

**CURRICULUM QUALITY AND STANDARDS COMMITTEE**

Meeting held on 11 February 2020

Board Room RuTC

**MINUTES**

**Committee:** Mike Sutcliffe (Chair); Sue Kingman (Independent Governor and Vice Chair); Sally Newton (independent Governor); Cait Orton (Staff Governor); Diane Dimond (Interim CEO & Principal); Gaby Philp (Student Governor)

**In attendance:** Jason Jones (Deputy CEO & DP Curriculum and Quality); Lance Finn; Debbie Stephenson (Head of Student Services); Sheila Fraser Whyte (Executive Director BD&I); Rose Turner (consultant) (observer); Natalie Breeze (Head of Governance).

**Apologies:** Madina Ibrahim (Student Governor)

1. WELCOME AND APOLOGIES	ACTION
Apologies were received from Madina Ibrahim.	
<p><b>2. DECLARATIONS</b> Members confirmed that they had no interests to declare, either generally or specifically in relation to items on the agenda.</p>	
<p><b>3. MINUTES</b> (paper) (for approval) The minutes of the meeting of 27 November 2019 were <b>APPROVED</b> as an accurate record of the meeting.</p>	
<p><b>4. ACTIONS</b> (paper) (for discussion) <b>Action 25: Apprenticeships</b>, information about the financial contribution of each subject to be provided. It was noted that this is not currently available due to the differing delivery models. However, this information will form part of both forecasting for this year and budgeting for next. It was <b>AGREED</b> that this action should be closed.  <b>Action 27: Ofsted Training.</b> MS expressed concern about the apparent lack of engagement in training (Safeguarding and Ofsted) by Governors. It was <b>AGREED</b> that this should be raised with the Chair of the Audit and Risk Committee as this raises compliance issues. It was noted that an alternative date for the Governor Ofsted training is being sought.</p>	
<p><b>5. SAFEGUARDING</b> (paper) (for discussion) Deborah Stephenson (DS) introduced the safeguarding report. She highlighted a number of key issues. Sue Kingman (SK) asked for further information about the complaints received about student behaviour outside the College and whether complainants have been kept apprised of action taken. It was noted that all complaints from the local community, including the Heatham Alliance have been responded to. There are challenges in relation to managing student behaviour off site but that the security team sweeps Craneford Way every 40 minutes and move students on if they are doing anything unsociable. Residents see students smoking rolled up cigarettes and assume it is drugs when it often is not. It was suggested that a smoking zone within the college would bring this behaviour under the college control however the new build does not have a smoking zone and students (and staff) will not be able to smoke in or around the building. Smoking in the car park near the school will have reputational issues for the College. Gaby Philp (GB) said it is important to have a smoking area; many students use smoking as a way to release anxiety. It was noted that there is no best practice guidance in the sector. It was <b>AGREED</b> that this issue should be referred to the CRPG.  The Committee <b>AGREED</b> that Safeguarding Governor Training is important and that this issue should be raised at the Board meeting on 12 February.</p>	<p>Issue of a smoking area at the site of the new build to be referred to CRPG for discussion and review.</p>

DS left the meeting.

## **6. QUALITY IMPROVEMENT**

### **i. FEC visit feedback**

### **ii. Quality Improvement Plan (QIP)**

The Committee noted that the FEC's primary focus had been on the financial recovery plan and governance but were also concerned about 16-18 numbers and the quality of provision. MS asked whether the focus on quality is a new issue; DD explained that this had been discussed at the FEC visit in October however the draft QIP and SAR only had been available at that time and the FEC had not been in a position to comment fully. [confidential item] The FEC felt that the QIP was not yet sufficiently robust to address the improvements needed and wanted to see evidence of stronger leadership and visibility across the College. SK asked for CLT observations about this. JJ felt that the FEC assessment was fair; the January updates of the QIP had not been completed at the time of the visit and there had been no traction on the attendance strategies put in place. Feedback given to the FEC as part of their visit was that there was some lack of understanding e.g. about the late arrival at meetings policy. More ownership of the QIP and SAR is needed amongst Heads of School and their teams.

DD explained that action has been taken to identify priorities for quality improvement and an experienced consultant has been appointed to run Ofsted training for staff and governors. A 'mock' Ofsted inspection is currently taking place and a comprehensive report on their findings will inform further work needed. MS asked about key areas of concern. It was noted that the curriculum content is robust, however although there are some excellent tutorials this is not consistent and students are not sufficiently engaged across all tutorials. There is a risk of a damaging assessment under the inspection regime although the CLT is addressing historical systemic issues in the College. SK asked whether these issues can be addressed quickly. MS noted the FEC comment about management being reactive rather than proactive; he said that stronger management is needed to address the cultural issues. JJ explained that there are a large number of systemic issues to fix and these are being prioritised. The current culture and 'silo' working is deeply ingrained and will take time to address fully. He is confident that the recently appointed Heads of School will now begin to manage and address these issues.

Sheila Fraser-Whyte (SFW) said that there are some examples of good practice in Apprenticeships however there are 'silos' and there is evidence that a number of staff do not take ownership of the learners in the classroom and the study programme. Staff have focussed on the qualification rather than learner as obtaining the qualification is seen as success. Sally Newton (SN) said that there is now a welcome honesty about what needs to be done. It was noted that the move to the new building should help with the change of culture and SK said it is important to set expectations about the change needed.

