

Minutes of the Students, Curriculum and Quality Committee Meeting

Held Tuesday 15 March 2022

Present Gail Rothnie (*Chair*), David Allen, Jamie Clayton, Andy Dobson (*Principal*), Joanne Rouse and Jonah Woodley

In attendance Allison Matthews (*Director of Quality and Staff Development*)
Helen Stockdale (Head of SEND)
Jennifer Sunter (*Clerk to the Corporation*)

1	Apologies
	Apologies were received from Zubeda Limbada and Joanne Williams.
2	Declarations of Interest
	There were none.
	<i>It was agreed to take agenda items 6.1 and 4.2 as the first substantive items following the minutes.</i>
3	Minutes of the Students, Curriculum and Quality Committee Meeting held 16 November 2021 and Matters Arising
	<p>The minutes of the Students, Curriculum and Quality Committee Meeting held 16 November 2021 were approved as a correct record.</p> <p>The Clerk outlined actions under Matters Arising.</p> <p>Actions from the meeting held 16 March 2021:</p> <p>Under the Student Performance and Progress Report it was noted that reports were being adapted with regards to the provision of student numbers or aims in addition to percentages.</p> <p>Under the Pastoral Report consideration on reporting on equality and diversity had been overtaken by the outcomes of the governance review and that while data on equality and diversity permeated a number of reports the overarching report would in future be received by the Corporation.</p>
6.1	Pastoral Report including Safeguarding (2)
	<p>Members of the Committee received an overview of the Pastoral Report noting key points.</p> <p>A high level of concerns was registered through the MYCONCERN system with mental health remaining a significant issue with high levels of anxiety post Covid around exams. Of note was that there are thirty-one known incidents of sexual violence, all but one of which had occurred outside of the College.</p> <p>It was positive to note that students with EHCP had settled well, similarly to pre pandemic levels.</p> <p>With the increasing volume of exam support arrangements members asked what consideration had been given to further strains on staff, who while coping</p>

	<p>admirably to meet need, were working at or above capacity. It was noted that this was being reviewed regarding quantity and capacity and staff development.</p> <p>The Committee held a detailed discussion on students and exams. The student governor provided insight into the increase in pressure felt from staff reminders counting down to exams which he felt might be approached in a less stressful manner. However, it was also noted that conversely staff were mindful of students not gaining enough impetus in preparing for exams and working to achieve their best outcomes.</p> <p>Members asked if comparison pastoral data for previous years was available and it was noted that this was not possible due to a change of system, but that the new system should be able to support trend analysis going forward. It was further noted that mental health concerns had already been increasing prior to the pandemic.</p> <p>Regarding the updated information on Careers activities, it was noted that there had been a small increase in UCAS applications and that workshops and face to face interviews were being undertaken. Members discussed the changing position on Aim Higher Funding and that consideration would be given to continuing support.</p> <p>It was noted that Careers were applying for reaccreditation against the Careers Quality Award and the Committee recorded their thanks to the team for their continued diligence.</p> <p>The monitoring report was received.</p>
4.2	<p>Learning, Teaching and Assessment Report (2)</p>
	<p>The second report on learning, teaching and assessment was provided for members to consider the outcomes of observations of faculties of Business and Professional Services, Adult Education and Creative Arts and Services to People.</p> <p>Points of strength and for development were highlighted for each area alongside the quality and improvement approach with emphasis on continuous professional development.</p> <p>Members asked how the findings and actions arising were progressed and it was noted that this was undertaken through Assistant Principals and Heads of Division. Staff were provided detailed feedback with staff development supporting areas for action and development. The cycle of Curriculum Area Review meetings also monitored ongoing data regarding area performance.</p> <p>Members also asked how feedback to students was provided and were informed that this was undertaken through subject leads and that this could be further considered. Managing the wider issues raised through student surveys and focus groups was also discussed, particularly around known challenges for providing and managing student space outside of lessons.</p> <p>The student governor asked about proactive approaches for students to provide feedback and was assured of the range of avenues open to students.</p> <p>Members asked and were assured that standardisation of judgements on the quality of teaching and learning was achieved by a cross college team undertaking all faculty reviews, and that leaders were confident in the quality of teaching and learning and could identify where there was exceptional, good and developing practice. The use of questioning was an area noted for improvement arising from lesson observations with continuous professional development planned. The report was received</p>
4	<p>Performance Monitoring</p>

