

## Newbury College Corporation Curriculum & Quality Committee

**Minutes of a meeting held on Monday 29 November 2021 in the Restaurant**

Present	Name	Role
Membership	Sue Wood (SW)	External Member – Chair
	John Knight (JK)	External Member – Vice Chair
	Sally Osmond (SO)	External Member
	Simon Thompson (ST)	External Member
	Shelly Van Meter (SVM)	Staff Governor
	Iain Wolloff (IW)	Principal & Chief Executive
	Lauryn Bailey (LB)	Student Governor – 19+
	Alfie Greener (AG)	Student Governor – 16-18
In Attendance	Jo Houghton (JH)	Director of Business and Partnerships
	Lee Hunt (LH)	Vice Principal
	Rachel Southall (RS)	PA to the Principal
Apologies	Cathy Wright (CW)	Director of Support & HR Services
	Sam Dibas (SD)	External Member
Quorum:	Three members required	Meeting quorate, 8 members present

Item No.		Action
1.	<b>APOLOGIES FOR ABSENCE</b> There were apologies from Sam Dibas, External Member and from Cathy Wright.  SW welcomed LB and AG to their first meeting.	
2.	<b>DECLARATIONS OF INTERESTS</b> There were no declarations of interests. JK noted for the record that the Agenda had the incorrect year of 2020. This was noted.	
3.	<b>MINUTES OF THE PREVIOUS MEETING</b> The Committee approved the Minutes of the meeting held on 21 June 2021.	
4.	<b>MATTERS ARISING FROM THE MINUTES</b> It was noted that all Actions from the last minutes were now Closed.	
5.	<b>REVIEW OF TERMS OF REFERENCE</b> The Committee Terms of Reference were recommended to the Corporation.	

6.	<p><b>COLLEGE SELF ASSESSMENT REPORT</b></p> <p>SW outlined that today's meeting is to look at the impact on the curriculum and quality over the last academic year and is very impressed on the progress LH, JH and colleagues have made and the immense difference during this time. They have managed to change the ethos, structure of the College, curriculum offer and the teaching. She feels confident the College can continue to succeed and thank managers and staff for their hard work.</p> <p>JK echoed this and felt that, over time, there has been more direction and more focus of the intent of 'careers not courses'.</p> <p>SW introduced the College Self-Assessment Report (SAR) which seeks to evaluate key strengths and areas for improvement for FE and apprenticeship provision, based on robust evidence. The Committee was asked to review the information contained in the SAR and to examine whether:</p> <ul style="list-style-type: none"> <li>• The key strengths and areas for improvement identified are supported by evidence and sound judgement</li> <li>• The judgements made about grades for various aspects of provision are appropriate</li> </ul> <p>As the SAR provides a summary and evaluation of important quality measures and evidence, the Committee was also asked to review a number of key aspects of provision:</p> <ul style="list-style-type: none"> <li>• Student Achievement</li> <li>• Student Satisfaction</li> <li>• Achievement of different student groups</li> <li>• Student Attendance</li> <li>• Student Destinations</li> <li>• Student Progress</li> <li>• Teaching &amp; learning Quality</li> </ul> <p>SW highlighted that the Committee should review the proposed grades and the overall evaluation of quality, in order to recommend the report to the Corporation Board.</p> <p>JK noted some typing errors. SW asked JK to make a note of them and forward to her after the meeting.</p> <p><b>PART 1 General Information - Information about the College</b></p> <p>JK raised two questions linked to the information about the College. These were noted and LH would amend the SAR accordingly.</p> <p>SW moved on the meeting to consider <b>PART TWO: Quality of Education</b>, graded as Good, Grade 2 . LH gave an overview of the process for grading and how the SAR Panels were formed. He outlined that there were a number of important lessons learned from this year's panels that would improve the process for the 21-22 self assessment.</p> <p>ST commented that it was a strong format and he endorsed the judgements. ST also commented that the recommendations for development were clear within the QIP. LH noted these points.</p>	
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	<p>LH outlined the impact of problems with completion and certification for some students and how this had reduced the overall outcomes for 16-19 students. He explained that this was the root cause of the problem and there had been important lessons learned. He also outlined that actions were ongoing to ensure the students impacted were being supported.</p> <p>The committee approved the judgements within the SAR and felt that an overall effectiveness judgement of Good was appropriate.</p> <p>The committee discussed the staffing challenges faced by Foundation Learning with support staff. This was explained by IW and the actions being taken to support learners with EHCPs. It was highlighted that the College would be faced with this challenge for the coming year, however, steps were being taken to recruit effective staff.</p> <p>SW acknowledged that the certification and completion issue has already been highlighted. There was no further discussion on the QIP.</p> <p>SW referred to the Appendices. She asked why some students don't provide full information about their identity. IW acknowledged that some students don't provide all the necessary data, particularly if they only attend the College a one day course.</p> <p>IW reported that the staff data was also missing some details, which was due to the College switching their data to a new system. CW would be developing this for the next report.</p> <p>JK suggested that there were a number of acronyms that needed confirming. LH confirmed these would be added for the final SAR.</p> <p>JK commented that he was impressed the way the panels were presented. As a governor, he found it was useful to attend and it gave him a better understanding of the SAR. It was agreed that more governors be invited to attend the SAR panels and plenty of notice given to the dates and times.</p> <p><b>The Committee agreed to recommend the FE SAR to the board for approval, subject to the minor revisions outlined above</b></p>	
7.	<p><b>HIGHER EDUCATION SELF-EVALUATION</b></p> <p>JH presented the HE Self Evaluation Report and Quality Improvement Plan 2020-21. Key areas were:</p> <ul style="list-style-type: none"> <li>• Admissions, Recruitment and Widening Access</li> <li>• Assessment and Achievement</li> <li>• Concerns, Complaints and Appeals</li> <li>• Course Design and Development</li> <li>• Enabling Student Achievements</li> <li>• External Expertise</li> <li>• Learning and Teaching</li> <li>• Monitoring and Evaluation</li> <li>• Student Engagement</li> </ul> <p>The Committee commented on the positive outcomes for students but noted the comparatively poor outcomes relating to AAT. SVM outlined the reason for these outcomes linked to completion being outside of the academic year dates and therefore</p>	

