

Minutes of the Students, Curriculum and Quality Committee Meeting

Held Wednesday 29 November 2023

Present Gail Rothnie (*Chair*), Aisha Benachour, Chloe Naughton, Lee Smart and Joanne Williams.

In attendance Andrew Hanson (*Chair of Finance and Resources Committee*)
Jacquie Carman (*Principal*)
Craig Tucker (*Assistant Principal Quality and Standards*)
Jon Priest (*Director of Information Services*)
Jennifer Sunter (*Clerk to the Corporation*)

1	Apologies
	Apologies were received on behalf of Joanne Rouse (<i>Vice Chair</i>) and Sarah Dawson.
2	Declarations of Interest
	There were none.
3	Minutes of the Students, Curriculum and Quality Committee meeting held 21 June 2023 and Matters Arising
	<p>The minutes of the Students, Curriculum and Quality Committee meeting held 21 June 2023 were approved as a correct record.</p> <p>Under Matters Arising:</p> <p>From the meeting held 15 June 2022:</p> <p>Under action 9b, Review of Committee Terms of Reference and Cycle of Business regarding governor engagement with staff and quality assurance measures, the Clerk reported that invites to Department Performance Reviews were being taken up and that invites for term two should be provided as early as possible.</p> <p>Members further discussed how governors should report to the Committee following attendance at a review and it was agreed that key points should be circulated.</p> <p>The action was closed.</p> <p>From the meeting held 21 June 2023:</p> <p>Under action 5b, Overview of Progress against the Quality Improvement Plan 2023 the final review of the QIP for 22/23 included a clear update on information since previous reports and clarity on the measurable targets to better judge movement and success was also being progressed. Craig Tucker noted that a new template for Heads of Department was being used which would better support performance tracking.</p> <p>The action was closed.</p>
	Previous Year 2022/2023
4	Student Destinations Report 2022/2023
	<p>In considering student destination information Jon Priest explained:</p> <ul style="list-style-type: none"> that government prescribed destination codes were rated against economic activity, therefore some destinations were unexpectedly categorised as negative

	<ul style="list-style-type: none"> • that some subjects with low student returners to courses related to reasons including moving to an apprenticeship or employment • that it was increasingly important to evidence economic impact for students while also monitoring the impact on the College's funding model. <p>Jon Priest also reported that the College had deployed J2 Research to conduct a survey on unknown and negative destinations.</p> <p>Members discussed the need to act early to avoid students becoming NEET (Not in Employment, Education or Training), and noted further and earlier work with adult learners and ESOL learners to support positive destinations. The new Department Performance Review meetings also encouraged greater focus on destinations.</p> <p>With regard to student progression to Higher Education the top twenty institutions were increasingly condensing to local region providers. The current data would be further updated through the monthly return (DfE website).</p> <p>The Chair asked and it was confirmed that Careers had a significant role with regards to students leaving or not returning.</p> <p>The report was accepted.</p>
5	Value Added Report for 2022/2023
	<p>Members recognised the complexities surrounding value added data which was currently available for A Levels but not vocational courses. The thermometer-based data measure was discussed to provide clarification.</p> <p>Jacque Carman explained the need to contextualise the data due to the continued impact of Teacher Assessed Grades working through the data systems, therefore the data was not yet comparing like for like. However following through from 2023 data a positive trend should emerge. Summer 2024 would show exam against exam comparison data.</p> <p>The Chair stressed the need for governors to be able to understand where value was being added.</p> <p>Members considered the comparison of internal grade predictions with actual outcomes and the impact this had on student higher education places, together with actions for quality improvement.</p> <p>Joanne Willaims outlined quality checks and moderation actions to mitigate against over or under grading of students. The College would use all intelligence and assessment points to support this.</p> <p>Craig Tucker responded that value added was a key driver with a key line in department quality improvement plans, with timely use of data and with training for Heads of Department enabling them to better use data.</p> <p>The Chair asked how meaningful targets could be set in relation to improving value added. Following discussion around how this related to all areas, not just those below average, an overarching target of minimum of 6 on the value-added scale was proposed for the Corporation. Therefore all A Level courses should be at 6 or lower. The Committee would monitor the detail underpinning this top-level target.</p>
	The Students Curriculum and Quality Committee recommended that the Corporation include the value-added target in their target monitoring report.
6	Final Progress Report on Quality Improvement Plan for 2022
	<p>Craig Tucker updated members on the final progress review of the quality improvement plan for the previous year.</p> <p>Progress had been made against a significant number of actions and together with the inspection outcome had provided a springboard into the current academic year.</p>

