

Chair	Vivien Bailey OBE
Corporation Members	Marilyn Hawkins, Steve Hedges, Francine Corbin, Cynthia Griffin, Nikki Makinwa, Gerry McDonald, Diana Murray, Dawn Samwell, Ryan McLean, Mohamed Elhag, Rob Hull (Observer)
Officers	Principal Tower Hamlets & Hackney: Alison Arnaud Principal Designate Redbridge & Epping: Narzny Khan (Observer) Principal Havering: Janet Smith Deputy Group Principal: Paul Wakeling Group Director Apprenticeships & Business Development: Jamie Stevenson (item 7 only) Group Director of Quality - Ruth Kendrick Head of Governance – Havering: Cathy Horne
Apologies	
Director of Governance	Elsa Wright
Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair’s Welcome & Opening Remarks The Chair welcomed everyone to the meeting, particularly Francine Corbin and Mohamed Elhag who were attending their first CQ&S Committee. The Chair congratulated Narzny Khan for her appointment from 19 th April as Principal, Redbridge and Epping, and explained that Cathy Horne would be taking the minutes of the meeting.
2.	Apologies for Absence There were no apologies for absence
3.	Declaration of Interests There were no declarations of interest
4.	Minutes of the Last Meeting Held on 24th November 2020 The minutes were agreed as drafted.
5.	Matters Arising and Action Points from the Meeting. The action points were covered in the agenda
6.	Awards Evening and Return to College The Chair had attended the virtual awards evening on 27 th January and congratulated the marketing team, presenters and all those involved at the College on an excellent event. The report would be added to the Governor visit section of Board Intelligence. The CEO reported that nearly 8000 students had been tested with 4 positive cases. It had been a logistical challenge but the students had taken it seriously. The aim had been to train students to take the test at home with further opportunities on campus to get this right. Home testing kits were now being distributed. All 16-18 year olds and most adults were back in college, with the exception of ESOL and HE students, and attendance was good. A Student Governor commented that the return had been handled well; students felt safe and were happy to be back.
ITEMS FOR CHALLENGE, MONITORING & REVIEW	

7. **20/21 In Year Monitoring**

6.1 Progress against Curriculum KPIs

Headline KPIs enabled the Committee to effectively monitor quality of provision and outcomes and most would be reported on at the end of the year. The Committee had requested additional KPIs allowing progress in driving consistency between campuses and to reflect learner feedback to be monitored.

Retention rates were high, showing an upward trajectory, and on track to meet the ambitious targets set in November. Despite a challenging year, including lockdown periods, overall attendance had remained stable and at the same level as the previous year. The Committee noted the excellent attendance at Havering Sixth Form and Atlee, which was above 90% with the figure across all campuses at 86%. In response to questioning, the Principal Tower Hamlets and Hackney explained the enhanced method of recording attendance via TEAMS, on campus and the VLE and reassured the Committee that they could feel confident in the data.

Members considered the proposed additional KPIs and whether the targets were ambitious enough. Following discussion, it was agreed that the targets were challenging and should be accepted with a review at the end of the year. The aim of the retention and achievement variance KPI was to ensure that there was no more than a 5pp variance across all campuses. For Learner Voice, there were two new KPIs, one relating to student satisfaction with teaching and learning set at 85% and the resolution of complaints within timescale set at 90%. The Chair asked to see the breakdown by campus when the KPIs were reported on as well as a breakdown by 16-18 and 19+. Members noted that the 19+ response rate to student surveys tended to be low.

(6.10 Gerry McDonald left the meeting)

In response to a question from the Chair, the Group Director of Quality confirmed that adult attendance in the table on page 17 was incorrectly RAG-rated as green but should be amber. The number of positive destinations recorded for both 16-18 and 19+ had declined significantly from the previous year, reflecting the impact of the pandemic. The main areas of decline were in Construction and Catering.

The Committee agreed the additional KPIs for 2020-21.