	<p>a number of students had yet to complete. LH explained the exam process for AAT and that it was an annual challenge, but one that AAT are aware of.</p> <p>The Committee discussed the challenges linked to how the UCN development group were looking to streamline courses and the planned approach. There are also a number of actions being led by JH regarding the MIS processes and the conversion of applications to places.</p> <p><b>The Committee agreed to recommend the HE SER reports to the board for approval.</b></p>	
8.	<p><b>SAFEGUARDING</b></p> <p>LH outlined the key areas of the report. These included:</p> <ul style="list-style-type: none"> <li>• The continuation of effective Safeguarding procedures in the College</li> <li>• Safeguarding Reporting and Panel – Standing Operating Procedure 002</li> <li>• Safeguarding Panel Structure</li> <li>• Safeguarding Panel Members and actions</li> <li>• Signposting – Severity of Concern</li> <li>• Response Team Operations</li> <li>• Safeguarding Improvement Plan</li> <li>• Safeguarding Audit Visit 29/04/21 by WBC</li> </ul> <p>The Committee noted the WBC audit and how this gave assurance regarding the practices and performance of the safeguarding processes within the College.</p> <p>ST outlined that he had attended the visit with WBC and he felt the safeguarding team at the College were strong.</p> <p>SW asked if there were actions on the Safeguarding Quality Improvement Plan. LH confirmed the work which had been completed was highlighted. LH had added two additional actions and had removed the action related to Pre-16 students off site as this is no longer relevant. It was agreed by the Committee that this action could be removed.</p>	
9.	<p><b>STUDENT ENROLMENT</b></p> <p>The student enrolment paper provided a summary of the overall position for student enrolments on the following:</p> <ul style="list-style-type: none"> <li>• 16-18 Full time</li> <li>• 14-16 School Links</li> <li>• 19+ Full Time</li> <li>• 19+ Part Time</li> <li>• Community Learning</li> <li>• Apprenticeships</li> <li>• UCN</li> </ul> <p>The Committee discussed the current overview of enrolments for 21-22. It was noted that this was a similar position to last year and there would be a more definitive picture after the R04 ILR return was submitted.</p> <p>The growth in the sports provision was highlighted by SW and she noted that the quality of this provision was seen by the SAR Panel. It was agreed that the provision was at a good standard and adds value to the College.</p>	

