



CURRICULUM AND QUALITY STANDARDS COMMITTEE MEETING

Tuesday 16 June 2020 6:00pm

via Teams

MINUTES

Committee	Mike Sutcliffe (Chair); Sue Kingman (VC, Board); Ian Valvona; Vincent Neate; Cait Orton; Japneet Kaur; Hamish Murray; Will Whitmore
In Attendance	Diane Dimond (Interim CEO & Principal); Jason Jones (Deputy CEO & DP Curriculum and Quality); Sheila Fraser-Whyte (Executive Director Business Development & Innovation); Lance Finn (Head of Quality Assurance and Improvement); Debbie Stephenson (Head of Student Services); Ian Rule (Interim Finance Director) for item 7; Elaine McMahon; Sarah Connerty (Governance advisor); Ellie Woods (Board support) (minutes)
Apologies	Hamish Murray

Agenda item	Item Description	Action
1	<p>Welcome and apologies</p> <p>The chair welcomed the Committee to the meeting and noted that Japneet has joined the Committee as Student Governor and Will as a co-opted governor. Members introduced themselves and welcomed the new members.</p> <p>Hamish Murray sent his apologies.</p>	
2	<p>Declarations of interest</p> <p>There were none received</p>	
3	<p>Minutes from the meeting held on the 28 April 2020</p> <p>Minutes from the meeting on 28th April were agreed as accurate</p>	
4	<p>Actions and matters arising</p> <p>The Committee considered the action list and the following updates were received:</p> <p>Action 20 - Data to be obtained in relation to gender achievement rates within BAME students. The document was presented and there are no significant trends reported</p> <p>Action 24 - Student Enrolment numbers: Data about quality of teaching in early years to be checked - 18-19 data shows that the College is coming in above the data shown. JJ/SFW agreed to update Governors on numbers fortnightly throughout summer</p> <p>Action 25 - Information to be provided on financial contribution of each subject– SFW advised that a number of apprentices have been made redundant. There are some amendments to be included due to adapting to Covid19. SFW to report at the next meeting</p> <p>Action 27 – Ofsted planning and preparation – governors attended an Ofsted training session on the 10 June 2020</p> <p>Action 36 - Social media campaigns – SFW has sent out details</p>	<p>JJ/SFW</p> <p>SFW</p>

	<p>Action 37 – Student Engagement Strategy and student governor elections – this has been actioned and student governors are in post</p> <p>Action 38 - JJ advised that he is part of the AoC Vice Principal forum, where risk is being assessed on a regular basis . JJ will be attending the Audit and Risk Committee to present on risks for curriculum and quality</p> <p>Action 56 - CQS Committee to consider the future strategy for Adult Learners – SFW is reviewing this as part of the enrolment strategy and reviewing the feasibility of online enrolment. To come to the next meeting</p> <p>Action 77, 78, 80 – KPIs for curriculum and quality - JJ informed the committee that work in ongoing for KPI’s and updates are included in the papers and will be included at the Board meeting on the 8 July 2020</p> <p>Action 79 - Staff survey – updates will come to the Board</p> <p>Action 81 – Chris Dearley and JJ to discuss ESFA contribution to the QIP as part of the work around the SPA - a meeting has taken place with useful outcomes which are being taken forward</p> <p>It was agreed that the majority of actions are closed with a couple being taken forward to the next meeting. SC to update the action list for 2020-21.</p>	SFW
5	<p>COVID-19 Curriculum & Quality update</p> <p>JJ informed the Committee that remote teaching and learning continues until the end of the academic year, with phased reopening from 15th June. Exams and awarding are in train at present, and the first deadline is on Friday, HoS and AHoS have advised that the process has been challenging and they are ensuring the process is done properly. JJ advised that he is confident we can compare the data this year to key assessment points in year and put forward assessment data. Data is robust and gives an opportunity to compare to previous years which has been predicted accurately.</p> <p>Disadvantage gap - JJ advised that the College is very aware of the strong potential for the disadvantage gap to widen due to Covid19. A Flying Start Programme is being produced for next year for disadvantaged students. The College is aware that due to being out of education for a period, all students are going to be at disadvantage. A survey is being sent out to incoming students as part of the College Experience Day on 1st July, which will include questions that help the College understand the learner’s barriers to learning and potential anxieties about returning to education following the gap in their education.</p> <p>SC asked about the attainment, and data points of students who are continuing to learn, the quality of work before and during lockdown and the impact that they will have post lockdown. JJ noted that the College can use the Pulse Survey to ask about the quality of materials in remote learning; the data the College has is pre lockdown. The students are submitting work and a formal analysis hasn’t been completed at this stage; however, it can be done.</p> <p>Phased re-opening - Monday 15th June was the first day of phased re-opening. 44 students were invited of which 23 attended. Tuesday 16th June 58 students were invited, of which 38 attended. There were a few teething issues on Monday, but they were responded to effectively. Phased re-opening is continuing Monday-Wednesday for the next 3 weeks.</p> <p>Planning for next academic year - JJ advised that planning is challenging with because Government guidelines are unknown and the College is not yet aware of the social distancing rules. With that said, two timetables are being produced, standard and Covid19/social distancing assumed. There are a diverse number of courses and therefore</p>	

