

Minutes of the Curriculum and Quality committee held on Tuesday 22nd November 2022

Present: Simon Cove (chairing), Emma Jarman (joining by Teams), Carole Kitching, Pradeep Bhardwaj, David Panes, Shereen Sameresinghe, Tim Thurston

With: Leah Palmer, Deputy CEO/Deputy Principal Curriculum and Learners
Lynne Plested, Vice Principal Higher Education and Curriculum
Darren Cass, Interim Quality Manager
Nikki Pedley, Head of HE (minute 98 only)
Tracy Scaife, Head of Governance

92. Apologies for absence and welcome – apologies received from Mary Prince.

The Chair welcomed Leah Palmer, recently appointed Deputy CEO/Deputy Principal Curriculum and Learners to her first meeting of the committee.

The meeting noted that as the Chair is joining via Teams, the Vice Chair of the committee will chair the meeting.

93. Disclosures of Interest – none received.

94. Minutes of the last meeting held 21st June 2022 and matters arising –

(a) Minute 81 Safeguarding Action Plan update and Prevent Policy – noted that the committee have not been given an update on the number of staff still to complete safeguarding and Prevent training. This information will be obtained and forwarded to governors.

With regard to the capture of actions, the Head of Governance advised that a list of outstanding actions would be presented to future meetings.

ACTION: information re. number of staff with outstanding training for safeguarding and Prevent to be forwarded to the committee; TS to present outstanding committee actions to each meeting.

95. Deputy/Vice Principal Report – received and noted.

(a) Risk management update – negative impacts on some of the risks were noted. It was further noted that work is in progress to consolidate some of the points currently on the risk register relating to the committee, these will be assigned to an individual rather than groups of people. With regard to the change in RAG rating of risks, there needs to be a confidence in these changes with appropriate evidence.

(b) Quality Improvement Plan (QIP) updates – the new format and key areas of focus for the 2022/23 QIP were noted. There will be some additional items from the SAR validation exercise held the previous week. It is hoped that the new format will have an improved impact. Accountability for actions within the QIP and ownership of actions needs to be stronger and again there needs to be an individual rather than a group of people responsible for actions with the action holder being held to account when improvement is not as expected. Staff need to be critical and resolve issues quickly. The committee was pleased that the focus is on teaching and learning. There is a lot of good work in progress to improve standards but there is a need to ensure that the standard to be achieved is the meets sector expectations. The committee was reassured that standards are kept under regular review and this should be captured within the document.

Concerns were raised with regard to the targets within the QIP and whether they were achievable and whether it would be useful to have interim targets and stretch targets. The committee asked for suggested targets to be forwarded to them by email for approval.

ACTION: *LPa/LP to consider QIP targets and forward to the committee via email for approval.*

(c) Student voice – the level of response to the QDP induction survey was noted. Apprentices were surveyed using a different method and their responses are currently being collated. The planned cycle for learner voice activity throughout the year was further noted. The value of the surveys was questioned, particularly college results against benchmark and what benefits it brings for the learner. Participation rates to the HE learner survey was disappointing.

(d) Continuing Professional Development (CPD) – update noted.

(e) Safeguarding – year-on-year figures for safeguarding reports and the type of issues reported were noted. The college works closely with the local authority and other safeguarding bodies. Security is currently a focus with the wearing of lanyards a priority. A review of safeguarding is currently underway.

Reference was made to the new Keeping Children Safe In Education (KCSIE) publication which needs to be circulated to governors who in turn need to confirm that they have read the document.

ACTION: *TS to circulate September 2022 KCSIE document to governors*

(f) Targets/Key Performance Indicators (KPIs) – draft curriculum targets for 2022/23 noted. Processes for ensuring KPIs are owned by the correct person were noted. Further work is required on the targets before they can be approved by the Corporation. Current attendance rate was noted, this is an improvement on last year but still needs improving.

(g) FE achievements and progression – noted.

(h) Complaints – noted that the nature of complaints appears to have changed post-pandemic, with greater escalation to senior staff.

(i) Top-level curriculum strategy – received and noted.

(j) Strategic and curriculum planning – received and noted.

