

Agreed Minutes

MINUTES OF THE MEETING OF CURRICULUM & QUALITY COMMITTEE

Held on Wednesday 16th June 2021 at 6.00pm

Present: Chris Muller (Chair), Vince Romagnuolo, Nick Vaughan-Barratt, Frances Rutter (Principal/CEO), Jamie Roberts (Staff Academic Governor)

In Attendance: Cliff Shaw (Deputy Principal Curriculum & Quality), Dario Stevens (Vice-Principal Planning & Information), Mohan Chana (Director of Strategic Partnership Development), Angela Cross-Durrant, Sandra Dessent (Clerk to the Corporation)

26.20	1.0 Apologies for Absence								
	Apologies for absence were received from Lynn Reddick and Nicki Adams (Director of HE).								
27.20	2.0 Declaration of Interests								
	<u>Mrs. Frances Rutter</u> : unremunerated Director of NESCOT Enterprises Ltd., North East Surrey College of Technology Trust, NESCOT Holding Ltd., and Epsom Downs Business Centre Ltd.								
28.20	3.0 Minutes of the Previous Meeting and Action Arising								
	<p>The Minutes of the meeting of the 24th February 2021 were agreed as a true record and signed by the Chair.</p> <p>The matters arising were as follows:</p> <table border="1"> <tr> <td>Vice-Principal to produce a one-page summary of CEIAG strategy</td> </tr> <tr> <td>Action complete – One page summary was agreed and published</td> </tr> <tr> <td>Equality & Diversity Policy to be presented at the next meeting for approval</td> </tr> <tr> <td>See Item 9.0 on the agenda and minute number 34.20</td> </tr> <tr> <td>Clerk to confirm date for HE Sub-Committee in the summer term</td> </tr> <tr> <td>Action complete – Meeting was held on 7th June</td> </tr> <tr> <td>Clerk to organise for Governors to take part in Google Classroom presentation</td> </tr> <tr> <td>Action complete – presentation took place on 28th April 2021</td> </tr> </table>	Vice-Principal to produce a one-page summary of CEIAG strategy	Action complete – One page summary was agreed and published	Equality & Diversity Policy to be presented at the next meeting for approval	See Item 9.0 on the agenda and minute number 34.20	Clerk to confirm date for HE Sub-Committee in the summer term	Action complete – Meeting was held on 7 th June	Clerk to organise for Governors to take part in Google Classroom presentation	Action complete – presentation took place on 28 th April 2021
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29.20	4.0 Monitoring Items								
	<i>Note: A report covering the monitoring items was circulated with the agenda, and the Deputy Principal (Curriculum & Quality) gave a PowerPoint presentation highlighting the key messages.</i>								

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4.1 HE Report (from sub-committee 7th June)

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.

The Committee was assured that the students had reacted positively to the resubmission plan and were willing to engage.

Upon completion of the intervention plan it was noted that a full assessment schedule for all programmes would be implemented.

4.2 English & Maths

A comprehensive report was shared with information on the actions in place to raise the standards in English and Maths.

Whilst there were still concerns around functional skills achievement, the results were predicted to be at the level of the previous year or higher.

It was noted that many of the functional skills students, being the only group taking exams, had found it challenging due to the issues resulting from Covid-19.

4.3 Apprenticeships

It was noted that the position had not changed since the presentation to Corporation at the May meeting. While the achievement rate had improved and was expected to be above the national average, it was reiterated that there were actions in place to improve the quality of assessor reviews and employer engagement.

4.5 eLearning Update

The Committee was informed of the positive outcomes from eLearning initiatives and the challenges around testing opportunities for functional skills students. However, it was noted that a college-wide coordinated approach had been implemented and the term time extended to maximise the opportunities.

4.6 Safeguarding and PREVENT

There had not been any updates since the presentation to Corporation in May, but the Committee discussed the rise in red cases and were assured that all cases were being followed up with individual action plans. The implications of increased reports of sexual harassment due to social media campaigns were reiterated and discussed.

It was also noted that following input from Governors it had been decided to add a new category of amber+ to the reporting of safeguarding cases, to add further clarification to the reporting procedures.

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	<p>To assist with the challenges around inclusiveness a framework was being developed to encourage engagement across the college community and visitors. It was stressed that this was a work in progress and the framework would include inclusion activities aimed at focusing people’s attention on inclusivity. The proposed branding was ‘All Included at Nescot: Curriculum, Community, Culture, Campus’. It was acknowledged that the measure for campaign success would be the reactions from students.</p> <p>It was commented that it was normal practice for public organisations to have slogans/campaigns/policies for inclusivity, but the important thing was to continually monitor the impact of the programme. It was noted that the proposed branding was a ‘wrapper’ for the campaign and the content would make the difference on how it influences the way we deliver those values.</p> <p><u>4.7 CEIAG Strategy</u></p> <p>The Vice Principal (Planning & Information) presented an update on the progress against delivery of the CEIAG strategy, which detailed the objectives, activities, timelines, those responsible for delivery and the progress.</p> <p>It was noted that good progress had been made and the majority of short-term activities had been achieved.</p> <p>The Committee congratulated the Vice Principal on the team’s hard work, which was clearly reflected in the programme successes.</p> <p><u>4.8 Curriculum & Quality KPIs (May 2021)</u></p> <p>The Committee reviewed the KPIs, and highlighted the following:</p> <ul style="list-style-type: none"> • Student Attendance: Further education 85.4%, Higher Education 88.3% (attendance had fallen short of 88% target due to lockdown in the Spring term). • Work Experience: Continued to be a challenge due to lockdown restrictions and it was anticipated that restrictions and targets would not be met this year. • Apprenticeship achievement: Had increased from the previous report and expected to stay above the national average rates. <p><u>4.9 Partnership and Subcontractors/update from HE Sub-Committee</u></p> <p>The update was reported under item no. 4.1 above.</p>
30.20	5.0 Student Applications
	<p>The Vice Principal gave a comprehensive update on the status of applications for 2021/22, the highlights as follows:</p>