DD explained that one action needed is possible improvements to MIS (data integrity). The aim is to achieve impact immediately to drive up quality for students this year. Work on adults and Apprenticeships have also been targeted. SK said that the feedback from her learning walk was that teachers give work to be done at home rather than teach. Lance Finn (LF) commented that teaching, learning and professional behaviours is important. The sector is complex and approaches to the curriculum change.

### **iii. Improving The quality of Teaching, Learning and Assessment – an evidence-based approach (paper)**

The Committee considered an update on the development of the lesson observation process noting that following a detailed review it was determined that there was a need for some significant revisions. The new approach details the intent, implementation and intended impact. The evidence of shows that where a summative judgement is formed this can reduce the impact of learning. LF said that the reports produced were very long and the impact was unclear. Trust needs to be built in the new approach and access to expertise is needed in

<p>order to achieve results. MS commented that the success of the team rather than the individual should be the focus and that teachers should be clear what 'good' looks like. SK said that peer reviews are also important to help measurement of your own knowledge.</p> <p>Cait Orton (CO) commented that the report is excellent and it is refreshing to see a move towards reflective practice. It was agreed that time is needed to change mindset and approach and to break old habits and that a great deal of work is needed to achieve improvements. It was noted that further information will be available for the next meeting of the Committee. SN asked how British Values and Prevent is addressed. DD confirmed that a programme for Tutorials is in place and that LF is considering how this can be developed further.</p> <p>MS thanked LF and the CLT for the report and the work undertaken.</p> <p><b>iv. College KPIs (paper)</b> The Committee considered an update on KPIs. It was noted that little tangible improvements have been seen in attendance (75.1% against a target of 84.0%) despite the significant efforts made in this area. Further focus is needed and priorities identified.</p> <p>MS said that the register data is showing that registers are not being taken fully and the reports can therefore be misleading. DD agreed that this needs to be resolved as there are some issues that undermine the CLT and teaching staff confidence in the data from MIS. GP said that some individual student data via the portal is incorrectly showing attendance lower than actual which is undermining confidence in the portal. It was agreed that GP will feed back informally to students that this issue is being addressed by the Committee and Board.</p>	
<p><b>7. STUDENT NUMBERS (paper) (for discussion)</b> The Committee noted that the RO6 update for February was uploaded on 06 February. The 16-19 learner number total year to date is 1813 which represents 115.63% of the allocation target achieved. It was noted that applications for 2020-21 is showing a growth of 11%. MS said that the College should be applauded for these results.</p> <p>It was <b>AGREED</b> that dates of College open days will be circulated to the Board.</p>	<p>dates of College open days to be circulated to the Board.</p>
<p><b>8. OFSTED</b> Item discussed under item 5. It was noted that a report will be provided to the Board on 12 February.</p>	
<p><b>9. CURRICULUM - STRATEGY AND PLANNING UPDATE</b></p> <p><b>i Curriculum restructure (paper)</b> The Committee considered an update on the curriculum aspects of Phase 1 of the Managing Transition process, explaining changes to the number and structure of curriculum schools and the leadership and management roles within the schools. The new structure will comprise a reduced number of schools from nine to five. It was noted that flexibility has been given to organise the curriculum lead on a school by school basis. It was noted that internal advertising for vacant posts is under way as there are strong internal candidates. The quality in the external market is unclear at the moment.</p> <p><b>ii Apprenticeships update (paper)</b> The Committee considered an update on Apprenticeships. [confidential item]</p> <p><b>iii. STEM centre re-design</b> The Committee noted that the STEM centre re-design is still to be approved by the council however plans are currently being developed to reduce the centre to a 3 storey structure for curriculum delivery.</p> <p>IT curriculum has been moved to the new building (4<sup>th</sup> floor). Consideration has been given to whether the Brickwork curriculum should be discontinued from July 2020 or whether it should continue for a further year. It was noted that those currently learning under this area</p>	<p>Brickwork curriculum to be closed with effect from July 2020. Assurance that students will be moved to a good quality provider to complete their training.</p>

<p>would be moved to another college where it is likely that they will receive an improved teaching and learning experience, and potential improved progression opportunities, as the College's current environment does not meet the highest industry standards. Some learners may also want to move to e.g. joinery, which will be facilitated if appropriate. The committee was invited to approve that Brickwork curriculum closes in July 2020 and the brickwork area is demolished Summer 2020 before construction on the STEM and sports hall commences.</p> <p>The Committee <b>APPROVED</b> the proposal to close the Brickwork curriculum with effect from July 2020, subject to an assurance that students will be moved to a good quality provider to complete their training.</p>	
<p><b>10. MEETING</b></p> <p>i. <b>Date of next meeting:</b> Tuesday 28 April 2020.6:00pm – 8:00pm</p> <p>ii. <b>Meeting schedule:</b> Tuesday 16 June 6:00pm</p>	
<p><b>11. ANY OTHER BUSINESS</b></p> <p>MS, on behalf of the Committee, thanked Sally Newton for her commitment and excellent advice and support particularly on safeguarding issues.</p>	

There being no further items of any other business the meeting ended at 8pm.

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Mike Sutcliffe

Chair