

## Approved Minutes

### MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE HELD ON THE 4<sup>TH</sup> NOVEMBER 2020 IN COMMITTEE ROOM B AND VIA ZOOM

Present: Chris Muller (Chair), Lynn Reddick, Nick Vaughan-Barrett, Frances Rutter

In Attendance: Cliff Shaw (Deputy Principal Curriculum & Quality), Nicki Adams (Director of Higher Education), Dario Stevens (Vice-Principal), Sandra Dessent (Clerk to the Governors)

<b>1.20</b>	<b>1.0 Apologies for absence</b>
	Apologies for absence were received from Maureen Kilminster and Jamie Roberts.
<b>2.20</b>	<b>2.0 Declaration of Interests</b>
	<p>Declarations of interest were received from:</p> <p><u>Mrs Lynn Reddick</u>: Director of Learning at the Orpheus Centre</p> <p><u>Mrs Frances Rutter</u>: unremunerated Director of NESCOT Enterprises Ltd, North East Surrey College of Technology Trust, NESCOT Holdings Ltd and Epsom Downs Business Centre Ltd</p>
<b>3.20</b>	<b>3.0 Minutes of the Previous Meeting</b>
	The minutes of the meeting held on 6 <sup>th</sup> May 2020 were agreed as a true record to be signed by the Chair electronically.
<b>4.20</b>	<b>New KPI's and New Targets</b>
	<p>The Vice-principal presented the final outcomes for the 2019/20 key performance indicators and the targets for 2020/21 and advised that due to delays in receiving the data some of figures were still subject to validation.</p> <p>The Committee discussed the methodology behind the targets and it was agreed to have further discussions regarding the reasoning for the Equality and Diversity targets and review the format for reporting the data to better reflect the rationale and clarity of the data.</p> <p>It was noted that whilst there was no supporting research to suggest that high attendance rates equated to higher grades, it was recognised that they were linked and students were continually reminded about the importance of regular attendance in terms of achievement as well as good preparation for employment and developing professional workplace behaviours.</p> <p>The Deputy Principal agreed to analyse attendance rates against achievement for the past two years to see if a pattern was emerging.</p>

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	<p>The Committee was advised that the work experience targets for 2020/21 would be challenging as in the current climate employers were understandably reluctant to accommodate work experience students. Different ways to deliver work experience were being explored including online work shadowing and Governors would be updated on any new initiatives.</p>
<b>5.20</b>	<b>5.0 Student Recruitment 2020/21</b>
	<p>The Vice-Principal provided a high-level overview of the college's student recruitment for 2020/21 and advised that information was based on data collected on 16<sup>th</sup> October and was therefore still subject to change.</p> <p>It was noted that these were uncertain times for the students and the result of students achieving higher grades than expected through the predicted grades method had impacted the recruitment process in the following ways.</p> <ul style="list-style-type: none"> <li>• Areas such as animal studies have been impacted by students following an A level pathway through sixth form.</li> <li>• Applicants who would normally have enrolled on a level 1 course met the entry criteria to enrol on a level 2 course and those for level 2 met the level 3 criteria. Therefore, despite an increase in enrolments overall, level 1 courses had decreased by 13%</li> <li>• The change in student profiles had presented considerable challenges with timetabling for 2020/21 and further pressure coaching students to achieve grades higher than their capability. However, it was noted that those who were struggling could drop back a level if appropriate.</li> </ul> <p>Despite the challenges it was evident that the enrolment figures reflected a successful and focused marketing campaign, the highlights of which were as follows:</p> <ul style="list-style-type: none"> <li>• Increase of 17% for full time FE 16-18 year olds and a 13% growth in ESFA 16-18 funded students (1,975 at time of report). The majority of courses were full and 10 departments had reached more than their 100% target.</li> <li>• HE had declined by 6% with the largest decline in teacher education due to student uncertainty as a result of the pandemic and concern about the health risks. However, it was noted that the partnerships were recruiting well to their targets.</li> <li>• Due to employers' reluctance to recruit in the present unstable economy, apprenticeship numbers were down, however there were encouraging indicators of recovery e.g. there was demand for a second group of Electricians.</li> </ul>

