

## THE COLLEGE OF RICHARD COLLYER

### MINUTES OF THE MEETING OF THE SKILLS AGENDA WORKING PARTY HELD ON Tuesday 20 May 2024, 16.00 at Collyer's

**Present:** Rebecca Adams (Director of Progression), Andrea John (VP Pastoral), Sally Kent (Adult Education & Skills Manager), Paul Mittendorfer, Helen Smith, Bev Valley

**In attendance:** Russha Sellings (Clerk)

**In the Chair:** Helen Smith

#### 1. Welcome / Introductions / Declaration of Interests

The Chair welcomed everyone to the meeting. Rob Hussey (VP Curriculum) gave his apologies due to an urgent personal matter.

There were no declarations of interest with respect of items on the agenda.

#### 2. Minutes and Actions from the last meeting

*Papers: Minutes and actions 20 February 2024*

The minutes of the last meeting were approved without amendment. There were updates on the actions as follows:

- Refine/complete mapping process – the VP (Pastoral) apologised that this the updated document hadn't been shared sooner and said she would add it to Teams directly after the meeting. (*Action: VP Pastoral*)
- ERB letter – invitation to introductory meetings. The VP (Pastoral) said the letter would be finalised and circulated after half term. The Director of Progression assured members that she had the prepared contact list and said that the employers were well known to the College so would likely be responsive to the request. There were also various options for those who couldn't attend such as offering online alternative which members supported.

The Chair of the working party enquired about progress with succession of the Employer Engagement administrator role. It was explained that the position had evolved since the workforce planning initiative had started and SMT were considering whether this support could be subsumed new faculty administrator role.

- FE Sussex meeting (action to be carried forward)

#### 3. Meeting the Skills Needs

*Paper: Draft Accountability Agreement*

##### i) First draft of the Accountability Agreement Part 2

Thanks were noted for the first draft of the document and for a member who provided some reference points from trailblazer colleges and other background information. One of the Sussex S7 college's review was also considered a good exemplar due to the commonality as a large, traditional SFC within the realms of FE Sussex. Members heard of another S7 college which had a recently received a 'Strong' skills judgement.

The VP (Pastoral) further explained how the targets from the QIP informed the action plan in the agreement and some of the broader headings would continue to be developed into the next academic year.

There was a question from a member on the process of collaboration with other FE providers, specifically those locally in the Chichester College group and whether this needed to be more explicit in the review. The VP (Pastoral) advised that FE providers locally were all part of the FE Sussex collaboration and this already included for example in the mapping process.

A further question was raised on the review in terms of the focus on the proportion of students that don't progress to university (around 30%). The VP (Pastoral) emphasised the Skills duty applies to all students whether HE was a destination or not and this was reflected in the context section.

The Chair agreed to go through each section and take comments from members which were noted as follows:

### Purpose

It was discussed and agreed that this section would remain the same including references to the Strategic Aims although a link could be used in place.

### Context

The main observation was to re-order, summarise and refine this section especially as the guidance had indicated the document should be concise. There was a general comment raised on the language and tone. The detail on curriculum reforms and growth strategy was considered less relevant to the context, although the VP (Pastoral) linked back to the inclusive offer in respect of encouraging applications from a wider cohort.

### LSIP

There was positive feedback on this section. The Chair of the working party requested the sentence under the area diagram be reworded to make intention clearer.

### Approach to developing the Accountability Statement

This section was identified as requiring more development. The information could be condensed with a refined introduction. Diagrams may be beneficial. Specifically members fed back on:

- Expanding on collaboration generally also in reference to consulting on careers programme
- Including the details of Governors' collaboration during the process and the Chair of the working party agreed to provide further details (**Action: SWP Chair**)
- Include the regular dialogue with the Governing Body during the process
- Enhance the Adult Ed areas to include tailored learning and independent training providers (**Action: Adult Education & Skills Manager**)

### Contribution

Overall, a strong section with good evidence. It was agreed to add 1:1 specific Adult Ed tutorials and guest speakers' programme.

### ii) Discussion on proposed objectives/actions

### Action Plan 24-25

Target 1: It was requested to relate the LSIP priority to each sector e.g. digital and expand the intent target.

There was some wider discussion on the remaining targets although no further changes recorded.

The impact of L3 reforms was discussed in respect of how the College would maintain the breadth of the offer, especially where the T-Level roll out nationally had been challenging and retention rates were lower than expected. The review of L2 programme was underway separately as to what L3 pathway students would have chosen if their course was defunded.

#### GB statement

It was agreed to change 'employers' to 'stakeholders'. Members supported the 'Reasonable' judgement.

iii) Next steps: Governing Body approval by 30 June – *presentation at the Strategy Day on 7 June*

Dates and timelines were discussed. The document would be updated in readiness for the Strategy Day. (**Action: VPs**)

It was agreed the Director of Governance would circulate the document to a newly appointed Governor who worked for a key employer in West Sussex for specific feedback. (**Action: GD**)

#### **4. AOB**

None to record.

#### **5. Date of Next Meeting**

To be confirmed.

The meeting closed at 17.30

Chair .....

Date .....

RRS 23-05-24