

External Relations Committee

Mon 05 June 2023, 18:30 - 20:00

Zoom

Attendees

Board members

Dave Vasse, Tim Stockings, Maurine Lewin, James Gould, Jamie Davies, Marian Orafu, Natalie Firth, Moshiur Rahman

Meeting minutes

1. Welcome, Apologies for Absence, and Quoracy

TS welcomed everyone. There were no apologies, and the meeting was declared quorate.

Information

Tim Stockings

2. Declarations of Interest

None

Information

Tim Stockings

3. Minutes of the Previous Meeting 7 February

Approval as a true and accurate record.

The Minutes declared a true and accurate record.

 [Minutes_External Relations Committee_070223.pdf](#)

Discussion

Tim Stockings

3.1. Matters Arising

None that will not be covered elsewhere on the agenda.

Discussion

Tim Stockings

4. Skills Strategy, including Governor Responsibilities for Enhanced Inspection Framework

For discussion and if thought fit, recommendation to the Corporation

JG introduced the Skills Strategy, and how it would be delivered, including the staff restructure.

NF asked about consultation with staff in designing the new structure.

JG explained that teams and focus groups were asked about various aspects before the complete new structure was explained, which showed that staff were comprehensively involved and in favour.

NF asked about any skills gaps that might arise from upward progressions of staff, such as IAG.

JG noted that July training sessions are aimed at addressing most of these gaps, perhaps with additional mental health training. The London Skills Agenda draft should soon be available, which will help steer any further training requirements.

TS asked MR how students feel about skills badges and the Monoux Passport.

MR said this was largely welcomed as some students are unsure about future careers, and welcome greater information, advice and guidance outlined in the revised Monoux Graduation criteria.

TS welcomed MR's contribution, and stressed the importance of student feedback on these issues.

ML asked if the existing staff can deliver under the new structure without additional recruitment, and would job titles and descriptions change?

JG noted that the new structure has an overall wage cost increase of £60k, mostly due to the previously identified significant increase in Safeguarding cases, and this is within budget. Guidance officers will have new job descriptions, with training to deliver better guidance and to overcome barriers to progression.

JD welcomed the document for being thoroughly researched, and noted that an analysis of work experience by student background would ensure that no SEND or additional needs students are left behind.

JG thanked JD for his contributions in critiquing the draft strategy and agreed that including greater detail on student characteristics would be beneficial

JG asked for members to refer any senior contacts to provide WEX opportunities.

Decision

James Gould

TS would welcome a targeted proposal for the Drapers regarding specific types of WEX needs, for a forthcoming meeting with the secretary.

TS asked about any risk that might arise from within what is good news.

JD asked if there could be an requirement for us to ensure any prospective employers understand what is, and what is not required of them

The Committee recommended the strategy to the Corporation as a foundation document to the Strategic Plan

Skills Delivery - Safeguarding

JD thanked ML for her input in termly meetings, and noted the new structure in the Skills Strategy responds to identified need to increase capacity fro Safeguarding, and the introduction of a Senior Mentor for Safeguarding.

Action:

JG Executive Summary, WEX breakdown by student background, Summary of WEX requirement for employers, Risk Assessment.

JK members to refer senior contacts for WEX

 Skills Strategy delivery v2.pdf

 Skills Strategy v2.pdf

5. Draft Admissions Policy - ALP

To recommend, or otherwise, the Admissions Policy for the ALP.

JG introduced the policy and noted that it fits very well with the Local Authority requirement. The goal is to recruit an additional six or seven students on top to the fifty existing places.

The Committee unanimously approved this Admission Policy.

 Final draft admissions policy 14-16v2.pdf

Decision

James Gould

6. KPI table

June 2023 update of the KPI table

JG welcomed the increase in Russell Group applications, though overall university applications are marginally down.

NF Asked about student feedback surveys not completed, and was this a timing issue.

DV explained the Passport Day at the end of term would be a better time for student feedback to be collected, and Learner Voice is being developed to improve upon a simple annual survey, which is often very simplistic in its responses.

There was considerable discussion on the derivation of the baseline KPIs.

JD Asked about baseline for KPIs being the last academic year, rather than any other data points.

TS questioned whether KPI targets may be set too low if so many had been achieved, are they sufficient to provide adequate stretch.


JG agreed that baselines would be better if more data points were considered, such as an aggregate of previous years' data.

JD asked about the apparent anomaly of L2 to L3 progression

DV noted there is still some grade inflation in the system as a legacy from previous GCSE TAG grades, so some students admitted on L2 courses are actually working at L1 so the progression target has to be lowered to reflect reality.

TS welcomed the report with so much green, though noted that KPIs might be set too low if there is too much green.

Action JG to review KPI baselines, how and when they are reviewed, do they accurately reflect areas of stretch, and explore lead indicators as well as lag indicators

 KPI table June 23.pdf

Information

James Gould

7. Marketing and Recruitment, including Longer Term Strategy

JG introduced the report which was encouraging reading, with some innovative measures to convert applications into enrolments.

TS asked about inviting members to marketing events to give a better understanding, and to have a greater contribution to marketing and recruitment.

DV expressed some concern on progression from Yr 1 to Yr 2, especially for A Level students where mock results are not good enough. This might permit an increase in Yr 1 A Level students next year.

JG drew attention to the questions on how the strategy might shift to attract different students

TS noted the year on year improvements, which show the improved reputation of the College in the community.

JG Noted that JD had been a great help with the skills strategy. and asked if any member would be interested in providing input on marketing.

The strategy was received by the committee.

 [Marketing and Recruitment paper June 2023.pdf](#)

8. Work Experience and Employer Links Dashboard

JG introduced the paper, and highlighted that the general picture on WEX has improved to Good, and the next step is to move towards Outstanding, making placements more relevant to students. Projects are not as consistent as they might be, with a focus on employers providing input into the curriculum, and where they can influence schemes of work and specific skills.

JD noted that if employers can work with particular teaching staff it would build a much stronger relationships, with greater benefit for employers.

TS asked about employer networks.

JG noted that East London Business Alliance (ELBA) is very helpful.

TS noted that Drapers Den would be an excellent opportunity to network with employers

MO asked about intervention plans for Finance and Health & Social Care.

JG noted the HSC students have often found their own placements, which is a concern as specific checks need to be completed prior to a placement.

Legal and Finance L2 students have found some placements, and this should improve for L3.

The Committee received the Dashboard

 [Work Experience and Employer Links dashboard.pdf](#)

9. Review of Terms of Reference

To review and approve the Terms Of Reference

TS suggested that these terms are fit for purpose and provide for the proper duties and responsibilities of the Committee.

The Committee approved the Terms of Reference

 [External Relations ToR.pdf](#)

10. Dates and Times of meeting 2023-24

Tuesday 3 October 2023 6.30pm

Tuesday 23 January 2024 6.30pm

Tuesday 23 April 2024 6.30pm

Information

James Gould

Decision

Tim Stockings

Information

Tim Stockings