4.1	Student Performance and Progress Report
	<p>Members considered the complex factors affecting student performance. While student retention across most of the provision was strong, this could be impacted by the withdrawal of some students with low attendance. The College continued to work hard with students with low attendance and engagement, particularly where there remained opportunity for them to achieve.</p> <p>It was noted that the Safeguarding Team bore a significant load in relation to students whose poor attendance could potentially be an indicator of a safeguarding risk. Members were assured that there were a range of interventions being undertaken but that in some cases identification of and action taken against did not always resolve the problem.</p> <p>Members asked if there was a sense that lower retention was similar across the sector and noted that it appeared that all colleges are addressing the same issues.</p> <p>In considering expected performance of students in the summer, members discussed the results of the December mock exams, which had been lower than would usually be expected. It was hopeful that March mock exams would provide greater clarity on expected summer results. Members further discussed the far-reaching, longer-term impact of teacher assessed grades (used during the pandemic) on grades and forecasting.</p> <p>The report was received.</p>
5	Quality Improvement
5.1	Overview of Progress against the Quality Improvement Plan (2)
	<p>In consideration of the progress update provided against the Quality Improvement Plan members asked questions on capacity of Progress Coaches.</p> <p>Regarding the use of interventions from Progress Coaches, put in place to better support A Level students it was noted that capacity had been increased but had then been impacted by factors such as staff moving into teaching posts. A shortage of Personal Coaches also meant that Progress Coaches were now carrying more tutor groups than planned. The College was considering how to address this moving forward and a review of Progress Coach activity and the tutorial provision for A Level students would be undertaken as part of planning for next year.</p>
Action 5.1a	Members requested that future monitoring reports be specific to take account not only of what had been achieved to date but also what future actions would be undertaken, rather than recording as ongoing.
	The report was received.
5.2	Courses Under Notice (2)
	The Committee considered the range of courses categorised under notice based on the previous year's retention and with an update on current year retention. While the picture was mixed, it was recognised that some courses such as ESOL were impacted by the qualification structure. A Levels that had been struggling with retention were mostly good or better in the current year.
5.2a	It was agreed that the report should also include numbers as well as percentages for future iterations.

5.3	Target Monitoring
	<p>The performance against targets for 2021/2022 was considered.</p> <p>Retention was slightly below target and attendance was below target but punctuality was strong.</p> <p>It was reported that A Level pass rates were currently most challenging to predict and it was noted that members would like to see data indicating predicted performance against target grades rather than the measure of pass or fail.</p> <p>Regarding lesson observations greater clarity in articulating what the target meant would be reviewed. 95% of teachers were seen as at a 'good enough' standard including good, safe and reliable practice, with the challenge to move to very good. Very few teachers were judged to be weak.</p> <p>Sufficient work placements had been secured for contractual targets to be met, however the picture with work placements and work experience were variable.</p> <p>Members asked if the pandemic continued to impact work placements and it was noted that some areas such as Early Years had lots of industry links however areas such as Digital, where much work remained on-line, were very challenging.</p> <p>The update was received.</p>
6	Pastoral
6.2	Annual Review of Safeguarding and Prevent Policy
	<p>The annual review of the Safeguarding Policy had been undertaken based on Keeping Children Safe in Education update 2021 and incorporated the necessary changes, most notably relating to sexual violence.</p>
	<p>The Students, Curriculum and Quality Committee recommended the Safeguarding Policy and the Prevent Strategy to the Corporation for approval.</p>
6.3	Review of Behaviour and Discipline Policies/Student Code of Conduct
	<p>Members noted that the College was working towards achieving a more consistent approach to staff addressing student behaviour. The Ready, Respectful and Safe culture and programme commenced before the pandemic would be readdressed with staff through training in place for the summer of 2022.</p> <p>How staff responded to poor behaviour with consistency underpinned with a supportive system was further discussed. It was recognised that it was appropriate and timely to build staff confidence from this point onwards.</p>
	<p>The Students, Curriculum and Quality Committee approved the revised Student Disciplinary Policy and Procedure and the Student Conduct Policy.</p>
7	Review of Strategy or Policy
7.1	Teaching, Learning and Assessment Strategy
	<p>The Excellence in Teaching, Learning and Assessment Strategy and Implementation Plan 2022-2024 was provided in support of the wider College strategy.</p> <p>Members asked about consultation and understood that the College had engaged with senior leaders, staff and students. The strategy recognised student views on</p>

