

**Minutes of the Quality and Curriculum Committee  
held on 29 September 2021 at 5.30 pm Rm**

<b>Present:</b>	Dr Ann Lees (Chair) Ian Looker Lee Probert (Chief Executive and Principal) Mark Rushworth John Robinson Cathy Waters Laura Mason Meltem Celik	
<b>In Attendance:</b>	Glyn Jones – Vice Principal for Academic and Applied Education (VPAAE) Graeme Murdoch – Deputy Chief Executive and Principal- Quality and Student Experience (DCE) Catherine Duro – Interim Director of Governance (DG) Martin Halliday - Director of Young People's Learning Lucy Francis - Director of Student Experience	
	<b>Item 1: Apologies for Absence / Declarations of Interest</b>	<b>Action</b>
	No apologies for Absence were received  There were no declarations of interest.	
	<b>Item 2: Minutes and Matters Arising</b>	
	<b>2.1 Minutes of the Previous Meeting – 26 May 2021</b>  The Committee reviewed the minutes of the meeting of 26 <sup>th</sup> May 2021. One amendment for accuracy was agreed.  <i><b>The Committee resolved to approve the minutes of the previous meeting.</b></i>	
	<b>2.2 Actions Summary</b>  The Committee noted the progress on actions presented on the Actions Summary Sheet. All actions were either completed, not due or addressed on the agenda.  <i><b>The Committee resolved to note progress on the Actions Summary</b></i>	
	<b>2.3 Any Other Matters</b>  There were no other matters arising.	
	<b>Item 3: Statutory and Regulatory Compliance</b>	
	<b>3.1 Office for Students Matters</b>  The Committee was informed that the leadership team had signed off the HE fees for 2022/23, with just one minor course change.	

	<p>The Committee was advised that the Antisemitism statement had been uploaded to the website and other OfS actions were underway, with best practice and peer advice being sought from Universities.</p> <p>The Committee was informed that The Open University accreditation process was complete and publicised. All conditions had been met and the College would remain subject to annual review.</p> <p><b><i>The Committee resolved to note the update on the Office for Students and HE Matters</i></b></p>	
	<b>Item 4: Strategic Plan Implementation</b>	
	<p><b>4.1 Implementation Plan –</b></p> <p><b>Pillar 1</b> The headline student outcomes were presented to the Committee and their attention was drawn to the key points, the pattern against national average and the year on year comparisons.</p> <p>There was a robust debate regarding the integrity of the process in providing teacher awarded grades. The Committee was assured that the process was robust and followed with integrity. It was noted that this meant that some students would have lower grades than peers from other organisations, and it was hoped they would not suffer for this as they would be properly placed for their next step. The management team had reflected carefully on the process and outcomes and remained confident that they would not have done anything differently.</p> <p>The Committee asked for evidence of any impact on destination to come to the next meeting. Action – SLT to provide a destination report.</p> <p>A governor asked how Ofsted would view the data. The Committee was assured that it should not be concerned as the EIF placed emphasis on teaching and learning beyond just outcomes, and the integrity and robustness of process could be readily explained.</p> <p>The Committee was informed that there had been a very small number of appeals and none of those that went through to the academic adjudicator were upheld nor grades changed.</p> <p>A governor asked if anything would be done differently if grades were teacher assessed again. The Committee was advised that the same process would be followed but that greater external moderation would be hoped for.</p> <p>The Committee concluded that this had been an important discussion. They were confident the process and impact had been deeply considered, with clarity and integrity.</p> <p>The Committee noted its congratulations to the students and gratitude to all staff for their hard work and the way in which they undertook the exercise.</p> <p>The Committee was advised that the detail on vocational assessments was more complex and would follow.</p> <p>The Committee noted the changes to the induction programmes for new students in the light of teacher assessed grades, and a governor asked what strategies were in place to help continuing students make up for what they had lost due to Covid. The Committee was informed that plans were in place to offer development and reassurance, recognising that many would not have sat externally assessed exams and would need to develop appropriate</p>	

