

# Quality and Standards Committee Annual Report 2023/24

## Introduction

This report covers the academic year 2023/24 of the East Coast College's Quality and Standards Committee.

The previous AOC Code of Good Governance stated that:

*The Search committee should produce an annual report, which describes the work of the committee, including the Board's recruitment policy and practices, a description of its policy on equality and diversity and any measurable objectives that it has set together with progress in their implementation. If there is not a separate report then the college's annual report should cover these areas.*

The Corporation agreed annual reports should be produced for all Committees which should for transparency be published alongside the Committee's minutes <https://www.eastcoast.ac.uk/corporation-governors/minutes/>

The Board at its meeting on 31 October 2024 adopted the New AOC Code of Governance and this sees Annual Reports as recommended practice and a source of assurance.

The Quality and Standards Committee has been amalgamated with the Curriculum Development Committee for 2024/25 and will be known as the Quality and Curriculum Committee. Its objectives as set out in its revised terms of reference at Appendix 1 are:

*To lead for the Corporation on the character and nature of the education and training provided by the College.*

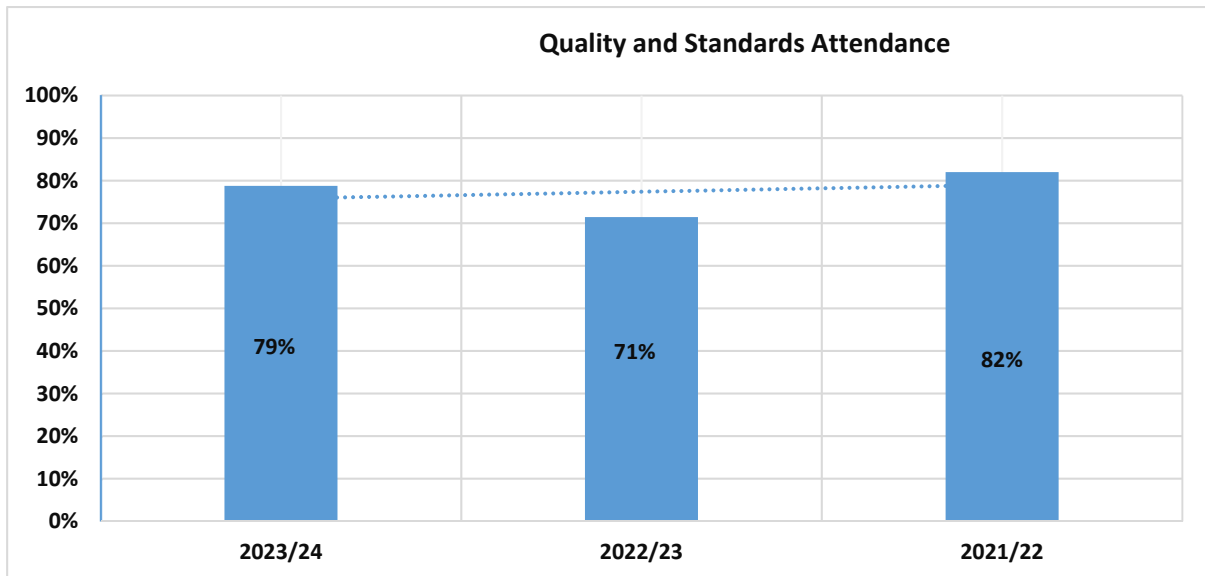
*To oversee quality assurance and improvement, student success, progression, and wellbeing, and the college's curriculum and its growth and development.*

## Membership

Members who served on the East Coast College Quality and Standards Committee during the 2022/23 period were:

<b>Governor</b>	<b>Attendance</b>
Kirk Lower (Cttee Chair and Independent Board Governor)	4/4
Tina Ellis	4/4
Rachel Kirk	3/4
Malcolm Goodwin (Independent Board Governor until 17/10/23)	1/1
Dame Vicki Patterson (Independent Board Governor from 19/3/24)	2/2
Graham Evans (Independent Board Governor from 19/3/24)	2/2
Tia Beresford (Student Governor term of office ended 31/7/24)	3/4
Stuart Rimmer (CEO and Governor until 31/12/2023)	1/2
Paul Padda (Principal and CEO from 17/04/2024)	2/2
Sue Willgoss (Associate Governor term of office ended 31/7/24)	1/4
Amy Rust (Associate Governor)	3/4

This gave an overall attendance rate of 79% and, 94% for Independent Board Governors only, which overall was just below the Corporation's 80% target.



The Committee was chaired during 2023/24 by Kirk Lower.

The reconstituted Quality and Curriculum Committee in 2024/25 will be chaired by Peter Lavender. Peter has a long involvement in further education at the policy level, in quality improvement as well as research and development. He is an Emeritus Professor of Education at the University of Wolverhampton and was formerly Deputy Chief Executive at the National Institute of Adult Continuing Education.

The Quality and Standards Committee met on 4 occasions, 10/10/2023, 12/12/2023, 19/04/2024 and 18/06/2024. All meetings were quorate.

As part of the Corporation's recruitment and succession new members have been appointed to the Quality and Standards Committee in 2023/24.

The Quality and Standards Committee was clerked during the year by the Director of Governance Wendy Stanger who is a chartered governance professional and qualified management accountant and a FEC National Leader of Governance.

### **Risk Management**

The Quality and Standards Committee received the Tactical risk register relating to its role and reviewed it in line with the Audit Committee set questions. These are:

1. Has the risk register been reviewed?
2. Is the Committee content that the risks are relevant and are being updated?
3. Is the Committee content that the risks are being mitigated?
4. Where a red risk is the Committee assured that appropriate action is being taken?
5. Where does the Committee have significant concerns?

The Quality and Standard Committee's risks are managed through the Tactical Risk Register in 2023/24 these were:

- The College has a poor reputation for apprenticeship delivery with a significant number of local employers
- Apprentices do not complete their apprenticeship qualification in a timely manner
- Students do not maximise their potential achievement levels
- Students unable to follow their chosen progression route or destination is not clear
- Levels of student retention, attendance, and achievement are not maximised
- Students not stretched and not achieving their full potential
- Fraudulent assessment and recording of students' achievements by staff.

With a summary:

Post Mitigation Risk Rating			Risk Appetite		
Low	Medium	High	Low	Medium	High
4	3	0	7	0	0
Variance From Risk Appetite			Change in Variance from Risk Appetite		
Low	Medium	High	Down	Unchanged	Up
3	4	0	1	6	0

### **Learner Voice**

Learner voice involvement is a key aim for the Committee and the work has been ongoing to develop this further. This has included a student governor on the committee, students from different curriculum areas discussing their views of the quality of the teaching and learning at the start of the meetings, and oversight of the Unloc Leadership Academy.

The meetings received regular learner voice updates, survey results, Leadership Academy updates, and reports from the learner consultation carried out by Unloc.

