

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON MONDAY 15 JANUARY 2018 AT 5.30 PM IN ROOM D21A, CCN, IPSWICH RD, NORWICH NR2 2LJ

Present:

Jill Lanning (Chair), Corrienne Peasgood (Principal), Andrea Blanchflower, Luke Mitchell, Matt Colmer, Aron Whiles, Max Roberts

Attendees:

Jerry White (Deputy Principal), Julia Buckland (Assistant Principal, Teaching Learning and Assessment), Elaine Dale (Assistant Principal, Head of Curriculum Services), Clare Johnson, (Clerk to the Corporation), Sue Millions (Assistant to the Company Secretary)

The Chair welcomed Max Roberts, the newly appointed FE Student Governor, to their first meeting.

The Principal apologised to the Committee for the absence of papers relating to agenda items 5.3 and 6.3. The Chair expressed her concerns that, while she was conscious of the workload of senior staff, when papers were not available until shortly before, or at the meeting, members are not able to give them proper consideration. Members agreed with this concern pointing out that as they were at work during the day of the meeting they were not able to read papers placed on BoardPad that day.

The Committee were reassured by the Principal that her intention is that all papers will be available to them, via BoardPad, a week before each meeting.

1. Apologies for Absence

Apologies were received from Helen Richardson-Hulme (Director of Student Services) and Lauren Callaghan-Bates.

2. Declaration of Interest

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

3. Minutes of the Meeting held on 21 November 2017 (Paper 02)

Following discussion, it was agreed that 5.3, bullet point 4, should read 2015/16 and not 2016/17 as stated.

The minutes of the meeting held on 21 November 2017 were then agreed as a true record of the meeting and signed by the Chair.

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

Action from Meeting 3 – 17 January 2017: *Jerry White to review the wording of the FE Induction Survey and potentially develop a different survey for apprentices. This will be actioned in September ready for the survey in October 2017. Jerry White informed the Committee that the wording is being finalised ready for publication before half term.*

Jerry White informed the Committee that the wording is being finalised and will be brought to the next meeting taking place on 16 January 2018. Jerry White informed the Committee that Apprenticeship Surveys are now being used. Action completed.

C&S 6 - Action 1: Analysis summary of in-year leavers and their reasons why to be brought to the next C&S Committee Meeting taking place on 19 September 2017, for further discussion. The summary has been completed and Jerry White will bring the full analysis to the next meeting taking place on 21 November 2017. It was noted that the full summary will be presented to the next Board Meeting taking place on 12 December 2017. Please see agenda item 5.1. Action completed.

C&S 1 - Action 7: Meeting schedule for areas of discussion to be included at C&S Meeting throughout 2017/18 to be included on future agendas. Please see agenda item 6.3. Action completed.

C&S 2 - Action 1: The Chair to request expressions of interest for the proposed areas in the revised curriculum link scheme. Action completed.

C&S 2 - Action 2: The Chair and Principal to liaise on link Governors for each suggested curriculum area. Action completed.

C&S 2 - Action 3: Tour of the College for new Governors to be arranged in the new year and all Governors will be invited to attend. Action completed.

C&S 2 - Action 4: SSA Self-Assessment Grades Report to be tabled at the next Full Board Meeting taking place on 12 December 2017. Action completed.

C&S 2 - Action 5: SSA Self-Assessment Grades Report to be anonymised and references to individuals removed. Action completed.

C&S 2 - Action 6: Nature of provision to be included in the review of the academic year in the HE AMR. This will be built into next year's report. Action completed.

C&S 2 - Action 7: Header to be removed from additional pages of the HE AMR Report. Action completed.

C&S 2 - Action 8: Following the recommendation by the C&S Committee, approval to be sought from all CCN Board members that they are happy to confirm that the College meets all HEFCE requirements for the Annual Review process. Jerry White informed the Committee that these documents have been submitted. Action completed.

*C&S 2 - Action 9: Jerry White to better benchmark presentation statistics and review retention measures within the HE Report. **Action on-going.***

C&S 2 - Action 10: Pre NSS internal students' satisfaction questionnaire questions to be reviewed before publication. The changes have been made and the questionnaire is now operational. Action completed.

*C&S 2 - Action 11: HE End of Module Evaluation Summary to be amended to include a response rate and commentary. **Action on-going.***

C&S 2 - Action 12: Student Voice and the set of end of module evaluations to be brought to the next C&S Committee Meeting taking place on 16 January 2018, if available. Please see agenda item 5.3. Action completed.

C&S 2 - Action 13: The Principal to forward the areas for scrutiny for Maths to all Governors, via email. Action completed.

C&S 2 - Action 14: The first two bullet points in the Planning of the Curriculum box, in the Curriculum Strategy, are merged together. Action completed.

C&S 2 - Action 15: Wording within the curriculum strategy document to be reviewed. Action completed.

C&S 2 - Action 16: Boxes within the curriculum strategy document to be reformatted. Action completed.

Action 1: Set of end of module evaluations to be brought to the next C&S Committee Meeting taking place on 6 March 2018 (JW).

