

Minutes of the Curriculum, Quality and Standards Committee Self-Assessment Validation Meeting

held at 10.00 am on Wednesday 23 November 2022
at the College.

Present:	Mr B Armstrong (BA) Ms T Aust (TA) Mr J Bolt (JB) Mr L McBirney (LM) Ms T Kaur (TK)	Chair Principal
Apologies:	Mr A Smith (AS) Ms B Sandhu (BS) Ms A Cornish (AC)	
In Attendance:	Ms K Frost (KF) Ms M Gajewska-Kopczyk (MGK) Ms A Cutler (AC)	Head of Governance Vice Principal, Curriculum and Quality Assistant Principal, Teaching, Learning Assessment and Quality.

29/22 **Welcome and Apologies**

The Chair welcomed everyone to the meeting and introductions were made. Apologies for absence were received and accepted from AS, BS and AC.

30/22 **Declarations of Interest**

There were no declarations of interest relating to the items on the agenda.

31/22 **Minutes of the Last Meeting**

The minutes from the meeting of the committee held on 5 October 2022 had been received in advance. (Paper 1). IT WAS DECIDED the minutes were a true record of the meeting and they were approved.

32/22 **SAR Validation Overview and Introductions**

The self-assessment process was outlined.

The Chair confirmed the role of the committee was to validate the curriculum grades proposed for Overall Effectiveness following the internal self-assessment moderation process followed by the College that concluded with the proposed grades being put to the Committee for validation. The Chair confirmed that the College was seeking to reach an Ofsted 'Outstanding' grade.

33/22 **Core Skills**

A Core Skills Curriculum Area SAR Review 2021/22 was received in advance. (Paper 2). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good'.

Reman Swiden (RS), Harminder Ubhie (HU) and Joanna Cabrerizo (JC) entered the meeting and introductions were made.

Governors asked what was stopping the overall grade from being 'Outstanding'. RS explained there were areas that needed further development for both Maths and English.

Governors asked whether the COVID pandemic was still having an impact on the outcomes. RS said the team were still monitoring the situation. HU said the COVID pandemic was still having an impact on students' mental health which the College was addressing. RS said the College needed to remember that students came with low starting points but outcomes were always above national.

Governors asked whether Core Skills would be 'Outstanding' in the next 12 months and whether any further resources were needed to achieve that. RS said the team were strong and there was a heavy investment in CPD to help further develop them. The curriculum schemes of work were in place.

Governors asked about the comment in the report that stated there were differences between different departments, for example, the difference in attendance for students in Business compared to the attendance for students in Hair and Beauty. RS said there were differences in terms of attendance, particularly if the attendance toolkit hadn't been fully implemented in certain areas. There were also differences in the level of motivation of students in different curriculum areas. Governors asked whose responsibility it was to follow the attendance toolkit. RS said it was everyone's responsibility. Governors said if everyone was responsible there was a risk it would get missed. RS said actions were assigned to individuals in team meetings. Core Skills worked in partnership with other curriculum areas.

Governors asked whether the curriculum was a constraint in terms of motivating students. HU said JC said they didn't find the curriculum was a constraint in either English or Maths.

Governors said it was clear that skills needs were taken into account. The Teaching Triangle initiative appeared to be having a positive impact.

A Student Governor reported that she could confirm what had been said and included in the SAR report. She had studied Core Skills and had enjoyed her learning experience with them.

Governors suggested adding specific actions to the QIP about wider skills and addressing the differences between vocational areas which would help move towards an 'Outstanding' grade.

JC and HU left the meeting.

34/22 **ESOL Threshold**

An ESOL Threshold Curriculum Area SAR Review 2021/22 was received in advance. (Paper 3). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Outstanding'.

Maria Edrovska entered the meeting and introductions were made.

Governors asked why the area had been graded as 'Outstanding'. ME explained the curriculum was designed and planned in an aspirational way and there were high

expectations of students. Achievement was very high – 95.6% overall and 96% for Looked after Children and Care Leavers. It was a testament that learners were supported to achieve their potential. Enrolments had been increased by 20%. Retention was 98%. Students were well prepared for their future and supported to make the right choices for themselves. The Personal Development area had been graded as 'Good' as it was felt students could be supported more into employment. Governors asked what was missing. ME said there was a gap with voluntary work. It had been difficult to arrange this over the last couple of years but it was now a priority.

Governors asked about Looked after Children which was a large proportion of the cohort. ME said mostly they were unaccompanied minors.

Governors suggested including more about preparation for work in the QIP. ME agreed.

RS and ME left the meeting.

