

## Approved Minutes

### MINUTES OF THE CURRICULUM & QUALITY COMMITTEE

Held on Wednesday 23<sup>rd</sup> February 2022 at 6pm at the Skills Park Board Room and via MS Teams

Present: Chris Muller (Chair), Lynn Reddick, Nick Vaughan-Barratt, Vince Romagnuolo, Angela Cross-Durrant, Nadine Guy, Felicity Fletcher, Frances Rutter (CEO/Principal)

In Attendance: Nicki Adams (Director of HE), Cliff Shaw (Deputy Principal Curriculum & Quality), Dario Stevens (Deputy Principal Planning & Information), Mohan Chana (Director of Strategic Partnership Development), Rob Greening (Director of Personal Development, Behaviour & Welfare) (for part of the meeting), Sandra Dessent (Governance Professional)

<b>13.21</b>	<b>1.0 Apologies for Absence</b>
	The following apologies for absence were received: Alper Bakici (FE Student Governor), Aaron O'Connor (FE Student Governor), Kirsty Shaw (HE Student Governor).
<b>14.21</b>	<b>2.0 Declarations of Interest</b>
	No declarations of interest were made for items on this agenda.
<b>15.21</b>	<b>3.0 Minutes of the Previous Meeting and Actions Arising</b>
	The minutes of the meeting held on 3 <sup>rd</sup> November 2021 were agreed as a true record and signed by the Chair. Actions arising:
	<b>Safeguarding policy to be amended to include reference to 'zero tolerance' prior to being presented to Corporation for approval.</b> Action complete
	<b>Governance Professional to update the Annual Report of the Committee to include how the business of the Committee was carried out and the impact on the Curriculum framework.</b> Outstanding – deferred to the next meeting
	<b>Revised KPI targets for 2021/22 to be circulated to the Committee for comment.</b> Action complete – see minute no 16.21
<b>16.21</b>	<b>4.0 Curriculum &amp; Quality KPIs</b>
	<u>4.1 January 2022 KPIs &amp; 4.3 KPI Focus Paper – Attendance and Withdrawals</u>

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	<p>The Deputy Principal (Planning &amp; Information), circulated the KPIs and highlighted the following points from the Attendance and Withdrawals paper:</p> <ul style="list-style-type: none"> <li>• Student Attendance: FE 84.6% (86.9% in Feb 20) and HE 86.7% (98.7% in Feb 20). Overall attendance had fallen due to Covid restrictions.</li> <li>• English &amp; Maths: Attendance had increased to 77% (65% in 2020) and 69% (64% in 2020).</li> <li>• Attendance rates for Equality &amp; Diversity Impact Measures (EDIMs) for different groups relating to sex and ethnicity remained aligned with no concerns arising. The Committee requested clarification on the reporting framework relating to gender and were informed that the ESFA request data for male and female genders only.</li> <li>• Attendance for the most vulnerable students was slightly lower than the college headline of 84.6% but it was acknowledged that these groups would have been the most susceptible to health issues from Covid or likely to use public transport.</li> <li>• Retention Rates: FE 97% (98% in January 2021), and although high it was noted that March was the peak period for withdrawals, so the rate could drop further. HE retention rate 86% (91% in January 2021), and will likely be subject to further decline upon confirmation of the HND Business satellite data.</li> </ul> <p>The Committee requested assurance on the overall and timely achievement rates for Apprenticeships, both of which were below target. The Deputy Principal (Curriculum &amp; Quality) confirmed that Apprenticeships were still anticipated to hit target however this could not be confirmed until the ILR update was received.</p> <p><u>4.2 KPIs Alternative Format</u></p> <p>Following an invitation for the Committee to suggest an alternative format for reporting KPIs the Deputy Principal presented an alternative format for KPIs to fulfil the remit of ‘being able to see at a glance what the movement had been term by term rather than monthly, enabling a clearer picture of peaks and troughs where they were happening’. Although the new format would be reported termly it was acknowledged that trends that gave rise to concerns should be reported as soon as they occurred.</p> <p>The Committee discussed the alternative presentation and unanimously agreed to adopt the new format.</p>
<p><b>17.21</b></p>	<p><b>5.0 Curriculum Matters Update (following on from Corporation 28<sup>th</sup> January)</b></p>
	<p>The Deputy Principal (Curriculum &amp; Quality) presented a PowerPoint update based on the previously circulated report which contained the background information.</p>

