

Minutes of the Curriculum, Quality and Standards Committee Meeting

held at 6.00pm on Wednesday 15 June 2022
at the College.

Present:	Mr B Armstrong (BA) Ms T Aust (TA) Ms B Sandhu (BS) Ms C Singh (CS) Mr A Smith (AS)	Chair Principal
Apologies:	Mr J Bolt (JB) Ms L Gomes (LG) Mr Z Haukhory (ZH)	Associate Member
In Attendance:	Ms K Frost (KF) Ms M Gajewska-Kopczyk (MGK)	Head of Governance Vice Principal

1/22 **Welcome and Apologies**

The Chair welcomed everyone to the meeting. Apologies for absence were received and accepted from JB, LG and ZH.

2/22 **Declarations of Interest**

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

3/22 **Minutes of the Last Meeting**

The minutes from the meeting of the committee held on 23 February 2022 had been received. (Paper 3.0). After making some minor amendments IT WAS DECIDED the minutes were a true record of the meeting and they were approved.

4/22 **Matters Arising**

The 'Summary Action Point List' (Paper 4.0) was received in advance of the meeting. Committee members noted the following updates of previously agreed action points:

Min Ref	Details of Action Point	Commentary/Update
8 (13/10/22)	Framework for FE/HE development and collaboration - to make the framework available to the Committee when published.	Still in development. To date, one generic progression agreement has been drafted for feedback to the FE/HE Ops Group.

14 (23/2/22)	To receive a report on predicted achievement for Business if forecasts for predicted achievements are not being met	Agenda Item.
21 (23/2/22)	Information sheet on what constitutes an apprenticeship framework, and what apprenticeships are, to be made available to staff.	Information circulated.
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	Agenda Item.
30 (23/2/22)	The 'Annual Safeguarding Report' to include confirmation that the required annual self-assessment audit has been undertaken.	Due Autumn Term 2022.
36 (23/2/22)	In future curriculum SARs, the SAR to include an analysis of the impact of employers on provision	Due Autumn Term 2022.
41 (23/2/22)	<p><i>Risk Register: Executive to consider -</i></p> <ul style="list-style-type: none"> 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'. 	Agenda Item. The Risk Register had been updated.

The following matters arising were discussed:

21: Committee members suggested it might be beneficial for all Corporation members to receive a briefing about apprenticeships and suggested an agenda item be added to a future meeting of the Corporation.

Action: KF

5/22 **Data Dashboard Review**

The Committee reviewed in detail those Key Performance Indicators (KPIs) that fell under the Committee's remit including: attendance, learning walks, achievement and deep dives.

a) **Learning Walks**

126 learning walks had been completed up until the end of May 2022 and were still continuing. If staff had a learning walk during the Ofsted inspection, it had been recorded as learning walk 1.

The focus of learning walks this year had been meeting needs and assessment.

So far the current ratings were:

Meeting needs: 68% green, 29% amber and 3% red.

Assessment: 64% green, 33% amber and 3% red.

Both areas were showing a significant improvement on last year but were short of the 70% target.

Moving forward, the focus of learning walks would continue to be meeting needs and assessment. The College would also be looking at how to incorporate the pilot of Teaching Triangles into the strategy for next year.

Governors said they felt the Teaching Triangles pilot had been a very good innovation. It had given teachers the opportunity to observe someone outside of their subject area in a peer supportive role and allowed for the exchanging of good practice. Governors asked if staff felt supportive of the new approach and noted they did.

Governors asked whether any formal action was taken away from the Teaching Triangles approach. MGK said teachers weren't graded but in the pilot a range of different ways had been used by different groups of teachers to take actions forward. The College would finalise the approach to be taken for the next academic year.

Governors asked if there were any themes coming through from Teaching Triangles. MGK explained the Teaching Triangles process and said a meeting was held at the end to look at the conclusion, the learning, common themes and recommendations. Feedback was the most beneficial part of it.

Governors asked whether the 70% target for Learning Walks would be retained for next year. MGK said the College was in the process of considering targets for next year.

Governors asked what sort of innovation was coming out of Teaching Triangles. MGK gave some examples which included the use of Smartboards and recording variable feedback.

b) **Attendance**

High levels of attendance remained a strategic priority for the College. Attendance figures were still being impacted by COVID and there had been an increase in the number of students who had taken on jobs which was impacting their attendance at College.

The current attendance figure was 84.2%. 84.1% for 16-19 Programmes of Study and 85% for Adult Learning Programmes. This was compared to the target of 87%.

Curriculum areas above target for attendance were: Supported Learning, ESOL Direct Entry and Science. Curriculum areas where attendance was a concern were: Business and ICT, Health, Care and Science, Creative Industries, Core Skills and the Skills and Logistics Centre.

