

**Minutes of the Quality and Curriculum Committee  
held on 28 September 2022 at 17.30, room 3F085**

<b>Present:</b>	Dr Ann Lees Ian Looker Lee Probert Ranjit Singh – joined via MS Teams Beth McHugh-Hicks Laura Mason Georgia Linsey-Bessent Celeste Finnoch	Chair Independent Governor Chief Executive and Principal Independent Governor Staff Governor Co-opted Governor FE Student Governor HE Student Governor
<b>In Attendance:</b>	Carolyn Barker Victoria Howarth Ingrid Kellock – joined via MS Teams Sarah Barbacane  Danny Brett	Director of Governance Director of Quality of Education Director of Student Experience Director of Curriculum: Professional and Commercial Industries Deputy Chief Executive and Principal (Curriculum and Quality)
<b>Item 1</b>	<b>Apologies for Absence / Declarations of Interest</b>	<b>Action</b>
	Apologies were noted for Cathy Waters. Celeste Finnoch advised prior to the meeting that she would join after her course finished for the day.  There were no declarations of interest.  The Chair welcomed the new members of the Committee to their first meeting – Ranjit Singh and Georgia Linsey-Bessent.	
<b>Item 2</b>	<b>Minutes and Matters Arising</b>	
2.1	<b>Minutes of the Previous Meeting</b>  The Committee reviewed the minutes of the meeting of 25 May 2022.  <b><i>The Committee resolved to approve the minutes.</i></b>	
2.2	<b>Actions Summary</b>  The Director of Student Experience provided a verbal update on careers provision. The paper is to be circulated to members. The Committee thanked the director for the useful update.  All due actions were complete or included as an agenda item at this meeting.  <b><i>The Committee resolved to note the update on the Actions Summary.</i></b>	<b>CB</b>
2.3	<b>Any Other Matters</b>  The Committee asked about the progress regarding the strategic development fund. It was confirmed that the team are working through the latter stages of the terms of agreement and will be monitoring the projected works. It was noted that reports are issued monthly to allow for any need	

	to intervene due to slippages. The Deputy Chief Executive and Principal (Curriculum and Quality) advised that overall progress is pleasing.	
<b>Item 3</b>	<b>Strategic Plan Implementation</b>	
3.1	<p><b>Quality of Education KPI Scorecard</b></p> <p>The Director of Quality of Education introduced the quality KPI scorecard giving early sight of the framework that will, at the next committee, include targets and information on the progress being made. A RAG rating will be applied to provide a snapshot of progress or where further work is required. The Committee thanked the director for the work completed on the framework and noted that it will be useful tool to provide members with a better understanding of progress throughout the year.</p>	<b>VH</b>
3.2	<p><b>Implementation Plan – Pillar 1 &amp; 2</b></p> <p>The Deputy Chief Executive and Principal (Curriculum and Quality) stated that there is some cross over between this agenda item and the KPI framework however provided an update on key projects and activities progressed over recent months. It was noted that a separate update on projects would be provided at future meetings. Work had progressed on policies, procedures, the wider strategy for teaching, learning and assessment and recent investment in the “How2” platform. It was suggested that the slide pack could be shared with governors. Student experience activities including work moving forward with the student union, young people’s learning and review of the progress coach service to ensure that it sufficiently reflects the needs of students has gone well.</p>	
3.3	<p><b>Strategic Risk Monitoring</b></p> <p>The Deputy Chief Executive and Principal (Curriculum and Quality) advised that the risk status remains static and confirmed work completed to date is very positive providing improved visibility to governors.</p> <p>The HE Student Governor joined the meeting at 17.55.</p> <p>The Committee asked about staff capacity to focus on teaching and learning. It was confirmed that to date over forty staff had actively engaged in the first few weeks using the “How To” platform in classrooms. The platform will also be launched to Progress Coaches in the next few weeks. The Chair asked about the process for bursaries and was advised that an update would be provided later in the meeting covering bursaries.</p> <p><b><i>The Committee reviewed and noted the Strategic Risk Monitoring Report.</i></b></p>	
<b>Item 4</b>	<b>Curriculum Review</b>	
4.1	<p><b>Curriculum Development Review Update</b></p> <p>The Committee received a verbal update from the Deputy Chief Executive and Principal (Curriculum and Quality) of the early work and meetings to take forward the curriculum review. Aspect leads, representing SLT, had been assigned to specific areas where feedback is needed including encouraging input from employers, students and staff. The Committee discussed the accessibility of the information following the review and sharing it with stakeholders. Governor support is to be garnered shortly by the Director of Strategic Partnerships &amp; External Relations in collaboration with the Director of Governance. It was advised that the review is slightly behind plan by approximately 1-2 weeks however was not thought to affect the overall delivery timescale. The outcome is to be shared with the Committee in due course.</p>	

