



**MINUTES OF THE CURRICULUM AND QUALITY
COMMITTEE OF THE NORTH EAST SURREY
COLLEGE OF TECHNOLOGY FURTHER EDUCATION
CORPORATION HELD ON WEDNESDAY 1st MAY 2019
AT 18.00 IN SP216 (BOARD ROOM)**

| PRESENT ¹ | IN ATTENDANCE |
|--|---|
| Chris Muller (Chair) Frances Rutter Lynn Reddick Kabir Shaikh Daksin Chandrasekera (FE student governor) | Cliff Shaw – Deputy Principal (Curriculum) Dario Stevens – Vice Principal (IS & Planning) Josephine Carr - Clerk to the Corporation |
| ¹ Attendance = 67% | |

| 23.18 | APOLOGIES FOR ABSENCE |
|--|------------------------------------|
| Apologies were received from Maureen Kilminster, Jamie Roberts and Kabir Shaikh. | |
| 24.18 | DECLARATIONS OF INTEREST |
| Chris Muller declared his interest as an unremunerated director of NBS Ltd, a wholly owned subsidiary of NESCOT which is being dissolved. Lynn Reddick declared her interest as the Director of Learning at a specialist provider in Surrey. | |
| 25.18 | MINUTES |
| The minutes of the meeting held on 13 th March 2019 were approved as a correct record and duly signed. | |
| 26.18 | MATTERS ARISING |
| The meeting noted the matters arising from previous meetings which were not addressed elsewhere in the agenda: | |
| Will the College be offering new provision for NEET (Not in Education, Employment or Training) students in 2019/20? The College is introducing qualifications with staging points for foundation students. | |
| English & Math Action plan – has the resource bank of lessons been created in IRIS and are these being utilized? The IRIS kit has just been received. The Iris user group met today and it will be shared with all teaching staff during the July CPD. IRIS is video software for recording teaching, assessment and student behavior. | |
| There has been an improvement in the 16-18 apprenticeships timely completion. However, 3 portfolios from the Hairdressing course require re-assessment and the external validation will not take place until September. | |
| 27.18 | Curriculum and Quality KPIs |
| The Vice Principal (IS & Planning) presented his report. The pertinent points being: | |

- i) Retention remains high and above average and this should be maintained to year end because there are less students who have not attended College well for the last two weeks compared to the same point in 2017/18. Accountability Framework Reviews, Intensive Care and Students at Risk monitoring have provided better visibility. In addition, the vast majority of the new Progress Coaches are doing well. There has been a change in the reporting of attendance but the attendance targets for 2018/19 are linked to the old system of reporting. Hence the 2018/19 data is slightly below target. The average FE attendance rate is between 84 and 86%.
- ii) The Progress Coach review will include an evaluation of their impact upon the attendance of students. It is anticipated that the detailed review will identify one or two students whose attendance throughout the year has been persistently sporadic.
- iii) There is no correlation between attendance and courses at risk that the SMT are aware of. Similarly, there are no apparent trends.

28.18

TEACHING AND LEARNING UPDATE**28.1 Deputy Principal Termly Update**

The Deputy Principal presented his report highlighting the following points:

- A capital bid has been submitted for blended learning software
- The Pearson Academic Management review (AMR) visits to the ASTM Aldgate and Hounslow centres were highly positive and the formal report awaited.
- The new student disciplinary policy, in particular the zero tolerance appears to be having a positive effect on student behaviour with significantly less stage 3 cases compared to 2017-18. A discussion ensued regarding the table of disciplinary cases 2018/19 to date. It was confirmed that
 - i) Directors of Faculty exclude students and appeals are heard by the Deputy Principal (Curriculum). Students who are excluded by the College are offered an interview to help with their next steps. Surrey County Council are advised of student exclusions.
 - ii) Final warnings to students are also communicated to parents.
 - iii) Achieve@college are NEET students and these should have a "Yes" in the Learning difficulty/disability column.
- LSA's (Learning Support Assistants) have been observed for the first time this academic year. Many were very nervous but very few require to be re-observed.
- Attendance at the Easter Holiday English and Maths revision sessions was significantly higher than in previous years. The Deputy Principal (Curriculum) wrote to some 300 students with an attendance of 85% or above for English and Maths to commend them for their attitude. The focus for functional skills English and Maths should be as high as that for GCSE's particularly as these results impact upon the headline achievement figures for the College. This requires Faculty Directors owning responsibility for functional skills.
- The July staff CPD sessions will include a table-top exercise for the lock-down policy with an actual rehearsal planned for the Autumn Term.
- The July CPD sessions will include training regarding the new OFSTED framework.

