

**Minutes of a Meeting of the Curriculum, Quality & Standards Committee held  
on Wednesday 23 February 2022**

**Present:** Mr B Armstrong (Chair)  
Ms T Aust (Principal)  
Mr J Bolt (Associate Governor)  
Ms C Singh  
Ms B Sandhu  
Mr A Smith  
Mr Z Haulkhory

**In Attendance:** Mr J Allen (Clerk)  
Ms M Gajewska-Kopczyk (Vice Principal)  
Mr M Michaelides (Executive Director Resources & Student Experience) (For part of the meeting)  
Mr E Stober (Curriculum Director) (For part of the meeting)  
Mr M Tomar (Curriculum Manager) (For part of the meeting)  
Ms N Gharu (Head of Apprenticeships) (For part of the Meeting)

The meeting commenced at 18.00.

**WELCOMES, APOLOGIES & DECLARATIONS OF INTEREST**

1 The Chair welcomed everyone to the meeting. The Chair confirmed changes to the running order on agenda items, with agenda items on Business, Apprenticeships and Safeguarding to be considered before other agenda items.

2 Apologies were received from Laura Wetherill and Lavanya Gnomes. There were no declared interests against any of the agenda items.

**MINUTES**

3. It was **RESOLVED** that the minutes of the meeting held on 13 October 2022 be confirmed as a correct record of the meeting (Paper 1).

4. It was **RESOLVED** that the minutes of the meeting held on 19 November 2022 be confirmed as a correct record of the meeting (Paper 2).

5. It was **RESOLVED** that the minutes of the meeting held on 24 November 2022 be confirmed as a correct record of the meeting (Paper 3).

**SUMMARY ACTION LIST & MATTERS ARISING**

6. The '*Summary Action List*' was received, and the Committee noted the following updates on previously agreed action points:

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	COMMENTARY / UPDATE FOR MEETING 22 FEBRUARY 2022
8	Framework for FE/HE development and collaboration - to make the framework available to the Committee when published.	The FE/HE Group has yet to make available the framework.
19	To make safeguarding a standing agenda item at all future meetings of the Committee for exceptional reporting and general updating on safeguarding matters.	Agenda item
21	The Risk Register for C, Q & S to be subject to further updating on receipt of the Ofsted Inspection Report.	Agenda item
SAR Validation meeting 24/11/21	Business & Partnerships: It was agreed by the Committee that this area would be split into 2 (two) separate areas through the self-assessment process going forward to enable a more accurate evaluation to be made of the distinct cohorts and variation in performance. The Committee agreed it would be appropriate to review the Quality Improvement Plan for the full-time Business provision at the next meeting and at the end of the year in order to secure assurance that areas for improvement were progressing in line with expectations.	Agenda item
SAR Validation meeting 24/11/21	The Committee considered the Apprenticeship position statement and QIP but did not discuss the grade as the Head of Apprenticeships was unable to attend the meeting. It was agreed that the Head of Apprenticeships would be invited to the next Committee meeting to update Governors.	Agenda item

7. There were no matters arising.

## QUALITY IMPROVEMENT PLAN FOR BUSINESS

8. Mr Stober and Mr Tomar were in attendance for this agenda item and provided the Committee with a progress update on the Quality Improvement Plan for Business. The Committee at its last meeting agreed it would be appropriate to review the Quality Improvement Plan for the full-time Business provision at this meeting and again at the end of the year, in order to secure assurance that areas for improvement were progressing in line with expectations.

9. The Quality Improvement Plan (QIP) for Business listed five key actions required to be implemented, these being:

- Increase the proportion of students achieving level 1 F/S Maths in Business PoS
- To ensure outcomes for learners on new courses and courses on NTI /SM are above national rates
- To increase the number of students achieving at and above their target grades
- Improve the quality and consistency of feedback given to students
- Ensure that teachers and managers have a better understanding of, and can articulate, the intent of the curriculum particularly the choice and sequencing of units

10. In terms of progress of the implementation of the QIP, the Committee was informed good progress that is being made and the team is on track to achieving the QIP actions. There have been improvements in attendance and predicted achievement is on target to be achieved.

11. The Committee asked if there were any areas of concern. In reply the main concern is around the number of new teaching staff in the business team. The three new members of staff are receiving support in their new roles.