6.2 Progress against the QIP

The Chair thanked the Group Director of Quality for the report which gave a good summary and clearly identified the actions and impact made enabling the Committee to monitor progress. The impact on all areas was considered and the Committee noted that, overall, there was a mixed picture but some good progress had been made. The Committee noted that QIP 1.1 (progress in Construction) had been rated Red but that improvements had been made and interventions were in place. For QIP2 value-added interventions had been further developed. QIP3, to improve apprenticeship standards, had made progress with the in-year achievement rate at 30%, compared to 17% at the same time in the previous year.

(6.14 Gerry McDonald returned to the meeting)

QIP4, which related to improving attendance rates and closing the gap between English, Maths and vocational attendance: the Group Director of Quality explained that prior to lockdown attendance on these courses had been rising and good student feedback had been received in January. Part of the issue was around the messages in the media that there would be no exams this year meaning that some students and parents felt attendance was not necessary. The correct message had been sent out by the College and English and Maths GCSE mock exams were currently taking place.

QIP5, improve consistency in teaching and learning, the Committee noted that some good progress had been made. The Chair particularly welcomed the improvements to online teaching which had resulted in students reporting that online delivery had improved significantly since the last lockdown.

(6.24 Marilyn Hawkins joined the meeting)

Good progress had been made on QIP6, developing consistency in the effectiveness of quality improvement interventions across the Group.

6.3 Learner Voice – Induction Survey Summary

The Chair welcomed the report and the executive summary which clearly set out how learner voice was gathered. Members commented on the difference between young people (90%) and adults (97%) feeling safe at college. The lower response at Havering FE (84%) was likely to be due to behavioural incidents which happened in the autumn term. The table on page 43 clearly demonstrated the difference between students' experience of learning in class (90% good or better) and remotely (71%). This difference was most polarised at the two Havering campuses. Adults rated their online experience more highly than 16-18 year olds. A Student Governor commented that the experience varied depending on the course with students preferring class-based lessons on vocational courses. Governors discussed marketing to students as many cited word of mouth as the reason for enrolling. Often students did their research or responded to adverts but it was the positive experience of a friend or family member that could encourage them to enrol. Governors commented that it would be helpful for them to have drop-in discussions with students as they returned to campus to allow them to hear the student voice directly.

6.4 Termly HE Progress Report

The report gave a useful description of the current HE position. The latest HE Committee minutes and the Student Protection Plan were included with the papers. The Committee asked several questions regarding current and future partnerships, student numbers, the monitoring of quality and outcomes, tuition fees and UKCBC. The Group Principal commented that it was an aspiration to have a University centre based at one of the current College campuses. The Deputy Group Principal explained that group sizes were currently small and it was necessary to expand. Approximately 10-12 students in each group would be required in order to remain viable. Currently some groups were taught together to improve efficiency and student experience. The marketing team were working with UCAS to ensure that places for September 2021 were filled. He added that it was hoped to expand into Sport and Business as well as STEM subjects at Rainham. Current 16-18 students could be encouraged to stay at College to study a degree programme. The Open University Examination/Assessment Board of February 2021 had gone well and some excellent feedback from the panel of external examiners was included in the report. HE students were active participants in the HE Committee, providing useful feedback to the College.

The connection with the Committee Chair failed at this point and Marilyn Hawkins continued as Chair.

The Deputy Group Principal confirmed that the updated Student Protection Plan had been written and submitted to the OfS in November. Due to Covid delays this had not yet been reviewed by the OfS.

The OfS Enhanced Monitoring Action Plan and the Higher Education Committee Actions both showed good progress. Student feedback over lockdown had been positive with online learning working well for HE students.

Due diligence continued with the preferred HE partner who had appointed a new partnership lead. The proposals would come back to the Corporation once they were more fully formed and it would be helpful for members to meet the team from the prospective university at that point.

