

Minutes of the Curriculum and Quality committee held on Monday 22nd February 2021

Present: Emma Jarman (Chair)
Pradeep Bhardwaj, Simon Cove, Carole Kitching, Monica Lawson,
Charlotte Mannion, David Panes

With: Adam Fahey, Deputy Principal Curriculum and Quality
Lynne Plested, Vice Principal Higher Education and Curriculum
Darran Marks, Assistant Principal Building Trades, Engineering & Motor Vehicle and
Electrical & Engineering (mins 32 – 36 only)
Paul Jones, Head of Partnerships (mins 32 - 37 only)
Tracy Scaife, Head of Governance

32. Apologies for absence – none received.

33. Disclosures of Interest – none received.

34. Minutes of the last meeting held 1st December 2020 and matters arising – minutes agreed as a correct record.

Matters arising raised as follows:

(i) Minute 20 – Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) – noted that the draft SAR has been made available to those members of the committee who attended the validation the previous week and the Deputy Principal Curriculum and Quality advised that he would forward it to the other members of the committee at the end of the meeting. The final document will be presented to the Corporation meeting on 9th March 2021 together with a cover paper outlining the process followed in the production of the document including the validation exercise.

ACTION: AF to forward draft SAR to members of the committee; AF to present SAR to Corporation 09.03.2021

(ii) Minute 26 – Professional development update – noted that the two recent cpd days held before half-term focussed on staff wellbeing. It was further noted that the college has signed up to the AoC Mental Health and Wellbeing Charter.

(iii) Minute 28 – Curriculum Reporting Framework – the Principal advised that no progress has been made on the Curriculum and Quality committee reporting framework as agreed summer 2020. It will be worked on in the coming weeks and circulated to the committee prior to the next meeting.

ACTION: CK, AF, LP, TS to build curriculum and quality reporting framework and circulate to committee prior to next scheduled meeting.

35. Risk Management update – verbal report by Deputy Principal Curriculum and Quality received and noted.

Significant risks are the level of engagement of students during lockdown and recruitment going forward. Virtual attendance during lockdown has been slightly better at Queens Drive (86.3%) than at North Star (84.5%). Attendance for English and Maths at North Star remains a concern. Student recruitment is the main risk for HE.

36. Presentation by Darran Marks, Assistant Principal Building Trades, Engineering and Motor Vehicle and Electrical and Engineering - received and noted.

ACTION: TS to circulate DM presentation to committee.

37. Partnerships 16-19 and HE – reports by Head of Partnerships received and noted.

38. Curriculum Strategy – report by Deputy Principal Curriculum and Quality received and noted.

It was further noted that the curriculum strategy needs to be aligned to the whole college strategy and this is still being worked on. It is important that the college is confident that it provides a curriculum that fully equips students to progress and be successful in whichever future they desire.

Concerns were raised that the document made no reference to the T Levels being introduced in September 2021. Concerns were also raised that the document felt very much like a marketing document rather than a strategy document. Areas not covered include what local demand is, who the college's main competitors are, details of market analysis and data which could influence the curriculum. The Principal advised that she is presenting a paper to the Corporation in March which proposes no radical changes to curriculum strategy. Any changes will follow a staged approach over the next 18 months. The committee asked for a short update at the next meeting on the top five main curriculum intent priorities over the next 18 months.

ACTION: AF to present report to next meeting re. 5 main areas being looked at re. curriculum strategy.

39. New College Swindon Covid-19 response – report by Deputy Principal Curriculum and Quality received and noted.

With regard to the provision of laptops for students it was noted that the college now has sufficient laptops for all students requiring them.

40. Updates to receive and note - noted as follows:

(i) HE – noted that a report on the compliance with OfS Ongoing Condition C1 will be presented to the Corporation on 9th March 2021.

(ii) Predicted Achievement Results (PAR)

(iii) Quality Improvement Plan (QIP) – noted that there are some areas that were not completed in time for this academic year and are therefore marked 'red' in the document. More work needs to be done analysing and narrowing the gaps between the achievement of students who have declared a disability or health difficulty and those who have not. The issue of student engagement with online classes was raised again, some staff have concerns that students are logging in to lessons but not participating.

(iv) Internal Progression – noted that one third of students are not progressing. It was further noted that this figure is skewed as some students, particularly those studying trade based courses are required to return to a Level 1 course if they start studying a new subject.

(v) Destinations – further recording and analysis is required and planned moving forwards.

(vi) Enrichment – parity across sites is planned

(vii) Learner Voice

(viii) Lesson observations – a new policy and procedure is under discussion

(ix) English and Maths resits – noted that in the main, results are positive.

41. Any other business – none.

42. Date of next meeting – Tuesday 4th May 2021 at 4.00pm. The committee noted that it is possible that the date will need to be amended and the Head of Governance will advise if this is the case.