	<p>different strategies for each area. Blended learning and keeping students in the same 'bubble' is looking like a likely approach. Teams are meeting weekly and as plans develop and the Committee will be kept updated.</p> <p>The Chair thanked JJ for his work</p>	
6	<p>QUALITY IMPROVEMENT</p> <p>1. Quality Improvement Plan (QIP) update</p> <p>The Committee considered the QIP. The Chair asked JJ about the reassurance that can be provided to ensure that registers and attendance are correctly recorded. JJ advised that pre-lockdown, staff attended GoalL walks where they underwent training which included what the college expects and 'getting it right', and imbedding student/staff expectations.</p>	
7	<p>Costed Curriculum Plan (this item was taken at the start of the agenda and IR attended for the item)</p> <p>The Committee considered the Plan.</p> <p>JJ advised that the Curriculum plan has been informed and driven by the Curriculum Strategy, which was informed by Labour Market analysis. JJ assured the Committee that offerings that are relevant are being included and the College is broadening the progression of internal students.</p> <p>IR added that in terms of the join between the Costed Curriculum Plan and the Budget, the CCP shows around 2,200 students, the growth has been scaled down to meeting the available funding (plus 5%) therefore the growth within the plan brings the population to around 2,000 students. In a 'normal' year, the College would hope for the numbers to increase further, and applications this year indicate that they should.</p> <p>MS asked about the ability to teach the curriculum and where the College stands next year in terms of skillset and numbers of staff. JJ advised that staff have been rationalised and the College is fully staffed for most departments. Search for sessional staff for STEM has gone out and the College is cautious on staff numbers versus student numbers. There are no gaps in skillset.</p> <p>The Chair thanked JJ for the work that has gone into the analysis and advised it's good to see gaps in the market which show opportunity.</p>	
8	<p>STUDENT NUMBERS</p> <p>1. Retention 2019-20</p> <p>The Committee considered the report. Retention is 94.4% this year which JJ confirmed he was pleased with. Retention doesn't reflect the students that come off the first year of a two-year qualification.</p> <p>2. Applications 2020-21</p> <p>SFW informed the Committee that applications are continuing to come in, with over 100 a week, which is around 10% up on last year. Staff are interviewing remotely using mobile phones and are keeping an update on the status with reports. The Virtual Open Event is on 24th June, to which Board members have been invited to if they wish to join. There is a page on the College website which includes a presentation video from JJ and a fly through video of the college. Digital adverts have been sent out also. Currently, over 300 have identified that they want to partake in the Virtual Open Event.</p> <p>SFW advised that there have been a couple of meetings for Enrolment planning thus far and online Enrolment is being investigated for its feasibility.</p>	

