



**Curriculum, Quality and Standards Committee  
Wednesday 23 September 2020 18:00-20:00, Teams**

## Draft minutes

<b>Committee</b>	Mike Sutcliffe (Chair); Sue Kingman (VC, Board); Ian Valvona; Vincent Neate; Cait Orton; Elaine McMahon (Interim CEO & Principal); Japneet Kaur; Hamish Murray; Will Whitmore
<b>In Attendance</b>	Jason Jones (Deputy CEO & DP Curriculum and Quality); Sheila Fraser-Whyte (Executive Director Business Development & Innovation); Lance Finn (Head of Quality Assurance and Improvement); Rachel Scarborough (Head of Student Experience); Chris Dearnley (ESFA); Ellie Woods (Board support); Sarah Connerty (interim governance advisor)
<b>Apologies</b>	

<b>Agenda item</b>	<b>Item description</b>	<b>Actions</b>
<b>1</b>	<b>Welcome and apologies</b> The chair welcomed attendees to the meeting and introduced Elaine and Rachel to the CQS committee	
<b>2</b>	<b>Declarations of interest</b> There were no declarations of interest received	
<b>3</b>	<b>Minutes from the meeting held on the 16 June 2020</b> Minutes from the meeting held on 16 June were agreed as accurate	
<b>4</b>	<p><b>Actions and matters arising</b> The Committee considered the action list. There was an update on the following actions:</p> <p><b>Action 56</b> deferred to the next meeting</p> <p><b>Action 85</b> - conversion rates - SFW advised that this work is being completed by the MIS department and the information should be available to share by the end of the week. SFW reassured the Committee that the information will be supplied as soon as possible.</p> <p><b>Action 86</b> - covid pulse survey - JJ advised that the survey was taken around May half term and relates to remote learning. JJ mentioned that the main issues taken from the survey are:</p> <ol style="list-style-type: none"> <li>1. JJ advised that one of the things we have done this term is send out a digital survey for students to let us know if they have barriers to learning. There have been a number of requests for laptops which we are working with IT on.               <ol style="list-style-type: none"> <li>1. Help with IT (James McRae is supporting)</li> <li>2. Planned split remote online and on-site delivery. Curriculum teams working on potential 2<sup>nd</sup> lockdown in anticipation</li> </ol> </li> </ol> <p>JJ suggested that student union reps should meet to discuss the above issues and go out to the student body and advise what is being worked on. JK confirmed she is happy to take this forward and a meeting is to be arranged.</p> <p><b>Action 87</b> - SAR - LF has worked on overhaul of the self-assessment process and explained that the college has gone down the route of producing a SAR as it wasn't a driven document. LF has put a process in place that links to the quality cycle, and the SAR requires curriculum</p>	<p>SFW</p> <p>SFW</p> <p>JJ/JK</p>

	<p>areas to self-assess on curriculum, teaching &amp; learning and experience. LF said that these 3 items are drivers for Curriculum Performance Reviews. LF will bring this item back to the next CQS meeting.</p>	LF
5	<p><b>COVID-19 Curriculum &amp; Quality update</b>  JJ informed the Committee that one of the biggest challenges is giving the students the best possible learning experience, whilst keeping students, staff and visitors safe. The best possible experience is for students to be on site and as we have implemented a ‘blended learning’ strategy, the college have had to come up with creative solutions whilst maintaining social distancing measures.  JJ went on to explain that the college are following government guidance whilst keeping intent at the heart of what we do, and what we are trying to achieve.  The first six weeks and ‘getting it right’ is recognised in the paper and JJ added that the college are focusing on employability and ensuring we recognise the importance of English and Maths as part of the study programme.  JJ informed the committee that he and SFW are working on non-placement type work experience.  JJ added that HoS are keeping an eye on marginal qualifiers on how they are achieving in the first few weeks of learning and are ensuring that students who may fall behind are supported.  LF added that he is looking at the survey for staff to collect information and identify where the sticking points are to speed up the adaptation of learning and looking to get training completed asap.</p> <p><b>Vulnerable students and safeguarding</b>  This section of the paper is covered in item 9 below.</p> <p><b>Examinations and awarding</b>  JJ said that he gives gratitude to the curriculum teams who worked very hard to ensure students’ centre assessed grades (CAG) grades were as fair as possible and explained that the CAG does not focus solely on predictions but a number of different metrics such as attendance and targets to achieve etc.  MS asked about the confidence the college has going forward with issues with delayed results JJ explained that the issues were to do with Markbook not being set up correctly initially and therefore causing issues. He added that he is confident the risk has been mitigated for the future and checks and balances are in place.</p> <p><b>Disadvantage gap</b>  JJ noted that the Flying Start Programme plays a part in identifying the disadvantage gap.  VN asked about the mental health of staff and where it sits with FE and the college  JJ said that it is at the forefront of thinking, and there is a group arranged to further communicate regarding this  EM added that the college have established - through HR - for anxious staff, an opportunity to discuss anxieties with members of HR and if the issues presented require a more professional approach, the staff member can be referred to someone of a higher ability to speak to.</p>	
6	<p><b>Performance against Quality Improvement Plan (QIP) for 2019-20 and associated risks</b>  JJ presented the paper  JJ is proposing that 5 themes are rolled over to this academic year:</p> <ul style="list-style-type: none"> <li>• Attendance, punctuality and behaviour</li> <li>• Achievement and Value Added</li> <li>• Apprenticeships</li> <li>• Employability</li> </ul>	

