



**Minutes of the Curriculum and Quality
Committee held on Wednesday 6th May 2020 at
18.00 via Zoom**

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| Present: Mr Chris Muller (Chair) Mrs Lynn Reddick Ms Maureen Kilminster Mrs Frances Rutter Mr Jamie Roberts (Teaching Staff Governor) Attendance 86% | In Attendance: Mr Cliff Shaw – Deputy Principal (Curriculum) Mr Dario Stevens – Assistant Principal Mrs Nicki Adams – Director of HE Dr Mohan Chana – Director of Business Development and Partnerships Mrs Josephine Carr – Clerk to the Corporation |
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| Meeting Reference | Agenda Item |
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| 23.19 | 1. Apologies for absence Apologies were received from the Student Governors. |
| 24.19 | 2. Declarations of Interest Declarations of interest were received from: Mrs Lynn Reddick: Director of Learning at the Orpheus Centre Ms Maureen Kilminster: Past Principal of a FE College Mrs Frances Rutter: unremunerated Director of NESCOT Enterprises Ltd, North East Surrey College of Technology Trust, NESCOT Holdings Ltd and Epsom Downs Business Centre Ltd. |
| 25.19 | 3. Minutes and Matters Arising The minutes of the meeting of 11 th March were approved as a correct record and the Chair agreed to sign them. <u>Matters arising from 11th March:</u> 1. Achievement of male apprentices is 57% to date compared to a target of 83%. The Deputy Principal advised the meeting that a significant proportion of the College's apprentices were male. When the Queens Hairdressing Salon ceased trading this year a number of female apprentices were made redundant. The current cohort of Early-Years apprentices did not achieve well and these two situations have impacted upon the KPI. |
| 26.19 | 4. Sub-contracting and Partnerships: Overview of delivery Dr Chana shared his report and advised the governors that this report was being submitted to the Internal Auditors as part of the Sub-Contractor Audit. Changes since report in November 2019 The biggest change has been the devolution of some AEB budgets. Some 60% of adult learners and a number of apprentices come from GLA who for the time being have adopted a lift and shift approach to funding. The relationship between the GLA team and the college is good. Strategic changes – every sub-contractor must be on ROATP and the college must be able to demonstrate to ESFA why we are sub-contracting any particular programme. Demonstrate Internal Audit reports since 2011 evidence that the college has good sustainable relationships with its sub-contractors and their delivery is in line with Nescot's strategic objectives. The Committee considered subcontractors the college was working with and the rationale for subcontracting. The potential for higher apprenticeship subcontracting at Level 5 was discussed. |

Some monitoring visits to sub-contractors were unannounced and mystery shopping took place to collect data from learners to establish whether they knew if they were supported by Nescot College and where it is and how to access Nescot's facilities.

The committee considered subcontracting achievement rates in the context of Covid. It was noted that the college was expecting some improvement in achievement which whilst lower than last year were above national average and top of Surrey Colleges.

The risk involved in subcontracting was considered and it was recognised that managing that risk successfully lay in building strong relationships to support sub-contractors through for example access to MIS and college on a regular basis.

Questions responded to address the use of CenturyTech for English and maths. The progress of Internal audits remote audit of learner numbers was deemed to be going well despite documentation being held at college during the Covid Lockdown and the sub-contracting audit which was evidence based with a lot of information held on SharePoint . There were a limited number of queries where it was not possible to access evidence, but this had been managed through other means with the auditors to assure that due diligence had been carried out.

The Chair thanked Dr Chana for an encouraging report.

27.19 | **5. Higher Education Report**

The Director of HE shared her report on screen and advised the members of the pertinent points including:

Contingency measures specific to HE to move to online learning. Much of the foundation work had been put in place earlier and the team were well placed to make a quick and effective switch to online learning.

The emphasis was conducting business as usual.

All Directors and Heads of Faculty were visiting as many classes as possible including adults in the evenings to ensure that they still felt part of the College and were checking on the quality of teaching.

Office for Students update on case managers and a slight relaxation of reporting requirements – F1 transparency. (will be required at some point)

Engagement – induction survey for partnership provision had been undertaken with over 90% positive responses.

National Student Survey –achieved 78% participation last year – with a target for this year of 80% the final outcome was 86.3% participation, and it was hoped that this would translate into positive responses when the outcome of the survey was known in July 2020.

Range of CPD had taken place and continued to do so.

Intensive care cases are showing positive progress and risk assessments were being carried out to assess which areas were still at risk and would remain in intensive care.

Additional activities:

Assessment Boards were going ahead as originally scheduled.

Audit was continuing for OfS data and also the OU website audit.

Curriculum developments:

OU holding its validation for Counselling.

The ASTM top-up timeline – was for late Jan/Feb 2021 to start with – and the committee was advised that validation would take place towards the end of October.

Kingston University were happy with Nescot delivery and the college's response to COVID-19 and the support students had received particularly on the Early Years Programme.

28.19 | **6. Curriculum and Quality KPIs as at 31st March 2020**

The Vice Principal shared the March KPIs on the screen.

Vocational attendance: FE 16-18 was 87% as at 31st March against an annual target of 87% compared with 86% as at March and July 2019.

