

Students, Curriculum and Quality Committee Meeting

Held Wednesday 15 June 2022

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

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

1	Apologies
	There were none.
2	Declarations of Interest
	There were none.
3	Minutes of the Students, Curriculum and Quality Committee Meeting held 15 March 2022 and Matters Arising
	<p>The minutes of the Students, Curriculum and Quality Committee Meeting held 15 March 2022 were approved as a correct record.</p> <p>Matters Arising:</p> <p>Actions from the meeting held 15 March 2022 regarding reporting had been actioned for</p> <ul style="list-style-type: none"> • Overview of Progress against the Quality Improvement Plan • Courses Under Notice • Curriculum Strategy <p>Action 8a, Update on Apprenticeships was noted as addressed under the agenda.</p>
4	Performance Management
4a	Student Performance and Progress Report
	<p>Joanne Williams confirmed that retention had dipped in comparison with the previous year. This was reflective of the ongoing challenges facing Colleges returning to in person education following the pandemic. The College was also reflective of the national increase in student mental health concerns.</p> <p>The College wished to instil a ‘tough but tender’ approach to student attendance in the next academic year, reasserting the primary focus as the College to educate. The Attendance Policy was therefore being revised and linked to the Fitness to Study Policy.</p> <p>Members noted that a rapid improvement plan was in place to improve attendance for GCSE Maths and English Resits.</p> <p>Regarding performance outcomes, A Level pass rates were being closely monitored. Members discussed the challenges raised by some students who did not attend exams and reasons underpinning this. It was agreed that</p>

	<p>the impact of the previous two years of the pandemic were far reaching and should not be underestimated.</p> <p>Members asked about comparator sector information. While data was not available, communication within the sector indicated that other Colleges were experiencing similar challenges to retention and achievement.</p> <p>Members delved further into understanding the challenges and actions being taken. Allison Matthews confirmed the early assessment of students within the first few weeks of commencing their courses and Joanne Williams outlined that for the 2022 student intake more information would be available. The College would seek to understand where the gaps were for students commencing courses and would need to take challenging decisions.</p> <p>The Chair asked how future reporting to the Committee around projected and actual performance could be developed. Andy Dobson explained why projected outcomes were more challenging for A Level than Vocational qualifications and members further discussed the continuing impact of teacher assessed grades on meaningfulness of comparator data over several years to come.</p> <p>The report was received.</p>
4b	Teaching, Learning and Assessment Report 2021/2022
	<p>Allison Matthews outlined the main findings from a return to in person lesson observations and completed faculty reviews. Overall progress was noted as good with some areas of excellence. Key strengths and areas for development were also noted.</p> <p>Members asked if all teaching staff had been observed across 2021/2022 and it was noted that the small percentage remaining would be addressed where possible in the remaining weeks of term.</p> <p>Members further delved into the criteria for judging lessons, seeking assurance on follow-up actions where issues had been identified.</p> <p>Allison Matthews explained the planned approach in moving forward was to retain faculty reviews and lesson observation visits, supported by focused support from the Quality and Staff Development for teams and individuals. The approach should respond to points identified through observation and review, be linked to the appraisal scheme and support development in teaching practice.</p> <p>It was noted that feedback from learners correlated with findings, particularly that learners felt safe and knew who to go to if they did not, and that learners could speak about Prevent and radicalisation.</p> <p>Learners also responded that there was sometimes too much ‘teacher talk’ which aligned with findings and planned actions to develop teaching. The College sought to retain some of the positives from online delivery to support and improve innovation.</p> <p>Members asked about observations and the revised approach of Ofsted, and teacher confidence. Allison Matthews reported that training had already taken place with additional planned, and that the College was also recalibrating the lesson observation approach. Members discussed the interactive approach, which had more grounding in understanding good education.</p> <p>Joanne Williams noted that it was reassuring to observe staff confident in this more discursive approach.</p> <p>The report was accepted.</p>

