

## CURRICULUM & STANDARDS COMMITTEE MEETING

**CONFIRMED MINUTES OF THE MEETING HELD ON THURSDAY 29 NOVEMBER 2018  
AT 5.30 PM IN ROOM D21A, CCN, IPSWICH RD, NORWICH NR2 2LJ**

### **Present:**

Jill Lanning (Chair), Aron Whiles, Corrienne Peasgood, Andrea Blanchflower, Luke Mitchell, Nikki Gray, Emily Staley

### **Attendees:**

Jerry White (Deputy Principal), Julia Buckland (Vice Principal, FE, Curriculum and Quality), Helen Richardson-Hulme (Assistant Principal, Student Services), Sue Millions (Administrator)

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The Chair welcomed Nikki Gray, TEN Appointed Governor and Emily Staley, the newly appointed FE Governor to their first Curriculum and Standards Committee Meeting.

### **1. Apologies for Absence**

Apologies were received from Jacky Sturman (Interim Clerk to the Corporation) for the meeting.

### **2. Declaration of Interest**

Governors and Committee members are requested to make known any relevant pecuniary interests relating to any items on the agenda and it was noted that all declarations will be recorded.

There were no new declarations of interest given at the meeting.

### **3. Unconfirmed Minutes of the Meeting held on 18 September 2018** (Paper 02)

The minutes of the meeting held on 18 September 2018 were agreed as a true record of the meeting and signed by the Chair.

### **4. Matters Arising from the Previous Minutes** (Paper 03)

*C&S 5 Action 6: A date for Governors to tour the campus will be arranged during the summer term. The suggested dates of 21 June and 2 October were emailed to Governors and it was agreed by the Principal that the dates for spring and summer 2019 would be agreed as soon as possible. If anyone would like a tailored tour, please request one, via Clare Johnson. The Principal informed the Committee that a tour will not go ahead on 2 October and Jacky Sturman and the Principal will email suggested dates for autumn, spring and summer term tours to all Governors as soon as possible. Tours have been arranged for 6 December 2018; 5 March 2019 and 29 May 2019. Some areas of interest have also been specified and Governors have confirmed their attendance. Action completed.*

*C&S 6 Action 4: Risk Register to be reviewed at the full CCN Board Meeting taking place on 11 December 2018. An update will be given to the Audit Committee Meeting taking place on 30 November and update submitted to sub-committees going forward. Action completed.*

*C&S 6 Action 6: Link Governor Review to take place at the next meeting taking place on 18 September 2018. It was noted that the cycle of Governor visits runs through until the November Meeting, i.e. the calendar rather than the academic year.*

*It was agreed that the approach to the Governor curriculum links and the areas for scrutiny in 2019 would be considered at the November Meeting. Please see agenda item 5.7.*

Action completed.

*C&S 1 Action 1: Jerry White to inform the full Board at their next meeting taking place on 9 October 2018, via update, that 600 students received a Grade 4 GCSE in Maths / English.*

Action completed.

*C&S 1 Action 2: Quality Report Update to the full Board to show students' progress in Maths and English GCSE. Action completed.*

*C&S 1 Action 3: Curriculum Planning to better understand why the Functional Skills achievement rates have not increased to be prepared for the C&S Committee meeting taking place on 15 January 2019. **Action on-going.***

*C&S 1 Action 4: Jerry White to provide clarification on the Award results for the next full Board Meeting. Action completed.*

*C&S 1 Action 5: Positive feedback from NSS results to be made available to both staff and students. School of HE is utilising course committees and the forthcoming student newsletter to disseminate NSS results. Action completed.*

*C&S 1 Action 6: Jerry White to check if the College can appeal if the Office for Students registration is unsuccessful. Notification has been received that the College has been successful in its OfS registration. Action completed.*

*C&S 1 Action 7: Sue Millions to upload the Update on the Maths Provision document onto the C&S Board Portal for the Committee to view. Action completed.*

*C&S 1 Action 8: The next NTTC report from Paul McCann to include data on the quality of delivery and include information on steps made against the Ofsted Action Plan. Action completed.*

*C&S 1 Action 9: Calendar invitations to be sent to all C&S Committee Governors for the next C&S Committee Meeting now taking place from 5.30 pm on Thursday 29 November 2018. Action completed.*

*C&S 1 Action 10: Jerry White to prepare a brief summary on the Aviation Academy and the challenges met during the last 12 months for the next C&S Committee Meeting taking place on 29 November 2018. Please see agenda item 5.1. Action completed.*

*C&S 1 Action 11: The Principal agreed to draw up a short paper for the full Board Meeting taking place on 9 October and forward to the Chair for further discussion and clarification. Action completed.*