Learner voice will continue to be an area for improvement in 2024/25 with work continuing with Unloc through a Student Conference and the second year of the Leadership Academy as well as informal 'coffee and cake' meetings with the Senior Team and students.

### **Quality**

The Committee receives a quality update which is based on a set format as agreed by the Committee. This covers the whole College provision and considers areas such as enrolment, attendance, retention, professional learning, careers, destinations, and quality assurance together with the Quality Improvement Plan.

### **Self-Assessment Review (SAR)**

The College SAR is reviewed and challenged by the Committee and then recommended to the Corporation. This year this resulted in the SAR being developed to include more data and justification for the overall assessment before it went to the Corporation for approval.

The College SAR is triangulated by Governors attending the curriculum areas self-assessments with all of these validations attended by at least two governors.

### **Safeguarding and Prevent**

Each term the Committee receives a safeguarding and prevent update that covers summary areas for improvement/risks and summary Strengths along with referral data. In addition, an annual report and updates on policies are reviewed and recommended to the Board.

This year reporting was improved with separate reports introduced for Safeguarding and one for Wellbeing.

### **Careers**

The RAG rated action plan and careers update are reported and reviewed at each meeting.

### **Self-Assessment**

The Quality and Standards Committee assessed its performance as part of the College's annual self-assessment which is overseen by the Governance Remuneration and Search Committee.

An External Board Review also took place in 2023/24.

Areas for improvement are included in a Governance Improvement Plan overseen by the Governance Remuneration and Search Committee.

Progress against the Areas for development identified by the Quality and Standards Committee in 2022/23 were:

- There was a need to continue to recruit and succession plan to the Committee – a governor succession plan was developed in 2023/24 which covered governance key roles and membership. The committee was strengthened through recruitment.
- Report writing needs to be more succinct and clearer with data analysis – reports continued to be developed and benchmarking included in the Quality Report.
- To continue the improvement in governor visits and walkthroughs – a schedule of governor opportunities was produced for 2023/24 and this resulted in over 90 governor visits.
- All committees to include learner voice and the learner's perspective – A student governor was appointed to the Finance and General Purposes Committee, students presented to the Board, governors carried out an increased number of walkthroughs and visits and all reviewed meetings to consider *Were Learners prominent in discussions?*

The Quality and Standards Committee's self-assessment is included in Appendix 2.

This concluded that the Committee is working well and had a wide range of relevant skills and experience represented on the committee in 2022/23 and that the Governor's engagement with walkthroughs and other College events had improved in the year.

Areas for improvement will be set out in an overall governor action plan.

**Conclusion**

The Committee met its terms of reference and remit in 2023/24.

The newly re-constituted Quality and Curriculum Committee's will in 2024/25 consider both the quality and curriculum development of the College with the key aim of self-assessing at year-end as good.

Appendix 1 – Quality and Curriculum Committee's Terms of Reference (which replaced this Committee for 2024/25)

Appendix 2 – Quality and Standard Committee's self-assessment.

## APPENDIX 1

### EAST COAST COLLEGE

#### QUALITY AND Curriculum COMMITTEE TERMS OF REFERENCE – as at July 2024

##### Objectives

To lead for the Corporation on the character and nature of the education and training provided by the College.

To oversee quality assurance and improvement, student success, progression, and wellbeing, and the college's curriculum and its growth and development.

##### Introduction

The Quality and Curriculum Committee is a committee of East Coast College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation.

The Corporation and its Committees at all times will have due regard to the Seven Principles of Public Life and the requirements of the guidance set out in HMT's 'Managing Public Money.'

Delegation does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject.

The Terms of Reference of the Committee may be varied at any time by agreement of the Corporation.

The Committee and the Corporation will have at the heart of its work the College's Strategic Plan and Accountability statement and will demonstrate through its meetings and decision making:

##### Our Purpose

- To transform individuals and build communities through education.

##### Our Values

- Aspirational – Being supportive, exploring potential and challenging ourselves daily.
- Respectful – Acting with compassion, being inclusive, and welcoming others in our learning community and to our environment.
- Professional – Putting team first, acting with integrity, developing our expertise and having a focused work ethic.
- Successful – Determining our ambition, achieving excellence and continually raising standards

##### 1. Membership

Not fewer than four independent members of the Corporation plus the Principal/Chief Executive, and up to 2 Associate Governors.

Staff and Student governors are eligible to be members. In the absence of the Chair, the members attending the meeting shall select one of their number to 'Chair' that meeting.

Persons who are not members of the Corporation but are deemed to have the skills required to enhance the responsibilities of the committee may be appointed as Associate Governors on the Committee but may not hold the position of Chair.

## 2. Terms of Office

Members shall normally serve for a period of two academic years and shall be eligible for re-appointment thereafter.

## 3. Appointment of Chair

The Chair of the Committee shall be appointed by the Corporation and shall normally serve for a period of two academic years and shall be eligible for re-appointment thereafter.

## 4. Quorum

A quorum shall be one third (rounded up) of the appointed members which includes Associate Governors, subject to a minimum of 2 independent governors who are members of the Corporation being present.

## 5. Clerking

The Director of Governance shall act as Clerk to the Committee.

## 6. Frequency of Meetings

Meetings shall be held a minimum of four times a year

## 7. Attendance at Meetings

The Deputy Principal(s) shall attend and speak at meetings of the Committee (they will have no voting rights).

Senior managers shall attend and speak at meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

Other Corporation members shall have the right of attendance and where approved by the Committee participation, but not to vote.

## 8. Reporting Procedures

The Chair of the Committee shall present a summary report of the Committee's agenda at the subsequent Corporation meeting and the minutes and action log of the meeting will be circulated to the Corporation.

9. Purpose of the Committee	Delegated Power
<b>Quality</b> 1. To advise the Corporation on arrangements for assuring the quality and standards of all educational activities in the College, subcontractors and of its subsidiaries.	Recommend to Board
2. Monitor the College performance in relation to 2.1 Safeguarding and Prevent 2.2 Wellbeing 2.3 SEND 2.4 Equality, Diversity and inclusion 2.5 Careers 2.6 Enrichment 2.7 Learner Involvement 2.8 Any other area that effects the quality of teaching and learning.	Delegation Annual Report to Corporation

