Minutes

CURRICULUM & QUALITY COMMITTEE

Date:	25 November 2024	Time:	4.00 PM
Chairperson:	Chris Wilson (CWi)	Location:	The Hart Room

Members	Name	Present	Role
	Professor Gavin Brooks (GB)	*Teams	External Member
	Iain Wolloff (IW)	*	Principal & Chief Executive
	Sally Osmond (SO)	*	External Member
	Chris Wilson (CWi)	*	External Member & Chair
	Khushi Ashwin (KA)	*	Student Member (19+ & HE)
	Debbie Ferguson (DF)	*	External Member
	Tim Major (TM)	*	External Member
	Jadean Havenga (JH)	*	Student Member (16-19)
	Malcolm Baggot (MB)	*	Staff (Teaching) Member
Apologies:	Lesley Black (LB)		External Member
In Attendance:	Jamie Morton (JMo)	*	Director of Finance (DF)
	Jo Houghton (JH)	*	Vice Principal – HE & Skills (VPHES)
	Lee Hunt (LH)	*	Deputy Principal & Vice Principal – FE & Curriculum (VPFEC)
	Heather Large (GP)	*	Governance Professional (GP)
	Jatinder Matharu (JMa)	*Teams	Director of Safeguarding and Support (DSS)
	Cathy Wright (CWr)	*	Vice Principal – Central Services (VPCS)
	Nathan Hall (NH)	*	Director of Estates & Facilities (DEF)
	Lee Probert (LP)	*	SLT
Quorum:	3 required		Meeting Quorate

AGENDA ITEMS

Item No.		Reports
1.	**APOLOGIES FOR ABSENCE** Apologies were received and accepted for Lesley Black.	Verbal
2.	**DECLARATIONS OF INTERESTS** No declarations of interest were made.	Verbal
3.	**NOTIFICATION OF ANY URGENT BUSINESS TO BE DISCUSSED** There was none.	Verbal
4.	**MINUTES OF THE PREVIOUS MEETING** To approve the Minutes of the meeting held on the 2 October 2024. **The Committee unanimously approved the Minutes of the 2 October 2024.**	Paper - 3
5.	**MATTERS ARISING FROM THE MINUTES** There were no matters arising to consider.	Paper – 6

6.	**INSPECTION READINESS** The Chair asked the College how it has addressed the concern that discrepancy in satisfaction at the College between White students and black Caribbean students. This was a concern raised in the May monitoring visit. The College confirmed they are working on it and have the ability to provide good careers advice. The College employ their own Careers Adviser and have spent a lot of time searching for the right person which has been achieved. The Chair raised a question on how the College is recording its destination data and was informed the College is sourcing a reliable way to do this.	
7.	**STUDENT ENROLMENT** To consider student enrolments for 2024/25 The Committee noted: 16-18 Full-Time – the growth of 142 student enrolments this year is positive and includes growth in core provision and the further planned growth in sport. The 16-18 student numbers are counted for funding purposes at the RO4 census point in December. The current total is lower than the budget target by 22 students, following student withdrawals in the first weeks of the term. Unfortunately, unlike for 22/23, the number of withdrawals was not matched by an equivalent number of late enrolments. The full details of 16-19 enrolments and retention is detailed in Paper 8.1. 19+ Full time & 19+ Part-Time – enrolments for full and part time students funded by the Adult Skills Fund (ASF) are on target and area forecast to meet the budget target. Enrolments for the Advanced Learner Loan have exceeded the loan facility and, therefore, some additional funds have been provided by the ESFA - Apprenticeships – there is a current growth of 78 apprentices compared to the same point last year and the forecast is to meet the budget target of 354. The apprentice numbers include those undertaking higher and degree apprenticeships in the UCN. - UCN – the growth of 48 for the direct entry (non-apprenticeship) students in the UCN is 38 below forecast but there is new provision to be delivered as January 2025 starts and the financial income target should be met, as the OfS funding is higher than forecast. Technology could have been a lot strong. T Level for Media target was 15 only 9 recruited. - The Committee were asked if they would consider and recommended what the T Level structure should look like. There is now an essential skills pathway in place and there were 21 students who did not qualify. - There are 30 learners this year who are home schooled or have come from an alternative provision and do not have the minimum English and Maths requirement and the College is now thinking on how it can support them. The Committee recognised the strategy but pointed out it will need funding and suggested looking at in year opportunities for the student cohort. - Maths lecturer is being interviewed next week. - Learning Walk process continues to be refined. The Committee asked: - If the college track linear progression to Level 3. The College confirmed they have done so for the first time this year via WRENS. The Committee recommended that comparison year on year data would be useful going forward. - If in the light of staff vacancies if potential savings have been made. The Committee were informed that the College is going out to recruitment. Committee asked given several small class sizes what potential savings could be made around those. The Committee were advised that not all of these are operating on a stand alone basis and would be coupled up with other classes. - If the vocational courses will include a review of the marketing strategy. The Committee were informed not currently but eventually.	