35/22 **Engineering and Motor Vehicle**

An Engineering and Motor Vehicle SAR Review 2021/22 was received in advance. (Paper 4). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Requires Improvement'.

Beverley McGuire (BM) and Terrie Carter (TC) entered the meeting and introductions were made.

TC summarised the strengths for Engineering and Motor Vehicle.

Governors asked what issues were causing the 'Requires Improvement' grade. TC said areas needing improvement included developing feedback to students, improving outcomes for students in Motor Vehicle and improving attendance. Governors asked why attendance was so low. BM explained a number of students had been disengaged and summarised the steps that had been taken to improve attendance. There had also been staffing issues during the year. TC said that moving forward there would be an increased focus on employment which would engage students more.

Governors asked whether the staffing situation was now stable and noted that it was. Governors asked whether the COVID pandemic had contributed to some of the issues. BM said she thought it had. Some students struggled to engage fully and some had chosen to go into employment as a result of the financial pressures. It was also the first year where students were assessed in full.

Governors asked whether new leadership would be the key to developing provision. TC said she thought it would be, along with learners taking more ownership of their progress. Staff development and support would be key. Governors asked whether any further resources were needed to support with attendance. TC said the issue had been with staff training. The resources were all there.

Governors suggested strengthening action point 1.7 in the QIP (staff training and development). Governors suggested adding in an explanation about the declining trend in outcomes.

Governors asked about engagement with employers. BM explained an event had been arranged for the 6 December 2022 which would include local employers. Engagement with employers would enrich the curriculum.

Governors asked whether the curriculum was changing as a result of the need for green skills. BM said a new electric vehicle course was being introduced and an electrical charging course was also being explored.

Governors asked whether the QIP included actions relating to green skills. BM said it didn't as the department had worked on green skills last year. The focus this year was to improve engagement with the curriculum.

Governors asked if it was hard to find teachers with expertise in the new areas. BM said there was an existing member of staff who had the knowledge needed for the electric vehicle course but moving forward it was likely to be a challenge. There was a nationwide shortage.

36/22 **Construction**

A Construction SAR Review 2021/22 was received in advance. (Paper 5). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Requires Improvement', mainly due to the decline in achievement rates.

TC explained the strengths for the area.

Governors asked whether the number of student disciplinarys could be included in future SAR reports for all curriculum areas. The Principal said student disciplinarys across the College weren't a concern and so it wouldn't be worth including them in the SAR process.

Governors suggested adding an annual report about student disciplinarys to the committee schedule of business.

Action: KF

Governors asked whether Teaching Triangles were being used. TC confirmed they were.

Governors said the vocational achievement rates had gone down but when English and Maths were included the achievement rate went up, which was unusual.

Governors asked about the national averages for the curriculum area. TC explained the College was above national at 86% (80.5% national average) but there was a downward trend in comparison to previous years data.

Governors asked whether the team was stable now and noted it was.

A Student Governor said he found there was an issue with a lack of enrichment activities at the Skills Centre. A full report would be given to the next meeting of the Corporation.

37/22 **ESOL Adult**

An ESOL Adult SAR Review 2021/22 was received in advance. (Paper 6). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good'.

Eric Stober (ES) and Zeina Kesserwani (ZK) entered the meeting and introductions were made.

ZK summarised the strengths for ESOL Adult.

Governors asked whether any areas could be graded 'Outstanding'. ZK said attendance was stopping the area from being graded as 'Outstanding'. The attendance rate had declined, mainly due to COVID and family commitments. Online learning had been offered but students weren't always able to take part. Governors said outcomes had remained very

good despite the attendance issues. ES said achievement was good, the main areas that needed work were behaviour, attitudes and personal development, including employer engagement. Some employability work had been carried out but more was needed. Governors suggested a bigger focus in the QIP on employer engagement and employability.

Governors asked what was meant by low achievement groups. ZK said a group started late last year which was run by an agency member of staff. Governors asked whether agency staff were still being used. ZK said they were but there were more checks in place. MGK said it was a very small proportion of students that had been impacted. Governors asked whether there was a gap in staffing. MGK explained there had been an in year increase in students so the College had responded quickly to meet the need.

Governors asked whether Quality of Education could be graded as 'Outstanding'. ES said further work was required around agency staff. Governors suggested making this clearer in the AFIs.

ZK left the meeting.

38/22 **Partnerships**

A Partnerships SAR Review 2021/22 was received in advance. (Paper 7). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good'. This was the first year that Partnerships was being treated as an individual area so there were no historic grades.