	<p>exam skills and preparation. Students were to be RAG rated and flagged where support was needed to be prioritised. The Committee heard that students would appreciate a study club or revision clubs</p> <p>Further support would be provided through the Your Experience Team which was next on the agenda.</p> <p><b>Pillar 2</b></p> <p>The Committee received an interesting and informative presentation on the Your Experience initiative, which they heard was already having a positive impact and reported to be more visible and more accessible.</p> <p>The Committee was reassured to hear that the service was joined up and comprehensive where students needed support. The Committee was further assured that the mental health support coming in from the NHS would enhance the Your Experience provision.</p> <p>Governors endorsed the importance of supporting students to understand what were normal emotions and nerves in certain situations compared to uncontrolled stress and anxiety. The Committee was also pleased to hear that staff were also being supported in being able to identify mental health issues</p> <p>The Committee was informed that systems were in place which improved the flow of information from feeder schools.</p> <p>A governor asked how students are developed outside of the classroom and how this is assessed. The Committee was given information about the FECA App that was being rolled out, with practical exercises to support mental fitness. Detail was provided on the upcoming Equality and Diversity week which would celebrate differences and be student led to take the anxiety away from being different. Information was also provided on the soft skills development processes and tracking systems which are evidence based, mapping students' skills, including confidence, communication and relationship building, with students able to earn bronze, silver and gold skills passports.</p> <p>It was recognised that after the Covid gap more could be done to raise students' awareness of extra-curricular opportunities open to them.</p> <p><b><i>The Committee resolved to note the updates for Pillar 1 and 2 and update the Board on the discussions held.</i></b></p> <p><i>Lucy Francis left the meeting</i></p>	
	<b>Item 5: Student Engagement and Success</b>	
	<p><b>5.1 Quality Report</b></p> <p>The Deputy Chief Executive and Principal - Quality and Student Experience presented the Quality Report, noting that this was reviewed at each SLT meeting. The paper was taken as read and the following points were noted:</p> <ul style="list-style-type: none"> <li>• SLT would be deep-diving the past year's Adult Learner performance to understand the change in pattern</li> </ul>	

	<ul style="list-style-type: none"> <li>• Covid has impacted on apprentice End Point Assessments, which may impact on timeliness but not overall achievement. Further analysis was underway</li> <li>• The QIP would be reviewed to ensure it reflected the trend in apprenticeships</li> </ul> <p>It was asked if student numbers on each course could be shared with the Committee with analysis of students being on the appropriate course, especially with the different patterns in entry qualifications. <b>ACTION</b></p> <p><b><i>The Committee resolved to note the Quality Report.</i></b></p>	<b>GAM</b>
<b>Item 6: Teaching, Learning and Assessment</b>		
	<p><b>6.1 Teaching, Learning and Assessment</b></p> <p>The Deputy Chief Executive and Principal - Quality and Student Experience presented the Teaching, Learning and Assessment report. The paper was taken as read.</p> <p>The Committee was advised how it was identified what was and was not going well in the teaching environment and how the loop was being closed through professional development.</p> <p>The key driver for evidence-based research as part of the national Research College Group was shared.</p> <p>It was asked if there was staff buy-in to this approach. The Committee was advised that staff were engaged with this approach, looking forward to future developments and making good use of the 'Team Collaboration Time' set aside each week for professional development.</p> <p>The seemingly low number of lesson observations was questioned. The Committee was assured that plans were in place to catch up and do more this year, with those missed last year being prioritised. The Committee was also assured that the number was distorted by temporary staff and leavers.</p> <p><b><i>The Committee resolved to note the report</i></b></p>	
	<p><b>6.2 Interested Party Feedback</b></p> <p>The Committee received the report detailing the end of course satisfaction survey.</p> <p>The Committee discussed the low response rate. The Committee was informed that feedback given suggested the survey was too long with too many questions which had led to fewer responses.</p> <p>The Committee was assured that a new approach was in place for this year, with focussed tutorial time set aside and findings followed up quickly in focussed groups to enable a more responsive and timely follow-up rather than retrospective process.</p> <p><b><i>The Committee resolved to note the report</i></b></p>	
	<b>6.3 NSS Results 2020-21</b>	