12. The Committee asked how are teachers and managers being assisted in getting a better understanding of, and can articulate, the intent of the curriculum particularly the choice and sequencing of units. In response the Committee was informed that good use is being made of the Business Employers Advisory Group, especially in the design of the curriculum. The need is for a curriculum that is both right for the students and relevant for employers, rather than a curriculum that is based on the skills set of the teachers.

13. The Committee asked if the Principal is comfortable with the progress made to date? The Principal replied that she was and that Managers have a good grasp of what is required and have put in place appropriate actions. There will be some improvements in the current year, but the expectation is for more significant improvements to be made in 2022/23 and subsequent years.

14. The action point from the last meeting was to receive progress updates at both this meeting and the summer term meeting. The Committee asked if a progress update is required at the summer term meeting. As good progress is being made, it was **AGREED** this was not required unless predicted achievement forecasts indicate that targets were not going to be met.

15. The Chair thanked Mr Stober and Mr Tomar for attending the Committee for this agenda item.

*(Mr Stober and Mr Tomar left the meeting at this point)*

## **APPRENTICESHIPS**

16. Ms Gharu was in attendance for this agenda item and provided the Committee with a progress update on Apprenticeship provision as this was not fully covered in the November SAR meeting.

17. The update confirmed that all Apprentices who were on programme during the Covid pandemic have completed their programme. Since August, 32 new apprentices have been enrolled.

18. Apprenticeships are now employer led, so it is important to ensure there is in place good relationships with employers. Through the various curriculum Employer Advisory Groups that are in place, the College has a good framework for employer engagement and building good relationships with employers. A key objective is for the College to be the 'provider of choice' for employers for meeting their apprenticeship needs.

19. The Committee asked as to why is there a low national take-up on apprenticeships. In response the main reasons given included the impact of Covid on

employer recruitment plans and the large gap that still exists in careers advice and guidance. There is still a stigma attached to apprenticeships and it is not always seen as a viable route in schools.

20. The Committee sought assurances that the actions in the Quality Improvement Plan have been, or are in the process, of being addressed. In response the Head of Apprenticeships stated significant improvements have already been made and is positive and confident on the distance travelled to date. Employers are now making direct approaches to the College which is a significant step forward.

21. The staff governor asked if an information sheet on what constitutes an apprenticeship framework, and what apprenticeships are, could be made available to enable curriculum staff to better advise students who express an interest in enrolling onto an apprenticeship. The Head of Apprenticeships welcomed the suggestion and made the offer for a member of the apprenticeship team to make themselves available to talk with students.

22. The Chair thanked Ms Gharu for attending the Committee for this agenda item.

*(Ms Gharu left the meeting at this point)*

## **SAFEGUARDING**

23. Mr M Michaelides was in attendance for this agenda item to present the update report on Safeguarding covering the first term (Paper 7). At the last meeting it was agreed to receive at each meeting an update/exceptional report in addition to the Annual Safeguarding Report.

24. It was confirmed the Safeguarding Link Governors have scheduled meetings with Mr Michaelides prior to the start of each meeting of the Curriculum, Quality & Standards Committee to discuss in more detail the update/exceptional report and any other safeguarding matters. To demonstrate thorough embedding of Safeguarding at a governance level, it was proposed that at future meetings the Safeguarding Link Governors present to the Committee the update/exceptional report. The Committee welcomed this suggestion.

25. During the first term, there were a total of 151 disclosures and/or concerns reported relating to Students. 117 of these cases remained open and 34 were closed as of the end of term.

26. The key/emerging themes remain as follows:
- Mental, Social & Emotional Health
  - Anxiety
  - Neglect
  - Peer on Peer abuse (including social media)
  - Child Protection (CP) and Child in Need (CIN)

27. The Committee asked if additional resources were required to address safeguarding issues and the increasing number of referrals being made. In reply, it was noted most cases related to mental, social, emotional health and anxiety and, in response to this, the College is providing additional support in student counselling and mental health and taking advantage of the 16-19 tuition fund to put in place the additional resources needed.

28. Updates were received and noted on the consultation process being followed for the proposed changes from September 2022 to the DfE document '*Keeping Children Safe in Education*' (KCSIE). Currently it is 'advisory' for governors and trustees to receive safeguarding training. The consultation document proposes to make this a statutory requirement along with annual refreshing.

29. It is currently advised through KCSIE that link governors with responsibility for Safeguarding should, in addition to the College's existing training, complete an external training programme specifically designed for governors in order to support them within their role. In December, the College arranged external training for both link governors via the National Society for Prevention of Cruelty to Children (NSPCC). One link governor has completed the programme and the other link governor is in progress of completing the training.

