

MEETING OF THE CURRICULUM AND QUALITY COMMITTEE

TIME/DATE 11.00am Thursday 25 November 2021

VENUE remote by Microsoft teams due to coronavirus pandemic.

Present

Name

Mrs. L Duncan (**Chair**)
Mrs. S Littlewood
Mr. A Owen
Mr. S Pierce
Mrs. J Heap

External Governor
External Governor
External Governor
Principal
Staff Governor

In attendance:

Mr. M Doyle
Mr N. Gribben
Mrs. C. Duro
Mr. I Carten
Mr P Walsh

Deputy Principal
Vice Principal
Governance Director
Head of Quality and Improvement
Head of School - Construction

Italics denotes absence

MINUTES

The meeting opened at 11. 00 and was quorate.	
1.	DECLARATIONS OF INTEREST. There were no declarations of interest.
2.	APOLOGIES Apologies were accepted from Mrs. Julie Heap
3.	Curriculum Update Presentation The Committee received a detailed and informative update on the Construction Curriculum area through a presentation covering all aspects of the curriculum delivery and development, resources, employability, work experience, and student experience. Questions were invited Thanks were given for a useful presentation. A governor asked how it translated across both campuses. The Committee was given detail of the cross-campus developments. It was asked what was available for adults.? It was confirmed that there was adult provision delivered in the evenings and details would be shared. (Action) It was asked what catch up delivery was in place. It was explained that the need amongst the new first year entry was more severe. Small group provision was in

	<p>place across all but 1 area of provision (where it is planned) to help bridge the gap. Theory was being front loaded.</p> <p>A governor asked what was the biggest current challenge, the committee was informed that staffing the demand for growth. There is the opportunity for growth but teachers were going back into industry where there is demand for their skills.</p> <p>It was challenged how the college was going to find enough work experience opportunities. The committee was informed that students were being supported to approach at least 5 employers to approach. Entry and level 1 would do meaningful internal projects, real work, e.g. plastering, decorating the college, which would be properly assessed with work place expectations. Managers shared their commitment to secure work experience for every learner.</p> <p>Level 2 learners will be on external work placements. (60-70% of learners).</p> <p>The committee was informed that a need to redo health and safety certificates following the pandemic was adding to the issues.</p> <p>The Committee asked that other Curriculum Heads be invited to present to the Committee to provide similar updates. (Action)</p>
4.	<p>MINUTES OF THE MEETING ON 7th October</p> <p>The minutes of the meeting on the 7th October were approved as a correct record of the meeting.</p>
5.	<p>MATTERS ARISING</p> <p>The actions were reported on in detail.</p> <ol style="list-style-type: none"> 1. Will be addressed through health and safety committee 2. Gatsby – bring into QIP to report on a regular basis 3. Work experience, TLA, Student voice all on the QIP <p>Committee were satisfied that this is being appropriately monitored.</p> <p>Detail requested on work experience, level achieved and plans in place. (Action)</p>
6.	<p>SCORE CARD</p> <p>The Committee discussed how useful the scorecard presentation was as much was repeated in the SAR & QIP? Did it add value?</p> <p>It was agreed that it was a useful at a glance overview of what was happening, with detail of activity to improvement in the QIP. A move towards a whole college dashboard would perhaps be beneficial. Dials of progress, work experience, destinations etc. would also be beneficial beyond single measures. Scorecard gives a comprehensive view of whole college progress, including successes, the QIP focuses the mind on the areas requiring development. The Scorecard would continue to be shared whilst the senior team explore the possibilities of a whole college dashboard. (Action)</p>

7.	<p>SAR & QIP</p> <p>Following a detailed workshop, the revised SAR was presented to the committee for recommendation to the board. Significant improvements, were noted having been driven by the team and was a credit following the past 12 months effort. Thanks were given to the team.</p> <p>The Committee agreed that the SAR read well and was comprehensive. The Committee were satisfied to agree and validate the SAR grade as good.</p> <p>The QIP was received and the extensive changes made were explained. The Committee was advised the document could still be added to with further actions added if concern arose about other areas and further activities could be monitored through this document. Desire was shared with the committee for the document to be a dynamic document reflecting focus through the year.</p> <p>This dynamic approach was agreed by the committee.</p> <p>Resolved that the SAR&QIP be recommended to the board for approval.</p>
8.	<p>TLA Report</p> <p>A detailed report was received by the committee. Questions were invited.</p> <p>The Committee was aware that significant work had been completed and learning walks evidenced this year. The Head of Quality was asked if it was possible to see improvements were being made, with more consistency across the schools. The committee was informed there are still some inconsistencies but they are becoming less, the bar is being raised, the use of assessment throughout the year has improved.</p> <p>Governor challenged, if I walked around today, report aside, what would please me, what would I see needing improvement. Detail was shared, and the small pockets where improvement would be needed were identified. Deeper scrutiny asked 'What actions are we taking in the pockets'. The Committee was informed that rather than waiting for observations, targeted, extensive school level, CPD based on walk throughs and CAR's (2 day Curriculum Area Review); Timely feedback to staff and targeted support in areas of concern.</p> <p>It was asked how good practice is identified. It was explained that this was through observations, where good practice was graded 'blue', 'showcaseably good practice', staff achieving this will be involved in staff development day to present to colleagues. Timely feedback directly to the staff member. Heads of schools required to feedback themes good and bad ("even better if") to teams. A clear and concise dashboard of feedback.</p> <p>It was questioned if this is also done for student support, pastoral support also. It was confirmed that it applies to all areas.</p>
9.	Student Voice