ES summarised the strengths for the department.

Governors asked how the department remained responsive to the needs of the local community. ES explained it was through regular conversations with local partners and contacts.

Governors referred to the SAR review document that talked about the difference in courses in terms of being 'Good' or 'Outstanding' and asked what issues there were with certain courses. ES gave an example, saying the Trade Union course was a long course and sometimes students left before completing it due to a lack of commitment or changes in their circumstances. The department needed to look at possible solutions which might mean making decisions to stop offering some courses. Governors suggested adding an action about reviewing the course offer to the QIP.

The Principal said the department needed to focus on employability to move from a 'Good' to an 'Outstanding' grade.

Governors asked whether the College received any interest from SMEs for certain course provision. TA said the College had received some interest from SMEs and gave an example. The College also had connections with the Hounslow Chamber.

39/22 **Business**

A Business SAR Review 2021/22 was received in advance. (Paper 8). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good'.

ES summarised the strengths and areas for improvement for the department.

It was noted that the department continued to set aspirational targets for students and made use of the Tuition Fund to provide students with any additional support required.

Compared to the previous year, the level of employer engagement had developed and would continue to remain an area of focus.

Governors asked if the department was using Teaching Triangles. ES said the department had started to use it this term and feedback had been very positive.

Governors asked if the staffing issues had been resolved and noted they had.

Governors asked why the department wasn't 'Outstanding'. ES said there was still work to do in terms of teaching and learning, employability and final destinations.

A Student Governor said it would have been better to have work experience as part of the course they had studied in the department. The Principal said this was reflected in terms of what the managers felt they needed to do.

40/22 **ICT**

An ICT SAR Review 2021/22 was received in advance. (Paper 9). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good'.

ES summarised the strengths and areas for improvement for the department.

Governors asked about the Level 4 provision. ES explained ICT offered an HNC in Computing and Software Development. Most students then progressed to the local university. A number of students had started as Level 1 students and been nurtured and supported to Level 4. Governors asked whether there was an arrangement with the University in terms of progression. ES said a formal agreement with the University was in the process of being arranged.

Referring to the AFI about curriculum design, governors said they were surprised that employers hadn't been involved and were reassured it would be starting. They asked whether there was any input from Higher Education and noted there was.

41/22 **Aviation, Travel & Tourism, Sport and Public Services**

An Aviation, Travel, Sport and Public Services SAR Review 2021/22 was received in advance. (Paper 10). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good'.

Amrit Sandhu (AS) entered the meeting and introductions were made.

AS summarised the strengths and areas of improvement for the department.

Governors asked why the attendance figures had dropped. AS explained some students were getting used to being back in full time education. The attendance figures hadn't impacted achievement.

Governors asked whether there was a sufficiently large number of employers engaged. AS explained that there was an employability advisor and the department had a number of links with employers. Governors asked whether employers were engaged in the design of the curriculum. AS explained that Brentford Football Club Trust was involved in the curriculum design for Sport. Further work was needed in the other areas. Governors asked if this was reflected in the QIP. AS said a specific target would be added for employer engagement.

Governors asked how the significant improvements in teaching and learning had been made. AS explained about the CILT programme which had brought about positive results. There had also been consistency with staffing.

Governors asked about the scope of the public services area. AS explained it included blue light services and armed services. Enrichment activities included access to a range of different services. The future pathways included vocational routes into employment or an academic route.

Governors said progression had improved and asked what had happened to bring that about. AS said there was better teaching and learning and a clear pathway and progression routes.

Governors asked about the action to better manage the QIP. AS explained the steps that needed to be undertaken to achieve this.

AS said he felt the actions in the QIP would lead the department to be 'Outstanding', particularly improvements in attendance.

AC asked whether there also needed to be a focus on achievement and the quality of teaching and learning as well as targets for attendance. AS said he felt attendance was important for the department but focus on teaching, learning and assessment could be added.

AS, ES, LM and TK left the meeting.

42/22 **Health and Care**

A Health and Care SAR Review 2021/22 was received in advance. (Paper 11). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good'.

Carolyn Moncrieffe (CM) and Natalie Boston (NB) entered the meeting and introductions were made.

NB summarised the strengths and areas of improvement for the area.

Governors asked what the highest priority was. CM explained the highest priority was teachers gaining up to date knowledge of industry. Governors asked about the need to improve feedback. CM explained it was about how students used feedback to improve their grades.

Governors asked what else needed to be done to improve the number of high grades. CM said developing the feedback process and looking at real life experiences for students would improve the number of high grades.