9. Purpose of the Committee	Delegated Power
3. Monitor the College's performance in relation to teaching & learning activity, student retention, achievement, attendance, destination and value added and recommend to the Corporation annual targets and key performance indicators in these areas, and monitor the College's progress towards achieving them. Including consideration of external agencies judgements and data.	Recommend to Board
4. Monitor the College's performance in relation to the continued professional development of all College Staff.	Delegation
5. To receive and review the College's Annual Self-Assessment report and Quality Improvement Plan and to recommend its approval to Corporation including reviewing the effectiveness of the College's Self-Assessment procedures and the effectiveness of the actions taken to improve standards.	Recommend to Board
6. To receive and review the College's Risk-based Monitoring and Enhancement Report (RiME) and to recommend its approval to Corporation including reviewing the effectiveness of the actions taken to improve standards.	Recommend to Board
7. Review and assess the College's facilities and infrastructures that affect the teaching and learning experience and make recommendations to the appropriate committee for improvement and investment.	Recommend to Finance and General Purposes/Estates
<b>Curriculum</b> 1. To receive the Curriculum Strategy and planned programme Recommend to developments and to review and recommend for approval to F&GP/Corporation the Finance & General Purposes Committee and the Corporation for such developments to be included in the financial forecasts and College Strategy.	Recommend to F&GP/Corporation
2. To evaluate, review and monitor the effectiveness of curriculum development and related reviews.	Delegated
3. To secure a strong positive reputation as a key provider, ensuring that the College secures year on year growth in participation and market share across all provision.	Delegated
4. To consider, monitor and advise the Corporation on all aspects of the Corporation's applications data, recruitment and resultant income.	Delegated
5. To consider market intelligence, assessment and labour intelligence to help understand the market that the College serves. To include the regional context in terms of supply, demand, competition and evaluate and monitor its effect on the College's curriculum development.	Delegated
6. To review, monitor and evaluate the development of and the curriculum offer to ensure it meets the needs and aspirations of all students, parents, employers and that it is listening to and responding to local, regional and national needs.	Delegated
7. To receive and review the Curriculum plan referring issues to the Finance and General Purposes Committee regarding the efficient use of resources, and the potential impact of plans on the solvency of the institution and the safeguarding of its assets.	Recommend to F&GP where financial implication



9. Purpose of the Committee	Delegated Power
8. To review, assess and monitor the College's recruitment with the aim of increasing the number of students each year studying in all aspects of the College's provision.	Delegated
9. To review, monitor and evaluate new income streams through projects and partnerships.	Delegated
10. Actively seek opportunities for partnership working with other training providers that will achieve business efficiencies and meet the needs of employers and learners.	Dependent on contract size
11. To receive, evaluate and advise the Corporation on the Curriculum Development and Planning Strategy and planned programme developments for all areas of the curriculum.	Advise the Corporation
12. Recommend for approval to Corporation developments to be included in the financial forecasts and College Strategy that are appropriate to the College's future development.	Recommend to Corporation
13. To review, monitor and evaluate the marketing strategy and its activity to develop an understanding of perceptions of the College and each of its market segments, including those of business and potential future employers.	Delegated
<b>General</b> 1. To monitor and review risk management for those areas that are the responsibility of the Committee.	Report to Audit Committee
2. Conduct a Committee self-critique to inform the Governance Self- Assessment.	Report to Governance Remuneration and Search
3. To consider any other specific issues referred by the Corporation and report their findings and recommendations back to the Corporation.	Recommend to Corporation
4. Consider any strategies and policies for those areas that are the responsibility of the Committee	Delegated unless changes the educational character

## Review of Committee - Quality and Standards Committee 2023/24

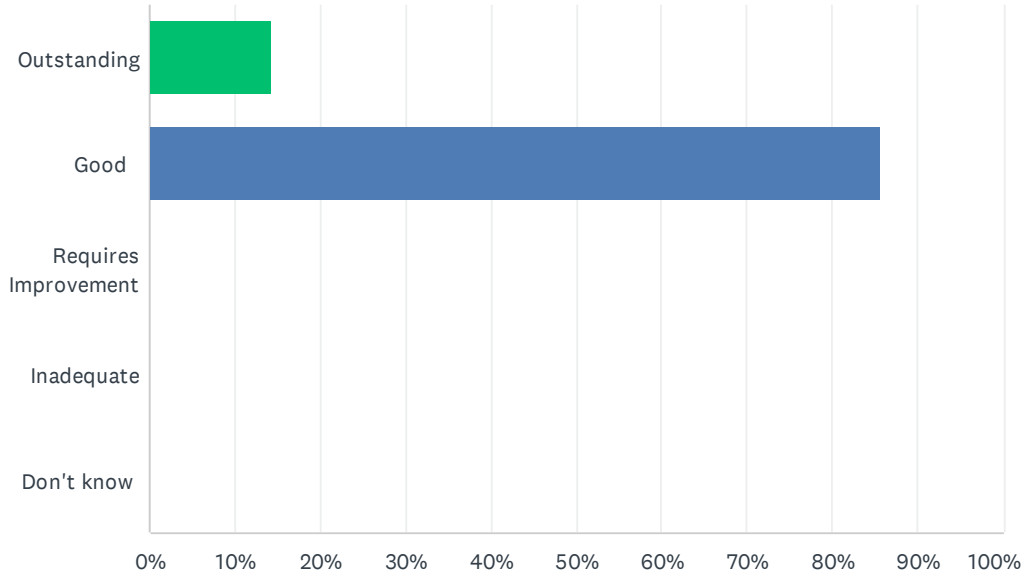
The Quality and Standards Committee Self-Assessment questionnaire was completed by the 7 governors who were members in 2023/24, giving a 100% return of those who were still governors.

The returns are anonymised to allow Governors to be open and honest in their judgment and comments.

Comparative figures from previous years have been included for benchmarking and the survey results are included in the Committee's annual report.

## Q2 Quality and Standards committee's terms of reference are fit for purpose (see the Governance Portal's resources section Standing Orders)How good are we at this?

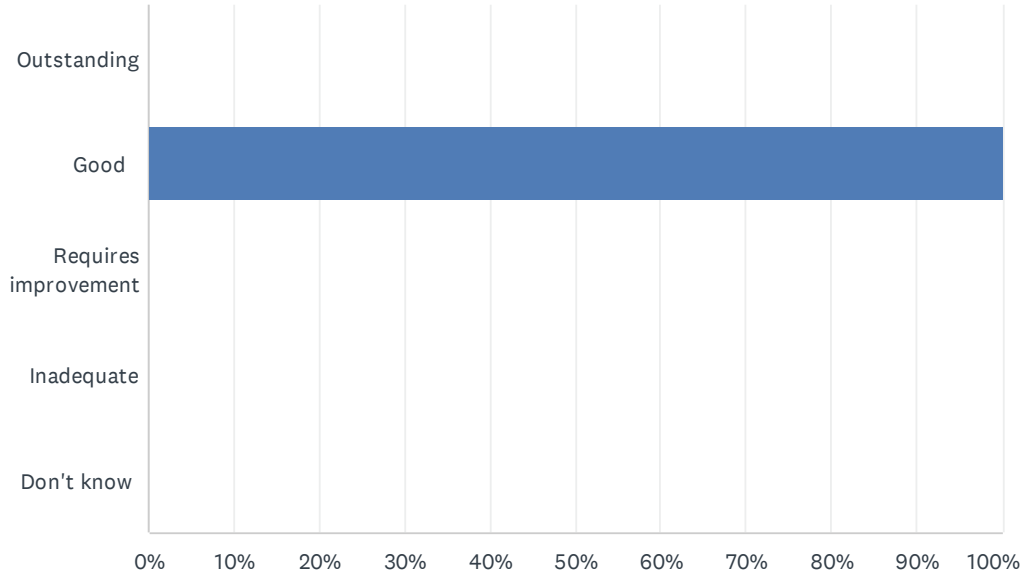
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ANSWER CHOICES	2023	2022	RESPONSES	
Outstanding	33%	20%	14.29%	1
Good	67%	80%	85.71%	6
Requires Improvement			0.00%	0
Inadequate			0.00%	0
Don't know			0.00%	0
<b>TOTAL</b>				<b>7</b>

## Q3 Quality and Standards committee's mix of skills and experience enables it to effectively fulfil its role (Code of Good Governance)How good are we at this?