	<p>The updates to the policy and report were detailed. The Committee was informed the exit survey was not done last year. The low return rate was noted and work being done to improve this was detailed. Further work on how it is administered and ensuring students have space and clarity to answer honestly.</p> <p>Stubborn themes were noted, and the testing of theses was shared. Where students don't feel safe this has been deeply investigated, The committee was assured this wasn't a safeguarding issue, it related more to feeling covid secure, boisterous corridors during class changeover etc. These are being addressed and taken seriously but not significant concerns. Single-sex focus groups were encouraged to see how the feedback changes, but from survey there was no obvious gender discrepancy. The importance of open questions and a safe place to share concerns about sexual assault was agreed. Next steps and this year's focusses were detailed.</p> <p>Questions were invited</p> <p>A governor asked if British values, radicalization and prevent were being picked up earlier and how was it being tested. The tutorial roadmap was explained. AND THE Committee advised it was being tested through the CAR, where the vast majority were able to answer the questions. We will continue to push on this important matter. A governor challenged how this was tested, not just a question if it has been taught, but asked for examples, what the student would do etc.</p> <p>A governor challenged the if focus should be on aspirational grades rather than minimal grades. The committee was assured that there was also a measure against aspirational especially as students move through the year. Minimal is a starting point in term one.</p> <p><i>Alun Owen left the meeting</i></p>
10.	<p>Employer Feedback</p> <p>The report was received. It was expanded upon to detail the good feedback from employers nationally with explanations of the further improvements needed at a more granular level. The Committee heard a more sophisticated bespoke college survey was planned, particularly for apprenticeships. The committee was advised that an onboarding survey following apprentice recruitment was currently underway. The desire to expand employer feedback from the broader employer community, e.g. those paying for level 7 HR courses was shared. We have list of anecdotal feedback but needed further work to develop a way to consolidate this holistic feedback.</p> <p>It was asked if the college has employer voice boards? The Committee was informed that they were not to the extent we would like, with an aim to extend this, including school level employer boards. Some areas of the college had strong open communication with employers, e.g. construction, business and travel, softer employer engagement. A board would bring a different more formal dynamic which should be the next step.</p>
11.	<p>Internal Progression</p> <p>Report taken as read. Disappointing to note a reduction in internal progression, however external had seen an increase. It was noted that the college needed to do</p>

	<p>something different. Support for students to enable internal progression being developed further. The target was shared as 60%. It was asked if this was a target for the year ahead. The committee was informed it was challenging this year when employment, to support the family income is an option. Analysis suggested many students have gone to work, understandably but they don't meet their potential to achieve higher level qualifications. A tension of economic choice for many and examples shared. Destination data would help aid a greater understanding of this, to explore destinations and relevance of the college course to the destination.</p> <p>Further detail was requested for a break-down of progression from lower levels. This detail was provided, as showed a decline as the levels became higher, some evidence to suggest a move to employment from level 2, marked in some areas.</p> <p>A breakdown of progression for disadvantaged students, for future reports was requested, an important dynamic of the college. (Action)</p> <p>Understanding of where progression is limited where there is not a direct course to progress too from level 2.</p> <p>Some great plans to move forwards were recognized by the committee.</p>
<p>12.</p>	<p>Compliments & Complaints report and Complaints Policy</p> <p>A few slight amendments to the policy were noted.</p> <p>A light increase in formal complaints was analyzed, could in part be remote learning, increased student engagement activity dealing with complaints earlier before they become formal.</p> <p>The 10 formal complaints were reported on and the process followed shared.</p> <p>Questions invited.</p> <p>It was discussed that the only way to recognize a compliment is through the website, the need to ensure this feedback is disseminated quickly was agreed. Compliments received by marketing and a need to share this was also recognized.</p> <p>The overlap with whistleblowing was discussed, a need to incorporate how to deal with whistleblowing is to be considered. Desire to add a compliments policy and systematic way of collating and analyzing these, and feeding back to the SAR. (Action)</p> <p>Resolved that the complaints policy be recommended to the Board for approval</p>
<p>13.</p>	<p>GOVERNANCE</p> <p>The discussions were reviewed. It was agreed that no items needed confidential a minute.</p>
<p>14.</p>	<p>APPOINTMENT OF VICE CHAIR</p> <p>It was noted that the Committee does not have a Vice Chair. This nomination process would be picked up in January with the new Governance Director, also reviewing governor terms and the need to make a recommendation to the Search and Governance Committee. (Action)</p>

15.	Date of next meeting 27 th January 2021.
	The meeting closed at 12.55