	<p>Attendance remained a focus with a Transformational Project well underway. A High Achievers Programme evaluation plan was being undertaken with regular reports to the leadership team. Lots of opportunities to support high achievers would be considered in light of applications to Oxbridge and Russell Group universities.</p> <p>Members discussed monitoring engagement and correlation to potential outcomes.</p> <p>The progress report was received.</p>
7	SAR 2022/2023
	<p>The College Self-Assessment Report had been in place for the recent inspection and represented strengths and weaknesses accurately.</p> <p>The College was very focused on the areas for development moving forwards.</p>
	The Students Curriculum Quality recommended the SAR 2022/2023 to the Corporation for adoption.
8	Higher Education Self-Assessment Report 2022/2023
	<p>Joanne Williams outlined the current course offer and explained where delays or evaluation of offer had been necessary.</p> <p>Partnership working and aligning Health courses with other Colleges was also discussed.</p> <p>There were no major issues identified across the relatively small current provision.</p>
	The Students Curriculum Quality recommended the HE SAR 2022/2023 to the Corporation for approval.
9	Student Complaints Analysis Report
	<p>Members received the report noting that overall there had been less complaints and that these related to similar reasons previous years around traffic and parking, student behaviour and student experience.</p> <p>All complaints had been settled without the need for much escalation.</p>
	Current Year 2023/2024
10	Student Performance Report 2023/2024 (including retention, achievement, attendance)
	<p>Jon Priest provided an overview of data as captured week ending 12 November.</p> <p>Overall student attendance was an improved picture, particularly resit classes and ESOL. Five areas remained lower, as reported. Absence monitoring mechanisms and interventions seemed to be impacting with March and end of year data to track impact.</p> <p>The first value added assessment report was provided with an average of 6.2, however as both first- and second-year data was included the College needed to disaggregate the data to better support analysis to inform actions.</p> <p>As average GCSE grades were lower it is anticipated that this will impact higher grade predictions.</p> <p>The College would also be running mock examinations and would compare with outturn grades.</p> <p>The Chair asked if lower GCSE grades would also impact the higher attainers programme. Craig Tucker responded that the programme may respond with flexibility to support students with slightly lower entry grades but who were performing well with high aspirations.</p>

		The report was received.
11		Review of Courses Under Notice of Improvement
		<p>Members considered the information on courses being monitored in relation to retention and pass rates.</p> <p>Following discussion it was noted that the impact on pass rate of the controlled assessment in Health Level 3 was greater than anticipated.</p> <p>Members also discussed class sizes noting that this was being considered by the management team under the two strands of finance and quality.</p> <p>The update was received.</p>
12		Pastoral Report
		<p>Joanne Williams highlighted key elements of the pastoral concerns addressed by the College.</p> <p>Student suspensions and exclusions had increased.</p> <p>High Needs students were less in number but with more complex needs. The Hive at Five facility was very well received however staff coverage for students with support needs was challenging and under review.</p> <p>Safeguarding was highlighted as under increasing pressure. Staff were being spoken to in an unprecedented manner which was of concern. Members discussed available support for staff.</p> <p>The Committee acknowledged ongoing pressures.</p> <p>Members asked about student voice and noted that a range of considerations were being discussed around the more strategic involvement of students, including the Student Union and a student shadow board. The Principal's focus groups revealed that students did like to be consulted though their responses were variable. Key areas seemed to be those of enrichment and mental health.</p> <p>The report was received.</p>
13		Update on Student Enrolments Against Contract
		<p>Joanne Williams highlighted that while the College was currently above the 16-18 study programme number, T Level learners were low and Apprenticeship recruitment remained low.</p> <p>Members noted that Apprenticeships remain a national issue.</p> <p>The update was noted.</p>
14		Update Report on Apprenticeships
		<p>Following inspection the College had moved delivery of Apprenticeships into curriculum areas, with focus on quality and higher grades. Challenges remained around recruitment of assessors, sales and recruitment. There were fortnightly monitoring meetings in place with an update to be provided for members in March 2024.</p> <p>It was noted that more students were needed for increased momentum, however Apprenticeships remained higher risk provision.</p>
15		Quality Improvement Plan 2023
		<p>The Cross College Quality Improvement Plan 2023/2024 included the Post Inspection Action Plan. The first iteration of the report was considered by members.</p> <p>Craig Tucker noted that the emphasis was to lead Heads of Department to first look at root causes and actions to address these, leading to impact on improvements. For example, attendance was at the core of many management actions.</p>