30. Updates were received and noted on the College's partnership and working with the Hounslow Safeguarding Children Partnership (HSCP). Each year, members of the HSCP need to complete an annual education safeguarding self-assessment audit. The purpose of the audit is to ensure that all members have in place the required staff, processes and procedures to ensure that young people are safeguarded in line with the latest KCSIE guidance and more recently, to ensure that arrangements are in place in the event there was to be another national lockdown. The Committee was informed the '*Annual Safeguarding Report*' is to include confirmation that the required annual self-assessment audit has been undertaken.

31. The Committee welcomed the assurances received that the College's safeguarding arrangements, policy and procedures remain fit for purpose. It is business as usual for the safeguarding team and the team continues to conduct welfare checks with students both in person or remotely if they are isolating due to COVID-19.

32. The Committee welcomed confirmation received that there were no significant safeguarding cases of note to report to the committee.

33. The Chair thanked Mr Michaelides for attending the Committee for this agenda item.

*(Mr Michaelides left the meeting at this point)*

## **DATA DASHBOARD REVIEW**

34. It has been agreed for the Data Dashboard to be the main agenda item at all meetings of the Committee and for the meeting to review in detail those KPIs that fall under the Committee's remit, these being:

- Attendance
- Learning Walks
- Achievement
- Deep Dives

(i) Attendance:

Maintaining high levels of attendance remains a strategic priority for the College. Currently, YTD attendance for all learners is 84.3% (84.3% for 16-19

Programmes of Study and 85.3 for Adult Learning Programmes), compared with this year's target of 87% and last year's outturn of 87%.

In the second half of the autumn term and since the start of the spring term, attendance has been increasingly impacted by the rise in the number of positive Covid cases in the local area. This mirrors national trends with AoC reporting declining attendance in post-16 education nationally.

To minimise the impact of COVID-related absences on students' learning, the College continues to offer remote learning options. Students who are isolating are able to join lessons which are streamed live via Teams, access lesson resources and additional materials uploaded onto Teams and Moodle. Maths and English teams continue to support students who are not able to join lessons by providing targeted intervention via on-line platforms. Students who are returning from a period of isolation are offered targeted small group tuition.

(ii) Learning Walks:

As at the end of January 95 Learning Walks had been completed. 79 (83%) of the learning walks that have taken place were graded as 'Green', 12 (13%) graded 'Amber', with 4 (4%) rated as 'Red'. When compared to a similar point in time last year, there has been a significant improvement in the proportion of lessons rated 'Green' (+15%), a decrease of 13% in 'Amber' rated lessons and a 2% decrease in 'Red' rated lessons.

(iii) Achievement:

Final achievement data for 2020-21 is a later agenda item.

In line with the College's assessment structure, the first assessment period finished on Friday 10th December. The first round of predicted achievement, completed in January 2022 was informed by the assessments completed in this period. Predicted Achievement is completed by the teacher at student level, considering progress demonstrated in all assessments completed to date, the timeliness of submissions and other factors such as attendance, effort and performance in class. This is then audited by the CQTM's and Directors at course level.

Predicted Achievement for Programmes of Study is largely in line with the high achievement rates in 2020-21.

Predicted Achievement for Adult Learning Programmes is largely on track to maintain the high achievement rates in 2020-21.

The next round of Predicted Achievement is planned for April, following the end of assessment period 2. A full analysis of Predicted Achievement will be made available in the Data Dashboard for review at the June meeting.

(iv) Deep Dives:

The schedule for Deep Dives focuses on those curriculum areas requiring improvement. Due to the Ofsted inspection last term, and staff absences resulting from the Omicron variant after Christmas, the planned dates for Deep Dives have been affected and are slightly behind schedule. A full analysis of Deep Dives will be made available in the Data Dashboard for review at the June meeting.

## PERFORMANCE MONITORING REPORT (DEVELOPMENT PLAN GOALS 1, 2 AND 3)

35. The Committee received for review the Development Plan (Paper 5) which was covered in detail during the review of the Data Dashboard. It was noted there were two 'Amber' areas of concern. The first related to attendance which was covered in detail in the review of the Data Dashboard. The second related to increasing the College's adult provision. It was confirmed work continues to be in progress to increase adult provision.

36. The Committee suggested, and it was welcomed by the Principal, that in future curriculum SARs, the SAR to include an analysis of the impact of employers on provision.