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	<p>The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Apprenticeships: Electrical assessor had been appointed and the AoC 2021/22 staff vacancies survey revealed that 60% of engineering and construction vacancies (which included electrical engineers) were still unfulfilled after a period of 3 months.</li> <li>• English &amp; Maths: No further updated from Corporation on 28<sup>th</sup> January.</li> <li>• Induction Survey ‘One Question Responses’: Through the Google Classroom platform, 77 responses to the question ‘Is there anything you would like to ask’ included the following: 36% related to food questions, such as price range, quality and selection; 10% related to outdoor seating; and 6% about how to work with the WEX Team.</li> </ul> <p>The Committee was assured that all responses would be followed up.</p> <ul style="list-style-type: none"> <li>• Satellite Provision: HND (Joint ASTML provision) - Positive External Examiner outcomes were reported and he has agreed to return at the beginning of April to see a sample of the remaining 120 learners. Whilst it was acknowledged that this was an encouraging step forward, final outcomes could not be predicted at this stage.</li> </ul> <p>It was also confirmed that due to low numbers and no new starts the decision had been taken to close the Portland Place site and transfer all students to the Hounslow site at the end of March. The advantages of moving sites were shared.</p> <ul style="list-style-type: none"> <li>• Teaching &amp; Learning Observations: The profiles for lesson visits was shared and the actions resulting from lesson observations. The Deputy Principal Curriculum &amp; Quality informed the Committee that further work was to be done to ensure the quality, integrity and relevance of Personal Development Plans.</li> <li>• eLearning: Results from the Google Classroom survey (sent to HE students) had been positive and showed that they found the learning platform very helpful, in particular the recording of lesson plans.</li> </ul> <p>User data was becoming available enabling the development of KPIs to measure student activity.</p> <ul style="list-style-type: none"> <li>• Safeguarding &amp; PREVENT: An update was presented for ongoing cases and subsequent action plans.</li> </ul> <p><u>5.8 Student Destinations</u></p> <p>The Deputy Principal Planning &amp; Information presented the results of the annual student destination survey which had been commissioned in October 2021. It included the destinations for FE and HE students and apprentices who had exited the College four months previously. 33% of students asked to take part in the survey responded (468 in total).</p>
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	<p>The destination data had been presented to the Senior Management Team who had shared with their staff. Faculty Directors had been asked to analyse the data and feedback any actions that were being taken forward in response.</p>
<b>18.21</b>	<b>6.0 Student Voice</b>
	<p>The Director of Personal Development, Behaviour &amp; Welfare gave an update to the Committee on the following:</p> <ul style="list-style-type: none"> <li>• Student Voice framework and Autumn Term themes and responses</li> <li>• One Question Survey responses and communications – the Director of Personal Development confirmed that every respondent would receive a reply to their suggestion attached to their unique student ID number</li> <li>• Progress on ‘Feeling Safe’ campaign – staff and student training and initiatives</li> <li>• Update on development of Mental Health Panel.</li> </ul> <p>Governors challenged the reasoning behind the initial question in the Student Voice questionnaire ‘What’s going well on your course’ which they felt could be interpreted as a prompt for students to only report their good news stories. It was agreed to look at rewording the question to encourage more open dialogue and feedback on their holistic experience rather than one aspect of it.</p>
<b>19.21</b>	<b>7.0 Careers Strategy Update</b>
	<p>The Deputy Principal Planning &amp; Information presented a PowerPoint presentation on the Careers Strategy, which included information on actions and initiatives designed to address the core principles of the strategy as follows:</p> <ul style="list-style-type: none"> <li>• Providing sustainable services during Covid-19 restrictions</li> <li>• Making information and careers materials more relevant to encourage and support a culture of ‘careers curiosity’</li> <li>• Further improve pre-application information advice and guidance</li> <li>• Transform and develop Personal Development sessions</li> <li>• Encourage learners to record and evaluate their careers strategy</li> <li>• Seek to innovate our core careers activities.</li> </ul> <p>It was agreed to circulate linked documents in the presentation.</p> <p>The Committee thanked the Deputy Principal for an excellent and informative presentation.</p>
<b>20.21</b>	<b>8.0 Equity &amp; Diversity Update</b>

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	<p>A draft of the Equality &amp; Diversity Annual Report had been circulated prior to the meeting, and the Committee raised the following points for consideration:</p> <ul style="list-style-type: none"> <li>• Does the language in the document encourage the intended audience to engage with the document?</li> <li>• Could there be more focus on actions the College could or would implement rather than a list of intentions, eg what would happen if someone reported a complaint or concern?</li> <li>• What is the purpose of the pictures on the front cover – what do they relate to?</li> <li>• Could a short reference guide on the objectives be produced to sit alongside the report?</li> <li>• The focus should be on implementation of the plan.</li> </ul> <p>The Deputy Principal welcomed the comments and asked for any additional comments that came to mind after the Committee to be forwarded to him or the Governance Professional. It was anticipated that an updated draft would be available prior to the next Corporation meeting.</p> <p>It was reported that the Equality &amp; Diversity Management Group had reviewed the Equality &amp; Diversity Policy and no changes were recommended.</p>
<b>21.21</b>	<b>9.0 HE Update (Following HE Sub Committee)</b>
	<p>Following on from the HE Sub-Committee, the Committee was made aware that:</p> <ul style="list-style-type: none"> <li>• The only update was the External Examiner visit in relation to HNDs at the Portland Place &amp; Hounslow sites, which were reported to the Committee in the Deputy Principal Curriculum &amp; Quality update paper.</li> <li>• Performance against targets for Access and Participation would be reported in the Equality &amp; Diversity data.</li> </ul>
<b>22.21</b>	<b>10.0 Any Other Business</b>
	<p>The Committee received the HE Assurance report 2020-21 which had been deferred from the Corporation meeting in December 2021. It was noted that, moving forward, HE Assurance would be reported on a termly basis through the HE Sub-Committee.</p> <p>There being no further business the meeting concluded at 8.10pm.</p>
<b>23.21</b>	<b>11.0 Date and Time of the Next Meeting</b>
	<p>The next meeting will be held on Wednesday 15<sup>th</sup> June at 6.00pm</p>

Decisions:

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1. Agreed to adopt a new format for the Curriculum & Quality KPIs.

### Actions:

1. Director of Personal Development, Behaviour & Welfare to consider rewording the first question in the Student Voice questionnaire.
2. Governance Professional to circulate linked documents in the Careers Strategy update presentation.
3. Deputy Principal (Curriculum & Quality) to consider the comments regarding the Equality & Diversity Annual Report when designing the final draft.

Signed 

Date...15<sup>th</sup> June 2022...

**Chris Muller, Chair of the Curriculum & Quality Committee**