The College continued with all of the attendance strategies which included positive strategies such as competitions, weekly updates and regular communication with parents. Contracts were being prepared for those students with low attendance who would still be with the College next year.

Governors asked if all students were back on site. The Principal said the majority of students were back on site. There were a small number of students who felt unable to come back and who were being given individual support.

Governors asked if there was a direct correlation between staffing issues and attendance. The Principal confirmed that there was.

c) **Achievement**

It was noted that there were still no National Achievement Rate Tables (NARTs) as a result of the pandemic but exams and external assessments were now taking place.

Predicted achievement, based on the April 2022 position was:

Level 3: 90%. Increase on 18/19 and above 18/19 national rate.

Level 2: 90%. Slight increase on 18/19 and above 18/19 national rate.

Level 1: 88%. Decrease from 18/19 and in line with 18/19 national rate.

Adults: 91%. Slight decrease from 18/19 but above 18/19 national rate.

Managers had identified students who were at risk of not achieving and had put in place individual action plans for them. Support was being provided using the Tuition Fund. The lower predicted achievement rate for Level 1 was largely due to conservative predictions as a result of the new framework for functional skills.

Governors asked how confident the teachers were with the new functional skills exams. MGK said she felt teachers were very confident. A lot of work had been carried out with the awarding organisations, staff had attended training and the College received detailed feedback on every student who completed an online assessment.

It was noted that it wasn't possible to compare the Functional Skills achievement rates with previous years or national data due to the level of reform that had taken place.

d) **Deep Dives**

The picture was very positive for Deep Dives. The College had refined the process of deep dives and focused on two aspects this year which were: a greater focus on assessment and evaluating the progress and impact of actions linked to the quality of education identified in the Quality Improvement Plans and in the College Development Plan.

Moving forward the College was looking at using the Quality Improvement Plan as the main action plan for the curriculum areas.

Governors asked for a summary of all forms of oversight to be provided that included any key themes coming through.

Action: MGK

6/22 **Development Plan**

The 'Development Plan 2021-2022 – May Update' (Paper 6) was received in advance of the meeting.

Committee members reviewed the status of targets rated as amber that hadn't already been discussed as part of the Data Dashboard agenda item.

2.4: Recruitment Activities:

Governors said the number of applications was down from last year. MGK said the College had reviewed the recruitment trends and added some new courses into the curriculum planning for next year. The Principal said Curriculum Directors and the Curriculum Quality Team Leaders (CQTM) were focusing on recruitment.

Governors asked how much the course changes took into account local or commercial interest and whether employers were involved in discussions. The Principal said employers' needs were taken into account and gave an example of the introduction of an Access to Policing course. The College would also be introducing green skills courses if the recent bid was successful.

Governors asked whether the College had noticed any difference in demographics. MGK said a recent marketing analysis wasn't significantly different from previous years. There had been an increase in online applications and in the number of students applying to more than one institution. It was noted that competition in the local area was greater. The Principal said the College had been approached by people asking for different types of provision which was being explored.

2.7: Curriculum Offer at Levels 3,4 and 5.

There had been issues with recruitment to the National Skills Fund courses. Provision and modes of delivery were being reviewed for next year but it was likely to remain a challenge.

Governors referred to objective 2.1 and asked about the Employer Engagement Strategy. The Principal said the College had set up an ET+ Employer Engagement group who had been working on the Employer Engagement Strategy. This would be aligned to the 3 year strategic plan.

Governors referred to objective 3.1 and asked about the recruitment of Mental Health First Aiders. The Principal said recruitment was ongoing. A huge amount of work had been achieved in terms of health and wellbeing with most actions completed. The College had been asked to develop some case studies to publicise the work done in terms of wellbeing so the good practice could be shared. Governors said there were issues with mental health in the local community and asked what sort of support the College had in place for students. The Principal said there was a range of support in place for students including mentors, counselling and 1-1 support. This was in addition to the strategies in place to support students to achieve and progress.

Governors congratulated the College on the work that had been achieved in meeting the objectives in the Development Plan.

7/22 Predicted College Achievement Data

An 'Achievement Rates Report – May 2022' (Paper 7.0) had been received in advance of the meeting.

Governors asked about the curriculum areas that were predicting a decline in achievement rates. MGK said the predictions were based on April data. The students who were at risk had been identified and a lot of support was in place at an individual level. As a result of the support, some progress was being seen through the Principal's Performance Reviews (PPR).

Governors asked about the predicted achievement for apprenticeships. The Principal said there had been issues with COVID and levels of retention but the apprenticeship provision this year was in a much improved position. Governors asked about the quality of apprenticeships. The Principal said the team had worked very hard and moved the quality to a different place.

8/22 Student Voice

BS gave a verbal update from her visits to the College in her role as Student and Community Link Governor.