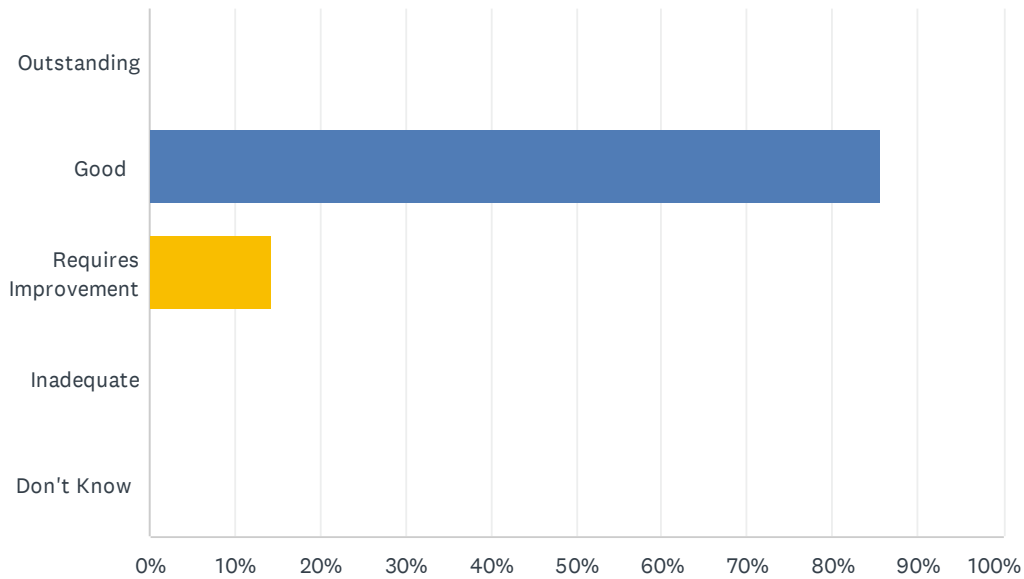
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ANSWER CHOICES	2023	2022	RESPONSES	
Outstanding	17%		0.00%	0
Good	84%	80%	100.00%	6
Requires improvement		20%	0.00%	0
Inadequate			0.00%	0
Don't know			0.00%	0
TOTAL				6

**Q4 The Quality and Standards Committee have a clear understanding of quality strengths and weaknesses across all the provision, based on a range of sources of evidence, and ensure that a plan is in place to deliver improvements(Governance Guide Standing Orders and Code of Good Governance)How good are we at this?**

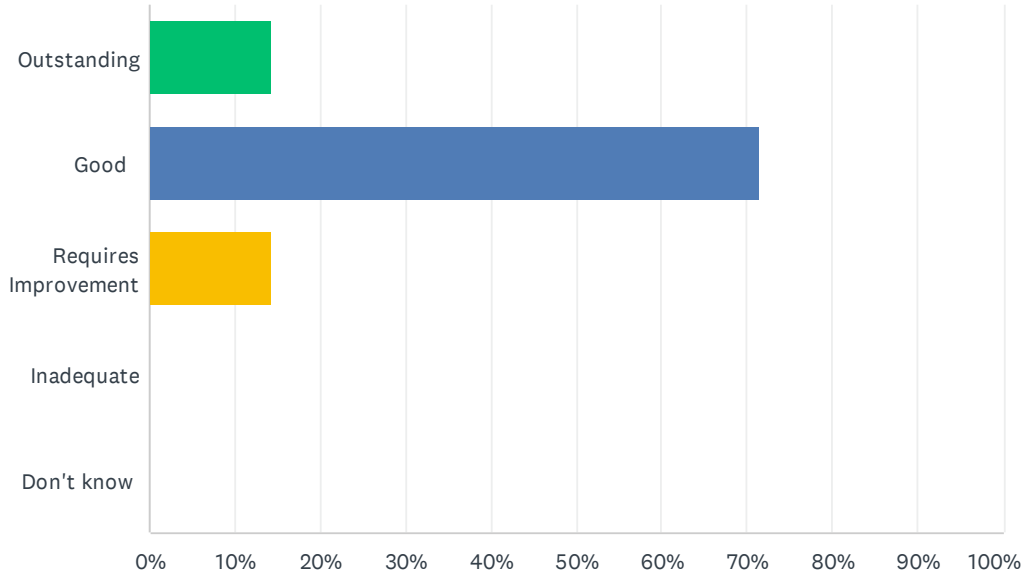
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ANSWER CHOICES	2023	2022	RESPONSES	
Outstanding	17%	40%	0.00%	0
Good	83%	40%	85.71%	6
Requires Improvement		20%	14.29%	1
Inadequate			0.00%	0
Don't Know			0.00%	0
TOTAL				7

## Q5 The Quality and Standards Committee's decision making includes and is informed by the learner voice (standing orders and Code of Good Governance)How good are we at this?

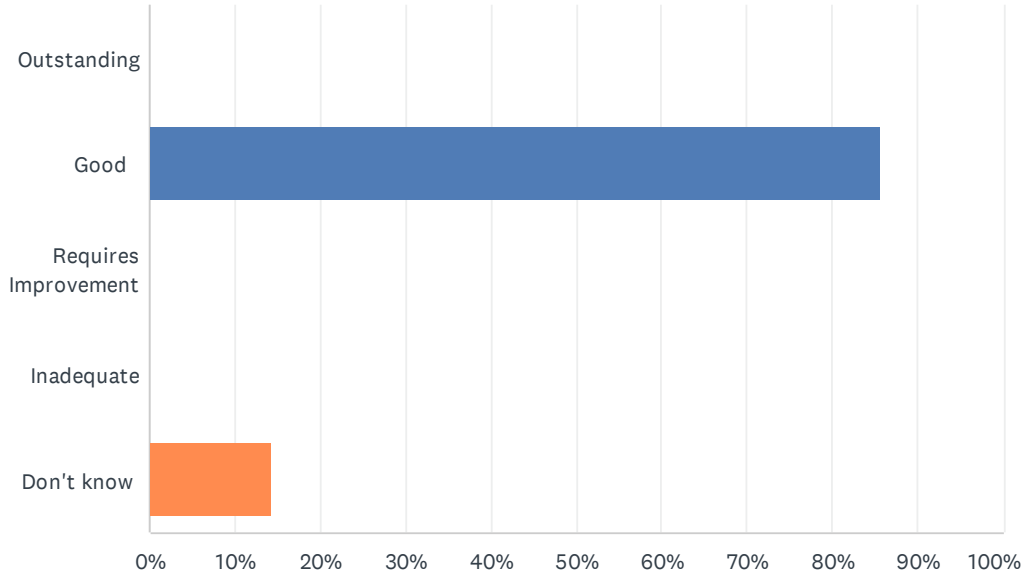
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ANSWER CHOICES	2022	2022	RESPONSES	
Outstanding	17%		14.29%	1
Good	50%	100%	71.43%	5
Requires Improvement	33%		14.29%	1
Inadequate			0.00%	0
Don't know			0.00%	0
TOTAL				7

