

## Minutes of the Students, Curriculum and Quality Committee Meeting

Held Wednesday 21 June 2023

*Present* Gail Rothnie(*Chair*), Joanne Rouse (*Vice Chair*), Aisha Benachour, Alexandra Fratila, Joanne Williams, Sarah Dawson, Lee Clulow

*In attendance* Craig Tucker (*Assistant Principal Quality and Standards*)  
Julie Edwards (*Assistant Principal Faculty of Professional Services & Sciences*)  
Jon Priest (*Director of Information Services*)  
Richard Franks (*Head of Division, Digital Technologies and Computer Science*)  
Jennifer Sunter (*Clerk to the Corporation*)

*It was agreed that item 4c, Apprenticeships Update would be taken as the first substantive item.*

<b>1</b>	<b>Apologies</b>
	Apologies were received from Clair Graham.
<b>2</b>	<b>Declarations of Interest</b>
	There were none.
<b>3</b>	<b>Minutes of the Students, Curriculum and Quality Committee Meeting held 15 March 2023 and Matters Arising</b>
	<p>The minutes of the Students, Curriculum and Quality Committee meeting held 15 March 2023 were approved as a correct record.</p> <p><b>Under Matters Arising</b></p> <p>Actions from the meeting held 15 June 2022:</p> <ul style="list-style-type: none"> <li>Action 5ca under Target Monitoring, addressing data reporting was progressed and management were reviewing Vocational data analysis options moving forward. Members agreed that clear progress was made and the action was closed.</li> <li>Action 9b Review of Committee Terms of Reference and Cycle of Business, regarding Assistant Principals reporting to Corporation meetings, Joanne Williams suggested that a more impactful option would be for governors to attend some of the ongoing area quality improvement meetings. This would be taken forward with the Chair in August with the action updated and ongoing.</li> </ul> <p>Actions from the meeting held 16 November 2022:</p> <ul style="list-style-type: none"> <li>Action 12a Update Report on Apprenticeships, it was noted that reporting on Apprenticeships was now a standing item on the Committee agendas. The action was closed.</li> </ul> <p>Actions from the meeting held 15 March 2023:</p> <ul style="list-style-type: none"> <li>Action 7a, Apprenticeships Update, Joanne Williams and Julie Edwards had considered use of Teams for support of each Apprentice Standard. The action was closed.</li> </ul>
<b>4c</b>	<b>Apprenticeships Update</b>

	<p>Julie Edwards and Richard Franks provided a comprehensive update on Apprenticeships. This confirmed positive progress had been achieved against the Apprenticeship areas' improvement plan. Personnel changes in year were being addressed and Richard Franks was deployed to support on quality. An external quality assurance consultant reported assurance regarding quality checks.</p> <p>There was 65% success of learners on target and Onefile was in place to measure progress. There were regular meetings to track progress against targets. Teacher Development Managers were also further developing English and Maths. It was also noted that learner and employer voice had been captured with supplementary forms going out to employers.</p> <p>Challenges in recruitment remained, but the sales team had moved forward with employers. 107 new employers had been contacted with good take up from Early Years providers.</p> <p>New programmes in Pharmacy and Digital were being considered.</p> <p>Additionally a Pre-Apprenticeship Programme was in place for July and August. This would support students who are not yet work ready and those leading into Apprenticeship pathways in September, (to decide if an Apprenticeship route was appropriate). The programme would support skills development regardless of continuation. It was also noted that taster courses were being offered around writing a curriculum vitae, interview skills and mental health.</p> <p>The Chair asked if the College had enough demand and Joanne Williams responded that the demand was there, however, it remained challenging to get the right apprenticeship in place. The College was building relationships, Marketing was continuing to engage with new employers and due diligence on new employers was undertaken.</p> <p>The update was received.</p>
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*Julie Edwards and Richard Franks left the meeting.*