10.	<p><b>EQUALITY, DIVERSITY INCLUSION ANNUAL REPORT</b></p> <p>The report summarised key areas of Equality, Diversity and Inclusion:</p> <ul style="list-style-type: none"> <li>• Overview and statement of intent</li> <li>• Student Achievements according to equality criteria</li> <li>• Staff profile according to equality criteria</li> <li>• Review of 2020-21 Action plan</li> </ul> <p>The Committee discussed the key sections of the Report and there were no further comments.</p> <p><b>The Committee agreed to recommend the EDI Report to the board for approval.</b></p>	
11.	<p><b>SUBCONTRACTING REPORT</b></p> <p>JH outline the report on Subcontracting actions.</p> <p>The committee discussed the following areas from the report:</p> <ul style="list-style-type: none"> <li>• The Skills Network performance was judged as Outstanding in the 2020-21 Self-Assessment Report (SAR).</li> <li>• A new contract for distance learning Adult Education Budget (AEB) was signed on 21st September 2021 for a total contract value of £184,450 with a management fee of 15% for 350 students on programme. The contract is performing well, as of 9/11/2021 – 231 learners are enrolled with a total value of £98,095</li> <li>• Adviza Partnerships Ltd. Adviza Partnership's performance was judged as Good in the 2020-21 Self-Assessment Report (SAR).</li> <li>• The contract for Adviza Partnerships Ltd to deliver Prince's Trust Team programmes was signed on 30th September 2021 for a total contract value of £240,319 with a management fee of 20% for 42 (16 – 19 year-old students) and 18 (19 – 25 year-old students) on programme.</li> <li>• Targets for October 2021 starts were: 7 x 16 – 18 year olds and 3 x 19 – 25 year olds. Contract Value £34,046 (16 – 18) £5,340 (19 – 25).</li> <li>• The contract is performing below target, as of 9/11/2021 – 5 learners aged 19-25 enrolled (Bracknell) 1 16 - 18 enrolment due. The total contract value for the 5 enrolled learners is £10,680.</li> </ul> <p>JH highlighted matters to bring to the Committee's attention:</p> <ul style="list-style-type: none"> <li>• Information from Meeting with Adviza Partnership 14.10.2021 regarding current low recruitment.</li> <li>• Job centres are referring young people to Kickstart – this has affected recruitment. Job centres are being set performance targets for Kickstart.</li> <li>• Bracknell College (Activate) have set up new foundation courses with roll on roll off starts to pick up learners who would previously have been on the Adviza programme.</li> <li>• Data from the local authority shows that there are 40 NEETS in Bracknell. Adviza sent flyer out but there is a lack of support from the local authority to move young people to the programme.</li> <li>• Adviza are seeing a lack of partnership working from external agencies.</li> </ul>	

	<ul style="list-style-type: none"> <li>There is a meeting set up with senior managers from Prince's Trust and the CEO Adviza to action what Prince's Trust relationship is with Job Centres etc. Newbury College advised that we can provide support for this if required.</li> <li>Recruitment for Prince's Trust Jan and May cohorts is forecast to be challenging.</li> </ul>	
12.	<p><b>T LEVEL UPDATE</b></p> <p>LH outlined that a key area of curriculum design, development and delivery is the implementation actions linked to the first delivery of 3 T level Routes (Business, Construction and Digital) from September 2022. As part of this process, the College must report its implementation position to both DfE and ESFA.</p> <p>Potential improvements:</p> <ul style="list-style-type: none"> <li>There is a widening of participation from internal stakeholders as part of the implementation planning and this is being seen with the developments of the delivery model.</li> <li>ETF have been heavily involved with the working groups to focus on key areas of the implementation plan which is demonstrating positive outputs.</li> <li>Maths and English end requirements have been adjusted which make the entry to T levels more accessible for certain learners with lower attainment levels.</li> </ul> <p>Issues of concern:</p> <ul style="list-style-type: none"> <li>There are concerns with the delivery of the Business route, which has been impacted by the government's decision to delay BTEC funding withdrawal by 1 year and the capability of staff to deliver the planned model – this will need to be reviewed by May 2022 and a decision made as to whether its future delivery is achievable</li> <li>Decisions need to be made linked to the availability of expanding Routes such as Engineering and Hair, Beauty and Aesthetics.</li> </ul> <p>SW mentioned that the T Level Steering Group were meeting at the end of the week. The issue of marketing and recruitment will be discussed at this meeting.</p> <p>Action: LH to provide a progress report on T Levels for the next Committee meeting.</p>	LH
13.	<p><b>AOB</b></p> <p>No further business.</p> <p>SW thanked both the student governors for attending. LH confirmed they will be submitting their first student governor reports to the Corporation meeting in December.</p>	

Confirmed as a correct record:

Signature of Committee Chair *Sally Osmond*

Sally Osmond (Jul 27, 2022, 3:54pm)

Date: 27 Jul 2022



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**Parties involved with this document**

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Tue, 26th Jul 2022 17:28:00 BST	Sent the envelope to Sally Osmond (sallymosmond@gmail.com) for signing. (80.2.104.86)
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