The Vice-Principal advised the meeting that the 2019/20 KPI would remain static going forward because teachers were not marking attendance for the current online provision. Therefore, 87% will be the outturn figure.

In response to a member question 'how do we know students are attending remotely' the Deputy Principal advised that teachers ran lessons and would know how many were attending. There was a focus on those who were not engaging (about 12 FE students). It was noted that the college were bucking national trends.

Online registers were not being taken and teachers were engaging with students as opposed to performing administrative tasks. However, it was reported that engagement with students was getting harder as the novelty was wearing off. Number of students returning after Easter was good but getting students to do the work was challenging.

Retention: The Vice-Principal advised that some withdrawals from programme were being processed and that the April figures would be the outturn figure. It was anticipated that the outturn FE figures would be close to target and exceed 2018/19 figures. HE retention would also exceed 2018/19 rates.

The Deputy Principal advised that because retention would be frozen in April, it was anticipated that the corresponding pass rates would be better. However, OFSTED would not include 2019/20 data in the inspections.

Inspection and stats: There were no examination stats – It was queried whether this would be the same for attendance and OFSTED's inspection of quality control as the stats had been frozen from 19th March. The Deputy Principal advised that the focus would be on T & L and an assessment of attendance would be made when they were back in College.

Apprenticeships: Approximately 50% of results were outstanding. The forecasted achievements of big hitters were shared – stopping some apprentices – priority high volume will be positive. There were delays on EPS although it was noted that it was the same for everybody.

29.19 | **7. Curriculum Planning**

Performance against QIP performance tracker
Blue in because of closure

Reds and ambers

IRIS – had been paused but had made good start in November.

Apprentices outcomes: A general picture had been presented at the last meeting and it was noted that the college was retaining the vast majority of apprentices.

16-18 outcomes: Work was needed on teachers' calculations and better retention levels.

Functional skills: Teacher assessments were being used as students had missed tests during closure.

Value added: Graded blue as it would not be considered. One grade system had been included so it would be possible to calculate.

It was noted that internal progression was too early to call but it would continue to be progressed for students and applicants.

English & Maths attendance: English had been slightly better, but maths was lower at point of closure. The committee was advised that the Head of Maths was leaving Nescot and it was expected that Functional Skills moving from within vocational areas would improve attendance and ultimately achievement.

Learner voices: It was noted that further investment in facilities had made students feel better.

Accountability framework/Intensive care: Ongoing calculation of achievement.

Expanding digital skills: Prior to closure the college had been investigating a central London site, but this was now on hold due to the lockdown.

Queens Hair Academy: The committee was advised that the sub-contract had been terminated and the college were working with the ESFA to deal with remaining apprentices.

30.19

8. Deputy Principal's Curriculum Report

Awarding bodies grading of qualifications Summer 2020.

Along lines by Board

OFQAL clarity re calculations – or need to bring students back for additional tests.

Business sitting online tests observed by assessor – explained how this works.

Word on street – no further – find out on Monday.

CM – rank order is the key criteria – a challenge for FE – theoretically quite close to higher grade.

Ofqual expecting similar grades to previous years – what is improving in recent years.

Diff in College data to schools for GCSE – hopefully Ofqual models will have this built-in.

Evidence – little appeal available – will only look at anomalies – taking a sensible approach with some increase in line with trends.

The committee was advised that there was a delay with EPAs.

It was acknowledged that Nicki was doing a great job with the partners.

There were some complaints about the setting of work when it would not be assessed. It was difficult to manage – await consultation outcome to review and go – this is a minority.

Keep warm – virtual events for employers to be added (Q and A) for smaller employers.
CM – get yr 11 engaged now for Sept – getting ready to start at Nescot – on website.
Depends on when enrolment happens – toying with summer school or bridging – may charge for – early days.

Many no didactic teaching and social interaction for 6 months.
Knowledge and skills deficits for returning students (schools worry for yr 10).
Nescot talking with Blenheim – engaging with new students.

The importance of engaging with vulnerable students was discussed and the arrangements needed to facilitate a return to college as quickly as possible.

It was noted that the Executive Leadership were in continual communication and discussing plans for reopening the college. The Principal had joined a group through the AoC to discuss best practice for the safe return to work for both staff and students. A number of scenarios were being discussed and the complexities associated with delivering social distancing.

Safeguarding update: The committee received an update on safeguarding including two red cases where family relationships had broken down and alternative accommodation was being sought.

The headlines in the risk register were discussed, and in addition it was noted that staff fatigue was also a risk.

Governor Maureen Kilminster reported that the Ewell Rotary club had given substantial support to students with mock interviews and enquired if would be appropriate and useful to continue the support online through Zoom. The Deputy Principal agreed to check the safeguarding position but advised that in principle he would be happy to continue in this way.

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| 31.19 | 9. Dates of future meetings |
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Monday 26th October at 18.00

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| 31.19 | 10. Any other business |
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The participants were thanked for their attendance and asked to pass on thanks to teachers for their efforts providing remote teaching which was not easy – The members were appreciative of all staff.

There being no other business the meeting closed at 7.33pm.

Signed

Date:

Chris Muller, Chair of Curriculum and Quality Committee.