

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE MEETING OF THE SKILLS AGENDA WORKING PARTY HELD ON Friday 7 JULY 2023 at 14.30 at Collyer's

Present: Rebecca Adams (Director of Progression), Rob Hussey (VP Curriculum), Andrea John (VP Pastoral), Paul Mittendorfer, Helen Smith, Bev Valley (via Zoom)

In attendance: Russha Sellings (Clerk)

In the Chair: Helen Smith

1. Welcome / Introductions / Declaration of Interests

The Chair welcomed everyone to the first meeting of the newly formed working party. Governor Bev Valley was present at the start, however left the meeting due to technical issues. Governor Karl Banister and Adult Education & Skills Manager Sally Kent sent their apologies.

Governor Paul Mittendorfer referred to his involvement with the Enterprise M3/Surrey LSIP as part of his DfE role.

2. Working Party Scope of Work

Papers: ToR

The ToR were observed as broad, and the Chair suggested the group focus on the key areas initially to ensure their remit was manageable. Curriculum planning was discussed in respect of skills and anticipated L3 reforms, and it was deemed relevant to consider the offer in terms of the strategic framework and future iterations of the Accountability Statement. L3 reforms would have a significant impact and there was a notable disconnect between this and skills development. The VP (Curriculum) explained that it was still possible to enrol students on the courses set to be defunded up to 2025 before they are phased out. Travel & Tourism was one of the ones identified and linked closely to Hospitality, an LSIP key sector.

The VP (Curriculum) pointed out that with the current mixed programme on offer, there was equal weighting of students progressing to HE (70% overall) and those that go into the workplace (30%), although this would likely change if the College were only able to offer pre-dominantly A-Level provision.

The Chair had uploaded to teams the newly published deep dives for the Sussex LSIP key skills sectors and informed members that Hospitality had been separated from Cultural & Media creating 7 sectors in total. A DfE skills shortage analysis document was also added. These were considered later in the meeting and the working party agreed to address the local area first, resulting in the agenda being reordered.

Not all Governor members were able to access the Skills teams site and the Clerk took an action to investigate. *(Action Clerk)*

3. Defining the Local Area for the purposes of the review

Papers: Sussex LSIP and other examples

The group examined and discussed the various LSIPs and commented on themes which appeared to show a homogenous pattern of skills gaps nationally. Reference was also made to a map shared via teams by the VP (Pastoral) on the home location of enrolled students.

It was surmised that focusing on the Sussex area was justified due to the communality across the LSIPs. This would not be restricted to the town of Horsham as students came from feeder schools and a significant proportion from outside of the district.

This would be recommended to the Governing Body as per the guidance which states that the Governing Body can determine the local area for the purposes of the review. **(Action Chair)**

4. Brainstorming session

Background docs: Destination data, Adult Ed & Skills pathway data, LSIP Sussex sector deep dives

The working party referred to the Sussex LSIP deep dives as follows:

- Engineering & Manufacturing Technologies
- Construction
- Digital, IT & Technology
- Visitor, Hospitality
- Creative & Cultural (split from above)
- Land-based, Agriculture & Viticulture
- Health & Care, Bio Life Sciences & Pharmaceutical

A discussion took place on sectors such as Digital, where the College had already participated in the SDF2, although it would not be possible to continue without funding. The VP (Curriculum) spoke of a recent Sussex LSIF meeting he and the Director of Progression had attended and the funding available, £4.4 million over 2 years, although only 30% was for staffing or revenue costs. The Chair said that in terms of extending the provision in the key skills areas, some of this could be done by offering short online courses, one example given was First Aid. The VPs advised against running courses in the daytime or even alternative timings e.g evening and school holidays as developing online courses would detract from the core provision and would require adequate resourcing. In terms of routes through Adult Education, this would be challenging to establish comparatively with the resources of other education providers who have an extended vocational offering and this type of proposition was in the realms of larger GfE colleges. Collyer's Online required huge investment and it was not feasible to continue against a competitive virtual education market. It was therefore concluded that where it was not possible to demonstrate the skills need was met in a particular area, Collyer's would be best placed to collaborate with other providers in Sussex.

The working party considered the impact of academisation on skills and the College's Strategic Plan. The Clerk advised that it would be unlikely that SFCs collaborating formally with schools in a MAT structure would be expected to address two very different regimes.

Process and timing of an Ofsted inspection under the enhanced EIF was discussed in reference to the BHASVIC's recent experience and the VP (Pastoral) had shared some background documents on teams. It was noted that BHASVIC had reached a 'Reasonable' skills judgement without any Adult Education provision. While the timing was uncertain, it was thought important for staff to be prepared in terms of employer links and being confident in articulating the new requirements. It was suggested the group make contact with the BHASVIC lead and Skills Governor to share good practice, especially on the process of drafting a review. **(Action VP Pastoral & Chair)**

The VPs took an action to undertake a mapping exercise across all the LSIP skills sectors minus Agriculture which the working party agreed would be best met through collaboration with specialist Sussex colleges. This exercise would set out evidence of where Collyer's currently meets the skills need at a management level and where collaboration was otherwise needed. The VP (Curriculum) would also refer to the national skills shortages in this exercise. **(Action VPs)** It would also be timely to review Adult Education provision for further opportunities. The working party were also made aware of skills development through the Collyer's 360 enrichment programme.

There was an action for the VP (Curriculum) to revisit the FE Sussex membership level. **(Action VP Curriculum)** The Chair advised that she had connected with Claire Witz Skills Project Director, Sussex Chamber of Commerce and would have a general discussion about LSIP engagement. **(Action Chair)**

5. Employer Representative Bodies (ERBs)

It was confirmed subject leaders had been tasked with identifying two employer representatives for each sector and the VP (Curriculum) said this process had been positive so far.

6. AOB

Nothing to report.

7. Date of Next Meeting

The working party would meet at the end of September, early October (date TBC) to allow time for the VPs to conclude the mapping exercise.

The meeting closed at 16.20

Chair

Date

RRS 11-07-23