

CURRICULUM QUALITY AND STANDARDS COMMITTEE
Minutes of Meeting held on 27 November 2019

Committee: Mike Sutcliffe (Chair); Sue Kingman (VC, Board); Sally Newton; Cait Orton; Diane Dimond (Interim CEO & Principal),

In attendance: Nick Deeming (Chair of Board); Jason Jones (Deputy CEO & DP Curriculum and Quality); Sharon Cousins (Assistant Principal, Student Experience); Ronan Conway (Head of Quality and Teacher Development); (Natalie Breeze (Head of Governance).

Apologies: Madina Ibrahim (Student Governor); Gaby Philp (Student Governor)

1. WELCOME AND APOLOGIES	ACTION
<p>The Chair welcomed Sue Kingman to her first meeting as a member of the Committee and Nick Deeming (observing). Apologies were received from Madina Ibrahim and Gaby Philp.</p>	
<p>2. DECLARATIONS Members confirmed that they had no interests to declare, either generally or specifically in relation to items on the agenda. No declarations of interest.</p>	
<p>3. MINUTES (paper) (for approval) The minutes of the meeting of 05 June 2019 were approved as an accurate record of the meeting</p>	
<p>4. ACTIONS (paper) (for discussion) It was noted that Safeguarding training for governors (Action 18) remains outstanding. NB and SC are discussing options for online training and arranging a Board training session. It was noted that in relation to KPIs Construction Tutorial attendance (Action 15) attendance was poor.</p>	
<p>5. TERMS OF REFERENCE (paper) (for approval) The Committee considered revised Terms of Reference to be recommended to Board for approval. It was agreed that quorum should be amended to include reference to 'at least one independent governor', that paragraph 2.2 should be removed and that paragraphs 2.3 and 2.4 should be rationalised. It was AGREED that the Terms of Reference should be submitted to the Board for approval subject to making amendments agreed.</p>	<p>Terms of Reference to be amended and submitted to the Board for approval.</p>
<p>6. SELF-ASSESSMENT REVIEW (SAR) (paper) (for approval) [confidential item]</p> <p>It was noted that the document is submitted to Ofsted but is not published. Mike Sutcliffe (MS) thanked JJ for production of an excellent document.</p> <p>It was AGREED that a number of small drafting point amendments should be made with reference to the 'departure of the VP', and some repetition at page 17.</p> <p>MS highlighted concerns around achievement rates for BME students. The Committee AGREED that data should be obtained in relation to gender achievement rates within BME students.</p> <p>It was AGREED that the SAR should be recommended to the Board subject to a number of small drafting point amendments as discussed.</p>	<p>Data to be obtained in relation to gender achievement rates within BME students.</p> <p>SAR to be recommended to the Board subject to a number of small amendments as discussed.</p>
<p>7. Quality Improvement Plan (QIP) (paper) (for approval) The Committee considered the QIP. JJ said that there is a great deal of work do be done however with new leadership in place this is being taken forward. It was noted that all</p>	<p>QIP to be recommended to the Board on 11 December 2019</p>

<p>actions set out in the QIP have owners and that ultimately CLT is responsible for ensuring delivery.</p> <p>DD said that Apprenticeships is an important income stream, acknowledging a significant amount of work is ongoing in this area to ensure quality of deliver. The CLT is confident that this can be delivered. ND asked about measures of success and sought reassurance that the same issues will not arise in future years. JJ explained that this will be measured through the 'Impact' column which will be RAG rated and that the Committee will hold management to account against the QIP. MD commented that attendance should be Red RAG rated.</p> <p>It was AGREED that given the significant amount of work needed, QIP areas that should be prioritised within the document, while keeping all actions within the plan, before submitting to Board for approval.</p> <p>It was AGREED that the QIP should include a RAG-rated 'Impact' column to measure tangible success. The RAG definitions were agreed as: Green (on track), Amber (under control) and Red (serious issues/recovery plan is required).</p> <p>The Committee AGREED the QIP be recommended to the Board subject to amendments agreed by the Committee.</p> <p>It was noted that Sheila Fraser-Whyte, ED Business Development and Innovation will be delivering the Apprenticeships Strategy in Spring. Her Primary focus is on the new build and managing transition. It was AGREED that SFW should be invited to the meetings in future.</p>	<p>subject to amendments agreed by the Committee.</p> <p>QIP actions to be prioritised before submitting to the Board.</p> <p>QIP to include a RAG-rated 'Impact' column.</p>
<p>8. KPIs (paper) (for discussion) The Committee considered the paper and noted that:</p> <ul style="list-style-type: none"> • The aim is to improve achievement rates and value-added scores but be realistic about the rate of improvement. • T-Levels have been removed as these will now not be delivered in 2020. • The Ofsted overall effectiveness target is 'good'. A great deal of work is needed to achieve this. • The aim is to decrease average class size to 18, noting that financial viability needs to be borne in mind. • The AEB is £1.13m. The aim is to achieve between 97% and 103% of this. <p>The Committee AGREED that a new column should be added to the KPIs to show national averages where available.</p>	<p>New column to be added to the KPIs to show national averages where available</p>
<p>9. VALUE ADDED (paper) (for discussion) The Committee considered the paper and noted that:</p> <ul style="list-style-type: none"> • The College's Value-Added scores have declined at Level 3 for both academic and vocational qualifications. By contrast, Value Added at Level 2 has shown an increase. At this stage in the year the Value Added (progress) scores provided by LPUK are unvalidated and so comparisons have been made on a like-for-like basis with the LPUK scores for the same point in 2018. Once the validated DfE data are published in early 2020, further analysis will be carried out to compare the validated data with those for 2018-19. Main provision QCF – level 3 vocational - an LPUK progress score of -0.09 which is a slight decrease on last year. [confidential item] • Gender splits (males are outperforming females) is an important area to look at through the Equality and Diversity Group. • There is a strong correlation between attendance and achievement. • The rail industrial action during 2 December is likely to impact student attendance. Options including distance learning and keeping up with work, will be considered. 	
<p>10. STUDENT ENROLMENT LEARNER NUMBERS The Committee noted that 16-18 student numbers currently stand at 1830. This figure includes eight 19-24-year-old learners for whom MIS need to confirm evidence. There are 37 learners recorded as not having attended for 4 weeks or more. Heads of School have been</p>	<p>Data about quality of teaching in early years to be checked.</p>

