

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 12 MARCH 2024 AT 4:30PM IN THE NORWICH BUILDING, ROOM A49

Present:

Jill Lanning	JL	Chair
Jerry White	JW	Principal
Andrea Blanchflower	ABI	Governor
Marcus Bailey	MB	Governor
Laura Stewart	LS	Staff Governor
Lewis Pepperell	LP	SU President
Josie Fryer	JF	Student Governor

Attendees:

Seb Gasse	SG	Vice Principal
Jo Kershaw	JK	Vice Principal
Ed Rose	ER	Assistant Principal HE and Adult
Helen Richardson-Hulme	HRH	Assistant Principal, Student Services
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant, minutes (until 6:00pm)

Apologies:

Phil Gormley	PG	Governor
Philip Pearce	PP	Governor

1. Apologies for Absence

Apologies were received and noted as above.

2. Declarations of Interests

No new declarations were made.

3. Unconfirmed minutes of the meeting held on Tuesday 23 January 2024

The unconfirmed minutes of the meeting held on Tuesday 23 January 2024, after minor amendment, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. Unconfirmed confidential minutes of the meeting held on Tuesday 23 January 2024

The unconfirmed confidential minutes of the meeting held on Tuesday 23 January 2024, after minor amendment, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity. It was noted that the official Ofsted report on the CCN Nursery had been published.

ACTION 1: CJ to circulate the CCN Nursery Ofsted report via OnBoard for information.

5. Matters Arising

23/24 C&S 2 Action 6: SG to include comparator data and on LDD/non LDD achievements in the SEND report next term. **ACTION ON-GOING**

JL highlighted the SEND report had not been received this term and reiterated the importance of having a termly reports as the Board had agreed not to appoint a dedicated SEND Governor as recommended by the DfE but had asked this Committee to have oversight of matters relating to SEND..

23/24 C&S 2 Action 8: JW to revise the objective of the HE Strategic Group. **ACTION ON-GOING**

ABI confirmed the HE Strategic Group have met and the objectives are being rewritten.

C&S 3 Action 1: *Information included in the Quality and Curriculum report (Item 7) JW will provide a further verbal report during this item.* ACTION COMPLETE

C&S 3 Action 2: ACTION COMPLETE

C&S 3 Action 3: JW to investigate details of withdrawals relating to cancelled courses and provide an update to the Committee. **ACTION ON-GOING**

C&S 3 Action 4: ACTION COMPLETE

C&S 3 Action 5: *Curriculum Planning update included in the Quality and Curriculum report.* ACTION COMPLETE

C&S 3 Action 6: ACTION COMPLETE

C&S 3 Action 7: ACTION COMPLETE *Governors asked for information about the key points arising from the previous deep dives.*

ACTION 2: JK to email Governors with headline summaries of deep dives completed this year in Hair and Beauty, Travel and Tourism, A levels and engineering.

C&S 3 Action 8: ACTION COMPLETE

C&S 3 Action 9: ACTION COMPLETE

C&S 3 Action 10: ER to include themes from External Examiners reports as part of the HE Report going forward. *Reports from External Examiners are expected again at the end of the academic year. ER will provide a summary of themes at C&S in September 2024.*

Recognising that there is on-going communication with External Examiners, the Chair asked that the committee be informed of any significant matters that arise during the year, if any.

ACTION ON-GOING

C&S 3 Action 11: ACTION COMPLETE

C&S 3 Action 12: ACTION COMPLETE

ACTION 3: JM / CJ to review all actions list to include a 'due date' column.

6. Curriculum Planning for 2024/25

As noted under C&S 3 Action 5, a curriculum planning update was detailed in the Quality and Curriculum Report.

SG and HRH joined at 4:46pm.

7. Quality and Curriculum Report

The report was circulated prior to the meeting and taken as read and members thanked JK for the report. JW noted that the report was for consideration and comment. The following was highlighted and discussed:

- Attendance for 2023/24 - remains lower than this time last year and is a current focus for the College. It was noted that this is being seen across the education sector. It was noted that there has been a significant improvement in the rate of register completion. It was confirmed that the attendance target has historically been 90% but it was recognised that many students face significant barriers to attendance.
- Apprenticeships –It was confirmed that DfE monitors apprentices that are PPEd by 180 days and these are a particular focus. JW shared the latest MiDES reports on

apprenticeship recruitment which confirmed that recruitment is on a par with national trends although slightly lower than previous years.

- Deep Dives –one was recently completed for the A levels at Norwich with improvements seen since the last visit. Stretch and challenge and care for students needs further work. It was noted that the visit had highlighted the need to support students who are at risk of withdrawing at this stage in the year to find a suitable alternative course for September.
- Student Attendance and Retention Audit Update - Performance on the recommendations is monitored by the Audit and Risk Committee but relevant actions will be included in the papers for this Committee.
- Curriculum Planning – work is underway on Curriculum Planning and 4Cast is being utilised. JK and team will be refining the curriculum plans shortly. The Chair noted that the Committee has a responsibility to have oversight of the curriculum planning and this should be the main agenda item at the next meeting. She suggested that the presentations being compiled by each HoA could be uploaded in Passageways for members to read to inform this discussion.
- English and Maths GCSE resits– it was noted that the DfE is expecting colleges to be delivering 4 hours per week for Maths and 3 hours for English GCSE resits in 2024/5. This will be monitored and result in penalties from 2025/6. JW explained that CCN currently deliver 2.5 hours for both subjects and will not be able to meet the DfE expectations from September 2024 primarily because of the existing inability to recruit suitably experienced staff. The Committee noted this decision and requested the attention of the Board is drawn to this.