<b>4</b>	<b>Monitoring Review – Students</b>
<b>4a</b>	<b>Student Performance and Progress Report</b>
	<p>Jonathan Priest provided headline points arising from data analysis of attendance and projected achievement. Attendance remained similar and was currently down 0.2 percentage points on the previous year. Attendance remained a challenge on which the College continued to work hard.</p> <p>The Chair prefaced discussion on projected achievement data, which had been actioned and would support the Committee in considering performance. The data was predominantly around A Levels with further work around more complex vocational courses targeted. Current assessment highlighted areas where predicted pass rates would be lower than 85% and the underpinning narrative. Members considered the projected data in light of key information around staffing, course challenges and in some areas conservative grade prediction. Loss of key staff mid-year had been challenging and the suitability of some courses was under consideration. The student governor illustrated this by confirming that A Level Law had a surprising amount of necessary independent reading, which was demanding.</p> <p>Jonathan Priest also highlighted that the NART data now released was very changed from pre pandemic format ,which hampered comparison. Subjects compared variably against national levels provided.</p> <p>Joanne Williams highlighted the course areas of concern. The Chair asked what remedial action was in place, particularly what would trigger intervention. A governor also recognised the report provided strategy but did not outline what</p>

	<p>actions were taken for students currently. Joanne Williams reported that monitoring was undertaken through STAMP and through A level monitoring meetings, looking for any trends and what should be addressed. Staff knowledge of their students was key to taking necessary action to best support students. Interventions and intensive care weeks had been undertaken with many workshops. Particularly, Joanne Williams noted that students were supported to achieve progression, which would be outlined in the report on progression and destinations.</p> <p>Joanne Williams provided examples where there had been unexpected challenges, including difficulty in engagement of students in a High Achievers Programme. The College was looking to move the mindset of some students from focusing on 'I only need' to what they could achieve. Additionally some A Level students had attended and achieved well in exams but then failed to complete their coursework which was surprising.</p> <p>It was noted that this first report underpinned future reporting and better understanding of performance and assurance on actions taken on underperformance.</p> <p>Out turn of actual results would have early consideration by the Principal, Chair and Committee Chair in August.</p>
<b>Action 4a</b>	Further work around more complex vocational courses targeted would be reported to the Committee.
<b>4b</b>	<b>Student Retention Update</b>
	<p>Joanne Williams reported that the tough but tender approach was in place with continuation needed. Retention continued to be a challenge and an action plan was in place. Actions included a review of Level 1 courses, to be more practical and engaging, quicker turnaround of course swaps, transition programmes for learners with an EHCP and review of lessons learned regarding students who were restarters.</p> <p>Members asked about attrition and Craig Tucker responded that the information and guidance evidenced how the College supported students to be on the right course.</p> <p>Members asked about the student profile re ethnicity and Jon Priest responded that the main trend seemed to relate to students on Levels 1 and 2 courses who were from areas of high deprivation. 40% of the College's students were in receipt of support through the Learner Support Fund.</p> <p>The update was received.</p>
<b>4d</b>	<b>Learning, Teaching and Assessment Report</b>
	<p>Craig Tucker provided an overview of lesson observations in Window 3 and Window 4 of the 22/23 academic year, noting that 96% of lessons observed met or exceeded expectations. The craft of teaching and the aim to make every lesson unmissable underpinned the College's approach and feedback from staff was that observations were done with them and not to them.</p> <p>The College had a greater proportion of new staff starting and these were across the year, which had led to plan for a more supportive programme with half termly in person update meetings.</p> <p>Professional Development priorities included to improve value added and high grades for students. Support was also focused on staff and students to use IT to</p>