| | |
|---|---|
| <p>28.2 On Programme Student Surveys</p> | <p>On Programme Student Surveys</p> <p>The Deputy Principal advised the meeting that this is the first year where benchmark comparisons (based upon the responses of 93 multifarious Colleges) indicated that the Nescot students generated a higher response rate than the benchmark and that there was a small increase in overall student satisfaction at Nescot.</p> <p>A particular strength of the College is that students feel safe in College (88%) and that students feel challenged by their teachers' "to do their best" Students were asked if they felt they were making good progress with English and Maths and 83% indicated that they were and 86% were happy with the English and Maths teaching. These measures represent an improvement compared to 2017/18,</p> <p>However, "Student Voice" at Nescot scores lower than the benchmark figure and the College needs to interact more effectively with its students. A discussion ensued regarding the reporting of communication within surveys. A departmental student voice survey would produce very different range of responses to the College overall figure. The meeting noted that the annual Student Conference in December is not the best means of obtaining student voice as the major issues discussed tend to concentrate on car parking and food. Similarly, very few students turn up at the Principal's open session in the Undercroft each month.</p> <p>Apprentices: only 185 of the 563 apprentices surveyed responded which is too low and unrepresentative. However, overall satisfaction is higher than in 2017/18.</p> <p>The meeting noted the report and the need to ensure that the Student Voice is heard and responded to.</p> |
| <p>28.3</p> | <p>HE Report:</p> <p>The meeting noted that some of the HE provision would be considered at the next Governor Curriculum Scrutiny Group.</p> |
| <p>28.4</p> | <p>Curriculum Plan 2019/20</p> <p>The Vice Principal outlined the changes in the Curriculum planning process for 2019/20 and the transfer of ownership of the process from SMT to the Faculty Directors. Each Faculty Director now prepares a Five-Year Curriculum Plan.</p> <p>Faculty Directors are also asked to think about the cost of providing their courses and whether these may be reviewed; e.g. more technician led delivery as opposed to lecturers as identified in animal studies.</p> <p><u>Student target numbers for 2019/20:</u> 16-18 FT Students – 1,847 v 1,537 allocation</p> |

| | |
|---|---|
| <p>28.5 Governor Link Visits</p> | <p>HE 1,105 (c.f. 809 2018/19 census)</p> <p><u>Shape of the Curriculum</u></p> <p>The number of Level 3 students attending the College is reducing, principally because the local schools now provide a wider programme of A Levels and together with parents, often persuade students after receiving their GCSE results to stay at school.</p> <p>Entry-level numbers are falling, this is principally a result of a greater emphasis on pathway courses as opposed to a generic entry provision.</p> <p><u>Student numbers by faculty</u> were considered. The significant increase in hairdressing is largely as a result of providing the students with a hair-dressing kit whereas previously students have been required to purchase these.</p> <p>The meeting debated whether the Governor Link Visit reports should be discussed at Curriculum and Quality Committee and tabled at Corporation meetings for information. As the Committee which oversees the principal driver for the College, it was agreed that Governors who were not member of the Curriculum and Quality Committee should attend one meeting per academic year in order to ensure that all Governors have an understanding of the curriculum provision at the College. Such attendance would also allow Governors to present their Link Visit report to the Curriculum Committee. The Committee agreed to recommend this to the Corporation May Meeting.</p> |
| <p>29.18</p> | <p>KEY PERFORMANCE INDICATOR REPORTS</p> |
| <p>29.1 Student Applications</p> | <p>The Vice Principal (IS and Information) presented his report. Applications are currently 3% up compared to April 2018. The number of applications from students new to the College has significantly increased save for 16-18 apprenticeships. Currently the internal progression of students (other than 19+ apprenticeships and HE) is lower than in 2018. All Faculty Directors have been asked to review their Departments progression data. It was noted that the foundation students' progression data has yet to be added to this data set.</p> <p>The meeting noted that the 52 plastering students and remembered that this provision was considered for closure due to low numbers some 2-3 years ago.</p> <p>The meeting was advised of the actions being undertaken to increase applications and the conversion of these into enrolment. The meeting noted that the College enrolment date had been moved forward to GCSE results day.</p> |