	<ul style="list-style-type: none"> <li>• High-performing teams</li> </ul> <p>The above themes feed into the QIP and Quality Cycle.</p> <p>JJ explained that the college was self-assessed at 'requires improvement' last year and it should still be self-assessing at 'requires improvement' as we are on the cusp MS mentioned in the past, there have been issues with staffing for the start of teaching and asked JJ whether here are any current risks</p> <p>JJ advised that in terms of capacity, there are far more students enrolled than predicted, which does come with challenges and increased numbers in groups. For courses with low enrolments teachers have been deployed to other areas. There are some pinch points whereby we have had to employ additional staffing from agency or historic staff. The capability side has some curriculum areas underperforming and the college are ensuring each of the underperforming areas get targeted report to help them improve.</p> <p><b>Risk register</b></p> <p>JJ advised that the RR has not been updated for this academic year.</p> <p>SK asked how comfortable the college are with the system that failed the BTEC results is working properly in other respects and what checks and balances are in place to ensure there are no unchecked potential points of failure.</p> <p>JJ advised that the system is only as good as the person controlling it and the college are learning best practice from Nelson and Colne Colleges with Amanda Melton assisting with this. A Consultant who is a pro monitor expert, has set up checks and balances this year to ensure that everything that should be on the system is on there and there are 3 webinars being arranged to ensure staff are trained.</p> <p>JJ advised that he would oversee the areas relating to curriculum and IR will oversee the areas relating to MIS and IT.</p>	
7	<p><b>Review of performance against CQS KPIs for 2019-20 and target setting for 2020-21</b></p> <p>JJ advised that this is standard at this time of year and there are still some outcomes to be locked down. He explained that HoS are to complete with MIS 9th October which is 2 weeks in advance of the hard close.</p> <p>JJ mentioned that the table in the paper are the ones that we are proposing to the Board</p> <p>JJ mentioned that attendance is a tricky one as 84% is low, and at RuTC we have an issue with attendance historically. Measures are in place to ensure attendance is higher than this but do not want to set it higher at this time.</p> <p>MS added that the data in section 3 is, at this stage in the annual cycle, more informative than the TBC's in section 2.</p> <p>CO asked in relation to attendance, with remote learning, what assurances are there that remote learning sessions will be accurately recorded and how will we ensure we do not get false positives.</p> <p>JJ said that attendance and engagement are not the same thing, and the register marks have gone live to staff. Attendance at a remote lesson is only marked once a task has been completed and returned to the teacher.</p> <p>It was added that the retention rate of 93.5% is really encouraging and should be presented in the table</p>	
8	<p><b>Enrolment review</b></p> <p>SFW stated that she is doing full enrolment review including information on what went well and what requires improvement. SFW reported that the creation of online enrolment from scratch was not an easy task and to complete it within 6-7 weeks was a great achievement.</p> <p>SFW added that enrolment started earlier than normal (from 17th August) and social distancing was adhered to by using different parts of the college including the sports hall. The college are still taking 16-18's and numbers are currently 2,308.</p>	