## **5. SECTION A**

### **5.1 Quality Report**

(Paper 04)

The Quality Report, previously distributed, was discussed at the meeting. The paper presents the current performances for FE and apprenticeships at the Norwich and Paston sites, including a review of key strategic, improvement and enhancement actions. The following key points for discussion and explanation were highlighted:

- 2017/18 achievement rates are close to being completed.
- It was noted that education and training outcomes remain good but there are still concerns about Apprenticeship outcomes and close monitoring is underway to ensure improvements in 2018/19.
- 2017/18 strategy, improvement and enhancement actions for achievement gaps for LDD (students with learning difficulties and / or disabilities) remain an area of challenge. The 19+ part-time gap has failed to narrow in most areas, so this also remains an area of challenge, in particular, evening class provision.
- Early year retention in 2018/19 on Education and Training provision appears positive and is being carefully scrutinised by Julia Buckland and the college management team.

It was noted that some students have left early, but the majority are due to personal issues and it was agreed that there is a College need to share information about students gained during the interview process, so staff are aware of students' individual issues. It was pointed out that there will be a need to ensure that doing this will be GDPR compliant when doing so. In-depth retention reviews, for Day 1, will take place and reviews will also take place with any in-year leaver during the year, where possible. The Principal informed the Committee that students that leave are hard to track if they attend another provider.

- The paper also outlines some key “lessons learned” from the experience of creating the innovative provision at the International Aviation Academy Norwich. The key challenges and activities, included within the full report, were noted. Many of these stem from managing the complexities of external (European) accreditation procedures and the management of a complex partnership arrangement. Jerry White informed the Committee that most of the aviation students had already received job offers, with some having two or three offers.

The full content of the report was received and noted.

## 5.2 TLA Report

(Paper 05)

The Teaching and Learning Review, previously distributed, was discussed at the meeting and the following key points for discussion and explanation were highlighted:

- In the first half of the autumn term, five curriculum areas went up and three went down with no area moving up or down by more than one grade. Six areas are outstanding, and HE provision at the Aviation academy still requires improvement. For FE, there are some newly configured areas which are highlighted in the full report.
- Two further education areas declined by one grade in the first half-term, Health, Social Care and Childcare (HSC) and ESOL (English for Speakers of other Languages). For HSC this is mainly because staff were underprepared for the technical qualifications, particularly the external assessment, which has informed the development this term. The question was asked if CPD is available to staff to assist with this and it was noted that this has already been budgeted for. With ESOL it has been some poor behaviour impacting the learning of others and links to some curriculum areas need to improve.
- The planning for the January TLA day is underway and Paston staff will join the College staff for the first time. The three areas for focus for the day will be:
  - Feedback – particularly the use that students make of feedback.
  - Equality & Diversity - providing students with a comprehensive understanding of people and communities beyond their immediate experience’.
  - Improvement of formative assessment practice to ensure more successful outcomes for students in external assessments.
- A Teaching and Learning Coach has been involved with a HE TLA drop-in every week covering several important issues.

The full content of the report was received and noted.

## 5.3 College and SSA Self-Assessment Report

(Paper 06)

The College and SSA Self-Assessment Report was previously distributed and discussed at the meeting with the following key points noted:

- The full report proposes the curriculum area grades for each curriculum area and refers to areas where “borderline” grades were considered, and decisions made.

It also presents the internally moderated grades for the cross-college judgements which will be presented to the external scrutiny panel on 3 December 2018 before submission to Ofsted.

- Health, Social Care and Childcare has declined by a grade from outstanding to good.
- Paston A Levels have been included for the first time and a pragmatic approach has been taken to grading this area as good.
- Four areas have improved by a grade with Construction and Business moving to outstanding and Initial Teacher Education and Adult Provision moving to good.
- In the four curriculum areas where grades were put to the external scrutiny panel to decide, in each case the external representatives supported the higher of the two grades presented.
- Three sub-grades were undecided at the external scrutiny panel and as no additional evidence has been presented it is recommended that Governors award the lower of the two grades as follows:
  - Grade 3 for English and maths within Business
  - Grade 4 for Additional Support for ESOL
  - Grade 2 for Initial Teacher Education outcomes.

Following discussions, the three sub-grades were agreed and signed off by those Governors present.