Item 5	Student Experience	
5.1	<p><b>Quality Report</b></p> <p>The Director of Quality of Education presented the quality report, advising the Committee that this is the first time in taking a themed approach and that the topic would change at each Committee meeting. The Committee welcomed the new approach to reporting. An explanation was provided on qualification data in terms of achievement and pass rates. The Committee noted the report due to Committee in November would provide A-Level data.</p> <p>The Committee noted the achievements of students and gave congratulations particularly bearing in mind the challenges that have been experienced in the last couple of years. Governors noted the decline in achievements and asked whether it was expected or if further review was necessary. The Committee was advised that a range of factors resulted in the decline, and it was not expected across the board. A more rigorous process is now in place to build a better understanding, recognising also that there is a need to test progress periodically throughout the year and ensuring appropriate comparison to national rates. The Committee was advised that several strategies are being put in place.</p> <p>The Chair queried the viability of some options given low student numbers and was advised that the strategy would seek to balance maximum flexibility with the need to ensure that provision was sustainable.</p> <p>Regarding recruitment rates there has been a good increase in AS levels this year with a loss of some to A2s however students will remain at the college on vocational programmes. The Committee was advised that quite a few students are moving onto level 3 programmes for several reasons, and this appears to be a trend in the sector generally. Finalised data is due in October regarding the vocational students. The Committee asked about the decline in vocational and it was confirmed that information indicates that students have trouble with the volume of work to complete as they work towards end of year. Intelligence gained from the Skills Competitions also confirms this view. Resilience of students has also been a concern this year.</p> <p>A governor asked if there was data showing the proportion of student achievements per provision. The Director for Quality of Education advised that the data could be added to the paper and circulated. A governor was invited to share their views on whether a decline was being identified across other colleges. This was thought not to be the case. A governor advised senior management that Ofsted inspections normally review achievement rates in line with national rates therefore one to note for future inspections.</p> <p>Other points shared with the Committee from the Quality Report included:</p> <ul style="list-style-type: none"> <li>• Increase in 16-18 enrolments</li> <li>• Decrease in level 3 for the year 2 programme</li> <li>• 100% achieved on T-level programmes</li> <li>• Ongoing issue with NCFE awarding body regarding the Health and Science T-Level assessments. Conversations have continued with regulatory body and other stakeholders to ensure the best possible outcome for students.</li> <li>• Thirty-one percent improvement in GCSE grades.</li> <li>• Adults provision is seeing improvement however intelligence in the sector suggests adults are putting their development on hold due to cost-of-living crisis. Adult funding provision has seen an increase</li> </ul>	VH

- therefore currently considering other opportunities to increase the offer.
- HE achievements and the graduation ceremony with some strong student feedback received. Recruitment has increased to 250 and in line with target.
  - Apprenticeships – EPA results continue to come in. The College received the City & Guilds EPA Award for delivery.

***The Committee resolved to note the Quality Report.***

#### **Student Attendance report and risk scores**

The Committee had previously asked for a more detailed summary of the process for 2022/23 academic year in terms of monitoring potential 'at risk' students. The Chair noted for members that last year there was a lot of strategies put in place and that a full analysis of attendance will be provided at the November meeting.