4c	<p>Apprenticeships (<i>Confidential</i>)</p>
	<p>Members discussed in detail the College approach and position in delivering Apprenticeships following review and intervention not yielding the progress expected.</p> <p>While some good practice was evidenced the overall approach and performance were not satisfactory. Subsequently, a range of actions to take the area forward were being instigated and a detailed plan would be returned to the Committee for monitoring.</p> <p>Members asked questions about employer satisfaction, student progression and any associated funding risks. It was noted that decisions on some students' completion were needed and that greater engagement with employers was sought regarding students being supported to stay on their course once employment was offered. Funding compliance regarding evidence required was also outlined.</p> <p>Members also questioned the delivery of Apprenticeships noting that a considered approach remained significant and relevant as part of the breadth of College provision.</p> <p>Members noted the report and that further monitoring reports would be provided.</p>
5	<p>Quality Improvement</p>
5a	<p>Courses Under Notice (3)</p>
	<p>In monitoring courses under notice members noted changes with some courses making good progress, particularly ESOL and Access.</p> <p>A range of interventions were in place where necessary.</p> <p>The report was noted.</p>
5b	<p>Overview of Progress against the Quality Improvement Plan (3)</p>
	<p>The third monitoring review of the Quality Improvement Plan reaffirmed the work being undertaken against identified areas for improvement and supported member understanding.</p> <p>A Levels, Apprenticeships and attendance remained the three areas of focus.</p> <p>Members received the update.</p>
5c	<p>Target Monitoring</p>
	<p>Joanne Williams outlined the progress made against the key areas of the Annual Plan. It was positive to note the successful launch of the Skills Accelerator Project, with delivery underway.</p> <p>Members further discussed the revised focus of education inspection and being able to evidence civic, community and employer engagement, areas of success in moving the curriculum appropriately forward and that staff were able to explain why courses are relevant.</p> <p>In advancing quality improvement, members noted that the Teaching and Learning Strategy aligned to the revised lesson observation approach, would be highlighted to staff for the new academic year.</p> <p>Members discussed the potential for more detailed data on student progress against target grades through the year allowing for more detailed analysis</p>

		<p>on attainment gaps and a more detailed projection of academic achievement in forthcoming exams. They noted the difficulties posed by Teacher Assessed Grades (TAGs) and the difficulties this presented for trend comparisons.</p> <p>The report was accepted.</p>
	Action 5ca	<p>Review of providing high level aggregated data on student attainment would be instigated by the Principal with Joanne Williams and Gail Rothnie to meet to consider data and reporting to the Committee for the 2022/2023 academic year.</p>
6		Planning
	6a	Curriculum Planning Update
		<p>Members noted the range of new curriculum planned for introduction in the 2022-23 academic year to respond to student needs and regional skills needs.</p> <p>The impact of T Levels on the vocational curriculum was highlighted regarding both defunding of courses and the introduction of the Transition Programme for students not meeting entry requirements for T Levels.</p> <p>Members discussed implications for learners, which included qualification gaps for students for whom A or T Levels remained inappropriate and potential risk in undertaking a Transition Programme without achieving a qualification, or access to the progression course. Members also noted the continued challenge of work placements for high volumes of students.</p> <p>It was noted that the College sought to minimise impact on learners by retaining alternative vocational qualifications where possible.</p> <p>The update on curriculum planning was accepted.</p>
	6b	Student Recruitment Review
		<p>Joanne Williams reported the key areas of increase and decline in student applications.</p> <p>The Chair asked how the College was progressing with the management of student numbers regarding the current estate.</p> <p>Joanne Williams outlined the approach being taken, which while challenging, would require careful management and some use of course waiting lists. Andy Dobson confirmed that following the challenges arising from teacher assessed grades the College would be diligent about course entry requirements to ensure students were enrolled on the appropriate courses.</p> <p>The update on student recruitment for 2022/2023 was accepted.</p>
7		Pastoral
	7a	Pastoral Report including Safeguarding (3)
		<p>Helen Stockdale outlined the pastoral activity under key areas including safeguarding, mental health and wellbeing, learner support, training and awareness raising. The College continued to support student needs through resources available, while mindful that several external support agencies were closed or at capacity.</p> <p>Mental health concerns remained significant, however exam anxiety had been prepared for and been less than expected.</p>