- More analysis of apprenticeship outcomes is required to ensure that a grade of good can be justified and further discussions will take place at the cross-College self-assessment review meeting taking place on Monday.
- This is the final time that the SAR will be written to the current Common Inspection Framework (CIF) as the new Education Inspection Framework (EIF) is being consulted on for implementation from 1<sup>st</sup> September 2019. The Principal informed the Committee that the College is being proactive in learning as much as they can about the EIF so that reviews of performance during the current year will reflect the likely new Ofsted criteria.
- The Quality of FE (94% of curriculum area SAR grades to be good or outstanding in 2017/18) is rated Red as the rate achieved is 88% from 76% with Hospitality and Catering and Phoenix Plus both Requiring Improvement.

The full content of the report was received and noted.

#### **5.4 HE Report**

(Paper 07)

*Before discussions took place, the Chair paid tribute to Barbara Aldridge, Academic Leader, who sadly passed away suddenly on 17 November 2018. Her commitment and input into College life will be missed by staff, students and external supporters alike. A Book of Condolences will be opened shortly.*

The HE Report was previously distributed and in discussion the following key points for were highlighted:

- A new School Improvement and Enhancement Action Plan is in place to build on and consolidate improvements from 2017/18 with the majority of actions closed down / completed. The enhancement action plan has been scrutinised by the Management Boards of Study for completeness.
- Office for Students registration has been successful with no conditions. The Committee thanked the College for their successful submission, with such a positive outcome.
- Successful 5-year Institutional Review of CCN HE provision by UEA.
- Recruitment for 18/19 academic year is positive.

- Continued development of Higher and Degree Apprenticeship programmes
- Confirmation of sub-contracted provision for Nursing Associate from UEA
- Stronger recruitment in many curriculum areas from self-funded students.

The UEA's 5-yearly Institutional Review of CCN HE provision took place on 8 November 2018 under a new process being trialled with more established partners. The review panel met with a group of employers and with students and with the College Senior Leadership team. The College was approved to continue to deliver UEA degrees for the coming 5-year period. Two Commendations and two Recommendations were made by the panel, with no Conditions. These were:

Commendations:

- Strength of Employer engagement
- Inclusive approach to recruitment, commitment to diversity and the way we look at the student lifecycle from a diversity perspective

Recommendations:

- Consistent approach to annual induction
- Continue to explore ways of engaging HE students to ensure that their voice is heard.

Jerry White informed the Committee that the College is proposing to submit for the National Kitemark for Teaching Excellence Framework (TEF) this year, one year before this becomes a requirement. The submission will be made in mid-January 2019.

Andrea Blanchflower offered to review the documentation as she has been involved in subject pilots at the UEA. Jerry White thanked her for this offer.

It was agreed to share the TEF matrix with the Committee members and if the College go forward with their submission this would be discussed at the next C&S Committee Meeting.

The full content of the report was received and noted.

**Action 1: Key Points of the HE Report to contain more detailed information for Governors (JW).**

**Action 2: Jerry White to share the TEF matrix with members of the C&S Committee (JW).**

**Action 3: Andrea Blanchflower to review a TEF submission, if required (AB /JW).**

**Action 4: TEF submission to be included on the agenda for the next C&S Committee Meeting taking place on 15 January 2019 (JW / Governance).**

## **5.5 Annual Accountability Return to the Office for Students**

(Paper 08)

The Annual Accountability Return, previously circulated, was presented to all Governors to seek their approval for the Principal, as Accountable Officer for City College, to sign the Annual assurance return required by the Office for Students by 1 December 2018.

This return relates to the Higher Education work and confirms that the Governing Body have a strong oversight of the quality of the HE provision and student experience. It was noted that this is managed and thoroughly scrutinised by the Curriculum and Standards Committee throughout the year.

The Principal asked for agreement from all Governors present, and it was noted that agreement will also be needed from Business and Audit Committees as the return needs to be made before the full Board meets.

Following discussion, the Annual Accountability Return to the Office for Students was supported by all members of the C&S Committee.

**Action 5: Agreement to the submission of the Annual Accountability Return to the Office for Students to be gained from the Business and Audit Committee before signing by the Principal (JS / Governance).**

#### **5.6 Curriculum Link Scrutiny – Adults and Hospitality** (Paper 09)

The Chair informed that Committee that the two areas for scrutiny have been signed off and closed as the brief set, has been filled.

It was noted that the area still requires improvement, but action is in hand.

The curriculum scrutiny review for adult provision, was previously circulated for information.

To ensure adults feel part of the College provision it has been agreed that the College will fully evaluate the adult offers in 2018/19; the strategy will be reviewed and revised as required to define the College's intent, including approach to the community and employer; and a small working group will be set up to review Adult Provision from experts across the College. The viability of courses and appropriate provision will also be reviewed.