5. SECTION A

5.1 Quality Report

(Paper 04)

The Quality Report, previously distributed, was discussed at the meeting and it presents the current performance data. The following was noted:

- The paper presents the current in-year performances for FE and apprenticeships at the Norwich site and for the Paston site, for the first time with more detail on the latter to assist Committee members' understanding. Work is on-going to integrate data systems to allow the data to be presented, as a whole. It was noted by the Committee that in response to a request from the Committee the paper presents an analysis of reasons for students leaving their courses, with particular emphasis on withdrawals in the first term.
- Jerry White informed the Committee that the attendance of all learners is discussed by Paston's Leadership Team and the reasons for all leavers fully scrutinised. Paston have lost 25 students this academic year, mainly due to medical reasons, and most will be returning next year.
- It was noted that an internal check is undertaken on all course enrolment and it was asked that comparison data between BTEC and A Levels be brought to the next meeting so that key pointers and concerns can be discussed, if required.
- Attendance to 19 December 2017 was noted and the question was asked as to why Paston's attendance is stronger than that of CCN and what lessons could be learnt from this.
- A Level courses – the question was asked by the Committee as to whether it is financially viable to run courses with such low numbers as seen at Paston and Jerry White explained that this is challenge, going forward. He noted that low recruitment to A Level languages is a national problem and the future of this provision by CCN will need to be reviewed.
- The Value Added (VA) scores for Paston were discussed and the Committee were informed that CCN do not track VA in the same way as Paston who use the ALPs software programme and this will be reviewed.
- Apprenticeships – the performance is not where the College would like it to be compared to previous year as this is driven by the challenges in staff shortages, particularly in plumbing and civil engineering. The Principal informed the Committee that the College is taking proactive actions to address staff shortages and have received help from NCC and are sharing staff with other colleges.
- Student withdrawals from courses show a small decline in overall withdrawals in 2016/17 and the Committee requested that Day 1 retention figures (benchmarked) are brought to the next meeting for discussion. Reasons for withdrawal are noted and all information is forwarded to NCC on a weekly basis.
- Where a student states that they cannot afford to stay at College, the potential to access help for each student is checked by Helen Richardson Hulme's team.
- The College's overall levels of withdrawals from full time FE provision is declining but a more detailed level of analysis is planned to inform future course planning and recruitment.

The full content of the report was received and noted.

Action 2: Jerry White to bring a BTEC and A Level comparison to the next C&S meeting taking place on 6 March 2018 (JW).

Action 3: Jerry White to produce FE Day 1 retention figures to the next C&S Committee meeting taking place on 6 March 2018 (JW).

5.2 TLA Report

(Paper 05)

The Teaching and Learning Review, previously distributed, was discussed at the meeting and the following key points noted and discussed:

- Julia Buckland informed the Committee that at the time of writing, seventeen areas remain the same for the second half term with two areas moving down a sub grade. The construction part of apprenticeships and cross college Maths were the areas that moved down. Inconsistencies were discussed and it was confirmed that the teams concerned know what to do to improve this aspect in the coming weeks.
- Some lack of stretch and challenge is still being noted resulting in staff development to tackle these concerns and it is expected that an improvement will be seen this term.
- Positive attitudes to learning; positive student behaviour; good student participation and independent learning are being seen.
- The recent cross college training day, held on 4 January 2018, was received very positively by staff and 22 sessions were delivered by internal staff, assisted by the senior leadership team. Staff were able to self-select some sessions for the very first time and many sessions were oversubscribed. Staff feedback from the training day is being collated and will be reviewed by the Business Committee, when completed.
- The volume of Work experience placements required and the progress made so far was noted.

The full content of the report was received and noted.

5.3 HE Report

The HE Report was distributed and discussed at the meeting and the following key points noted and reviewed:

- Jerry White explained that the report presents key information relating to the College's HE provision within the 2017/18 academic year.
- The 2017/18 School of HE SIEAP (HE Strategic, Improvement and Enhancement Action Plan) was discussed and the full report notes the progress against each action.
- It was noted that the marking turnaround for degree courses is timely, with this timeliness communicated through to students. Currently, the timely turnaround is 99% with a handful of assignments in Business and Health being delayed because of staff illness.
- However, some work remains to be done with regard to HNDs marking turnaround where staffing issues are causing concern.
- Also of note is the increase in HE student representation, with both an HE Student Governor and an HE Student Union representative being elected this year. HE Forum was well attended and good attendance is noted for Course Committees. The Committee thanked Luke Mitchell and his team for their assistance with this.
- A Pre-NSS survey is scheduled to take place from January, alongside the live NSS for final year students, in order to provide further detail of student experience at an earlier stage in their learning. This also serves as an early identification of potential issues and allows for remedial action to take place.
- The content of the Action Plan was discussed and noted and it was agreed that the full report will be emailed to the Committee tomorrow.