## Q6 The Quality and Standards Committee fosters exceptional teaching and learning. (Standing Orders and Code of Good Governance)How good are we at this?

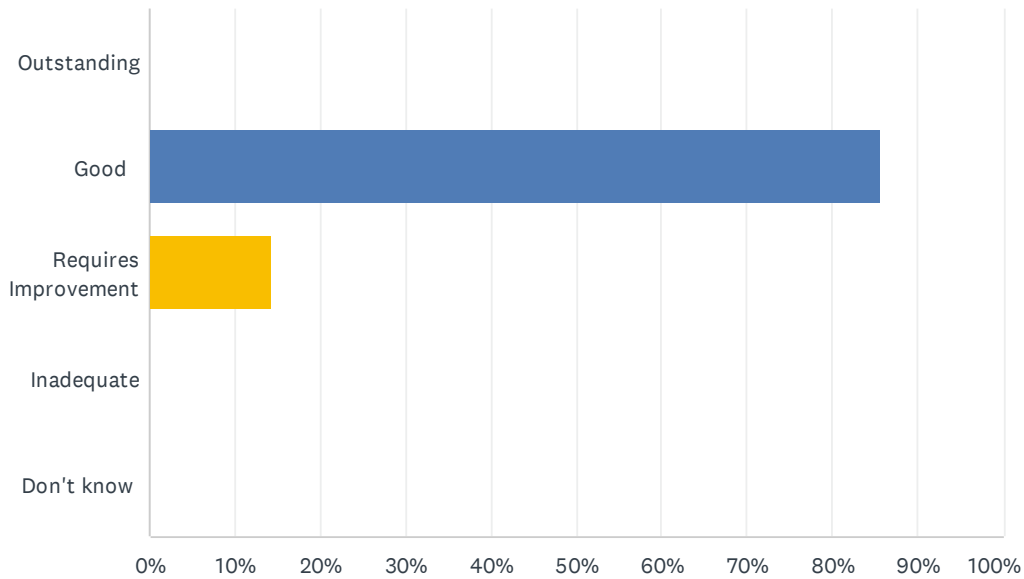
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ANSWER CHOICES	2022	2023	RESPONSES	
Outstanding	33%		0.00%	0
Good	33%	60%	85.71%	6
Requires Improvement	17%	40%	0.00%	0
Inadequate			0.00%	0
Don't know	17%		14.29%	1
TOTAL				7

**Q7 The Quality and Standards Committee reviews and monitors the College’s Annual Self-Assessment report, including reviewing the effectiveness of the self assessment review process, and the actions taken to improve (Standing Orders and Code of Good Governance)How good are we at this?**

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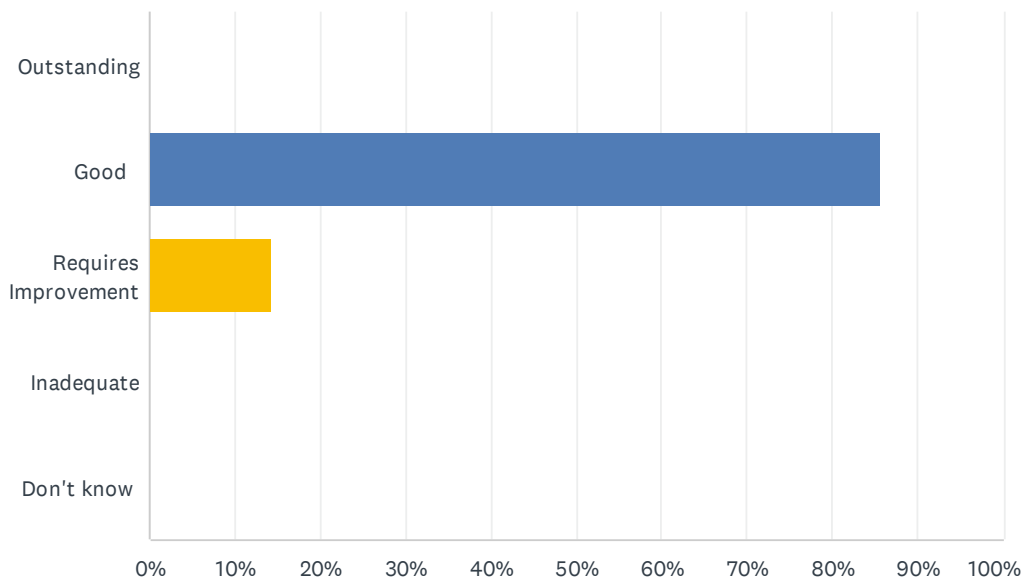


ANSWER CHOICES	2022	2023	RESPONSES	
Outstanding	17%		0.00%	0
Good	67%	80%	85.71%	6
Requires Improvement			14.29%	1
Inadequate			0.00%	0
Don't know	17%	20%	0.00%	0
TOTAL				7



## Q8 The Quality and Standards Committee understand OFSTED expectations and gradings and take this into account in their work (Standing Orders, Further education and skills handbook and Code of Good Governance)How good are we at this?