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6.20	6.0 College Performance Reports
	<p data-bbox="418 279 1300 342"><u>6.1 Draft Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)</u></p> <p data-bbox="418 363 1349 531">The Deputy Principal shared the draft SAR/QIP and informed the Committee that it was work in progress and the final version would be reported to FE Corporation in December. It was agreed that the Chair and the Deputy Principal would meet before the final version was approved.</p> <p data-bbox="418 552 1349 615">The Committee were made aware of the main headlines and invited to feedback to the Deputy Principal after the meeting.</p> <p data-bbox="418 636 846 667"><u>6.2 English &amp; Maths Action Plan</u></p> <p data-bbox="418 688 1349 783">The Committee received a report outlining the performance of English and Maths for 2019/20 and highlighted matters requiring improvement that created the focus of the strategy in the 202/21 Action Plan.</p> <p data-bbox="418 804 1349 1003">The Committee discussed the tracking document that was presented by the Deputy Principal intended for Governors to use in conjunction with the KPI updates to monitor English and Maths performance and progress. The table provided a transparent view of the actions required to continually raise standards and provide the best possible experience for students.</p> <p data-bbox="418 1024 1349 1119">The Committee discussed the need for caution when using the grades achieved this year as a comparison and basis to work to and it was agreed that this would need to be reflected in the action plan.</p> <p data-bbox="418 1140 1349 1234">The Committee thanked the Deputy Principal for his efforts in producing a clear comprehensive plan that would assist Governors to track, review and measure outcomes.</p> <p data-bbox="418 1255 813 1287"><u>6.3 Student Outcomes Report</u></p> <p data-bbox="418 1308 1349 1371">The Deputy Principal present the Student Outcomes Report, and the following headlines were reported:</p> <ul data-bbox="418 1392 1349 1875" style="list-style-type: none"> <li data-bbox="418 1392 1349 1455">• FE achievement overall was 86% down 1% (including English and Maths)</li> <li data-bbox="418 1465 1105 1497">• Vocational only achievement was 84% down 1%</li> <li data-bbox="418 1507 959 1539">• 16-18 year olds achieved 82% up 2%</li> <li data-bbox="418 1549 1349 1665">• HE achievement was 79% up 1% (to be confirmed once post-graduate examination boards finalised). It was noted that the outturn was negatively impacted by poor performance by partner provider which was being addressed.</li> <li data-bbox="418 1675 1349 1738">• English/Maths GCSE results increased to 13% above national average, and high grades GCSEs to 17% above national average</li> <li data-bbox="418 1749 1349 1812">• Adult functional skills achievement declined 3%, however still 4% above national average</li> <li data-bbox="418 1822 1349 1875">• 16-18 functional skills English and Maths increased by 3% to 67% however was still 3% below national average</li> </ul>

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	<ul style="list-style-type: none"> <li>Apprenticeships had a high outturn with the exception of hairdressing caused by the actions of one provider</li> </ul> <p>It was noted that the lockdown and associated restrictions had affected the outturn in all areas and for especially adult learners, many of whom had additional family and caring commitments.</p> <p>Value-added data was not available and it was noted that an assessment of 2019/20 performance nationally or by provider was unlikely to become available.</p> <p><u>6.4 eLearning update (including learner survey)</u></p> <p>The Committee received a summary of the Google Classroom project detailing the progress to date which was overall on target with the exception of two areas:</p> <ul style="list-style-type: none"> <li>Potential linkage/integration with One Grade and Nescomms was still being investigated but it was reported that it may not be possible.</li> <li>Transitioning from Web Learn – review and test transition from Turnitin to Unicheck had not been started – an HE trial was planned to take place later in the year</li> </ul> <p>The report also included a high-level overview of the project plan for 2020/21 to 2023/24 and the importance of linking all areas of the project to achieve success was emphasised.</p> <p>It was noted in response to a question about possible issues that no dashboard was available in Google Classroom however a new tool was due to be trialled in the Autumn term and the outcome would be reported back to the Committee.</p> <p>The Committee expressed their thanks for sharing the details of such an impressive and ambitious project.</p>
7.20	<p><u>7.0 Higher Education Reports</u></p> <p>The Director of HE presented a detailed report on the HE provision (including partnerships and sub-contractors) which was summarised by the following conclusions:</p> <ul style="list-style-type: none"> <li>The student experience was at the heart of the quality assurance and improvement process.</li> <li>There was a robust and embedded framework for assuring the quality of the HE offer</li> <li>A robust and pre-emptive action plan was in place to address priority areas for student experience, course enhancement, student recruitment and improving data collection rates.</li> <li>There was improvement in continuation rates and there were indications that more students were in work and had derived benefit from their courses.</li> <li>Student satisfaction rates had improved overall and specific areas of concern were being addressed.</li> </ul>