	<p>work smarter. Staff were also being supported for new qualifications and by Teacher Development Managers.</p> <p>Members were assured that where staff were not meeting expectations they were proactively supported.</p> <p>The report was received.</p>
<b>4e</b>	<b>Pastoral Report Update</b>
	<p>Members considered the Pastoral update provided by the Director of Learner Services.</p> <p>Joanne Williams highlighted some key points.</p> <p>Student behaviour outside the College was challenging, some behaviour had led to exclusions and diligence in assessing the new intake of students would be important.</p> <p>Safeguarding staff continued to be incredibly busy and were addressing complex issues. These included an increase in drug use, domestic abuse, bereavement and victims of crime. There were also more students who do not live at home or are care experienced.</p> <p>It was noted that several staff had undergone training on bereavement and the College would revisit its Mental Health Charter. It was also noted that the Director of Equality and Diversity was undertaking work around exclusions and looking at policies and reasonable adjustments for students who are care experienced.</p> <p>It was also celebrated that two members of Learning Support staff had won national Silver Awards for Teaching Assistants of the Year. In addition to receiving their awards in July they will be considered for a Gold Teaching Award for Teaching Assistant of the Year.</p>
<b>5</b>	<b>Monitoring Review – College</b>
<b>5a</b>	<b>Current Year 2022/2023 Annual Plan Actions/Targets</b>
	<p>Positive progress was noted on many actions with retention and attendance remaining key areas of focus in 2023-24.</p> <p>The College had met its target for work placements, however there was no funding to support this going forward.</p> <p>Student destination tracking was being highlighted through curriculum area reviews and Jon Priest was leading on tracking adult learner destinations.</p> <p>The work with consultants had also been positive in assisting staff and subsequently students to articulate learning, progress and aims.</p> <p>The monitoring update was accepted.</p>
<b>5b</b>	<b>Overview of Progress against the Quality Improvement Plan 2023</b>
	<p>Craig Tucker summarised that good progress was being made against most actions in the quality Improvement Plan, however the exception was that attendance was not yet good.</p> <p>Following work in year with a consultant, the next plan would have greater focus on cause and effect and the ability to measure improvements made.</p>
<b>Action 5b</b>	<p>Members appreciated the update and asked for future reports to highlight the latest update information (since previous reports) and clarity on the measurable targets to better judge movement and success.</p>

<b>6</b>	<b>Planning 2023/2024</b>
<b>6a</b>	<b>Student Recruitment Report</b>
	<p>Joanne Williams reported that while recruitment appeared stable the College could not be complacent, as many students will hold multiple offers.</p> <p>Members discussed potential changes regarding competition from local providers.</p> <p>Joanne Williams also highlighted a concern that difficulty in staffing particular areas may impact student recruitment to those subjects.</p> <p>The position was noted.</p>
<b>6b</b>	<b>SEND and Alternative Provision – Guidance Update</b>
	<p>The Chair commended the report which summarised the new guidance on SEND and Alternative Provision, which was for member information at this time.</p> <p>It was noted that the outcomes of ‘Right Support, Right Place, Right Time’ would have impact on the College provision.</p> <p>Governors thanked the report author Sharon Legg.</p>
<b>6c</b>	<b>Curriculum Planning Update</b>
	<p>Joanne Williams reported that curriculum review was an annual part of the Area Review process and that there were three-year plans for all curriculum against the changing educational landscape.</p> <p>Curriculum Developments were in local priority areas of Digital, Business and Health. Areas of growth for 2023 were in new subcontracting arrangements and new Apprenticeship standards. Subcontracting would be approved by the Corporation and had to meet the College’s quality standards.</p> <p>Defunding of courses would continue to impact curriculum offer with need to consider Level 2 offer.</p> <p>The College would be offering new T level Transition programmes in Digital, Business, Early Years and Health.</p> <p>The update was received.</p>
<b>6d</b>	<b>Review of Committee Terms of Reference and Business Cycle</b>
	<p>The Clerk outlined the few updates proposed to bring the terms and cycle of business up to date with the remit and scope of reporting.</p> <p>Members proposed further tweaks including that value added was no longer a separate report.</p>
	The Students, Curriculum and Quality Committee recommended revisions to their terms of reference to the Corporation.
<b>7</b>	<b>Policy Review</b>
<b>7a</b>	<b>Careers Education and Guidance Policy</b>
	<p>Members considered the annual review of Careers Education and Guidance Policy and that an action plan would be in place for the new academic year.</p> <p>Members discussed that the work done across the College departments, which underpinned policy, was not reflected within it and hoped that future revisions would reflect this.</p>
<b>Action 7a</b>	The work happening across College would be captured and provided with the Careers Action Plan to the Committee.