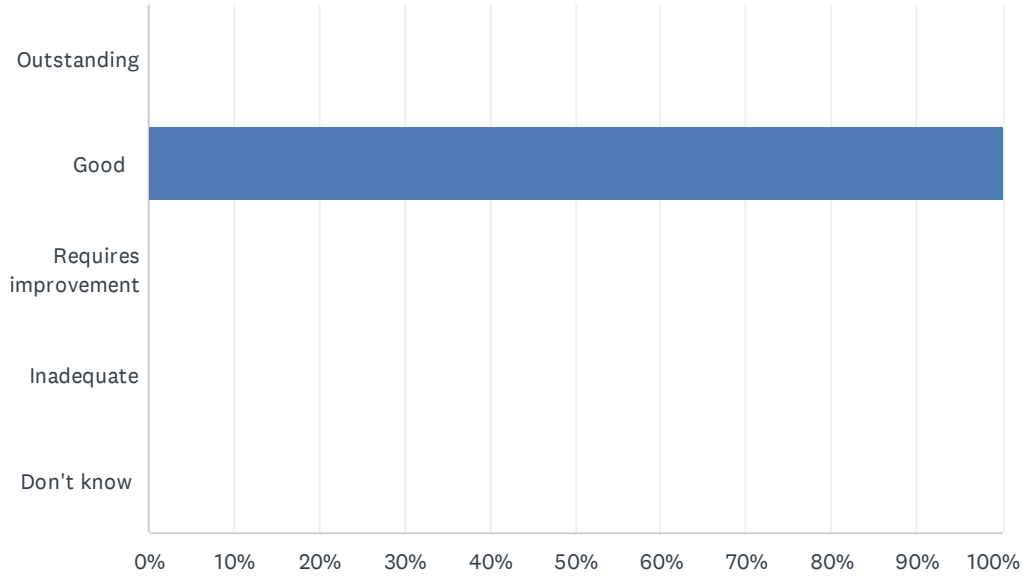
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ANSWER CHOICES	2023	2022	RESPONSES	
Outstanding	17%	20%	0.00%	0
Good	83%	60%	85.71%	6
Requires Improvement		20%	14.29%	1
Inadequate			0.00%	0
Don't know			0.00%	0
<b>TOTAL</b>				<b>7</b>

### Q9 The Quality and Standards Committee has ensured that the College has appropriate quality related procedures and strategies that are regularly reviewed (Standing orders)How good are we at this?

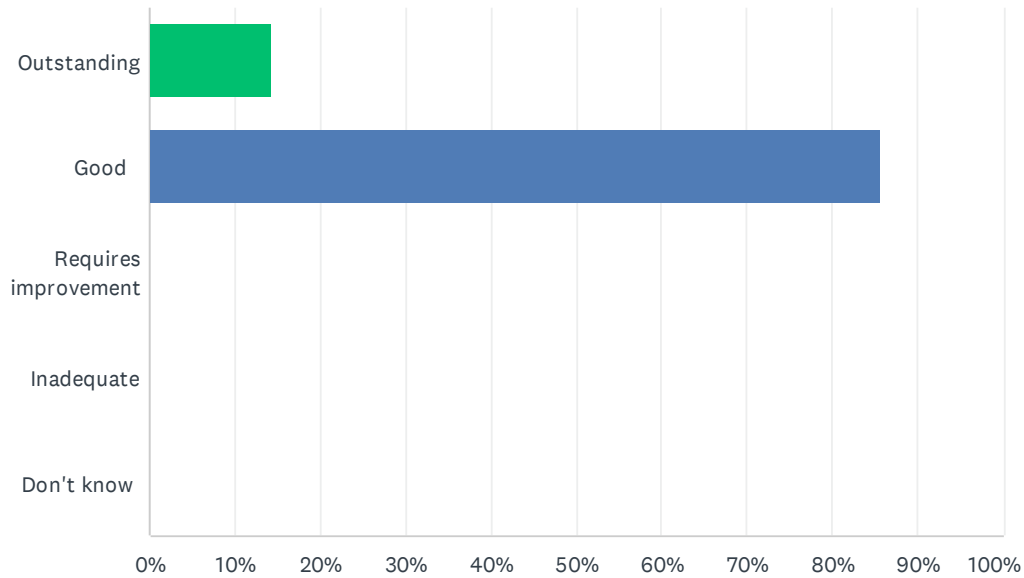
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ANSWER CHOICES	2022	2023	RESPONSES	
Outstanding	33%	20%	0.00%	0
Good	67%	60%	100.00%	6
Requires improvement			0.00%	0
Inadequate			0.00%	0
Don't know		20%	0.00%	0
<b>TOTAL</b>				<b>6</b>

## Q10 Quality and Standards Committee monitors performance using key performance indicators (Governance Guide and Code of Good Governance)How good are we at this?

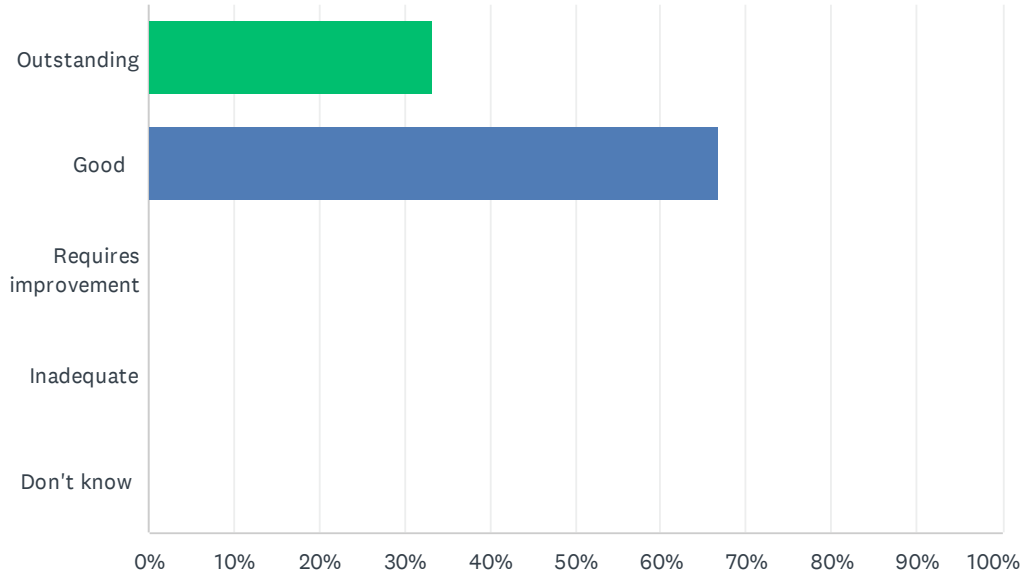
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ANSWER CHOICES	2022	2023	RESPONSES	
Outstanding			14.29%	1
Good	83%	60%	85.71%	6
Requires improvement	17%	40%	0.00%	0
Inadequate			0.00%	0
Don't know			0.00%	0
<b>TOTAL</b>				<b>7</b>

## Q11 Quality and Standards Committee monitor the College performance in relation to Safeguarding, and student wellbeing (Standing Orders and Governance Guide)How good are we at this?