8.	**QUALITY**	
8.1	**PERFORMANCE QUALITY DATA COLLECTION 2024/25** To receive a report on • The plan for 2024/25 performance quality data • Initial data for 2024/25 The Committee were informed of potential improvements: • The structure of the reporting process was implemented on 02 October and there are now 2 reporting focusses which are described in the reports attached. • The current Creer Academy/Sport Academy student recruitment against target is 1,116 which includes 28 19+ full time learners which is +16 above 4CAST expectation. • Technology over recruited against target by +17. • 3 new courses have been implemented. T level Media, Production and Broadcasting has underrecruited by 6. The previous BTEC funding was cut and replaced with this T level. Supported Internship – over recruited by 2. Essential Skills Pathway – course introduced to support learners who did not attain the required entry qualifications for any level course, the focus is English and Mathematics attainment – 19 Learners. • Six courses over recruited against 4CAST and 25 courses under recruited against 4CAST. • 432 EPYP learners have been enrolled on English GCSE (20% increase from 2023-24) • 453 EPYP learners have been enrolled on GCSE Mathematics (25% increase from 2023-24). • Vocational average class size = 14 (Sports Academy =18 and Career Academy = 12) and E&M = 17. • Learner feedback is collected during the first term through a learner induction survey, student council and single sex meetings. The feedback is positive and was reported to the Panel at Tier 2. • Quality Improvement Plans are being drafted and will be confirmed once the SAR process is complete. Progress with 2023-24 QIPs are reported at Item 8.2 • Teaching, Learning and Assessment review procedure is in place, staff have been briefed and the reviews have begun. • Attendance by age is current tracking as 88.2% 16-18 and 85.5% 19+. • Retention is currently tracking at -6% which is 4% above NA.	Paper - 9
8.2	**QUALITY IMPROVEMENT PLAN 2023/24** To receive a final progress report on the 2023/24 Quality Improvement Plans The Committee were informed of potential improvements: • There are areas within all QIPs that made good progress and were either completed successfully or have had a positive impact. • PPD delivery has significantly improved in 2024-25 • Enrichment activities are captured and reported on more effectively for 2024-25. • The start of the year has been calmer across the Career Academy with student behaviours better understood and timetabling more effective. • Professional and Community Learning attendance in the Adult QIP was affected by learners being moved out of the region, therefore unable to be actioned effectively with an action plan. Moving forward this area will be incorporated into Tailored Learning. The Committee asked: • If the College was generally satisfied with the progress made. This was confirmed. The Committee further asked how evaluation is calculated. The Committee were informed that QUICKS is used but the data needs to be pulled off daily.	Paper - 25

		• If Level 3 provision is progressing to Level 4 in any HE provider or just UCN and how success is measured. Committee were informed it is just UCN at the moment and there is no measure assigned to it and is something the College mist continue to work on. • Level 4 and above data should be recorded. College confirmed it does collect this. • A lot of the RAG rating is Amber and if more consideration should be given to adjusting the colours. • Outcomes for 16-19 are related to retention and Committee need to understand the analysis behind it. College agreed.	
8.3		**TEACHER PERFORMANCE TLA** The Committee were informed of potential improvements: • The learning walk process for 2024-25 was initiated with effect from 04 November and all staff have been informed of the details contained in this document. • The process was reviewed by the PCE and PCE designate, Lead Union Member, VPCS and Operational Managers prior to release. The Committee asked: • How is leadership and management judged and if there is any feedback from staff. Committee were informed not at the moment but resource is needed however, walk in chats are performed. • If there is a programme in place and were informed there is but a teaching and learning coach is required before implementation.	Paper - 38
8.4		**FE & APPRENTICESHIP SELF ASSESSMENT REPORT 2023/24** To consider the draft SARs and HR SER following the Tier 2 review meetings The Committee asked: • Appendix 1 – Put in correct date • Ensure Apprenticeship provision is positive for when Ofsted call • More take up needed for Maths and English Grade 3 • If Appendix 3 SAR metrics could be included in the report and if College have any ideas of benchmarking. The Committee were informed that Level 1 would be an achievement, the Committee advised they would be happy to listen to the reasoning behind this. • Why the SARS have different formats. College accepted this and advised they are working on a uniform format. • If College were happy with the achievement. The College confirmed they were but they are not what Ofsted wanted but it should be better this year but overall they were happy because progress had been made.	Paper – 52 Paper – 53 Paper – 118 Paper – 140 Paper -168
9.		**CURRICULUM**	
9.1		CURRICULUM EFFICIENCY The Committee were informed: • All areas - the planned curriculum as reported in August 2024 is on track. • All areas - Staff utilisation has been reviewed by VPs and is due to be confirmed by HR. • EPYP and High Needs - Group sizes remain at 14 for Main Qualification and 17 for English and Mathematics. • All HE courses are covered by the Student Protection Plan (June 2024) if a decision is made to close a course or change the mode of study then students that have applied must be informed, providing a minimum 90 days of the start date of the course of the change. Each student that is affected must be provided with advice and guidance of suitable options. • UCN - Engineering courses run on an efficiency model where apprentices and direct entry students are co-taught. All modules that are applicable across different Engineering pathways are also co-taught.	Paper - 201