- Validation and revalidation schedule and curriculum developments - the Principal informed the Committee that a strong partnership has been formed with the Schools of Health and Science at the UEA and the alignment of the curriculum with them is producing a good model, going forward. The current validation schedule has been agreed with the UEA.
- The HE Forum actions were noted and the deadlines discussed.
- It was noted that a suggestion has been put forward for employer prizes, for each curriculum area, to be awarded at Graduation, to try to increase employer engagement.
- Jerry White informed the Committee that more work needs to be done on the marking turnaround three year trends figures at Appendix 3 and he will bring a report to the next C&S Committee Meeting.
- Working with the Civil Aviation Authority (CAA) is proving difficult at the present time in respect to the CAA licencing of the degree and it was noted that all students on the course have been made fully aware that the licensing is not a foregone conclusion.
- The Data Dashboard continues to be developed and the “live document” will be brought the next C&S Meeting, for information.
- It was noted that the College have decided against applying for the Teaching Excellence Framework (TEF) this year, although this will be compulsory in 2019.

The full content of the report was noted and it was suggested that as the report was only seen by Governors today, if they had any questions of the report, to contact Jerry White, via email.

Action 4: HE Report to be emailed to all C&S Committee Governors as soon as possible and uploaded onto BoardPad (CJ).

Action 5: A report on the HE marking turnaround three year trends to be brought to the next C&S Committee Meeting taking place on 6 March 2018, for further discussion (JW).

Action 6: “Live” Data Dashboard to be brought to the next C&S Committee Meeting taking place on 6 March 2018, for information (JW).

Action 7: Governors to contact Jerry White, via email, if they have any questions regarding the HE Report (all Governors).

6. SECTION B

6.1 Student Voice Report

(Paper 06)

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

Following discussion, the Chair thanked Luke Mitchell for his full report adding that if any additional help is required from Governors, to please let her know.

The full content of the report was received and noted.

6.2 Merger Update

Please see confidential minutes.

6.3 Curriculum Link Review 2017/18

(Paper 07)

The following link Governors have been confirmed:

- Matt Colmer HE
(reporting to C&S at March and September meetings)
- Andrea Blanchflower Maths
(reporting to C&S at March and September meetings)
- Jill Lanning Adult Provision
(reporting to C&S at May and November meetings)
- Andrew Barnes Hospitality and Catering
(reporting to C&S at May and November meetings)
- Aron Whiles English
(reporting to C&S at June and January 2019 meetings)

Corrienne Peasgood will bring a report on Progress and Progression to the June and January 2019 meetings for consideration.

Corrienne Peasgood presented the key themes for consideration by link governors in relation to English, adult provision and hospitality and catering which were agreed. It was agreed that the agreed themes would be sent to members as soon as possible to inform their visits and reports to the Committee.

Action 8: Curriculum Link Review papers to be forwarded to all Committee members and uploaded onto BoardPad (CJ).

6.4 2017/18 Term 1 Complaints and Appeals Report (Paper 08)

The report, previously circulated, and presented by the Principal, summarises the detail of appeals and complaints received during autumn term of 2017/18 in relation to both further and higher education.

The report contained no particular issues and nil returns are also included within the report.

The Chair noted that there were no bullying issues reported and commented that it is a clear and self-evident report.

6.5 NTTC Report (Paper 09)

The Norfolk Teacher Training Centre Report, produced by Paul McCann, was previously circulated to all Governors to provide them with an update on the NTTC. The content was noted, explained and the following highlighted:

- The first term of the programme has been successfully completed with a settle-down figure of 40 trainees from 42. All of the remaining trainees are making at least good progress with some showing significant signs of outstanding practice. It was noted that retention levels are monitored closely.
- NTTC have taken on board two new partner schools during the autumn term; Marshland High School in Wisbech and Archbishop Sancroft High School.
- Assessment Point 1 is currently underway, and results will be made available to trainees on 26th January.
- The addition of a new ITT Curriculum Leader is working exceptionally well.

- Recruitment to the 2018/19 cohort began in late October and although recruitment is slow, current experience reflects the national picture. Interview processes are robust and in place.
- The relocation to Ipswich Road has gone very well and has exceeded our expectations.

The full content of the report was received and noted.

7. Section C

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

8. Other Urgent Business

2017/18 Targets – following lengthy discussions at the last meeting, the Principal asked for clarification on two targets: IA1 and IA5.

IA1 – increase the % of 16-18 students with attendance levels above 90% from 45% in 2016/17 to 50% in 2017/18. Following discussions, this target was agreed by all present.

It was noted that as Head of School, Julia Buckland was happy with this target.

IA5 – after discussion it was agreed that the target should be - improve apprenticeship timely achievement rates to 72% from 70%. In agreeing this it was thought that this would be above national averages but if this is not the case when these figures are published, this target would be revisited.

It was agreed that the Principal would email C&S Governors when these figures are received. It was agreed to take these targets to the next Board Meeting.

Action 9: When the national averages are released for apprenticeship timely achievement rates to confirm if the final target for IA5 is above the national average and the target requires amendment. The targets to be presented to the full Board (CP).

9. Confidentiality

Please see agenda item 6.2.

10. Date of Next Meeting

- C&S Committee: 6 March 2018 at 5.30 pm.

All business having been concluded, the meeting closed at 7.30 pm.

Signed
(Chairman)

Date