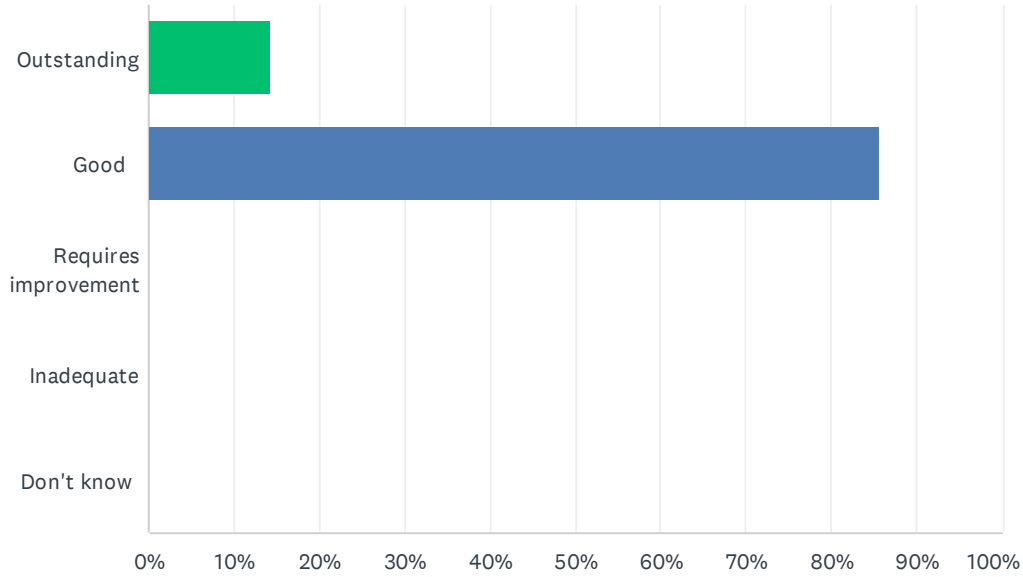
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ANSWER CHOICES	2022	2023	RESPONSES	
Outstanding	50%		33.33%	2
Good	50%	80%	66.67%	4
Requires improvement		20%	0.00%	0
Inadequate			0.00%	0
Don't know			0.00%	0
TOTAL				6

## Q12 Quality and Standards Committee monitor the College performance in relation to Equality, Diversity and Inclusion (Standing Orders and Governance Guide)How good are we at this?

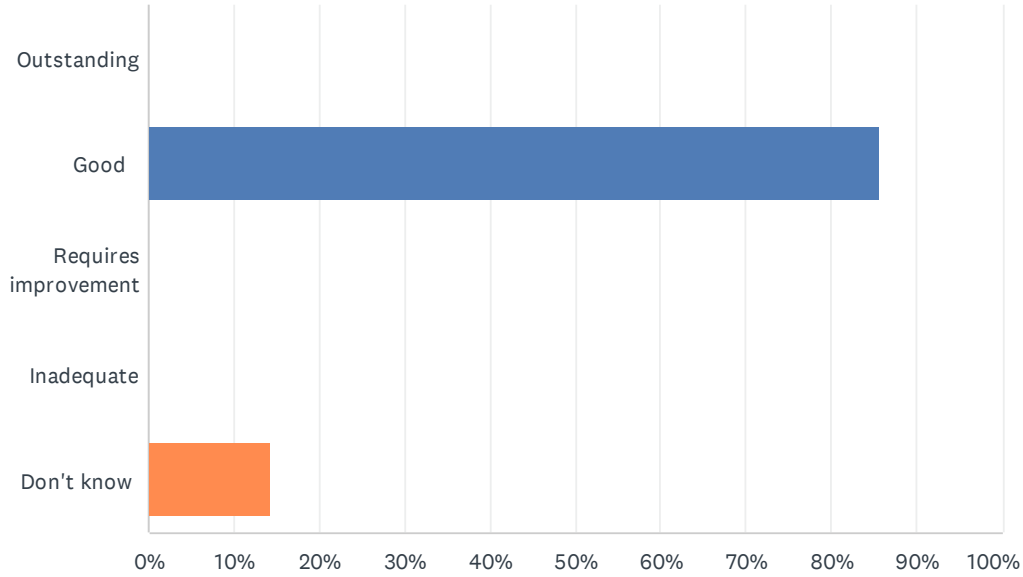
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ANSWER CHOICES	2022	2023	RESPONSES	
Outstanding	17%		14.29%	1
Good	50%	60%	85.71%	6
Requires improvement	33%	20%	0.00%	0
Inadequate		20%	0.00%	0
Don't know			0.00%	0
TOTAL				7

## Q13 Quality and Standards related risks are adequately identified, monitored and mitigated (Standing Orders and Governance Guide)How good are we at this?

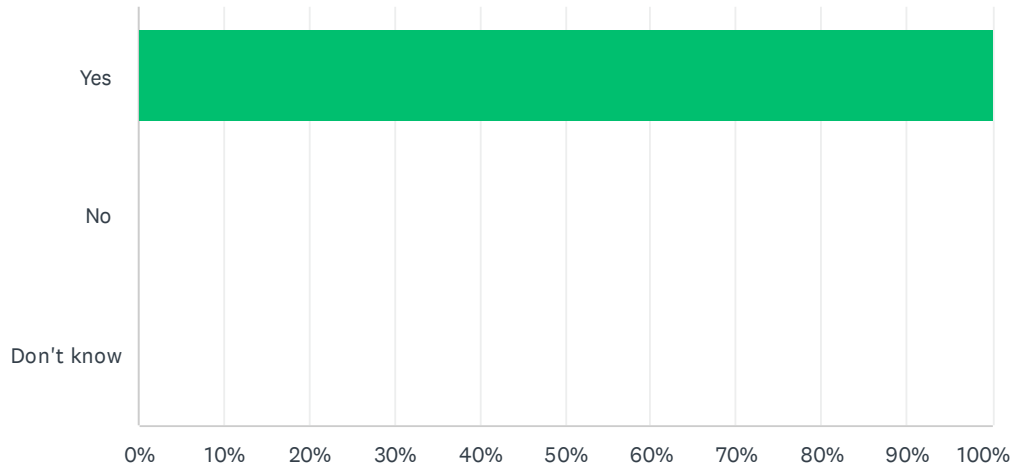
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ANSWER CHOICES	2022	2023	RESPONSES	
Outstanding	50%		0.00%	0
Good	50%	80%	85.71%	6
Requires improvement			0.00%	0
Inadequate			0.00%	0
Don't know		20%	14.29%	1
<b>TOTAL</b>				<b>7</b>