96. Self-Assessment Report (SAR) and Quality Improvement Plans (QIPs) 2021/22 and 2022/23 – received and noted. The QIPs were discussed in detail in the earlier item.

A robust and productive external SAR validation session was held recently. The session recommended some minor amendments to the SAR, there were no changes to grading. It was further noted that the report gives a realistic foundation to challenge some of the issues currently being faced by the college.

RESOLUTION: that the Self-Assessment Report (SAR) be agreed subject to the inclusion of amendments from the external validation session be recommended to the Corporation on 6th December 2022 for approval.

ACTION: *LPa/LP to present SAR to Corporation 06.12.2022*

97. Enrolment 2021/22 to date – report received and noted. The number of learners registered against the target was noted. Some enrolments are still outstanding. Areas of, and reasons for low enrolment were further noted. Institute of Technology (IoT) recruitment is lower than hoped but this

should improve now the facility is completely open and with further recruitment strategies that are in place. There is also an issue of a lack of national promotion of IoTs by the DfE.

98. Higher Education (HE) Performance Report 2021/22 and HE QIP – received and noted.

Further noted that at present the college does not have a Teaching Excellence Framework (TEF) rating. The rating lasts for four years and it is compulsory for the college to take part. The ratings and risks associated with the assessment. It was further noted that there are a number of outstanding results from partnership/subcontracting work which will improve achievement data. The meeting asked for an update on the application for the TEF in mid-January 2023.

ACTION: *LP to update C&Q on TEF application mid-January 2023*

99. Equality and Diversity update and Equality and Diversity Annual Report 2021/22 and Action Plan 2022/23 – received and noted.

It was further noted that data and targets need to be included in the Action Plan for approval by Corporation.

RESOLUTION: that the Equality and Diversity Annual Report 2021/22 and Action Plan 2022/23 be recommended to Corporation for approval subject to the inclusion of data and targets in the Action Plan.

ACTION: *DC to amend E&D Action Plan to include data and targets before Plan is presented to Corporation 06.12.2022*

100. Safeguarding related matters –

(a) Preventing Radicalisation and Terrorism Policy – agreed.

RESOLUTION: that the Preventing Radicalisation and Terrorism Policy be recommended to the Corporation for approval.

ACTION: *LPa to present Preventing Radicalisation and Terrorism Policy to Corporation 06.12.2022 for approval.*

(b) Protection from Bullying, Harassment and Sexual Misconduct Policy – agreed.

RESOLUTION: that the Protection from Bullying, Harassment and Sexual Misconduct Policy be recommended to the Corporation for approval.

ACTION: *LPa to present Bullying, Harassment and Sexual Misconduct Policy to Corporation 06.12.2022 for approval.*

(c) Safeguarding Child Protection Policy – agreed.

RESOLUTION: that the Safeguarding Child Protection Policy be recommended to the Corporation for approval.

ACTION: *LPa to present the Safeguarding Child Protection Policy to the Corporation 06.12.2022 for approval.*

(d) Prevent Risk Assessment Plan – received and noted.

(e) Safeguarding Action Plan – received and noted.

There was some confusion with regard to the colour coding and appropriateness of all of the green RAG-ratings, and the committee asked for this to be aligned to other RAG rating colours used across the college.

ACTION: *TY to amend colour coding with Safeguarding Action Plan to standardise with RAG rating colours used across the college*

101. Institute of Technology (IoT) update – received and noted.

The Principal advised that further employer anchor partners are required for the IoT and actions are in place for this. Timescales and leadership accountability are needed for the action plan for the IoT and the Principal advised that these would be available for the next meeting of the committee. It was further noted that considerable work has been done to market the IoT and that key positions within the IoT and relating to Marketing are currently being recruited.

ACTION: *CK to present timescales and leadership accountability for IoT action plan to the next meeting of the committee.*

102. Committee Terms of Reference – received and noted.

RESOLUTION: that the Curriculum and Quality committee Terms of Reference be recommended to the Corporation for approval.

ACTION: *TS to present C&Q ToRs to Corporation 06.12.2022*

103 Any other business – raised as follows:

(a) Lockdown Policy – noted that this needs to be presented to the committee as soon as possible.

ACTION: *LPa to present Lockdown Policy to C&Q asap.*