- **Student Parliament:** The College had been responsive to a range of requests from students including drama classes, lockers, e-learning, WiFi, more events to be held at the Skills and Logistics Centre, an LGBTQ club and gender neutral toilets. Students had asked for a prayer room and it was noted that the College had a quiet room available but it wasn't referred to as a prayer room.
- **Community:** BS had attended the Interfaith event, Cultural Day Celebration, Commonwealth Day and Jubilee Celebrations. BS said students had mentioned that they would like to see more staff involved in the events. The Principal said student events were led and run by students but consideration would be given to holding an event for both students and staff. The College had hosted an Iftar meal which had been very much appreciated by the community and had been a benefit for the College in terms of community engagement. It was hoped it would be repeated in future years.
- **ET+ Student Group:** The marketing team had created a video of a 'day in the life' of two students. The videos were very powerful and would be uploaded to the website. Students had raised concerns about the impact of a possible recession and the current cost of living crisis. The College had agreed to have a look to see what could be done to support with this.

Governors asked if the students had been involved in formulating the strategy. The Principal said they had, it had been a joint piece of work.

9/22 **Safeguarding Update**

A 'Safeguarding Report – Summer 2022' (Paper 9.0) had been received in advance of the meeting and was noted.

Laura Weatherill had been identified as the new governor for safeguarding but was on a sabbatical. Bruce Armstrong would step into the role to provide cover until December 2022.

The report referred to the growing concern about the impact of the cost of living crisis on students and their families.

Governors asked whether the College was supporting students to find employment at Heathrow. The Principal said the College had been working with Heathrow to look at how the College might be able to support with filling vacancies. Heathrow had visited the College to work with adult students and look at possible employment opportunities.

Governors asked if there was anything in terms of bespoke courses that Heathrow was looking for. The Principal said Heathrow were looking for staff rather than courses. The College was looking at current students to see whether they would be able to access the vacancies.

10/22 **National Developments**

The Committee received an update on the implications of recent national developments, including the Skills and Post 16 Education Act, the Schools' White Paper and the SEND Green Paper.

Skills and Post 16 Education Act: Slides from a presentation called the 'New Statutory Duty' (Paper 10.0a) had been received in advance of the meeting. The College had used the White Paper to help inform the 3 year strategy going forward. One key component of the Act was that Colleges were seen as anchor institutions in areas working with employers and partners.

SEND Green Paper: The SEND Green Paper was out for consultation. Key points in the green paper included the introduction of national standards for SEND, local SEND partnerships, local inclusion plans, commissioning, standardising aspects of Education and Health Care Plans (EHCPs) and the role of parents. There was a focus on alternative provision and whether Multi Academy Trusts (MATs) should have mixed models including alternative and SEND provision. A lot of the proposed changes were welcome but there wasn't enough focus on colleges and there needed to be more about ensuring appropriately trained and qualified work forces.

Schools' White Paper: There was a big focus on MATs in the paper with all schools being encouraged to join a MAT. There was also an objective to try and raise English, Maths and SATs grades. The College would need to monitor what was happening in the local area in terms of alternative provision and free schools.

Governors asked if the College was in contact with refugee communities. The Principal said the College had undertaken some work in the last few weeks with individuals and local organisations to provide support and to look at what more could be done.

11/22 **Risk Register**

The 'Curriculum, Quality and Standards Committee Risk Register' (Paper 11) had been received in advance of the meeting. It was noted that the register had been updated following feedback at the last committee meeting.

12/22 **AOB**

The Principal reported that there would be some changes to Ofsted inspections. From September 2022 to September 2025 all providers would be inspected due to the new aspect around skills and meeting local needs. Governors would need to concentrate on evaluation of this area.

The Chair reported that this would be the last committee meeting for Charanjit Ajit Singh in her role as a governor. The Committee thanked Charanjit for all of the effort she had put in and for all of her contributions which were very much appreciated. The way she had carried out the role, the level of engagement and commitment to everything was phenomenal. The College wouldn't have made as much progress with the community without her in role.

13/22 **Date of the Next Meeting**

The date of the next meeting of the committee was Wednesday 5 October 2022 at 6.00pm.

Summary of Actions

No.	Action	Lead	Target Date
8 (13/10/22)	Framework for FE/HE development and collaboration – to make the framework available to the committee when published.	TA	Ongoing
30 (23/2/22)	The Annual Safeguarding Report to include confirmation that the required annual self-assessment audit has been undertaken.	MM	Oct 22
36 (23/2/22)	In future curriculum SARs, the SAR to include an analysis of the impact of employers on provision.	MGK	Nov 22
4/22	Add a briefing about apprenticeships to a future Corporation agenda.	KF	Dec 22
5/22	Provide a summary for governors that includes all forms of oversight and any key themes coming through.	MGK	Oct 22