	- UCN - In 2023-24 Graphic Design HNC, HND and Foundation Learning in Children's Learning and Development were closed in June 2024 and not started in September 2024. - UCN - Classes are split when student numbers reach 30 to make 2 classes of at least 15 students. - UCN - VPHES is reviewing classroom capacity for 2025-26 to enable larger classrooms in the UCN if Engineering numbers continue to rise to reduce the need to run 2 classes until numbers achieve 40+. - Adults - prior to the start of the academic year the VPHES and HoD look at whether class sizes are financially viable to run. If class sizes are low, course are reviewed and where classes can be taught together to make the courses viable. This has happened this year to several FENNS courses that have now merged. - Adults – for 2024-25 Maths L1 had the start date postponed enabling more marketing activity to raise starting numbers. This was achieved. The Committee were assured that the College are running a very efficient curriculum.		

9.2	**STUDENT FEEDBACK** The Committee were informed of: Potential improvements: 96% of learners feel safe at the College. 94% of learners feel that subject specific equipment and facilities are suitable for their programme. 93% are aware of the support services (wellbeing, advice and guidance, career and learning support available). 91% agree that the teaching on their course is good. 90% of learners feel that they were given guidance to learn safely online. 92% of learners feel that the assessment methods used support them and is fair. 93% of learners feel free to express their ideas, opinions and beliefs. 92% of learners feel they are treated fairly and equally. 94% of learners feel that they have developed skills to help them progress (i.e. university, employment or further study). The Committee asked: - Including information collated by the Student Council would be useful. - What is the basis of students feeling safe. Committee were informed this was around their gender, not necessarily around College - Is there a lack of understanding by the students on the question regarding classic English skills. The Committee were advised that it is explained to students and students are reminded throughout the year and feedback is based on data from July 2024.	Paper - 203
9.3	**16-19 KEY DEVELOPMENTS** The Committee were informed. - English and Mathematics has made a positive start to the year. - Timetables are well planned, and learners are streamed in line with their previous attainment. - Staffing is in development and has had significant investment, although mathematics has been easier to recruit to The Committee asked: - What experience do the learners have in the interim. Committee were informed it is specific. - If attendance is being tracked. This was confirmed.	Paper - 205
9.4	**LOCAL SKILLS NEEDS** The Committee asked:	Paper - 210

		• If conversations are recorded this is needed for Committee assurance and should include employers views on how the curriculum is effective, if work forums are working, evidence needed. • If Tutoring is conducted. Committee were advised that there is a sheet on every single aspect of employment and when Ofsted make the call the College will be in a strong position.	
10		**STUDENT MATTERS**	
10.1		**EQUITY, DIVERSITY AND INCLUSION ANNUAL REPORT** The Committee asked: • If the word Equity could be replaced with Equality. The Committee were informed of the reasons why Equity was used. It was agreed that DF will ask the question at the AOC course tomorrow. • What College is doing for the 60% Afro-Caribbean students. The Committee were informed the College is looking at the data again and have a professional coming in next week to give the College ideas. • Why no declarations on male/female/non-binary data were not included. VPCS acknowledged this. • If disciplinaries would come to Governors. Committee were advised it would not be would go to EDI Committee.	Paper - 215
10.2		**SAFEGUARDING** The Committee were informed that: • Reporting on the implementation of online activity filtering and monitoring, with oversight by the Governor • New data on PASC Support for neurodivergent students in mainstream provision • Measure of Impact - PPD programme in place; Foundation learning and Football Academies mirroring the PPD • To include staff safeguarding in this report moving forward, incorporating CPD and SCR • Targeted training for DDSL's offsite • Behaviour coaches and safeguarding hold own caseload of students • Matters remaining unchanged: • Attendance remains a concern • Strengthened Safeguarding and B&A team in place with appropriate levels of training. • Continuing to develop structured dialogue with off-site provision through regular termly meetings • Issues of concern: • High Level of students presenting with a range of complexities (case studies presented in T2 presentation) • Staff sickness and Adviza's liquidation have created challenges in recruiting a qualified Careers Lead. Efforts to fill this gap are ongoing. The Committee recommended there should be a deadline for KCSIE 2024 training.	Paper – 254
11.		**POLICIES**	
11.1		**Requiring Board Approval:** • Safeguarding – Ratified • Prevent – Ratified • Equality Diversity and Inclusion Policy – Needs Review • Critical Incident - Ratified • Physical Intervention – Ratified **Policies for information:** • Online Safety	Paper – 268 Paper – 329 Paper – 342 Paper – 362 Paper – 375 Paper – 382

	• Positive Behaviour	Paper - 395
12.	**AOB** There was none.	Verbal
13.	**EXTERNAL GOVERNORS DISCUSSION** Subject to a Confidential Minute **Date of next meeting Thursday 5 December at 14.00 Hours via Teams** **Meeting Closed at 18:37 hours**	Verbal

Signed: **(Chair) Date:**

Chris Wilson
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Chris Wilson (Tue, 4th Mar 2025 9:02:35 GMT)

04 Mar 2025

Signable

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