	<p>The Deputy Chief Executive and Principal - Quality and Student Experience presented the Teaching, Learning and Assessment report. The paper was taken as read.</p> <p>Governors were reminded that this survey only related to HE students.</p> <p>The key message of the report was highlighted, in comparison to national averages the College was doing well. This in turn should have a positive impact on the TEF. It was recognised that more learning resources were needed and that significant steps to improve them had been taken over the summer.</p> <p><b><i>The Committee resolved to note the report</i></b></p>	
	<b>Item 7: Supporting Students</b>	
	<p><b><i>The Committee resolved to keep a watching brief on supporting students through the Your Experience Implementation</i></b></p>	
	<b>Item 8: Corporate Governance and Assurance</b>	
	<p><b>8.1 Strategic Risk Monitoring.</b></p> <p>The strategic risk monitoring report was received. The structure of it was explained to support new governors.</p> <p>It was questioned what the thinking was around the risk noted as increasing. There was a detailed discussion about the potential impact of COVID on this cohort of learners: having come in without having been through external assessments, could they cope with the courses they were on and how well would continuing students cope with bridging gaps in their learning, study and assessment skills?</p> <p>There was a challenging question about the support that Your Experience could provide: while it was recognised that there had been significant investment, was there enough resource even taking this account? The Committee debated the balance and tensions between funding teaching, work experience and pastoral support. It was hoped that Your Experience was appropriate but as a new initiative the impact would be assessed throughout the year and the Committee would continue to monitor it.</p> <p>The need to add an additional risk covering curriculum reforms was debated and agreed. <b>Action</b></p> <p><b><i>The Committee resolved to note the progress and actions within the Strategic Risk Monitoring report.</i></b></p>	GAM
	<b>Item 9: Policies and Other Matters</b>	
	<p><b>9.1 Teaching and Learning Improvement Strategy</b></p> <p>The Teaching and Learning Improvement Strategy was noted as read.</p> <p>The Deputy Chief Executive and Principal - Quality and Student Experience assured the Committee that the strategy which had been presented and approved last year had been held to despite the impact of Covid.</p>	

	<p>The changes included in the strategy which reflected priorities discussed in other papers and the recent Ofsted review were highlighted.</p> <p><b><i>The Committee resolved unanimously to approve the Teaching and Learning Improvement Strategy</i></b></p>	
	<b>SUMMARY MATTERS</b>	
	<p><b>Item 10: Key Meeting Outcomes and/or Actions</b></p> <p><b>10.1 Matters for report to the Governing Body (if any)</b></p> <ul style="list-style-type: none"> <li>- The robust and reassuring discussion on the teacher assessed grade process should be shared</li> <li>- The positive introduction of Your Experience and the Committee's intention to track the impact to be reported for note</li> <li>- The Committee's endorsement of the request to add a risk to the strategic risk profile around curriculum reform.</li> </ul>	
	<p><b>10.2 Matters for report to Audit Committee (if any)</b></p> <ul style="list-style-type: none"> <li>- Reassurance that Pillar 1 and 2 risks are being appropriately managed</li> <li>- The need for an additional risk to be listed covering curriculum reforms</li> </ul>	
	<b>11.Summary Matters</b>	
	<p><b>11.1 Any Other Business</b></p> <p>There was no other business.</p>	
	<b>10.2 Date of the Next Meeting –</b>	
	The meeting closed at 7.20pm	
<b>Signed</b>		
<b>Name:</b>	Dr Ann Lees	
<b>Date:</b>		