		<p>The high number of students with EHCP being supported was noted, with a projected rise for 2022/2023. It was however positive to learn that eleven students with EHCP had progressed to university</p> <p>Members noted the responses from learners, particularly regarding feeling safe and sexual harassment, with further work on peer-on-peer abuse to be programmed through tutorials. The student governor reported that while much work was done to ensure students knew how to seek support or report concerns, this focused on victims and that there was opportunity to work more proactively on changing the mindset of potential perpetrators. Members discussed the approach taken within tutorials, active engagement and increased use of external specialist speakers. It was also noted that some teachers had asked for staff development to grow confidence.</p> <p>The detailed report on pastoral support and safeguarding was received.</p>
8		Review of Strategy or Policy
	8a	Careers Education and Guidance Policy
		<p>Members considered the Careers Education and Guidance Policy noting that it had been written in line with DfE guidance and Gatsby benchmarks and was further informed by students' progression.</p> <p>Helen Stockdale highlighted that the College published an annual careers programme and that the careers advisors followed the Career Development Institute's Code of Ethics.</p> <p>Members discussed what they would like to see reported on student progression in future meetings. This included any identified progression gaps with respect to particular groups or subject areas, along with information on interventions to address these, and evaluation of their subsequent impact and outcomes.</p> <p>The Committee also celebrated success of students (addressed in the Self-Assessment Report) which would be detailed in a destinations report for analysis.</p>
	Action 8a	The Committee proposed that the Curriculum governor lead be a member of the Students', Curriculum and Quality Committee.
		The Students, Curriculum and Quality Committee recommended the Careers Education and Guidance Policy to the Corporation for approval.
9		Review of Committee Terms of Reference and Cycle of Business
		<p>In considering the Committee's terms of reference and cycle of business members were satisfied with the cycle for 2022/2023 and discussed that responsibility for oversight of the Careers Strategy should be included in the terms of reference.</p> <p>It was also felt that the Assistant Principals could be invited to attend some meetings, which alongside the potential of key focus for each termly meeting and the increase of opportunities for deep dives in College, would support governor knowledge, understanding and effectiveness.</p>
	Action 9a	That Careers Strategy be added to the review of committee terms provided for the Corporation.
	Action 9b	That Assistant Principals be invited to attend meetings where appropriate and that names of staff be included in the annual cycle of business

10	Any Other Business
	The Committee thanked both the staff and student governors for their attendance, engagement and support.
11	Date of Next Meeting To be determined under the meeting calendar for 2022/2023.

The meeting closed at 8pm.

Actions from the meeting held 15 March 2022		
Action 5.1a	Overview of Progress against the Quality Improvement Plan (2) 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.	JWi June 2022 Closed June 2022
Action 5.2a	Courses Under Notice (2) It was agreed that the report should also include numbers as well as percentages for future iterations.	JWi June 2022 Closed June 2022
Action 7.2a	Curriculum Strategy It was suggested that the number of learners engaged in Higher Education curriculum should be articulated within the document.	JWi June 2022 Closed June 2022
Action 8.a	Update on Apprenticeships It was agreed that a report on Apprenticeships would be provided as appropriate.	JWi June 2022 Closed June 2022
Actions from the meeting held 15 June 2022		
Action 5ca	Target Monitoring Review of providing high level aggregated data on student attainment would be instigated by the Principal, with Joanne Williams and Gail Rothnie to meet to consider data and reporting to the Committee for the 2022/2023 academic year (to allow for greater granularity of in year performance against target grades, trend comparison and sector benchmarking).	ADo June 2023
Action 8a	Careers Education and Guidance Policy The Committee proposed that the Curriculum governor lead be a member of the Students', Curriculum and Quality Committee.	JSu July 2022
Action 9a	Review of Committee Terms of Reference and Cycle of Business That Careers Strategy be added to the review of committee terms provided for the Corporation.	JSu July 2022
Action 9b	Review of Committee Terms of Reference and Cycle of Business That Assistant Principals be invited to attend meetings where appropriate and that names of staff be included in the annual cycle of business.	JSu September 2022