The Committee was advised that following extensive research of the most common factors resulting in withdrawals or amendments to application forms, the data services team had developed an algorithm to provide college leaders and managers with a 'watch list' to enable students potentially at risk of leaving to be effectively supported. The process will allow teams to track and identify opportunities to improve the system over the year.

A governor raised concerns regarding the Advantage system whereby students were finding it difficult to log absences and mental health related issues. The Director of Student Experience advised that work on this area is a priority to ensure students know who they need to go to and the appropriate reporting mechanisms. The availability of counselling support for students was also raised by a governor. It was confirmed that Progress Coaches are providing support with guidance and further work is planned to signpost students to the most appropriate resources.

A governor asked about the successes of induction week. The Committee heard that the week had gone as well as expected with presentations given to students and support mechanisms had also been discussed and embedded within tutorials. Significant work had been going on to manage the resources to support students.

***The Committee resolved to note the Student Attendance report and risk scores.***

#### **Student Experience report**

The Committee received a report from the Director of Student Experience providing a summary of the activities carried out with the Student Experience Team. The Committee heard that there was an increase in referrals to 511 from Sept to July with anxiety, low mood and students feeling overwhelmed being noted. Support sessions have been put in place with other actions in train including more accessible self-help strategies, continued use of partnerships with the Schools Wellbeing Service to deal with low level concerns.

A governor noted a point in the report that mentioned a concern about students feeling safe on site and questioned whether it was anything that the College was doing. The Director of Student Experience confirmed that it was that students were feeling overwhelmed.

The Committee discussed the bursary applications and awards and whether it was the College's decision on fund allocation and if an increase in

	<p>applications resulted in a lower amount per student being applied. The Director of Student Experience confirmed that following receipt of the funds they are allocated at the College's discretion. Members were advised that it appears to be a theme across colleges that there has been an influx of early applications before the fund is closed. Applications are still considered on a case-by-case basis after this time and does not necessarily result in lower amounts being allocated.</p> <p>The Committee heard about the progress setting up the Student Union with eight officer roles advertised recently with the elected members to be linked to members of staff to progress initiatives and actions that arise from meetings. Members expressed a wish to receive reports at future meetings and to be engaged more with students.</p> <p><b><i>The Committee resolved to note the Student Experience Report.</i></b></p> <p><b>Safeguarding report</b></p> <p>The Committee previously asked for a more comprehensive report to be presented to the meeting and requested at future meetings safeguarding to have its own agenda item. The Director of Student Experience provided an overview of the report and noted that future reports will also consider the number of referrals.</p> <p>Members heard that there have been several changes to the 2022 KCSIE update related to colleges, and these have been shared with college staff through issuing Part 1 guidance of the KCSIE document and incorporated within the College's Safeguarding Level 2 training.</p> <p>The Chair noted that it was helpful to see the data and range of work that is progressing as it provides reassurance that measures are being put in place to support students.</p> <p><b><i>The Committee resolved to note the Safeguarding report.</i></b></p> <p><b>HE Strategy</b></p> <p>The HE Strategy position statement was tabled for Committee review and approval. The Chair queried the reference to the statement being a policy rather than a position statement. The Director of Curriculum: Professional and Commercial Industries advised that a position statement is appropriate at this stage with plans for it to be revisited. The statement outlines the direction of travel considering potential opportunities for growth and development of HE provision. The Committee was advised that as a result of the wider piece of work on the Curriculum Strategy there may be some developments and refocusing of this strategy in the coming months.</p> <p>The members discussed the need to understand the upskilling needs of students and employer needs. At a recent marketing meeting a discussion on promoting programmes internally took place. The group would welcome HE student governor involvement and those of other students to consider further marketing mechanisms.</p> <p><b><i>The Committee approved the HE Strategy Position Statement.</i></b></p> <p>The Director of Student Experience left the meeting at 19.30.</p>	
<b>Item 6</b>	<b>Corporate Governance and Assurance</b>	

