report. It was noted that the predicted progress EFC had stated at the time of the last Ofsted inspection, did not materialise at year-end. This position did not come out in the due diligence undertaken prior to merger. Some of the reasons for the inadequate ratings in the pre-merger EFC are:</p> <ul style="list-style-type: none"> • Focus was getting learners into the college, rather than getting the right student on the right course • After the Grade 3 was achieved, quality was not given the continued focus it needed • There was a high turnover of staff • A lot of staff did not know what Good looks like. <p>Governors thanked SMT for the excellent report and contextualisation set out in the introduction.</p> <p>It was resolved that the NCC Group SAR be recommended to the Corporation for approval.</p> <p><u>EFC SAR</u></p> <p>Governors asked who had written this SAR. It was written by an external consultant following the Ofsted inspection where a grade 3 was given. It was written as a 'requires improvement' not an 'inadequate' SAR report. It was agreed with EFC management that the 'requires improvement' was not sustainable, so the SAR has been re-written with a focus on key areas for improvement and identification of weaknesses. It is an internal document to be used as a development tool with an improvement focus. Key areas for improvement are extensive but government funding has been granted for additional support, which will be used for English and Maths.</p> <p>Governors asked that given the accelerated pace of improvement required for EFC, if there will be an action plan and what the monitoring process is. There is an action plan in place with targets against the key areas for improvement, and numerous specific actions are detailed in the QIP; these are monitored by curriculum areas every 6 weeks to ensure targets are met and impact is measured. Attendance, behaviour, retention, T&L and learning walks are all being discussed at these 6 weekly reviews. Progress against this plan will come to CQ&S for monitoring. The financial support is for 2 years, however the action plan is for this year, but is a staged approach.</p> <p>The Committee noted the EFC SAR and that a report on progress against the action plan will come to next CQ&S meeting.</p>
7.	<p>2018-19 In-Year Monitoring</p> <p><u>Updated Curriculum KPIs & Progress</u></p>

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8.	<p><u>HE</u> <u>Termly HE Report</u></p> <p>An update on progress at UKCBC and Certification at Pearsons was noted.</p> <p>There has been no confirmation on the outcome for registration with the OfS, as there seems to be a backlog currently. All requested information has been submitted by the college and, the OfS are not awaiting any further information</p> <p>A TEF application is being submitted, aiming for 'silver' achievement.</p> <p>Governors asked if the college has information on UKCBC students in regard to their progression or completion. Management are currently working with UKCBC for the first cohort to receive certification. This will be reported to the next CQ&S meeting.</p> <p><u>OfS Assurance Statement</u></p> <p>This Annual Assurance Statement was noted by Governors, which details the scrutiny governors have given to HE over the past year, in particular to the scrutiny given to the continuous improvement of the student academic experience and student outcomes, as well as determining that the methodologies used as a basis to improve the student academic experience and student outcomes are robust and appropriate. Governors agreed that this has been monitored at CQ&S over the year.</p>