		Members discussed in detail how the Committee would be able to monitor the actions and targets particularly around course data. Previous year NART data and new data in March 2024, together with data pack information, would support focus on showing distance travelled. Members agreed that in some places, metric-based measures were needed to better assist monitoring.
	15a	The Quality Improvement Plan 2023 would be updated with Ofsted percentages and provided for the Chair ahead of circulation with Corporation reports.
		The Students Curriculum Quality recommended to the Corporation the Quality Improvement Plan for 2023/2024 which includes the post inspection plan, subject to amendments discussed by the Committee.
16		Annual Plan Actions and Targets
		The key actions and targets relating to the Committee were highlighted, noting that they would form part of the overarching report provided for the Corporation.
	16a	The new value-added target would be incorporated for the Corporation meeting.
17		Department Review – Governor engagement and feedback
		Addressed under Matters Arising actions.
18		Policy and Strategy
	18a	Sexual Violence and Sexual Harassment Policy
		Members noted that the policy had been updated with no significant changes to note at this time. Members asked how management dealt with instances of false allegations. Joanne Williams responded that false allegations were difficult to address and explained how careful management sought to mitigate and safeguard all parties.
		The Students Curriculum and Quality Committee recommended to the Corporation the approval of the Sexual Violence and Sexual Harassment Policy.
	18b	Subcontracting Procedure
		Members noted the quality assurance procedures for subcontracting arrangements as provided.
	18ba	It was agreed that clarification was needed to inform appropriate reporting arrangements across the current cycle of business.
19		Any Other Business
		Members congratulated staff: Ross Nicholls for Best Teacher of the Year at Dudley Community Awards Liz Barber and Claire Swain – Pearson Silver Award winners.
20		Date of Next Meeting The next meeting is scheduled for 6 March 2024.

Meeting closed: 8.20pm

Key	A	Approve	M	Monitor	JWi	Joanne Williams	G	Governor
	C	Consider	R	Receive	JSu	Jenny Sunter		

	R/C	Recommend to Corporation	CTu	Craig Tucker	JPr	John Priest		
Actions from the meeting held 15 June 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. Overtaken Updated June 2023 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. Term 1 DPR meetings scheduled with governor attendance booked. Closed November 2023						JSu	September 2022 March Ongoing Revised/ Ongoing
Actions from the meeting held 21 June 2023								
4a	Student Performance and Progress Report Further work around more complex vocational course data would be reported to the Committee.						JWi	March 2024
5b	Overview of Progress against the Quality Improvement Plan 2023 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. Closed November 2023						CTu	November 2023
Action 7a	Careers Education and Guidance Policy 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.						JWi	November March 2023 June 2024
Actions from the meeting held 29 November 2023								
15a	Quality Improvement Plan 2023 The Quality Improvement Plan 2023 would be updated with Ofsted percentages and provided for the Chair ahead of circulation with Corporation reports.						CTu	Dec 2023
16a	Annual Plan Actions and Targets The new value-added target would be incorporated for the Corporation.						JCa	Dec 2023
18b a	Subcontracting Procedure It was agreed that clarification was needed to inform appropriate reporting arrangements across the current cycle of business.						JSu	March 2024