It was agreed that Adult provision should remain a curriculum scrutiny area in 2019 and the Link Governors for the area will monitor the Working Group and that a report on progress should be considered by the C&S Committee at their March 2019 meeting.

**Action 6: Curriculum Link Scrutiny Report on Adult Provision to be prepared for the C&S Committee Meeting taking place on 5 March 2019 (JL / Governance).**

#### **5.7 Review of Curriculum Scrutiny Process 2017/18 and Consideration of Areas for Scrutiny 2018/19** (Paper 10)

Discussions took place regarding the scrutiny process and it was agreed it had worked better this year and the approach would continue in 2018/19.

The following areas will be scrutinised this year and possible links were as follows:

- Higher Education – including OfS requirements, Governance and TEF.
- Maths – high expectations, challenge and teacher skills – Andrea Blanchflower.
- English – tracking progress, student experience – Aron Whiles.
- Adult Education – linked to working group and qualifications for adults.
- Apprenticeships – achievement rates by sector level.
- Safeguarding – policies and procedures – the Principal to discuss the link with Andrew Barnes.
- Feedback – will be a matter for regular review by the Committee.

The Chair thanked Aron Whiles and Andrea Blanchflower for agreeing to continue their established links and it was agreed that other Governors will be asked if they are interested in any particular scrutiny area.

**Action 7: The Principal to discuss with Andrew Barnes regarding his link to Safeguarding (CP).**

**Action 8: Discussions on Link Governor roles to be discussed with Governors, via email (JL / CP).**

## 5.8 Review of Negativity within the Strategic Aims and Success Criteria

Following the CCN Board Meeting, which took place on 9 October 2018, the Curriculum and Standards Committee were asked to review the negativity within the strategic aims and success criteria.

It was thought that this related to the tendency for documents describing the College's provision to understate the achievements. On the other hand, some targets written in way that mean they can be difficult or even impossible to achieve. The Chair and the Principal have reviewed the targets for 2018/19 in order to avoid this and these will be considered by the Board Meeting.

**Action 9: Strategic Aims and Success Criteria to be considered at the next full Board Meeting taking place on 11 December (CP).**

## 6 SECTION B

### 6.1 Student Voice Report

(Paper 11)

The Student Voice Report, produced by Luke Mitchell, was previously circulated to all Governors to provide them with an update of the student union and the following was highlighted:

- NUS FEstival and Zones Conference
- NUS Zone Committees – Luke Mitchell was successfully elected onto the NUS FE Zone Committee and Jess Crowley was elected onto the NUS Welfare Zone Committee.
- Students' Union Executive Officer Elections
- FE Forums – it was noted that it was difficult to get Reps this year and better publicity is needed.
- Planning of the next year's Foyer Events
- Progress towards the Quality Students' Union mark.

The full content of the report was received and noted.

### 6.2 IAG Update

(Paper 12)

The report, produced by Helen Richardson-Hulme, was previously circulated and the content was noted and the following highlighted:

- Self-Evaluation – the key themes to come from the work completed by both Paston and Norwich campuses were discussed and the eight benchmarks that both sites want to focus on in the coming months had been agreed. It was agreed that it was a very useful.
- The IAG Services will be undergoing a matrix reaccreditation assessment in January 2019 and the scoping document is awaited.

The full content of the report was noted.

The Chair thanked Helen Richardson-Hulme and her team for the excellent work and commitment.

## 7 SECTION C

There were no items tabled in this section of the meeting.

## 8 Other Urgent Business

There were no items deemed urgent business at the meeting.

### 8.1 Principal's / Chair Summary for the Next Board Meeting

It was agreed to prepare a short update of today's meeting for the next full Board Meeting, linked to the Strategy Aims to include:

#### Aim 1:

- Adult Strategy
- 16-18 Outcomes / apprenticeships
- SAR Report
- OfS regulations
- TEF

#### Aim 2:

- Lessons from Aviation Academy
- SAR

#### Aim 3:

- TLA and Quality review

#### Aim 4:

- Teachers – excellence in their fields

#### Aim 5:

- Productive partnerships – job offers to students at the Aviation Academy.

The Principal asked that the Strategic Aims and Objectives document be uploaded to each agenda so that Governors can assess these links at the meeting.

**Action 10: Strategic Aims and Objectives to be linked to this agenda item at each future meeting (Governance).**

## 9 Confidentiality

There were no confidential items raised at the meeting.

## 10 Date of Next Meeting

- C&S Committee: Tuesday 15 January 2019 at 5.30 pm.

All business having been concluded, the meeting closed at 7.45 pm.

Signed ..... Date .....

(Chairman)