## Q15 The committee receives appropriate updates and training (Code of Good Governance and Governance Guide)

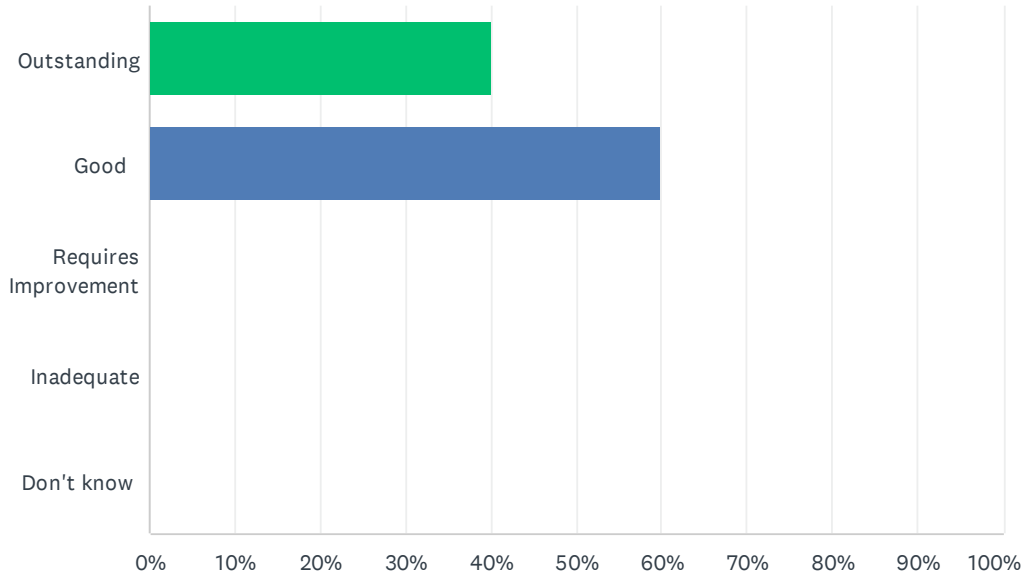
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ANSWER CHOICES	2023	2022	RESPONSES	
Yes	83%	60%	100.00%	6
No			0.00%	0
Don't know	17%	40%	0.00%	0
TOTAL				6

**Q19 Section 2 Committee Chair**(please do not complete this section if you are the Chair)**The Quality and Standards Committee Chair chairs meetings effectively and efficiently, bringing impartiality and objectivity to the decision making process. (Standing Orders)How good is he at this?**

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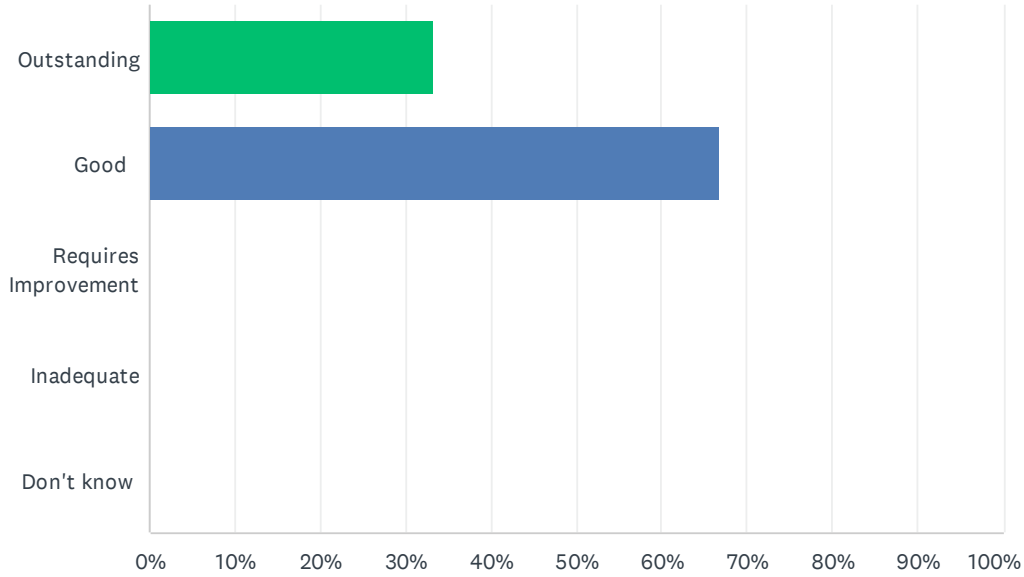


ANSWER CHOICES	2022	2023	RESPONSES	
Outstanding	67%	60%	40.00%	2
Good	33%		60.00%	3
Requires Improvement			0.00%	0
Inadequate			0.00%	0
Don't know		40%	0.00%	0
<b>TOTAL</b>				<b>5</b>



## Q20 The Quality and Standards Committee Chair ensures that Governors are fully engaged on the Committee and all can contribute to its work (Standing Orders)How good is he at this?

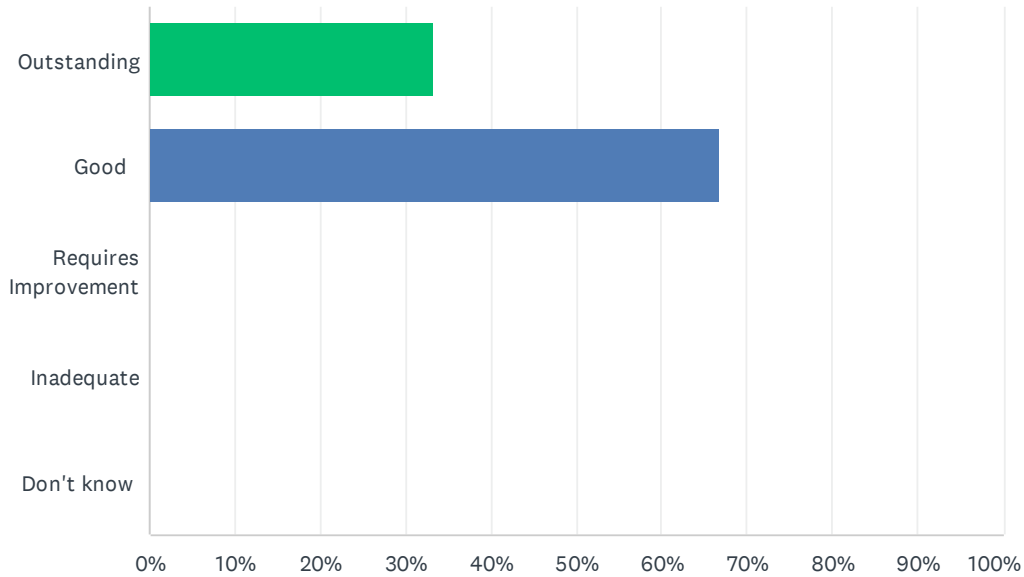
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ANSWER CHOICES	2022	2023	RESPONSES	
Outstanding	67%	60%	33.33%	2
Good	33%	20%	66.67%	4
Requires Improvement			0.00%	0
Inadequate			0.00%	0
Don't know		20%	0.00%	0
TOTAL				6

## Q21 The Quality and Standards Committee Chair is an effective leader of the Committee How good is he at this?

Answered: 6 Skipped: 1



ANSWER CHOICES	2022	2023	RESPONSES	
Outstanding	50%	60%	33.33%	2
Good	50%	20%	66.67%	4
Requires Improvement			0.00%	0
Inadequate			0.00%	0
Don't know		20%	0.00%	0
<b>TOTAL</b>				<b>6</b>