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	<p><u>7.2 Minutes of the HE Board</u></p> <p>It was noted that the actions arising from the HE Board minutes were incorporated in the HE performance report (7.1). Furthermore, it was reported that the format of the HE Board had changed and would be more focused on decision making and developing confidence through more active participation and growth in project reporting. The frequency of the meetings had also been increased to six per year.</p>
<b>8.20</b>	<b>8.0 Apprenticeships</b>
	<p>The Committee received a report on the 2019/20 apprenticeship provision which highlighted that the areas of Electrical, Plumbing, Carpentry and Children and Young People's workforce had not performed at the expected level.</p> <p>Review meetings to assess the continuation of future provision were planned between 9<sup>th</sup> November and 25<sup>th</sup> January and The Deputy Principal agreed to inform Governors of the outcomes.</p>
<b>9.20</b>	<b>9.0 Notification of Sub-Contractors</b>
	<p>The Committee received a report detailing the initial funding allocations to sub-contractors for 2020/21, following a procurement exercise. The proposed allocations had previously been reported to the Finance &amp; General Purposes Committee and FE Corporation Board.</p> <p>The Committee received assurances that the sub-contractor provision would be managed as follows:</p> <ul style="list-style-type: none"> <li>• Additional resource – Deputy Director Strategic Partnerships to support the Director when he returned.</li> <li>• Additional resource – An examinations officer has been appointed with specific focus on administrating and processing examination and registration related matters associated with partners.</li> <li>• More centralised tracking of information and activities.</li> <li>• Quality Manager to undertake specific and dedicated activities.</li> <li>• Formally established Boards with partners Skills Max Academy and ABA (direct provision but still providing face-to-face time with key partners).</li> <li>• A partnership Quality Group has been established combining resources from across the college to ensure that a regular focus on sub-contractors is maintained.</li> </ul> <p>It was agreed to keep Governors regularly informed on progress.</p>
<b>10.20</b>	<b>10.0 Safeguarding</b>
	<p>An updated Safeguarding report was received for note, which included details and an action plan for 4 red cases.</p> <p>The potential for increased anxiety/mental health issues due to the lock-down and associated restrictions was discussed and concluded that it was difficult to quantify and measure. However, support would</p>

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	be available for all those students that were experiencing issues returning to college and it was noted that many of the students were pleased to be back.
<b>11.20</b>	<b>11.0 Any other Business</b>
	<p><u>11.1 Committee Self-evaluation</u></p> <p>The Clerk informed the Committee that an evaluation questionnaire was being produced and would be emailed to members and a summary of feedback would follow.</p> <p>The Principal suggested that as the HE report had taken 45 minutes to present all the information, it may be appropriate for the Committee to consider the formation of a sub-committee to focus on the HE provision only which would feed into the Curriculum &amp; Quality Committee.</p> <p>It was also emphasised and agreed that the good practice of reading papers and preparing questions in advance would assist with the smooth running and efficiency of the Committee.</p> <p>There being no further business the meeting concluded at 8.25pm</p>
<b>12.20</b>	<b>Date and Time of the Next Meeting: Wednesday 24<sup>th</sup> February 2021 at 6.00pm</b>

### Agreed Actions:

1. Review the format for reporting the Equality & Diversity targets
2. Analysis of attendance rates against achievement for the last two years
3. Update Governors on the implementation of any new initiatives to support work experience placements
4. Prior to Corporation 6<sup>th</sup> December, Deputy Principal and Chair to discuss final draft of the SAR/QIP
5. Report the outcome of Google Classroom dashboard trials
6. Report the outcome of Apprenticeship Review meetings
7. Provide regular updates on the management of the sub-contractor provision
8. Clerk to undertake Committee self-evaluation
9. Formation of HE sub-committee to be investigated by the Clerk