## ACHIEVEMENT RATE REPORT - FINAL COLLEGE ACHIEVEMENT RATES 2020/21

37. The Committee received for review the 'Achievement Rate Report' (Paper 6). Final achievement rates for 2020-21 are now complete and it was confirmed there was little if no difference in the data that was presented to the Committee last November.

38. It was drawn to the attention of the Committee that while Qualification Achievement Rates (QAR) for 2020-21 are available, they only include data for qualifications which were not awarded a Teacher Assessment Grade (TAG) and therefore present a partial view. As in 2019-20, because of the Covid-19 pandemic, there will be no National Achievement Rate Tables (NARTs). College's achievement rates for 2020-21 can only be compared against the latest available National Rates covering the period 2018-19.

39. The following headline Achievement Rates were noted:

2019-20 College Data	2020-21	2019-20	2018-19	2017-18	National Rates (NR) 2018-19 (timely)
14-16	94%	95%	95%	98%	N/A
<b>Programme of Study (PoS) 16-18</b>					
<b>Overall 16-18</b>	88%	90%	86%	81%	83.1%
<b>Level 1</b>	85%	87%	85%	82%	81.8%
<b>Level 2</b>	92%	94%	87%	79%	82.3%
<b>Level 3</b>	90%	92%	87%	88%	85.4%
<b>Adults</b>					
<b>Overall 19+</b>	92%	93%	92%	88%	88.6%
<b>Level 1</b>	91%	94%	93%	90%	91.3%
<b>Level 2</b>	94%	92%	92%	84%	85.9%
<b>Level 3</b>	88%	89%	86%	87%	80.2%
<b>College</b>					
<b>Overall</b>	90%	92%	90%	85%	85.9%

<b>Level 1</b>	86%	91%	91%	87%	88.0%
<b>Level 2</b>	93%	93%	89%	80%	84.1%
<b>Level 3</b>	90%	91%	87%	88%	84.6%
<b>HNS</b>	94%	97%	92%	94%	N/A

## RISK REGISTER

40. The Committee received for review the 'Risk Register' (Paper 8). The Risk Register summarised those risks which are to be reviewed and monitored by the Curriculum, Quality & Standards Committee. It was confirmed, as agreed at the last meeting, for these risks to have been subject to review post the Ofsted inspection that took place last September and as part of the College's wider approach to consolidate and rationalise operational risks.

41. Following review, the Committee made the following suggestions for the Executive to consider:

- To add a risk on Higher Education recruitment especially considering falling HE numbers over the last few years.
- To review further the suggested controls and mitigation for Risk 3 – Teaching, Learning & Assessment.
- To consider if the gross score after mitigation for Risk 5 on 'Achievement' should be aligned with the gross score after mitigation for Risk 3 – 'Teaching, Learning & Assessment'.

## ANY OTHER BUSINESS

42. There was no other business.

## DATE OF NEXT MEETING

43. Wednesday 15 June 2022 @ 18.00

The meeting closed at 19.30

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## SUMMARY ACTION LIST

MINUTE	ACTION	REVIEW
8 – 13/10/22	Framework for FE/HE development and collaboration - to make the framework available to the Committee when published.	15/6/22
14 – 23/2/22	To receive a report on predicted achievement for Business if forecasts for predicted achievements are not being met	15/6/22



21 – 23/2/22	Information sheet on what constitutes an apprenticeship framework, and what apprenticeships are, to be made available to staff	15/6/22
24 – 23/2/22	To demonstrate thorough embedding of Safeguarding at a governance level, the Safeguarding Link Governors to present the Committee the update/exceptional report	15/6/22
30 – 23/2/22	The <i>'Annual Safeguarding Report'</i> to include confirmation that the required annual self-assessment audit has been undertaken.	15/6/22
36 – 23/2/22	In future curriculum SARs, the SAR to include an analysis of the impact of employers on provision.	15/6/22
41- 23/2/22	<p>Risk Register: Executive to consider -</p> <ul style="list-style-type: none"> <li>• To add a risk on Higher Education recruitment especially considering falling HE numbers over the last few years.</li> <li>• To review further the suggested controls and mitigation for Risk 3 – Teaching, Learning &amp; Assessment.</li> <li>• To consider if the gross score after mitigation for Risk 5 on 'Achievement' should be aligned with the gross score after mitigation for Risk 3 – 'Teaching, Learning &amp; Assessment'.</li> </ul>	15/6/22