

Minutes of the Curriculum and Quality committee  
held on Tuesday 28<sup>th</sup> February 2023

Present: Emma Jarman (Chair), Simon Cove, Indyanah-Rayne Francis, Carole Kitching, David Panes, Shereen Sameresinghe,

With: Lynne Plested, Vice Principal Higher Education and Curriculum  
Matt Butcher, Chief Commercial Strategy Officer  
Lindsey Stewart, Interim Vice Principal Business Development & Employer Engagement  
Tracy Scaife, Head of Governance

104. Apologies for absence and welcome – apologies received from Pradeep Bhardwaj, Tim Thurston and Leah Palmer.

The Chair welcomed Matt Butcher and Lindsey Stewart to their first meetings of the committee.

The meeting noted that Indyanah-Rayne Francis, student governor has been appointed to the committee.

105. Disclosures of Interest – none received.

106. Minutes of the last meeting held on 22<sup>nd</sup> November 2022 and matters arising – agreed as a correct record subject to the following:

- Minute 95(b) – the action being amended to LPa/LP to consider headline achievement targets
- Minute 98 – the first sentence being amended to ‘Further noted that at present the merged college does not have a Teaching Excellence Framework (TEF) rating’.

Outstanding actions from the previous meeting were noted and amended as follows:

- Minute 94(a) – completed, reported to Corporation 6<sup>th</sup> December 2022
- Minute 95(b) – completed
- Minute 98 – requirement for update on TEF application update mid-January removed
- Minute 101 – IoT action plan to be presented to the Corporation Strategy Day on 16<sup>th</sup> May 2023
- Minute 103(a) – considerable progress has been made on the Lockdown Policy. This needs to be seen by the end of the Spring term and presented to the Corporation on 16<sup>th</sup> May 2023

107. Deputy/Vice Principals Curriculum and Quality report – received and noted.

With regard to safeguarding and Prevent it was noted that there has been an increase in the number of reports of radicalisation and also influences from the Andrew Tate case. Changes to the Student Services team were noted. These changes are replacements for existing roles, not an increase. The recent Ofsted report observed that the team was under-resourced and therefore responses to matters raised were not as quick as they should be. A triage system is operated, every referral that comes in is looked at and assessed with regard to severity and urgency. Staffing levels within the team are being reviewed and it is expected that an increase in resources will be required. The review should be completed by Easter and will look at resources and ownership. Short-term and long-term

approaches are needed in the impact section of the report plus mitigating actions required and being taken to achieve those aims. The Vice Chair agreed to meet with Stephen Rodgers, the newly appointed Head of Student Services to follow up on the issues raised.

It was further noted that Progress Coaches also have a large workload. This is not necessarily due to a lack of resource but how the resource is used.

The AR (Achievement Rate) for students with high needs is not increasing. Details of actions in place to improve this have been asked for and each learner is being looked at individually to ensure that the pertinent actions are in place to ensure that learners with high needs are achieving at the same level as their peers. There have been a lot of problems with Maths and English and targeted work is being undertaken. The committee stated that it would be useful to have feedback on what the issues are and the support required.

Actions required for the development of the HE learner experience that have been identified were noted.

Concerns were raised that some of the details within the report could identify students and that future reports do not need to contain as much detail. The committee would find trends going forward useful and these can be built going forward.

***ACTION:*** LPA/LP to include short- and long-term approaches within impact section of report re. safeguarding plus details of mitigating actions; SC to meet with SR to follow up on issues raised; LPA/LP to feedback on issues being faced by high needs students and actions re. support needed

108. Higher Education (HE) update and Quality Improvement Plan (QIP) – reports received and noted.

It was further noted that the Teaching Excellence Framework (TEF) submission was submitted within the deadline. There is confidence that the college will qualify for the bronze award. It is understood that the reviewers understand that FE colleges are different to universities and have a different set up and organisation.

There are some concerns with regard to some of the work with CECOS however there is confidence that the provision can be continued with. All issues raised and the high risk concerns have been addressed although will continue to be monitored. OfS (Office for Students) conditions have tightened this year and this is causing some unease. There is a need to increase the resource and quality monitoring for subcontracting. An update will be presented to the next meeting of the committee.

With regard to the QIP, no progress has been made on reporting to date however this will be discussed with the college report writer this week. The data required can be produced manually but cannot currently be produced in the same way as the OfS data. The report needs to include details of what is needed to improve monitoring and to understand priorities. There is a difference in culture between the two campuses with regard to HE processes. This is not necessarily site based but about moving people along with the changes since the merger.

***ACTION:*** LP to present update re. HE subcontracting to next meeting of committee

109. KPI dashboard – report received and noted.

Further noted that there has been some improvement in attendance but the level is still not where it should be. The improvement is due to an improved focus on attendance with 16-18 students and incentives introduced post-Christmas which have worked well with some students. There is however

still a lot of work to do. Retention is reasonable. There is still not full confidence in the PAR (Predicted Achievement Rate) process and there will not be until it has been delivered for some time with a more accurate outturn. The PAR process has been changed to make it more beneficial to both staff and students. Oversight of the process is improved but will continue to be monitored and reviewed.

110. Any other business – none raised.

111. Date of next meeting – Tuesday 13<sup>th</sup> June 2023 at 4.00pm

112. Ofsted Inspection January 2023 – feedback and key findings and first draft Post Ofsted Inspection Action Plan – confidential minutes refer.

113. Curriculum Planning Strategy – confidential minutes refer.

114. Risk management update – confidential minutes refer.