Governors asked whether changes in staffing had led to the improvement in the overall grade. CM said there were some new members of staff but the main change was with mindset. Governors asked how the change had been achieved. CM said it had been achieved by sharing of good practice, lesson observations and the appraisal process. Support was put in place for teachers if a need was identified. Governors asked if the department was part of Teaching Triangles. CM said it was and feedback so far was very positive.

Governors asked how much employers were involved in the design of the curriculum. CM explained employers did have input in terms of skills, assessment strategies and current trends which were used to shape the curriculum. Governors asked how engaged employers

were with work experience. CM explained students had taken part in work experience but it had been impacted by COVID. Further developments were planned.

In terms of the structure of the industry, governors asked what qualification was needed to become a care assistant in a nursing home. CM explained employees were expected to have a Level 3 qualification but skills were equally, if not more, important. Governors asked whether it was still a popular area given the recent press coverage about low pay. CM said it was still a popular area although students were showing more interest in the higher level areas and health rather than social care.

It was noted that over 50% of students progressed to employment rather than Higher Education which made a continued focus on employability very important.

Governors asked what proportion of Level 2 students went into some form of employment or apprenticeships. CM said very few students went onto employment or apprenticeships. The majority progressed to Level 3 Year 1 course and 7 went onto other courses in the College.

The Principal explained that Health and Care was one of the priority areas for the local area. Developing Health and Care apprenticeships was a long term aim for the College.

Governors suggested adding to the QIP some form of trend analysis in terms of the occupations that students were progressing to and more of a focus on employability.

43/22 **Science and Access**

A Science and Access SAR Review 2021/22 was received in advance. (Paper 12). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good'.

NB summarised the strengths and areas for improvement.

Governors asked about the objective to improve sequencing. CM explained the changes to the structure of the course that would give students the opportunity for a resit.

Governors asked how employers were involved in the design of the curriculum. CM said the majority of students went onto university and so involvement with partners was around universities rather than employment.

Governors asked how the HND provision was going. CM said the achievement rates were good and students progressed to university. Governors asked if the courses were popular. CM said there were less students on the HND, the majority were internal students but some external students applied as well.

The Principal said the department needed to focus on Level 3 and access to midwifery as priority areas.

CM and NB left the meeting.

44/22 **Arts and Media**

An Arts and Media SAR Review 2021/22 was received in advance. (Paper 13). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good' which was a drop from last year.

Katrin Lehmann (KL) and Janna Cooper (JC) entered the meeting and introductions were made.

JC summarised the strengths and the areas for improvement.

Governors asked what had contributed to the drop in grade. JC said there were a number of factors that had contributed to it. In the last year, the assessment process had been standardised. Key members of staff had left and it was hard to replace them. This led to retention issues with students and a decline in the number of high grades. There had also been mental health issues and skills gaps caused by the pandemic, such as exam skills. Attendance rates and high grades were also lower.

Governors asked about the current situation with staffing. JC explained staffing was in a better position now.

JC explained the department had been working in partnership with employers which was providing students with a range of different opportunities.

Governors asked whether there needed to be more information about staff development and employer engagement in the QIP as they were part of the strategy to recover from the last year. JC agreed these should be added. Governors said it was great that there was a focus on developing internal staff candidates. MGK said the focus on Personal Development had continued despite the difficulties and remained outstanding.

Governors asked about curriculum design and employability and how engaged the department was with employers. JC said the department had some enthusiastic employers and gave some examples. The relationships were continuing to develop and work experience workshops had been set up this year. Other projects were also underway.

Governors asked whether there were any AFIs for Personal Development. JC said it had been discussed but it was felt all of the areas were being covered. Attendance needed to improve.

The Principal said in terms of employer engagement, this was the strongest area of the College.

JC left the meeting.

45/22 **Hair and Beauty**

A Hair and Beauty SAR Review 2021/22 was received in advance. (Paper 14). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Outstanding'.

Kate McGill entered the meeting and introductions were made.

Governors asked why the department was proposing an 'Outstanding grade'. KM explained the reasons. The achievement rate was very high at 98%. A number of lessons had been learnt from the pandemic including front loading practical skills and offering blended learning. The curriculum was ambitious with strong industry links who were involved in the design of the curriculum. There was an Employability Board Committee who were active including small local and national employers.

Governors asked what proportion of students entered employment. KM said the majority went on to employment. Some students went onto attend another course in the College.

Governors asked if there were any areas of concern. KM explained that there had been a decline in attendance which was an area of focus. KM explained the steps that had been taken to tackle this. There would also be a focus on increasing the number of high grades.