ACTION 4: The Chair to highlight the decision regarding English and Maths GCSEs resits at the Board meeting on 26 March 2024.

ACTION 5: CJ / JK to uploaded to OnBoard, the skills review presentations delivered by HoAs for governors information.

ACTION 6: CJ to add 'Curriculum Planning' to the 30 April 2024 agenda.

8. TLA Report

The report was circulated prior to the meeting and taken as read. The following was highlighted:

- The feedback from the Staff Development Day was noted. Numerical data was requested by Governors to support this information.
- The Artificial Intelligence session was particularly popular and it was noted that AI has been discussed at the Audit and Risk Committee, particularly relating to security and risks. It was noted that trials of the TeacherMatic software are underway and a Cross-College roll out may be considered; the Committee requested an update on progress.

ACTION 7: JK / JW to provide an update on the TeacherMatic software trial and potential use across the College.

9. T-Level Update

The report was circulated prior to the meeting and taken as read. In the discussion the following points were made:

- CCN are currently above target for first year T-Level enrolments for 2023/24 and this figure will increase in 2024/25.

- The Director of Technical and Apprenticeships and Head of Digital Business and Media were thanked for their hard work and support of colleagues, including in other colleges.
- The Committee discussed the risks around quality and achievement with higher recruitment numbers. It was noted that the numbers already on transition to T-Level courses mean that no places are available for new students. There are also challenges in ensuring that there will be enough suitable industry placements.
- LS highlighted that T-Level lecturers would be interested to receive this accumulated data.

The Chair noted that, as current Level 3 qualifications are defunded, T Levels will be the primary qualifications that can be offered to students subject to any possible changes that might result from a change of Government. Given the current policy, she asked for Committee to be informed about the challenges related to scaling up the provision, based on the current issues being experienced with T Levels, such as industry placements and assessment. It was noted that this is a key factor in the Curriculum Planning activity.

ACTION 8: JK to distribute T-Level data to T-Level lecturers.

ACTION 9: JK to include a summary of the key challenges in scaling up the T Level provision in 2024/25 and subsequently.

CJ left the meeting at 6:00pm.

14. Students' Union Update

The report was circulated prior to the meeting and taken as read. It was highlighted that elections for the next Students Union President will start shortly, with results expected on Tuesday 30 April 2024.

10. HE Report

The report was circulated prior to the meeting and taken as read. The following was highlighted:

- Curriculum developments are being reviewed as part of the CPF for HE.
- Considerable activity is underway to boost marketing, promotion, staffing and recruitment to programmes for September 2024.
- The quinquennial Institutional Review of CCN by our validating partner UEA took place on 30th January 2024. The outcome was reapproval for 5 years with some Recommendations and Commendations. The draft report was shared with the committee. It was noted that one section of the report inaccurately stated that the CCN HE Strategy had been approved while the accurate position is that it had been included in the current cross college CCN strategic review.
- The remaining discussion was confidential and is recorded within the confidential minutes.

ACTION 10: ER to propose a minor amendment to the Institutional Review document as per the recommendations of the C&S Committee in the CCN response due for return to the UEA by 15 March 2024.

11. SEND Report

SG provided a verbal update confirming that the quality observations for Inclusion Learning have been positive and confirmed that full report will be provided for next term.

ACTION 11: SG and JW to meet with colleagues to confirm termly ‘themes’ for each SEND Report.

12. IAG Update

The report was circulated prior to the meeting and taken as read. HRH highlighted that the IAG Team have completed a deep dive into the bursary funding and have made some positive in-year changes to allow more students to access additional funding. JF highlighted that numerous students have positively feedback on the impact of those changes on individuals.

ACTION 12: LS and HRH to arrange meeting to discuss the allocation of bursary funding.

13. Residential Report

The report was circulated prior to the meeting and taken as read. The following was highlighted:

- The second student voice meeting for residential students has been held this evening and feedback will be provided.
- HRH will provide a case study on the residential provision, at the end of the academic year for Governors’ information.
- Abl highlighted that the Internal Audit on the residential provision was reviewed at the Audit and risk meeting and Abl thanked HRH and her term for the hard work and dedication when managing the residential area.

ER and HRH left the meeting at 6:32pm.

15. CONFIDENTIAL – Strategic Framework for discussion – Curriculum Aspects

The discussion was confidential and is recorded within the confidential minutes.

JF left the meeting at 6:55pm.

16. Other Urgent Business

No items were raised under this section.

17. Meeting Review and Summary

No items were raised under this section.

18. Date of next meeting

The next Curriculum and Standards Committee meeting will take place on Tuesday 30 April at 4:30pm.

All formal business having been concluded, the meeting closed at 7:20pm.

Signed Date

(Chair of Meeting)