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	<ul style="list-style-type: none"> • Applications for further education students aged 16-18 had increased by 15%, and due to the increased number for 2020/21 applications from those currently enrolled at the College had increased by 19%. • Applications for further education students aged 19 and over had increased significantly by 53%, and it was anticipated that this was due to people choosing to explore new career options as a result of the pandemic. • Apprenticeship applications had increased: 16–18-year-olds by 72%, and 19+ by 32%. • HE applications had decreased overall by 9%, however there was an increase of 2% for new entrants. Applications from students currently enrolled on level 3 courses had decreased by 23%. It was noted that it would be helpful to analyse the split between part-time and full-time courses to facilitate more targeted responses to action plans for addressing the decrease.
31.20	6.0 Teaching & Learning Observations
	<p>The Committee received a summary of the observations that had taken place and it was noted that the outcomes would be collated and presented in a report in due course.</p> <p>The areas that had been highlighted for development were:</p> <ul style="list-style-type: none"> • Addressing low-level disruption in classes • The structure of theory lessons and the need for them to be more engaging for students • Recording of outcomes for non-verbal students • The confidence of learning support practitioners when using technology. <p>The progress against strategy objectives for Teaching and Learning Assistants (TLAs) was also shared.</p> <p>Members requested more information on a regular basis, and it was agreed that teaching and learning observations would become a regular monitoring item on the agenda.</p>
32.20	7.0 Curriculum Planning
	<p>The Vice-Principal (Information & Planning) presented a comprehensive report on the curriculum planning process which had commenced in June 2020.</p> <p>A PowerPoint presentation was also shared which detailed a breakdown of the curriculum plan, the highlights of which were as follows:</p>

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33.20	8.0 Student Voice and Student Survey						
	<p>Feedback from the Governor Curriculum event in April was shared, which included lots of positive comments about Google Classroom and staff/student interaction.</p> <p>It was reported that the annual on-programme survey had been delayed due to Covid restrictions and at the time of writing the survey was still open. It was noted that outcomes would be summarised for the next meeting.</p>						
34.20	9.0 Equality & Diversity Policy						
	<p>The Committee received the draft Equality & Diversity Policy and discussed the importance of the document being a meaningful and engaging policy for the target audiences, i.e., staff, students and visitors.</p> <p>To that end it was agreed to re-review the Policy and share with Committee members via email to seek agreement on amendments prior to presenting to Corporation for approval.</p>						
35.20	10.0 Student Complains/Compliments Report						
	<p>The Deputy Principal (Curriculum & Quality) presented a summary of the report which had been circulated with the agenda and reviewed a list of learnings and recommendations arising from the report. It was noted that compliments had improved dramatically, with gas and plumbing weekend courses receiving 114 compliments, followed by Foundations with 29.</p> <p>It was noted that comparing compliments and complaints in one pie chart could be misleading and it was agreed to present the data differently going forward.</p>						
36.20	11.0 Review of Terms of Reference						
	<p>The Clerk presented a draft of the Terms of Reference that had been reviewed and updated in line with AoC guidance and audit recommendations.</p>						

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	<p>Following discussion, it was agreed to further amend the draft to include wider terms to enable Governors to gather the views of students through other means in addition to the Student Voice processes.</p> <p>It was agreed that the amendments would be made and presented to the Corporation in July for approval.</p>
37.20	12.0 Review of Annual Cycle of Business
	The Clerk presented the proposed Annual Cycle of Business for 2021/22, which was agreed subject to the addition of Teaching & Learning Observations to be added as a monitoring item.
38.20	13.0 Any Other Business
	<p>The Deputy Principal outlined the process for an Ofsted visit and agreed to circulate further information for Governors.</p> <p>The Chair thanked everyone for their hard work in preparing the reports and presentations and their relevant and appropriate responses to Governors' challenges.</p>
39.20	14.0 Date and Time of the Next Meeting
	Wednesday 3 rd November 2021 at 6.00pm (to be confirmed).

Decisions:

1. Agreed to further amend the Terms of Reference to include wider terms for Governors to gather the views of students prior to being presented to Corporation for approval.
2. Agreed the Annual Cycle of Business 2021/22 subject to the inclusion of Teaching & Learning Observations as a monitoring item.

Actions:

1. Amber+ category to be added to the reporting framework for safeguarding cases.
2. Teaching & learning observations to become a regular monitoring item on Curriculum & Quality agendas.
3. Outcomes from the Student Survey to be presented at the next meeting.
4. Revisions to the Equality & Diversity Policy to be shared with Committee members via email prior to being presented to the Corporation on 23rd July.
5. Ofsted visit information pack to be circulated to Governors.