	<p>what constituted excellent teaching, as well as educational theory and the demands of the Education Inspection Framework.</p> <p>Members thanked the Director of Teaching and Learning for the hard work in providing the comprehensive strategy.</p>
	The Students, Curriculum and Quality Committee approved the Excellence in Teaching, Learning and Assessment Strategy and Implementation Plan 2022-2024.
7.2	Curriculum Strategy
	<p>Members considered the revised strategy which recognised the key drivers impacting on curriculum offer and pushed forward the way the College wished to develop course offer.</p> <p>A lot of analysis had gone into looking at Labour Market Information and regional priorities to inform the curriculum, but this also needed to be balanced by student demand and interest.</p> <p>Each department was keeping its own curriculum under review to ensure it was relevant and up to date.</p> <p>The strategy would be kept under review in order to meet any new and emerging priorities.</p>
Action 7a	It was suggested that the number of learners engaged in Higher Education curriculum should be articulated within the document.
	The Students, Curriculum and Quality Committee approved the Curriculum Strategy 2022-2025.
8	Any Other Business
	<p>Update on Apprenticeships</p> <p>It was noted that there were some concerns regarding some areas of performance in Apprenticeships and that the outcome of a second external review was awaited.</p>
Action 8a	It was agreed that a report on Apprenticeships would be provided as appropriate.
9	<p>Date of Next Meeting –</p> <p>The next meeting of the Committee is as scheduled for Tuesday 15 June 2022</p>

Closed: the meeting closed at 8pm

ACTIONS ARISING FROM MEETINGS		
<i>Actions from the meeting held 17 November 2020</i>		
Action 14a	<p>Any Other Business</p> <p>Joanne Williams proposed that apprenticeships and adult provision be addressed specifically in March and June meetings of the Committee, respectively.</p> <p><i>Achieved. /Closed.</i></p>	<p>JWi</p> <p>March 21</p> <p>June 21</p>

Actions from the meeting held 16 March 2021		
Action 3a	<p>The minutes of the meeting held 17 November 2020</p> <p>The Clerk also noted that with regard to reporting on Current Year targets under item 9, that this item be included in the June Committee agenda.</p> <p><i>Update: These will now be provided to Corporation as part of all College targets. Closed November 2021.</i></p>	June 21
Action 4a	<p>Student Performance and Progress Report</p> <p>Members asked questions about data provision. It was recognised that data across cohorts impacted by the pandemic could not be viewed as normal, and therefore it was hard to extract patterns or trends, however, reports could be adapted to include numbers in addition to percentages across three years.</p> <p>Closed March 2022</p>	<p>June 21</p> <p>September 21</p>
Action 6a	<p>Pastoral Report</p> <p>It was agreed that consideration would be given to reporting on equality and diversity.</p> <p>Closed March 2022</p>	21/22 Cycle
Action 9a	<p>Report on Apprenticeships</p> <p>Members noted the large number of actions and how this related positively to close support, management and oversight of the area. It was agreed that the report would be returned to the Committee for monitoring. Closed November 2021.</p>	<p>June 21</p> <p>September 21</p>
Actions from the meeting held 15 March 2022		
Action 5.1a	<p>Overview of Progress against the Quality Improvement Plan (2)</p> <p>Members requested that future monitoring reports be specific to take account not only of what had been achieved to date but also what future actions would be undertaken, rather than recording as ongoing.</p>	<p>JWi</p> <p>June 2022</p>
Action 5.2a	<p>Courses Under Notice (2)</p> <p>It was agreed that the report should also include numbers as well as percentages for future iterations.</p>	<p>JWi</p> <p>June 2022</p>
Action 7.2a	<p>Curriculum Strategy</p> <p>It was suggested that the number of learners engaged in Higher Education curriculum should be articulated within the document.</p>	<p>JWi</p> <p>June 2022</p>
Action 8.a	<p>Update on Apprenticeships</p> <p>It was agreed that a report on Apprenticeships would be provided as appropriate.</p>	<p>JWi</p> <p>June 2022</p>