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	<p>It was resolved that the OfS Annual Assurance Statement be recommended to Corporation for signing. The Director of Governance advised that Chairs actions will need to be taken to meet the 3rd December deadline.</p>
<p>9.</p>	<p>Safeguarding Termly Report Governors thanked staff for a very informative report.</p> <p>It was noted that a significant number of governors have not completed the online Safeguarding Training. The Director of Governance advised that although committee co-optees have undergone DBS certification, as they are not Board governors, they have no statutory responsibilities in regards to safeguarding, unlike Board members. However, it was recommended that co-optees also be asked to complete online safeguarding training.</p> <p>Categories of abuse summary – Governors asked what action had taken place with regard to the 10 children at Hackney campus nursery identified as being the subjects of safeguarding issues or referrals, and whether these cases reached some kind of conclusion. They requested that this information be reported back to CQ&S, detailing outcomes, e.g. that these cases have been referred the Local Authority or resolved internally.</p> <p>Governors asked whether coercion and control should be added as an additional item to the analysis or whether this issue comes under slavery/trafficking. Management report against the KCSIE criteria currently, and this issue is not listed separately as the moment. Reporting of the primary crisis is the key reporting method used, and management are working to ensure definitions are consistent, but it can change depending on who is reporting.</p> <p>Governors noted that training is being planned for the Strategy Day on a number of aspects of safeguarding.</p> <p>Governors asked if there is a policy for guest speakers and visitors. There is a policy in place, however it is a paper-based process and is being changed to an online process. This will make it more visible and auditable.</p> <p>Governors noted that a knife arch was in use on 30th October. Management are considering introducing this as an internal process undertaken by security and senior staff, primarily through checking bags. No knives have ever been found as a result of these searches, but it demonstrates zero tolerance and that the college cares about students' safety.</p>
<p>10.</p>	<p>Sub-contracting Outturn Report Governors noted that poor performing partners and those whose integrity didn't reach the standard of the college, have been dropped. There is now much more rigorous quality assurance around some A Level provision in one post-16 seminary. Management are meeting with Leads at this subcontractor and parents, and have stepped up scrutiny. Subcontractors are still part of the NCC provision as funded provision. Governors expressed concern about supporting an organisation that doesn't necessarily share the NCC ethos. Governors were re-assured that the quality of provision is good, there are unannounced visits and much more robust checks in place. Governors requested that a report come to the next CQ&S on this provision.</p> <p>Governors agreed it a sensible course of action to reduce some subcontracted provision and noted that AEB only has one partner – Skills Network.</p> <p>Apprenticeships will be undertaken with two core subcontractors and a compliance audit of this area is being carried out by the new Deputy CEO.</p>
<p>11.</p>	<p>Governor Visit Report Governors noted that the first two pilot visits of the programme of curriculum visits have been undertaken.</p>

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	<p>It was re-emphasised that the purpose of such visits is to get to know the staff and learn about challenges and achievements from staff. Governors reported that the visits really helped bring the college to life, and the students were delightful.</p> <p>A visit was undertaken to Creative Arts at the Hackney campus. There was good evidence of the benefits from merger and engagement of students was good to see.</p> <p>Governors asked for clarification on the timetabling of English and Maths. These subjects are now timetabled first, and other subjects placed around them, to avoid standalone sessions, which previously have been easier for students to miss. Curriculum directors are answerable for attendance. This system has seen good improvement in attendance so far this year, and it is anticipated that this will boost student achievement in these areas.</p> <p>A visit was undertaken to Attlee Academy, to meet staff, students and see the new site. The site looks great following investment over the summer. Engagement with students was positive and a further visit will be made in January, in order to participate in Student Voice activities alongside a Principal.</p> <p>Governors asked for key events/college activity list to come to governors so there can be further representation and support given to the college.</p> <p>Following these pilot visits, it was recommended that other governors undertake visits, either on their own or with another governor. Two more governors agreed to do this. It was reaffirmed that prior to each visit, governors and staff should be clear about the purpose of the visit and what the parameters are. It was suggested that EFC must receive support and governors could visit to give extra support and encouragement to staff. It was acknowledged that such visits help in getting Inspection-ready, as it allows governors to confirm information previously received from management.</p> <p>Governors expressed their thanks to SMT for facilitating these visits. Management confirmed the visits had been well received.</p>
12.	<p>Any Other Business None.</p>
13.	<p>Impact of governors.</p> <p>Governors discussed the format of recording governor impact against the Governance themes taken from L&M section of Ofsted Framework. Governors agreed to record progress against KPIs or impact made, in the meeting or reported in the meeting.</p> <p>The Committee agreed that the Chair fill out this form and circulate to members for additional comments.</p>
14.	<p>Date of Next Meeting (All to note) Tuesday 12th March 2019 5.30pm</p>

Agreed as an accurate record of the meeting

Signed.....

Date: