

## Approved Minutes

### MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE

Held on Wednesday 3<sup>rd</sup> November 2021 at 6.00pm in Skills Park Board Room and via MS Teams

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

In Attendance: Cliff Shaw (Deputy Principal Curriculum & Quality), Dario Stevens (Vice-Principal Planning & Information), Nicki Adams (Director of HR), Mohan Chana (Director of Strategic Partnerships), Sandra Dessent (Clerk to the Corporation)

<b>1.21</b>	<b>1.0 Apologies for Absence</b>		
	There were no apologies for absence.		
<b>2.21</b>	<b>2.0 Declarations of Interest</b>		
	<p><u>Frances Rutter:</u> Unremunerated Director of NESCOT Enterprises Ltd., (NEL)</p> <p><u>Sandra Dessent:</u> . Salaried employee of NESCOT Enterprises Ltd., (NEL)</p>		
<b>3.21</b>	<b>3.0 Minutes of the Previous Meeting and Matters Arising</b>		
	<p>The minutes of the meeting held on Wednesday 16<sup>th</sup> June were agreed as a true record subject to adding a note under minute 20.20 (4.1 HE Report) to emphasise the challenge by Governors to scrutinise the performance of the Satellite sites. It was agreed to replace the first paragraph of the minute with the following:</p> <p><i>'Following discussion regarding the teaching provision in one of the Satellite centres, governors requested detailed information on the complex issues involved and rigorously interrogated the intervention plan presented to the Committee outlining the programme for assignment resubmissions over a two-week period from 19th June. Governors requested to be kept abreast of developments.'</i></p> <p>Matters Arisings:</p> <table border="1" style="width: 100%;"> <tr> <td> <p><b>Teaching &amp; learning observations to become a regular monitoring item on Curriculum &amp; Quality agendas.</b> Action complete - see minute 5.21 (Item 5.2 Performance Update report).</p> </td> </tr> <tr> <td> <p><b>Outcomes from student surveys to be presented at the next meeting.</b> See minute 11.21 (Item 11.1).</p> </td> </tr> </table>	<p><b>Teaching &amp; learning observations to become a regular monitoring item on Curriculum &amp; Quality agendas.</b> Action complete - see minute 5.21 (Item 5.2 Performance Update report).</p>	<p><b>Outcomes from student surveys to be presented at the next meeting.</b> See minute 11.21 (Item 11.1).</p>
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	<p><b>Revisions to the Equality &amp; Diversity Policy to be shared with committee members via email prior to being presented to Corporation on 23<sup>rd</sup> July.</b> Action Complete: Following agreement by the Committee, Corporation verified approval at the Corporation meeting in July.</p> <p><b>Terms of Reference to be amended to include wider terms for Governors to gather views of students prior to being presented to Corporation for approval.</b> Action complete – the amended Terms of Reference were agreed by Corporation on 23<sup>rd</sup> July.</p> <p><b>Ofsted visit information pack to be circulated to Governors.</b> Packs delayed due to incomplete data. However, are nearing completion and will be circulated as soon as possible.</p>
4.21	<b>4.0 Student Recruitment</b>
	<p>The Committee had received a substantive report on student recruitment at Corporation on 15<sup>th</sup> October and were informed that the figures stated were still subject to change prior to the census date. As of the 20<sup>th</sup> October the main headlines were:</p> <ul style="list-style-type: none"> <li>• ESFA 16-18 FE students 2,002 (target 2,300) it was noted that this was an ambitious target, but planned growth at levels 2 and 3 had been impacted by pupils gaining higher than anticipated GCSE grades with teacher assessed gradings (TAGs)</li> <li>• HE students (on campus) 349 (target 372) – 14% growth from the previous year – recruitment for Satellite Centres deferred</li> <li>• Apprentices: 115 (target 162), increased from the previous year.</li> </ul>
5.21	<b>5.0 College Performance Reports</b>
	<p><u>5.1 Draft Self-Assessment (SAR)</u></p> <p>The Committee received the draft SAR and went through the explanatory briefing note in detail which was presented as an evaluation of provision. The evaluation aligned with the Ofsted Inspection Framework Handbook for Further Education and Skills issued on 1<sup>st</sup> September 2021.</p> <p>The Deputy Principal (Curriculum &amp; Quality) proposed a general rating of ‘good’ for overall effectiveness. It was noted that the history and current status of the apprenticeship provision meant that an overall ‘outstanding’ provision was unlikely to be achieved.</p> <p>The Committee discussed the judgements and asked for further information on the proportion of students achieving high grades for this year and 2019.</p> <p>It was also suggested that more information on the input from employers be included in the assessment.</p>

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	<p>The Deputy Principal (Curriculum &amp; Quality) confirmed that the Executive Leadership Team had approved the assessed grades and the grades would be reassessed at the end of the year when the final achievement data was available.</p> <p>Having considered the self-evaluation document the Committee agreed the proposed grades.</p> <p><u>5.2 Performance Update Reports</u></p> <p>The Committee received an update report and discussed the main topics as follows:</p> <ul style="list-style-type: none"> <li>• e-Learning update</li> <li>• CPD Week</li> <li>• Lesson Observations: 39 observation feedback forms had been received and were graded as follows:</li> </ul> <table border="1" data-bbox="391 929 1380 1198"> <tr> <td>Comprehensively meets NESCOT standards with no or very few minor development needs identified</td> <td>7</td> </tr> <tr> <td>Meets significant majority of NESCOT standards with some relatively minor development needs identified</td> <td>24</td> </tr> <tr> <td>Not yet meeting the majority of NESCOT standards with a number of development needs requiring further support</td> <td>8</td> </tr> </table> <p>The Committee discussed the results and asked for assurance that if there were recurring themes of poor teaching standards that they were being addressed through CPD.</p> <ul style="list-style-type: none"> <li>• The commencement of Saturday Academy for 13–16-year-olds on Saturday 13<sup>th</sup> November for four weeks. 105 students had enrolled.</li> <li>• Safeguarding update.</li> </ul>	Comprehensively meets NESCOT standards with no or very few minor development needs identified	7	Meets significant majority of NESCOT standards with some relatively minor development needs identified	24	Not yet meeting the majority of NESCOT standards with a number of development needs requiring further support	8
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<b>6.21</b>	<b>6.0 Higher Education Reports</b>						
	<p><u>6.1 Higher Education Reports</u></p> <p>The Chair presented the draft minutes of the HE Sub-Committee on 20<sup>th</sup> October and remarked on the success of introducing the sub-committee which enabled the Committee to scrutinise the HE provision in detail.</p> <p><u>6.2 HE Strategy Update</u></p> <p>The Committee was informed that the Strategy was nearing completion and would be circulated to members for comment once the new Commercial Director had had the opportunity to feedback on the document.</p>						

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<b>7.21</b>	<b>7.0 Apprenticeship Strategy (verbal update)</b>
	The Strategy had been completed and would be circulated for comment by the Governance Professional.
<b>8.21</b>	<b>8.0 Notification of Sub Contractors</b>
	<p>The Director of Strategic Partnerships presented a paper on the sub-contractor allocations for 2021/22, including a comparison to the previous year, details of processes and systems that had been implemented to minimise risk and the sub-contractors' KPIs dashboard providing specifics of individual sub-contractor's performance.</p> <p>The Committee discussed the ratings for the sub-contractors to clarify the methodology behind the RAG rankings and subsequently agreed the allocations for 2021/22.</p>
<b>9.21</b>	<b>9.0 Review of Safeguarding Policy</b>
	<p>The Committee received the updated Safeguarding Policy which had been approved by the Safeguarding Management Group. The Deputy Principal (Curriculum &amp; Quality) clarified the main changes being names of responsible staff and a strengthened section on dealing with sexual harassment in line with regulatory body guidance.</p> <p>Having reviewed the statement it was suggested and agreed that the policy should also focus on 'zero tolerance' and that it was always best practice to double check that the links worked.</p> <p>The Chair thanked the Deputy Principal for a clear and precise report, and accordingly the Committee agreed the content of the Policy subject to the changes agreed in the meeting.</p>
<b>10.21</b>	<b>10.0 Annual Report of the Committee</b>
	<p>The Annual Report of the Committee set out the membership of the Committee, the business for 2020/21 and the proposed key priorities for 2021/22.</p> <p>It was agreed to review the business of the Committee and add a section to evidence how the business was carried out and the impact on the curriculum framework.</p>
<b>11.21</b>	<b>11.0 Any Other Business</b>
	<p><u>11.1 Student Induction Survey</u></p> <p>The Deputy Principal (Curriculum &amp; Quality) reported that the data was not yet available and the report was deferred to the next meeting.</p> <p><u>11.2 September KPIs</u></p> <p>The Vice-Principal (Planning &amp; Information) shared the information, but informed the Committee that targets for 2021/22 had not been finalised</p>

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	and would be circulated to Governors for comment following discussion with the Senior Leadership Team. There being no further business the meeting concluded at 19.55.
<b>12.21</b>	<b>12.0 Date and Time of the Next Meeting</b>
	The next meeting will be held on Wednesday 23 <sup>rd</sup> February 2022 at 6.00pm.

### Decisions:

1. Agreed the Evaluation of Provision Report (SAR) for approval by Corporation at the meeting on 9<sup>th</sup> December 2021.
2. Agreed the Subcontractor allocations for 2021/22.
3. Agreed the Safeguarding Policy, subject to the amendments agreed at the meeting, for approval by Corporation at the meeting on 9<sup>th</sup> December 2021.

### Actions:

1. Safeguarding Policy to be amended to include reference to 'zero tolerance' prior to being presented to Corporation for approval.
2. 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.
3. Revised KPI targets for 2021/22 to be circulated to the Committee for comment.

Signed



Date 23.02.2022

**Chris Muller, Chair of Curriculum and Quality Committee**