| | |
|--|---|
| 29.2 Student Destinations | <p>It is a mandatory requirement for the College to collate student destination data. The College commissioned J2Research in February 2019 to contact former students seven months after they had left the College. 965 students were contacted; 631 (75%) completed the survey and 25 (2.5%) declined to participate.</p> <p>Discussion regarding the data set included:</p> <ul style="list-style-type: none"> • Student well-being scoring higher than the J2Research average • English and Maths skills result is also above the J2Research average • The College should develop the softer skills surrounding employability <p>The meeting thanked the Vice Principal for his excellent reports supporting the data sets and noted the KPI reports.</p> |
| 30.18 | COMPLAINTS |
| <p>The Deputy Principal presented his report. The meeting noted that the majority of complaints received were from parents and not the students themselves.</p> <p>There are no particular curriculum or service areas receiving multiple complaints save five complaints regarding BTEC grades which affected student university applications and these were upheld. A number of complaints related to student's progression.</p> <p>There is a log of complaints received maintained and timelines are adhered to when responding to these.</p> <p>The meeting noted the Deputy Principal (Curriculum) Complaints Report.</p> | |
| 31.18 | SAFEGUARDING REPORT |
| <p>The alleged incident occurred in Kent and so no Nescot students have been directly affected by this incident.</p> | |
| 32.18 | EQUALITY and DIVERSITY |
| <p>The report was deferred until the November meeting</p> | |
| 33.18 | Curriculum and Quality Terms of Reference |
| <p>The Clerk presented a draft updated Terms of Reference which clarified the Committee's duties. The meeting recommended acceptance of the revised Terms of Reference to the July Corporation meeting.</p> <p>A discussion was held regarding Governor Link Visit Reports and whether these should be discussed at Curriculum and Quality Committee and then tabled at Corporation for information. Given the pivotal importance of Curriculum and Quality to the College it was suggested that Governors attend one Curriculum and Quality Committee meeting per year to enhance their understanding of the College and its curriculum offer and present their Link Governor Visit report to that specific Committee meeting. The meeting agreed that this suggestion should be tabled at the May Corporation meeting.</p> | |

| | |
|--|---|
| 34.18 | Curriculum and Quality Committee Self-Assessment 2018-19 |
| The Clerk introduced the Curriculum and Quality Committee Self-Assessment 2018-19 and explained that the collated responses would feed into the Governance SAR and Governance Position Statement. The meeting agreed that members would complete the form and return to the Clerk for collation. | |
| 35.18 | ANY OTHER BUSINESS |
| There was no further business and the meeting closed at 20.00. | |
| 36.18 | DATES OF FUTURE MEETINGS |
| The next meeting will take place on Wednesday 13 th November 2019 at 6.00pm. | |

Decisions

1. The May Corporation meeting should consider whether Governors should present their Governor Link Visit reports to the Curriculum and Quality Committee and table the report at the subsequent Corporation meeting. The Corporation to discuss the suggestion that all Governors be required to attend one Curriculum and Quality Committee per annum to enhance their understanding of the College's curriculum.
2. The meeting agreed that members should complete the Committee self-assessment 2018-19 and return to the Clerk for collation of the data.

Signed Date

Chris Muller, Chair of the Curriculum & Quality Committee

| | |
|-----------|----------------|
| Author | Josephine Carr |
| File Ref: | |