	<p>The Committee noted that Midwifery has been added as a course and therefore nursing numbers look smaller, as they have split into two courses.</p> <p>WW added that it would be useful to have a conversion rate of how many people invited to Enrolment last year converted into students to which SFW advised that the College are looking at how to use that data, I.e. applications vs enrolment.</p> <p>The new build is a large reason for students wanting to come to RuTC.</p>	SFW
9	<p>Safeguarding update</p> <p>9.3 - Addendum to the Child and Vulnerable Adult Protection Policy</p> <p>The Committee considered the report and addendum.</p> <p>DS explained that the addendum to the Child and Vulnerable Adult Protection Policy includes student numbers that the College are in contact with now, weekly or two weekly depending on circumstance. There was once instance where Student Services were unable to contact a student, but this has now been resolved.</p> <p>The new addendum to the Safeguarding Policy, comes from information received from the DfE in May regarding students emerging with issues upon their return to education/College, DS explained that the College is aware of picking up these issues early on, and perhaps during enrolment.</p> <p>There is a weekly triage meeting whereby each student on the list is closely looked at and talked through to ensure the students' needs are met. If concerns arise about a student, the members of the meeting discuss how to handle it.</p> <p>Identifying progression of students is being looked at by the team.</p> <p>DS asked the Committee to consider finding a governor to oversee mental health at the College and VN noted that he would be interested to take up the role. It was agreed for IV, VN and SC to take forward and report back to DS.</p> <p>RESOLVED: The Committee recommended to approve the addendum to the Child and Vulnerable Adult Protection Policy</p> <p>The Committee thanked DS for her work.</p>	IV, VN, SC
10	<p>STUDENT VOICE</p> <p>1. Analysis of the Student On-Programme Survey 2019-20</p> <p>DS informed the Committee that the On-Programme Survey took place 20th Jan-7thFeb. The results have been reviewed and are disappointing. Findings were mixed, with some curriculum areas above benchmark and some below. The curriculum areas showing the highest levels of overall satisfaction were catering and hospitality, media, performing arts and construction. DS confirmed Student Services and HoS are liaising to address the issues and using quantitative data. There is now an Equality, Diversity and Inclusion Committee, where data from the On-Programme Survey will be explained and discussed. The College is currently looking at links between surveys and the forum and how the forums can be best utilized to follow up on survey outcomes.</p> <p>The Committee discussed the survey outcome and recognised that the students who have completed the survey could be disgruntled or the least dissatisfied and therefore the survey results are not representative of how whole cohorts of students feel. It was suggested that the College gets qualitative data from groups of A Level students to see what they feel the issues are, as they are the cohort who seem to have problems according to the survey.</p> <p>VN asked what is being done, following surveys, to make changes based on the outcome of the results. DS advised that once the surveys data are collected, the students are asked why they feel the outcome is why it is and asked what they think needs to be done to improve this and this is related back to quality improvement.</p>	

	<p>LF added that in the NARTS data, the achievement rates of A Levels is above the national benchmark, so the results from the survey are contradictory and the College needs to get to the bottom of the results. He suggested that tutors can push more on engagement. DS and LF are looking at a working group and are overhauling what the College is doing for engagement, which will be in place for September.</p> <p>JK added to the discussion, as an A Level student herself, who studies Maths, Economics and Politics. [confidential item].</p> <p>1a. Student Covid Pulse Survey</p> <p>The survey was sent out 15th May – 25th May, the uptake was lower than expected, and the response was 34.28% - due to low engagement it is difficult to show data. The key findings of the report are being shared with the Heads of School to explore issues and identify actions required. A text message has been sent to all students reiterating who to contact in safeguarding if they are concerned about their safety and wellbeing as only 77% said they knew who to contact.</p> <p>The Committee discussed the outcome that 42% of students said their family circumstances were a barrier to their online learning, and expect this to be lack of workspace, sharing of technology, noisy workspace etc. JJ added that with blended learning coming into place, the Head of Learning Technology is working on a strategy for Excellent use of Learning Technology, this could help with the learning barriers that students are facing with remote learning and will help the College get underneath what the barriers are and how to help them.</p> <p>The Committee discussed the inclusiveness of the curriculum to which LF referred to the EDI Policy that Marc Dodi has been working on.</p> <p>WW suggested to take the five main issues taken from the survey data and put them in bullet points and send them out to the students, advising what the College is doing to change these five main issues. JJ advised that he is very happy to do this.</p> <p>JK added that students probably do not know that surveys are anonymous and therefore it would be useful to ensure that they are told this, so they feel free to make comment. JK noted that as a member of the Student Union she has a platform to speak to students who do not feel as though they can speak to their tutor and she would be happy to speak to students about issues within the college. The Student Union have their own room in the College located on the ground floor and accessible to all, with a noticeboard outside.</p> <p>The Chair noted that the work that DS is ongoing and will identify the actions required for next year</p> <p>2. Student Union Constitution and update on student governor election</p> <p>DS informed the Committee that the Student Union Constitution has been amended as follows - changes in Student Voice ambassadors, for Equality and Diversity and Social Action, the Student Governor role and the timeline for election of the President and Vice-President of the Student Union and Governors</p> <p>RESOLVED: The Committee recommended to approve the Student Union Constitution</p>	JJ
11	<p>STAFF VOICE</p> <p>1. Results from Staff Survey – this item will come directly to the Board when results are available.</p>	
12	<p>HE update</p>	