There was a discussion about the possibility of applying for degree awarding powers in the longer term. In response to questions, the Deputy Group Principal confirmed that existing courses were in a teach-out phase and that notice had been given to the partners. Governors thanked the Deputy Group Principal for the detailed report and were

	<p>pleased to hear that students were taking an active role in the committee, feeding back on their positive online learning experience.</p>
8.	<p>Partnership, Sub-Contractor and Employer Engagement Report</p> <p><i>(6.55 Jamie Stevenson joined the meeting)</i></p> <p>The Acting Chair welcomed the Group Director Apprenticeships & Business Development to the meeting. Monitoring activities for subcontracted provision showed that there was a good quality assurance system in place and that the predicted achievement rate for 16-18 was 94% and, for adults, 95%.</p> <p>The College worked very closely with the Orthodox Jewish Community and Access to Music, offering a range of 16-18 full-time study programmes to 518 students. There were no concerns although it was noted that the Jewish Seminaries students, who are female, did not have digital or online access at home and had been supported in different ways including the ability to attend provision on site if necessary. Attendance was high and risk assessments had been checked. Once the process for assessment of students' achievement had been determined within NCC, this would be rolled out to the subcontracted providers. For 19+, the providers had largely transferred onto remote education.</p> <p><i>Vivien Bailey re-joined the meeting at 7.02 pm</i></p> <p>The apprenticeship achievement rate was currently 61% with a predicted end rate of 64%. The Construction Building Framework had been RAG-rated red as all 7 apprentices had withdrawn. However, for the Building Services Engineering Standard, the predicted achievement rate was 83% against a national rate of 45%.</p> <p>Section 5 of the report showed that actions that had been taken to ensure quality against the weaknesses identified. Referring to apprenticeships, the Group Director commented that it was important to maintain momentum and the Committee noted that the pandemic had affected growth in some areas, particularly Hair and Beauty, Para Legal and Catering and Hospitality.</p> <p>The Chair thanked the Group Director for his comprehensive report adding that the team had performed well, keeping partners and learners engaged against the backdrop of the pandemic.</p> <p><i>(7.15 pm Jamie Stevenson left the meeting)</i></p>
9.	<p>Student Progress and Destinations Report</p> <p>The Chair commented on the positive messages contained in the report and noted that the data tables provided gave an overview of progression and destination by age, level and campus (Appendices A and B); and by curriculum area (Appendix C). Appendix D provided the detail of students progressing to HE by campus. The pandemic had had an impact in some areas but there had been positive progress. The Chair asked why adult progression up a level of study appeared to be low at 38%. The Principal (Tower Hamlets and Hackney) explained that the large majority of adult students are taking Entry level course and progress upwards within the Entry level bands which are not shown separately on the chart.</p>
10.	<p>Student Union Constitution Report</p> <p>The Deputy Group Principal explained that the Student Union Constitution had been written before the merger with the Havering Colleges, which had its own Constitution. The two now needed to be aligned which had been delayed due to Covid workload issues. He confirmed that the differences were around the set-up of committees and the positions held rather than anything fundamental. Both had been checked and approved by the NUS previously. The Student Unions were involved in the discussions and the new constitution would be brought to the next meeting of the Committee. A Student</p>

	Governor commented that it was important for students to be involved in finalising the new constitution.
11.	Governor Visits – Options The Chair of the Committee and the Chair of the Corporation were keen to recommence visits to the College but understood the difficulties caused by Covid pressures. The Chair commented that it would be helpful to have some provisional dates for after Easter and the Director of Governance would liaise with the Principals. There had been nine Governors involved in campus visits during 2018/19 and 2019/20 and, although Governors had been able to attend meetings and events such as the student awards online, it was important to hear directly from staff and students.
CONFIDENTIAL ITEMS – SEE PART 2 MINUTES	
13.	AOB The Chair thanked Paul Wakeling for his contributions and his informative and detailed reports to the Committee and wished him well in his new role.
14.	Date of Next Meeting 22 nd June 2021 on Teams. The meeting closed at 7.50 pm

Agreed as an accurate record of the meeting

Signed.....

Date: