



## MINUTES OF THE QUALITY AND STANDARDS COMMITTEE MEETING

Held on Teams  
Wednesday 24<sup>th</sup> April 2024 at 6pm.

### Present:

Natasha Meade (Chair)  
Jane Duscherer  
John Thater (Vice Chair)  
Andy McVeigh

Liz Gilroy-Scott  
Anna Mawson  
Dave Roberts

Sagar Patel (Deputy Principal, Advising Officer)  
Kate Parsons, (Assistant 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 received and accepted from Ross Robinson.

### 3. MINUTES OF THE LAST MEETING

The Chair asked the Clerk to make a small typing amendment on page 4.  
The minutes of the previous meeting of 30 November 2023 were approved as an accurate record.

### 4. MATTERS ARISING

None.

### 5. STUDENT RETENTION REPORT 2022/23

The Assistant Principal introduced the Student Retention Report for 2022/23.

Drawing on the Market Intelligence Data Exchange Service (MiDES) In-Year Retention Report, the College continues to outperform the national Sixth Form College benchmark by 2.5%.

The Assistant Principal turned to Student Leaving Reasons (internal College data) and noted Mental Health is a significant reason for leaving and reflects national trends. In the Learner Leaving Destinations, a new Category "Returning to ESFC" indicates the number of students who were offered the option to return to the College and restart their studying. The Assistant Principal commented on the number of students who leave and go to another College possibly on a different type of programme whilst the number of students who leave to go to another School's Sixth Form has reduced, this shows the College is retaining those who want to study A Levels or Level 3 qualifications.

The Assistant Principal highlighted the analysis of leavers by Learner Group and noted the group of learners with a prior attainment of 0-4.9 represent a larger proportion of leavers in 22/23 than all of those with prior attainment of 5+ combined. The SLT is going to monitor this data and ensure that at the point

of enrolment those with lower attainment (GCSES results) receive the right advice when selecting their courses. In-Year Retention remains stable, and the College offers support to students who do not pass their 6.1 Formal Exams to enable them to make informed decisions about their education such as what they need to do to successfully progress to 6.2 or consider alternative approaches.

Finally, the Assistant Principal proposed that the Student Retention Report for 2023/24 was absorbed into the College's SAR for Student Services.

A Trustee asked the Assistant Principal to give more details regarding the number of students choosing "ESFC doesn't feel right for me" as a reason for leaving. The Assistant Principal replied that the option can be used for a range of reasons such as when the student has been unable to select the course they would like to study as they have not met the entry requirements, or they want to move to employment or an apprenticeship but have not secured an offer.

A Trustee asked for more details regarding the small number of students who give "A negative experience at ESFC" as a reason for leaving and the Assistant Principal replied that although Student Services team will explore all options with a student sometimes, they choose to leave.

A Trustee asked the Assistant Principal to outline what the College is doing to support students with Mental Health concerns. The Assistant Principal gave an overview of support for students including a counselling service, College Nurse, and signposting to external agencies. The Director for Safeguarding and EDI has recently completed a Senior Mental Health Lead course which as well as supporting students will also promote positive mental health at the College.

The Committee discussed options to absorb the Student Retention Report into the Student Services SAR and agreed that the Summer Term is too late in the academic year to action recommendations from the Report. The Chair asked the Clerk to feedback on a plan to absorb the Student Retention Report into the Student Services SAR.

The Chair thanked the Assistant Principal for her detailed overview of the Student Retention Report.

**Action:** The Chair asked the Clerk to feedback on a plan to absorb the Student Retention Report into the Student Services SAR.

## **6.UPDATE ON QUALITY ASSURANCE 2023-24**

The Deputy Principal briefed the Committee on this year's Quality Assurance Programme.

### 6.1 Department Insights Groups:

The SLT has focused on BTECS (taken by 15% of the College roll) and nine departments have had members of the SLT or Divisional Directors oversee a Department Insight Review. The Subject Leader makes available schemes of work, assessment plans and student work for review, a meeting is held to discuss what support can be given to improve student outcomes and a student focus group provides additional feedback. A written report outlining the strengths of each course and areas for development is then circulated.

The SLT have built up a picture of vocational courses at the College and have found:

- a) Many teachers are passionate about their subject and encourage their students to pursue the vocational qualification as a career.
- b) Divisional Directors have welcomed help from the SLT to improve Student outcomes and have found the listening process supportive of their department.

- c) Workshop time will be prioritised on future timetables for students with lower attainment studying vocational courses to improve outcomes.

A Level subjects that did not perform as well as expected in the August exams have had constant monitoring with half termly meetings between the SLT and Head of Department.

### 6.2 Review of Student Satisfaction Survey outcomes

The Student Survey had a response rate of 66% which is lower than the previous year. In response to the statement “I am provided with the information, advice and guidance I need to help me decide what my progression after Esher will be (6.2’s only)” the Deputy Principal outlined the aim of the College to give every student an opportunity to have a careers interview and this aim should lead to an increase in the “agree” and “partly agree” response by students to the statement.

The Link Trustee for Career Progression gave the Committee an overview of her recent visit to the Higher Education Open Day held at the College and feedback she has given to the Director of Progression Guidance.

The Committee discussed ideas to engage students to complete the survey to get a higher response rate such as using classroom time for the activity.

### 6.3 External Quality Review outcomes:

The Deputy Principal briefed the Committee on the EQR process, explaining that this is a peer review process in which external experts review areas of the College. The College also sends reviewers out to other Colleges and EQR commented on the fantastic quality of the reviewers provided by the College and their excellent written reports.

This year there have been EQR’s in Philosophy & Classics and Computer Science. The outcome for the Philosophy & Classics Review reflected the strengths of the Department including excellent subject knowledge and questioning by students, effective embedding of difficult concepts and good exam focus. The EQR team suggested that more support could be given to lower ability learners and provided strategies that could be used by the Department.

Turning to Computer Science, the Committee noted that the College has appointed a new Head of Computer Science due to start in September. The EQR team praised strengths of the CS Department including the standard of teaching and learning; areas to focus on include the sequencing of tasks and coursework and volume of coding taught.

The Chair thanked the Deputy Principal for his in-depth report on quality assurance.

## **7. ANY OTHER BUSINESS**

The Chair thanked Ross Robinson for his service to the Committee in the role of Student Trustee.

## **9. DATE OF NEXT MEETING:**

The date of the next meeting is Tuesday 26<sup>th</sup> November 2024 (to be confirmed)

*The meeting closed at 7pm.  
Attendance was 87%*

Signed.....

Date.....

**SUMMARY OF ACTIONS**

|                     |   |
|---------------------|---|
| <b>Q&amp;S2-001</b> | The Chair asked the Clerk to feedback on a plan to absorb the Student Retention Report into the Student Services SAR. |
|---------------------|---|

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

| <b>C/S</b> | <b>Minute</b> | <b>Topic</b>  |
|------------|---------------|---|
| S          | 5             | The Chair thanked the Assistant Principal for her detailed overview of the Student Retention Report.                          |
| C          | 5             | A Trustee asked the Assistant Principal to outline what the College is doing to support students with Mental Health concerns. |
| S          | 6             | The Chair thanked the Deputy Principal for his in-depth report on quality assurance.  |
| S          | 7             | The Chair thanked Ross Robinson for his service to the Committee in the role of Student Trustee.                              |