6.1	<b>Committee Self-Assessment &amp; Terms of Reference</b> The Committee considered the changes to the Terms of Reference following feedback provided by members at the last meeting.  <i><b>The Committee resolved to approve the Terms of Reference.</b></i>	
6.2	<b>Schedule of Business</b> The schedule of business for the next academic year 2022-23 was tabled. The Chair advised members that the schedule matches the agendas with the Committee's remit and the annual quality cycle will ensure members can reflect accordingly. The Committee noted the omission of the annual Self-Assessment Report within the Schedule and advised that the SAR should be included for review at the November meeting. The Schedule is to be updated accordingly.  <i><b>The Schedule of Business was approved by Committee subject to the inclusion of the SAR.</b></i>	CB
<b>Item 7</b>	<b>Policy and Other Matters</b>	
	<p>The following policies were submitted to Committee for approval:</p> <p><b>7.1 Freedom of Speech Policy</b>          The Director of Curriculum; Professional and Commercial Industries) advised members that the policy had been written for all students and staff not just HE and had recently been reviewed at a SLT meeting. The College's External Speaker Protocol and appendices are to be incorporated into the overarching policy. This was noted as a Chair's action for the author to amend to incorporate the External Speaker Protocol.   <i><b>The Committee resolved to approve the policy.</b></i></p> <p><b>7.2 Quality of Education Policy</b>          The Committee received a copy of the Quality of Education Policy.   <i><b>The Committee resolved to approve the policy.</b></i></p> <p><b>7.3 Assessment Policy</b>          The Committee received a copy of the Assessment Policy.   <i><b>The Committee resolved to approve the policy.</b></i></p> <p><b>7.4 Safeguarding Children and Vulnerable Adults Policy</b>          The Committee received a copy of the Safeguarding Children and Vulnerable Adults Policy.           A governor asked whether the responsibilities towards apprentices was made clear within the policy. It was confirmed that there is a separate document that covers apprentice responsibilities, that can be circulated for information. The Committee noted that the policy is particularly focused on staff responsibilities and queried whether there should be additional wording added to articulate the responsibilities of students. It was agreed that the following changes are to be made:</p> <ul style="list-style-type: none"> <li>- Include wording related to student responsibilities within Appendix D and include reporting to the Board.</li> <li>- Reference to referral documentation is mentioned in the appendix however the Committee advised the wording should be strengthened.</li> </ul>	

	<p><b><i>The Committee resolved to approve the policy subject to the revisions being made and approved by the Chair of the Committee.</i></b></p> <p>The FE student governor shared views on the College's Transgender policy following feedback from other students and advised that the Director of Student Experience is the lead and would consider the feedback from students.</p> <p><b>7.5 Student Disciplinary Policy</b> The Committee received a copy of the Student Disciplinary policy. Members advised that the policy should include child-on-child abuse references.</p> <p><b><i>The Committee resolved to approve the policy subject to the noted revision being made.</i></b></p> <p><b>7.6 Child-on-Child Abuse Policy</b> The Child-on-Child Abuse Policy was tabled.</p> <p><b><i>The Committee resolved to note the policy for information only.</i></b></p> <p><b>7.7 Government Sector Policy update</b> The report was a new update presented to the Committee with the intention to provide pertinent sector policy updates. The Deputy Chief Executive and Principal (Curriculum and Quality) drew the Committee's attention to the Post 16 Capacity Fund item and advised further updates would be provided to the Committee and Board in due course.</p> <p><b><i>The Committee resolved to note the update.</i></b></p>	
Item 8	<b>Key Meeting Outcomes and/or Actions</b>	
8.1	<p><b>Matters for report to the Governing Body (if any)</b> The good work that has progressed reviewing policies.</p>	
8.2	<p><b>Matters for report to Audit Committee (if any)</b> None to report.</p>	
Item 9	<b>Summary Matters</b>	
9.1	<b>Any Other Business</b>	
9.2	<b>Date of the Next Meeting – 29 November 2022</b>	
<b>Name:</b>	Dr Ann Lees	
<b>Date:</b>		