Governors asked whether the QIP could include more aspirational targets. Could a target around external skills competition be added. KM said it could.

KM left the meeting.

46/22 **Performing and Production Arts**

A Performing and Production Arts SAR Review 2021/22 was received in advance. (Paper 15). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Outstanding'.

Pauline Hudson entered the meeting and introductions were made.

Governors asked why the department had self-assessed as 'Outstanding'. PH said achievement had been good – 95% overall and it had been consistently good over the last 3 years. The links for progression were good. 75% of Level 3 students were retained moving onto other areas in the College or Higher Education. There were also links into Higher Education. 50% of students had moved onto a local University. This year, the department was running an HNC in Dance/Performing. In terms of meeting local skills needs, the department had opened up a Level 2 adult make up course which had proved popular. Governors asked what opportunities that opened up for students. PH gave some examples.

The department had good links with industry and cultural enrichment opportunities were available. Alumni mentoring was in place and the department was well respected.

Governors asked about areas of concern. PH said the AFIs were about English and Maths achievement and improving the number of high grades.

Governors asked whether any aspirational targets could be added to the QIP. PH said she was looking at guaranteed work experience and progression route into industry. The ambition could be reflected in the QIP.

Governors said a number of students would be self-employed, what was done to prepare them for this. PH said the department had an employability coach and employer engagement was in place. Some units were theory based linked to self-employment.

The Principal suggested a focus on external skills competitions be added to the QIP.

PH left the meeting.

47/22 **Supported Learning**

A Supported Learning SAR Review 2021/22 was received in advance. (Paper 16). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good'.

Jane Pendrey (JP) entered the meeting and introductions were made.

JP summarised the strengths and areas for improvement needed to move the department to 'Outstanding'.

Governors asked what progression to adult services looked like. JP explained the process and said holistically the experience wasn't the best.

Governors asked about progression to mainstream, currently 9% of pupils. What could the College aim for. JP said only a small number of pupils entered employment. Approx 9% of students moved onto a Level 2 course.

The Principal suggested adding targets for progression, achievement of EHCP targets and Project Search to the QIP.

JP and KL left the meeting.

48/22 Apprenticeships

An Apprenticeships SAR Review 2021/22 was received in advance. (Paper 17). Based on the self-assessment process that had been carried out, the proposed overall grade was 'Good'.

Mark Cooper (MC) and Neena Gharu (NG) entered the meeting and introductions were made.

NG reported that feedback from the last Ofsted inspection had been implemented in the department. Some further development was needed in terms of consistency and standardisation. Moving forward there would be a focus on growth in terms of the identified priority areas.

NG summarised the areas for improvement.

Governors asked whether the College worked with any universities in terms of progression to higher level apprenticeships. NG said agreements were in place. The College was contributing to the degree apprenticeship in logistics at the University of West London.

Governors asked what the target was for the number of apprenticeships. NG said the targets had been set for the next three years. Last year the target was 48, this year the target was 65.

The Principal suggested reflecting withdrawals in the QIP and targeting new employers in the green sector. Governors asked whether the number of withdrawals was consistent. NG said it depended on external circumstances, for example COVID and the cost of living crisis had an impact. MC explained there would be a focus on retention.

NG and MC left the meeting.

49/22 Validation of Grades

At the conclusion of the review, the following curriculum area grades were validated:

Curriculum	21-22 Validated Grade	21-22 Proposed Grade	20-21	19-20	18-19	17-18
English & Maths	2	2	2	2	2	3
ESOL Adult	2	2	2	2	2	2
ESOL Threshold	1	1	1	2	2	2
Engineering & Motor Vehicle	3	3	2	2	2	1
Construction	3	3	2	2	3	2
Business	2	2	2	2	2	2
Partnerships	2	2				
ICT	2	2	2	1	1	3

Aviation, Travel & Tourism, and Sport & Public Services	2	2	2	2	2	3
Health & Care	2	2	2	3	3	3
Science & Access	2	2	2	1	3	3
Supported Learning	2	2	2	2	2	3
Hair & Beauty	1	1	2	2	2	3
Arts & Media	2	2	1	2	3	3
Performing & Production Arts	1	1	1	1	2	NA
Apprenticeships	2	2	3			

50/22 **Date of the Next Meeting**

The date of the next meeting of the committee was Wednesday 22 February 2023 at 6.00 pm.

Summary of Actions

No.	Action	Lead	Target Date
36/22	Add an annual agenda item about the number of student disciplinarys by curriculum area to the CQS committee schedule of business.	KF	Feb 23