



MINUTES OF THE QUALITY AND STANDARDS COMMITTEE MEETING

Held on Teams
Thursday 27 April 2023 at 6pm.

Present:

Natasha Meade (Acting Chair) Andy McVeigh
Ben Obese-Jecty Jane Duscherer
Max Nicholson

Sagar Patel (Deputy Principal, Advising Officer)
Catherine Davies (Clerk)

1. REGISTER OF INTERESTS

There were no declarations of business interests from the Trustees.

2. APOLOGIES FOR ABSENCE

Apologies were given from Kate Parsons and accepted by the Committee.

3. MINUTES OF THE LAST MEETING

The minutes of the previous meeting of 29 November 2022 were approved as an accurate record.

4. MATTERS ARISING

Q&S1 -001 Deputy Principal to speak to Progression Guidance Team to focus on areas for development and will add this to the College QIP if appropriate. **This had been done and the QIP was approved at the December 2022 Trustee Board Meeting.**

Q&S1-002 The Deputy Principal will include a vocational target in the College SAR and QIP. **This had been done and the SAR and QIP were approved at the December 2022 Trustee Board Meeting.**

5. STUDENT RETENTION REPORT 2021/22 ACADEMIC YEAR

The Deputy Principal briefed the Committee on the Student Retention Report.

Drawing on the Market Intelligence Data Exchange Service (MiDES) In-Year Retention Report, the College has better retention than the national Sixth Form College benchmark by 1.9 percentage points.

The Deputy Principal turned to the Student Leaving Reasons (Internal College Data). The number of students leaving during the 2021/22 year was higher than in 2020/21. The Deputy Principal has delved into the data and established that the number of 6.1 students leaving at the end of the academic year was driving the increase.

The reasons for leaving in 2021/22 included:

- The Teacher Assessed Grades given to 6.1 students meant some students achieved grades without the rigour of formal exams so a small minority of students may have not been at the required level or ready for academic study at the College.
- A few 6.1 students achieved U grades across all subjects in their 6.1 formal exams and decided not to return for 6.2.
- The 6.1 cohort attended college for the 2020/21 academic year using the hybrid model, the return to normal attendance had an impact on 6.2 leavers.

A Trustee asked for more detail regarding the Reason “Esher College doesn’t feel right to me” and the number of students using this reason for leaving. The Deputy Principal replied that the 21/22 leaving form used a new format and when he looked at individual student leaving forms other reasons could have been used by the Tutor Team Leaders rather than this option. The Chair added that the reason “Entry Requirements not Met” had been used and the Deputy Principal said he would investigate the use of this reason for leaving.

ACTION: Deputy Principal to edit the reasons for leaving on the new style Leavers Form and to check the options are correctly used by TTL’s.

ACTION: Deputy Principal to review the use to “Entry Requirements Not Met” and feedback at the next Committee meeting.

A Trustee asked what the College is doing to address the drop out rate at the end of 6.1. The Deputy Principal replied that the College is changing its culture from students having to meet certain academic levels at the end of 6.1 to progress to 6.2 to the students enrolling for a 2-year journey and whilst exams are held towards the end of 6.1 the students will progress to 6.2 regardless of the academic results achieved. The College is making sure that students who require help such as improving study skills receive this support during the Summer break. Additionally, if a student drops a course at the end of 6.1 other options need to be available for the student to take up in 6.2 to ensure they continue in full time education.

A Trustee asked how the College identifies students who are planning to leave at the end of 6.1. The Deputy Principal replied that attendance patterns are monitored to indicate if a student needs support but sometimes a student decides to leave for reasons that can not be monitored, for example a house move.

The Committee thanked the Deputy Principal for his report.

6. UPDATE ON QUALITY ASSURANCE 2022-23

The Deputy Principal briefed the Committee on this year’s Quality Assurance programme.

- Update on subjects receiving support:
The SLT has been supporting 3 A Level subjects and 4 BTECS to develop outcomes for the Departments following the August exam results.

In A Level Subject 1 there was a dip in results and it has been established that essay skills should be improved for students on the course as well as ensuring the content of the course is finished earlier in the academic year.

In A Level Subject 2 the Department has focused on the parts of the course where marks were lost and has created new worksheets and other resources to help students reinforce these learning skills.

In A Level Subject 3 there has been a focus to embed study skills in the curriculum.

BTECS have had a change in the way they are assessed from 100% coursework to a mix of coursework and exams. This change has meant that the BTEC teachers need a different set of teaching skills and the SLT is working with the Heads of Department to ensure this support is given to the teaching staff. The BTEC teachers need to ensure the course work produced by students is of a high standard and that students also have the study skills to perform well in exams.

Review of Student Satisfaction Survey outcomes:

The Student Survey closed on Friday 21st April with a high response rate, (75% of students replied). The Committee compared the results of 21/22 against 22/23 and the results are broadly in line with each other and overwhelmingly positive in terms of support received from the College. A new statement was added this year “I was well supported in my transition from school to college (6.1 only)” and this statement received a very high positive response. The statement that received the lowest level of positive responses is “I am provided with information, advice and guidance I need to help me decide what my progression after Esher will be (6.2only)”. The Deputy Principal will ensure the Progression Guidance team considers this response.

The comments accompanying the survey will be analysed and distributed to the relevant departments in coming weeks.

- External Quality Review outcomes:

The Deputy Principal briefed the committee on the EQR process, explaining that this was a peer review process in which external experts would come in to review particular areas of the College. This year there have been EQRs in Learning Support and Health & Social Care. The outcome for the Learning Support EQR reflected the high level of support that the students receive from the Learning Support Team. The EQR team suggested that communication could be improved between the teachers and the Learning Support team to ensure students achieve better outcomes in their individual sessions. The EQR team also recommended offering an initial meeting at the start of the academic year between teachers and the parents of EHCP students.

The EQR also focused on Quality First teaching and ensuring that the explicit instruction style of teaching is benefitted by all students and not just those who have access arrangements for exams or an EHCP. The College is recruiting Teaching and Learning Leads to reinforce the embedding of evidence-based approaches to teaching, learning and assessment across the College.

The Deputy Principal noted that College staff were also external reviewers who undertook reviews at other Colleges and this valuable exercise helped identify best practice.

The Health & Social Care review has not yet been received by the College.

7. ANY OTHER BUSINESS

The Chair thanks Jane Duscherer, Ben Obese-Jecty, Kate Parsons and Max Nicholson for their service to the Committee as they are leaving their Trustee roles.

The Clerk thanked Natasha Meade for her role as Acting Chair at the meeting.

9. DATE OF NEXT MEETING:

The date of the next meeting is Tuesday 28th November 2023 tbc.

*The meeting closed at 6.45pm.
Attendance was 83%*

Signed.....

Date.....

SUMMARY OF ACTIONS

Q&S2-001	Deputy Principal to edit the reasons for leaving on the new style Leavers Form and to check the options are correctly used by TTL's.
Q&S2-002	Deputy Principal to review the use to "Entry Requirements Not Met" and feedback at the next Committee meeting.

SUMMARY OF TRUSTEE CHALLENGE [C] / SUPPORT [S]

C/S	Minute	Topic
C	5	A Trustee asked what the College is doing to address the dropout rate at the end of 6.1. A Trustee asked how the College identifies students who are planning to leave at the end of 6.1.
S	9	The Chair thanked Jane Duscherer, Ben Obese-Jecty, Kate Parsons and Max Nicholson for their service to the Committee as they are leaving their Trustee roles.