	<p>SFW said that the college are trying to retain learners and she will come back to CQS with a full enrolment review at the next meeting.</p> <p>MS asked for SFW to detail the curriculum areas that have not enrolled well, to which SFW replied that HoS have collapsed some groups and need to check against the curriculum plan to see whether numbers that were planned have been met.</p> <p>The college are starting to take applications for 21/22 and have had 170 applications at present.</p> <p>SFW added that the whole college team worked extremely well during enrolment and the teamwork was fantastic.</p> <p>The first Open Event date is 17th October 2020.</p> <p>Against allocation, we are highest number of enrolments in London at 127% above allocation.</p> <p>MS gave his thanks to SFW and everyone involved for all their hard work in achieving such a positive outcome.</p> <p><b>ACTION:</b> SFW to update on apprentices on ILR in September.</p> <p><b>ACTION:</b> SFW full enrolment review to come to the Committee.</p>	<p>SFW SFW</p>
<p>9</p>	<p><b>Annual Safeguarding report</b></p> <p>CO explained that the safeguarding report is a summary document giving an overview of activities of the safeguarding team and has been presented to IV over the course of lockdown.</p> <p>Vulnerable students and Safeguarding</p> <p>CO explained that the college continue to identify the most vulnerable students by assessing individual needs.</p> <p>CO reported on the serious incidents since they were last reported to the committee which are available in the paper.</p> <p>MS asked whether we should be reporting on former students</p> <p>CO advised that in this extraordinary circumstance (refer to paper) the student was in the previous academic year and therefore was very recently with the college</p> <p>IV said that he would like to receive information whereby students are known to the Safeguarding team and removed/withdrawn from the college, to work closely with them on their lifestyle.</p> <p><b>ACTION:</b> VN to work with DSL's</p> <p>CO added that this student was not known to the safeguarding team and was withdrawn from the college for non-engagement under a standard disciplinary process.</p> <p>JJ clarified that when a student is withdrawn, we do not have to ensure that they are enrolled elsewhere.</p> <p>CO went on to say that all processes were maintained, and all meetings continued throughout the lockdown period (Covid19)</p>	<p>VN/CO</p>
<p>10</p>	<p><b>Mental Health and Wellbeing</b></p> <p>RS explained that it is linked with Keeping Children Safe in Education and CO's report that was presented earlier. RS reported that the college are taking part in the NHS trailblazer. There is less than 20% uptake in Mental Health services with students identified, but there has been update in the counselling service in the college.</p> <p>RS said that following the trailblazer meeting, the college are looking to meet up with PPE's in NHS (designated for Richmond and Kingston). RS reported that we want to establish local resources with infrastructure with long term support of student and staff mental health and wellbeing and there is a meeting tomorrow to identify potential students. The threshold is low as they cannot have any complexities.</p>	

	<p>RS reported that they are interviewing for a councillor tomorrow for a volunteer position who can help.</p> <p>RS added that Richmond is the London borough spending the least on mental health.</p> <p><b>ACTION: IV to report back to the next meeting on a governor role for mental health and wellbeing.</b></p>	IV
<b>11</b>	<p><b>Complaints update</b></p> <p>SFW explained that most complaints are sent out to the department straight away and whoever the manager is gets copied into the email, with many getting resolved in a week. Acknowledgement emails are sent within 3 working days and a resolution within 10 working days.</p> <p>JJ added that we do not record praises and many students and parents have contacted to say they are pleased to say how smoothly things have gone at the start of the year.</p> <p>EM added that it would be good to record praises too.</p> <p>JK reported that students do not know what is happening with UCAS deadlines and are becoming anxious about this. JK asked for an email to be sent out to students.</p> <p>JJ responded that staff will be contacting tutors this week to get the UCAS process underway (though already started), JJ confirmed that students will be contacted about this.</p>	
<b>12</b>	<p><b>Richmond upon Thames School Trust Board</b></p> <p>IV presented the item, the intention is to remind the committee that IV represents the school along with AFC, Harlequins and Haymarket, and JJ is a trustee at the school also and is highly valued by the Chair Cathy Bird.</p> <p>IV said that one of the functions of the role is to provide some assurance that the school is properly governed and attended at the end of the last academic year. The SPA process is ongoing and the right time to pick up any questions is at the end of the SPA</p> <p>Governance of the school is being properly taken forward.</p>	
<b>13</b>	<p><b>Any other business</b></p> <p>There was no other business received.</p> <p>The following items from the schedule have been deferred to the next meeting:</p> <ul style="list-style-type: none"> <li>• Future strategy for adult learners</li> <li>• HE updates</li> <li>• Equality and Diversity report and Single Equality Action Plan (with update coming to Board on 7 October)</li> <li>• SAR process for 2020-21</li> </ul> <p>The Chair expressed his thanks to the committee for their attendance at this meeting and gave details of the next meeting dates (below).</p>	
<p><b>Meeting dates for 2020-21:</b>  <b>1 December 2020; 9 March 2021; 29 June 2021</b>  <b>All 18.00 start</b></p>		

**Meeting closed: 19:51**