	The policy would be amended as part of its cyclical review.
	The Students, Curriculum and Quality Committee approved the Careers Education and Guidance Policy.
<b>7b</b>	<b>Excellence in Teaching, Learning and Assessment Strategy and Implementation Plan January 2023-August 2024.</b>
	<p>Craig Tucker highlighted that while the Teaching, Learning and Assessment Strategy had been previously presented to governors its application across College had been delayed. Additional consultation had included Learner Support Staff, Managers and the Teacher Development Team. The language around Looked After Children and SEND had subsequently been strengthened.</p> <p>Joanne Williams explained that student research had been undertaken to ascertain what great teaching looked like to them.</p> <p>Governors were also pleased to hear that students had nominated staff for teacher awards and that 301 certificates had been handed to staff as part of Thank a Teacher day. Teachers were surprised to see who had nominated them illustrating not always realised impact.</p> <p>A governor asked about the planned roll out and expectations of how staff would use the strategy. Joanne Williams responded that the strategy was for both reference and focus for staff as it highlighted vision and development and the high expectations. The document would also be useful as part of the appraisal process.</p> <p>The dates of the strategy were discussed, noting that these should align with the Strategic Plan.</p>
	The Students, Curriculum and Quality Committee approved the Excellence in Teaching, Learning and Assessment Strategy and Implementation Plan to be dated August 2023 to August 2025.
<b>8</b>	<b>Meeting impact review</b>
	<p>In considering the impact of the meeting the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Governor suggestion of including measurable targets in the Quality Improvement Plan.</li> <li>• Successful use of data in the Student Performance Report with healthy discussion, supporting understanding and ability to offer appropriate challenge and for continued development and maintaining of rigour.</li> <li>• Assurance on Safeguarding Report in identifying trends and positive support in place for students.</li> </ul>
<b>9</b>	<b>Any Other Business</b>
	<p>Craig Tucker updated members on the Ofsted inspection of Teacher Training under their inspection of University of Worcester. The outcomes would be shared once the report is published.</p> <p>The Clerk noted that the action from Finance and resources Committee regarding the Students' Union had been moved to the autumn meeting.</p> <p>The Clerk noted that the Careers Update had been deferred to the autumn meeting and aligned with the decisions discussed in the meeting.</p>
<b>10</b>	<b>Date of Next Meeting</b>
	The date of the next meeting is to be determined.

The meeting closed at 7.58pm

<b>Actions from the meeting held 15 June 2022</b>		
<b>Action 5ca</b>	<p><b>Target Monitoring</b></p> <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 (to allow for greater granularity of in year performance against target grades, trend comparison and sector benchmarking).</p> <p>Closed June 2023</p>	<p>June 2023</p> <p>Closed.</p>
<b>Action 9b</b>	<p><b>Review of Committee Terms of Reference and Cycle of Business</b></p> <p>That Assistant Principals be invited to attend meetings where appropriate and that names of staff be included in the annual cycle of business. Overtaken</p> <p><b>Updated June 2023</b></p> <p>Suggested that a more impactful option would be for governors to attend some of the ongoing area quality improvement meetings. This would be taken forward with the Chair in August.</p>	<p>JSu</p> <p>September 2022</p> <p>March Ongoing</p> <p>Revised/ Ongoing</p>
<b>Actions from the meeting held 16 November 2022</b>		
<b>Action 12a</b>	<p><b>Update Report on Apprenticeships</b></p> <p>It was agreed that the Committee would continue to monitor Apprenticeships reports as appropriate through a standing item on the agenda.</p> <p>Closed June 2023</p>	<p>JSu/JWi</p> <p>March Ongoing</p> <p>Closed.</p>
<b>Actions from the meeting held 15 March 2023</b>		
<b>Action 7a</b>	<p><b>Apprenticeships Update</b></p> <p>Joanne Williams and Julie Edwards will consider use of Teams for support of each Apprentice Standard.</p> <p>Closed June 2023</p>	<p>June 2023</p> <p>Closed.</p>
<b>Actions from the meeting held 21 June 2023</b>		
<b>4a</b>	<p><b>Student Performance and Progress Report</b></p> <p>Further work around more complex vocational course data would be reported to the Committee.</p>	<p>JWi</p> <p>March 2024</p>
<b>5b</b>	<p><b>Overview of Progress against the Quality Improvement Plan 2023</b></p> <p>Members appreciated the update and asked for future reports to highlight the latest update information (since previous reports) and clarity on the measurable targets to better judge movement and success.</p>	<p>CTu</p> <p>November 2023</p>
<b>Action 7a</b>	<p><b>Careers Education and Guidance Policy</b></p> <p>The work happening across College would be captured and provided with the Careers Action Plan to the Committee.</p> <p>The policy would be amended as part of its cyclical review.</p>	<p>JWi</p> <p>November 2023</p> <p>June 2024</p>