	<p>JJ informed the Committee that HE is a small element of provision, with plans to grow. It feeds back into the curriculum strategy and stretching progression pathways. The curriculum plan for 2021-22 is looking to expand HE further and looking at possible partnership models for some departments, of which talks are in the early stages. JJ confirmed he will keep the Board and the Committee up to date on developments.</p> <p>A Foundation Degree is running through Kingston University at present, and the annual monitoring report gave an overall risk rating of green with no recommendations on any of the elements received.</p>	
13	<p>Apprenticeships update</p> <p>SFW introduced the paper and advised Apprenticeships is an area of concern for the College. Falling achievement rates has resulted in intervention from the ESFA due to not meeting Minimum Standards. There has been a small increase up on last year. The impact from Covid19 means that 33 apprentices have been furloughed, but the College is still delivering training to them. There are meetings every 2-3 weeks. 16 apprentices have been made redundant in Engineering - which is the area there are high achievement rates – and they are due to finish with the company on 19th June. The company itself has not had 1:1 meeting with the apprentices yet. The College is looking at recruitment for the students and there is a company looking to recruit from September and a meeting to discuss taking on apprentices is planned. Since the apprentices were made aware last Monday 8th June, the College has had Teams meetings with the students and asked them how they wish to proceed moving forward, with daily contact since, and the College is in contact with the employers. DD added that due to apprenticeships not meeting minimum ESFA standards last year a meeting should be arranged for DD, SFW and JJ to discuss performance issues. SFW added that although numbers are low, it is worth noting that the College is continuing to deliver to help apprentices with their qualifications.</p>	
14	<p>SAR process for 2020-21</p> <p>JJ advised that this item is on the agenda too early as there is a Curriculum Operations Group (COG) meeting later in the week. The Chair suggested that this item is brought back to CQS, following discussions at COG. The Chair thanked LF for his work on the SAR.</p>	JJ/LF
15	<p>Annual Complaints report</p> <p>SFW presented the paper to the Committee and explained that there were 66 total complaints last year, which is down to 39 total this year. 27 of which are curriculum based and 12 of which are public based which are work in progress and the College is aware of the issues.</p> <p>The Chair asked if the current process was working. SFW said it would be beneficial to add in a section to find out what was done to resolve the complaint so we can look at how to move forward and improve.</p> <p>The Chair asked if there was a turnaround time for complaints to be dealt with, SFW noted that the complaints are resolved quickly as they are actioned as they come in. The PA to the CLT usually picks up the complaint initially and tracks it right through to resolved.</p> <p>The Committee discussed the confidentiality of the complaints record and noted that future complaints records should be anonymised before coming to the Committee and will come to the Committee termly.</p>	SFW/ SC
16	Risks relating to CQS	

	The risk register was received by the Committee. Items were addressed elsewhere on the agenda.	
17	Code of Practice on Freedom of Speech and Expression This item was not considered by the Committee and will come directly to the Board.	
18	Review of effectiveness of the CQS Committee for 2019-20 The Chair presented the paper and advised that the Committee is working effectively. The Equality and Diversity item has missed the cycle for CQS and will come directly to the Board in July. HE is another area which has missed the cycle and reporting to the Office for Students (OFS) is being looked into further.	
19	Cycle of Business for 2020-21 The Committee considered the cycle. It was agreed to include an additional CQS Committee in September/October 2020 to review the early draft of the SAR and receive an update on CQS matters [after note: the meeting will take place on the 23 September 2020]. It was agreed to include an update on complaints at each meeting. RESOLVED: The Committee recommended to approve the CQS Committee cycle of business for 2020-21 subject to the updates above.	SC
20	Equality and Diversity update The Committee noted that the Equality, Diversity and Inclusion Policy is currently being reviewed and revised through the Curriculum Operations Group. The updated policy will be presented for approval at the Board meeting on 8 th July 2020.	
21	Meeting dates for 2020-21: 23 September 2020; 1 December 2020; 9 March 2021; 29 June 2021 All 18.00 start	
22	Any other business ACTION: for CQS to work with the FRC on remote working – this came up on F&R review of terms of reference and discussion about how important digital learning would be going forward. It is a standing item on FRC going forward. MS, JJ and Jim Marshall to discuss further RESOLVED: It was agreed that the CQS Committee terms of reference may need to be updated following discussions around CQS and FRC joint working on oversight of the digital learning strategy The Chair noted that it is DS's final meeting before leaving to take early retirement. The Chair thanked DS on behalf of the Committee for her contribution to the Committee.	

Meeting closed: 20:17