<p>investigating and, in most cases, will result in withdrawals. Best guess final figure is approximately 1795. The Committee noted that the ESFA have changed their position on in year funding. The calculation is now based on allocation (1568) from which under performance from last year will be deducted and the resulting figure halved. This is also subject to affordability. MS said that staff are to be congratulated for their work on addressing this.</p> <p>The Committee AGREED that data about quality of teaching in early years should be checked.</p>	
<p>11. APPRENTICESHIPS</p> <p>The Committee noted that 128 Apprenticeships are on the programme (26 in construction; 36 in engineering; 28 in IT; 31 in accounting and business; 6 in early years; 1 in leisure ops). 56 complete in 2019-20. Currently 14 are past their expected end date. This is an improvement on previous year. The Committee AGREED that information will be provided on financial contribution of each subject.</p> <p>MS asked about the viability of having one student in Leisure Ops. DD explained that this is a sport-related course that the College is not continuing next year.</p>	<p>Apprenticeships: Information to be provided on financial contribution of each subject.</p>
<p>12. CURRICULUM</p> <p>12.1 Costed curriculum plan update</p> <p>The Committee noted that the plan completed by the end of October (version 1) informed the budget for 2019-20. Some small adjustments are still to be made, but the Costed Curriculum Plan as it currently stands provides a detailed overview of income and delivery costs for core curriculum, English and maths and Tutorial provision. The FEC has indicated that the budget is closer to what was expected. 'In year' information will inform the restructure in phase two. The committee noted the significant amount of work involved in preparing the plan. The Committee AGREED that the spreadsheet will be circulated to the Board.</p> <p>12.2 Curriculum Strategy and Plan 2020-21 (paper) (for discussion)</p> <p>JJ introduced the paper and explained that this is a starting point. An environmental scan and the contractual commitments in relation to certain curriculum outputs in relation to the GLA priorities, have informed the plan. The GLA priorities will be revisited to ensure they are fit for purpose. The offers from geographical proximal colleges have also been assessed. JJ reported that the CLT is moving at pace on this in relation to curriculum planning and Phase 2 of the costs savings</p> <p>ND said that the document is a good starting point however at present the aim is to be "all things to all people" and a costed needs analysis may take the College in a different direction. JJ agreed and said that detailed work and thinking in each of the curriculum areas is taking place. A clear vision and direction are needed by mid-January.</p> <p>The Committee AGREED that the process for developing the vision and direction, and opportunities should to be brought to the Board. The Committee AGREED that the Strategy Working Group should meet in December to discuss in detail.</p>	<p>Costed curriculum spreadsheet to be circulated to the Board</p> <p>Process for developing the vision and direction, and opportunities to be brought to the Board.</p> <p>SWG to be asked to meet to discuss the overall strategy in more detail.</p>
<p>13. OFSTED: PLAN AND PREPARATION</p> <p>The Committee noted that under normal circumstances the College would not be due for inspection in 2020. However, factors can trigger early inspection - change of principal, decline in achievement and decline in financial performance - and it is therefore likely that an inspection will take place in 2020. Staff are being prepared and Heads of School will be trained. An experienced inspector has been engaged who will support the College. This will include training for Governors which will be provided early in 2020.</p>	<p>Ofsted training for Governors to be arranged early 2020.</p>
<p>14. SAFEGUARDING UPDATE (paper) (tabled)</p> <p>The Committee noted an update from Sharon Cousins (SC): [confidential item]</p> <ul style="list-style-type: none"> • A large number of local community complaints have also been received. Sally Newton (SN) explained that the culprits are often not college students and plans are being discussed to establish a community forum once the move to the new build has been completed. 	
<p>15. STUDENT INDUCTION SURVEY (paper) (for discussion)</p>	

<p>The Committee noted:</p> <ul style="list-style-type: none"> • Completion of the survey has been very good other than in Construction (the Head of School has since left). • Whilst the survey results show a broad decline from last year, it should be noted that the Construction area (from which responses have historically been significantly positive) failed to complete the survey in 2019-20, and so the results are skewed. Nevertheless, the results represent a good basis for improving and learning from the Student Voice. • Students receive feedback from the results at student forums and each Head of School is talking to tutor groups • The results are fed into the College's marketing activity. • Heads of School have engaged with student groups in order to reflect on and unpack the feedback recorded. As a result of this, anecdotal evidence suggests students are more engaged and confident that any issues raised will be addressed. 	
<p>16. MEETINGS Date of next meeting: Tuesday 11 February 2020</p>	
<p>17. ANY OTHER BUSINESS The Committee noted that Sharon Cousins will be leaving the College in December. The Committee expressed its thanks to Sharon for her extensive contributions to CQS and wished her well in her new endeavours</p>	

There being no items of any other business the meeting ended at 7:30pm

.....
Mike Sutcliffe
Chair