

## CURRICULUM & STANDARDS COMMITTEE MEETING

**CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 15 JANUARY 2019 AT 5.30 PM IN ROOM D21A, CCN, IPSWICH RD, NORWICH NR2 2LJ**

### **Present:**

Jill Lanning (Chair), Aron Whiles, Andrea Blanchflower, Nikki Gray

### **Attendees:**

Jerry White (Deputy Principal), Julia Buckland (Vice Principal, FE, Curriculum and Quality), Helen Richardson-Hulme (Assistant Principal, Student Services), Jacky Sturman (Interim Clerk to the Corporation), Sue Millions (Administrator)

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

Apologies were received from Corrienne Peasgood, Luke Mitchell and Emily Staley 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 29 November 2018** (Paper 02)

The minutes of the meeting held on 29 November 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 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.* Jerry White informed the Committee that the work has been completed but a paper has not been prepared for the meeting. Discussions followed on the MINT data and course planning and it was noted that the MINT data has made a difference to the Functional Skills achievement rates - the team will be looking at different ways to embed English and Maths and it was agreed that Jerry White will bring an update on the MINT data to the next meeting to include analysis of the achievement data for Functional Skills showing MINT and the rest of the college separately. **Action on-going.**

*C&S 2 Action 1: Key Points of the HE Report to contain more detailed information / clarity for Governors.* Action completed.

*C&S 2 Action 2: Jerry White to share the TEF Metrix with members of the C&S Committee.*

It was agreed that the TEF Metrix will be uploaded onto OnBoard for Committee members to view and each November the TEF Metrix will be included in the HE Report. It was agreed that this action would be included in the annual Schedule of Business (November meeting).

#### **Actions on-going.**

*C&S 2 Action 3: Andrea Blanchflower to review a TEF submission, if required.* Jerry White thanked Andrea Blanchflower, and her colleague at the UEA, for reviewing the TEF submission before completion. Action completed.

C&S 2 Action 4: *TEF submission to be included on the agenda for the next C&S Committee Meeting taking place on 15 January 2019.* Please see agenda item 5.3. Action completed.

C&S 2 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.* Action completed.

C&S 2 Action 6: *Curriculum Link Scrutiny Report on Adult Provision to be prepared for the C&S Committee Meeting taking place on 5 March 2019.* **Action on-going.**

C&S 2 Action 7: *The Principal to discuss with Andrew Barnes regarding his link to Safeguarding.* Please see agenda item 5.6. **Action on-going.**

C&S 2 Action 8: *Discussions on Link Governor roles to be discussed with Governors, via email.* Please see agenda item 5.6. **Action on-going.**

C&S 2 Action 9: *Strategic Aims and Success Criteria to be considered at the next full Board Meeting taking place on 11 December.* Action completed.

C&S 2 Action 10: *Strategic Aims and Objectives to be linked to this agenda item at each future meeting.* Please see agenda item 9. 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:

- It was noted that there are no great concerns with the current retention position: for 16-18 provision the current levels are broadly the same as 2017/18 levels and the 19+ provision is 3% above that of 2017/18.
- Table 2 – detailed qualification type levels were discussed, and some concern was expressed about the level of leavers at Entry level. It was noted that this provision is complex, and it was agreed to bring more specific detail to the next meeting.
- Apprenticeships positions for Timely and Overall achievement rates measures are currently running slightly below 2017/18 levels. Joint work between the Apprenticeship Team and the NES Registry function is ongoing and new complexities are being experienced due the first End Point Assessment (EPA) processes being implemented for the new standards. Jerry White explained that this is a challenging area to track in a timely and efficient way and it is a challenge the College is trying to rise to and hopefully will continue to improve through the year.
- EPA processes are proving costly and are different for every level and standard and employers are finding the new approach presents them with some challenge including the multiple components needed and the need to wait for the EPA before the Apprentice can finish. It was agreed that this is a learning process that the College can reflect upon and Jerry White will continue to update the Committee on this area. It was noted that no new staff have been appointed to the NES Registry as the process is in its early stages and this will be kept under review. Three of Ed Rose's team are trained to undertake End Point Assessments, and this gives a wider benefit to the Apprenticeship Team, going forward.
- The Chair agreed that the Committee will continue to be interested in the move from apprenticeship frameworks to standards and to offer what support then can to everyone involved.
- Following discussion, it was agreed that the final SMART target for IA3 (narrow gap between English and Maths and main qualification attendance) will be carried forward to the next meeting.

- The Chair drew attention to EA4 – the effectiveness of governor curriculum scrutiny evidenced by 60% of the 10 targets across 5 areas being met. The targets for each scrutiny area have yet to be finalised and these will be reviewed by the C&S Committee at their meetings through 2019.
- It was noted that the College is trying to address all identified students to ensure they have timely access arrangements for exams. The process is more advanced than at the same time last year and all prospective students were written to in June to ask if they already had access arrangements for their exams, and if so were asked to bring along their Form 8 to their enrolment interview. Receipt of the form ensures that students do not need to be reassessed on entry to the College.

The full content of the report was received and noted.

**Action 1: Retention levels – more specific detail to be provided for Entry level, as part of the Quality Report, at the next meeting taking place on 5 March 2019 (JW).**

**Action 2: Final targets including the percentage figures for IA3 will be included in the next Quality Report (JW).**

## 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:

- Julia Buckland informed that Committee that the first cross college TLA day for 2019 was a great success, with Paston colleagues attending for the first time. Feedback has been positive with many reporting that they had found sessions stimulating and useful. 22 sessions took place with 10 on feedback, with most of the sessions, full.
- It was noted that the sessions will help improve staffs' work with students and have a positive impact in the classroom.
- The question was asked with regard to processes that will be put in place for those staff who won't or don't implement the practices learnt. Julia Buckland did not consider this to be an issue as a continuous improvement culture has been embedded and developed across the College. During the following discussion, the Committee were reassured that there are processes in place to ensure that individual weaknesses are picked up on early and followed up, the CPD and cross team development projects are on-going so that staff can reflect on good practice and standards, try new things and fine tune skills. There TLA review opportunities will include more direct session reviews in 2019. The full content of the report was received and noted.

## 5.3 HE Report

(Paper 06)

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

- The content of the 2018/19 School of HE SIEAP was noted along with the progress against the Institutional Review Action Plan.
- There has been additional pressure on the Management Team, led by Ed Rose, because of two Academic Leader vacancies which have led to a short delay in some of the targets, but progress remains positive. Interviews are taking place for the two vacancies this week.
- The application for the TEF (Teaching Excellence Framework) will be submitted by the deadline of 12 noon on 17 January 2019.
- Congratulations were formally given to the College on the outcome from the Office for Student application in late November with no conditions attached.

- Attendance has started strongly this year, with an improvement of 2.9% on the same period last year.
- Retention is positive at this early stage of the new academic year. The Committee queried the difference in retention by gender as well as for BAME and a more detailed analysis and update will be provided at the next meeting.
- Programmes to be revalidated were noted and the Committee were informed that it is anticipated that the tender for the Social Work Apprenticeship will be released in late January. This is in direct response to the requirement from Norfolk County Council to deliver this apprenticeship locally.
- Andrea Blanchflower requested that the Office for Student Registration requirements are included within the School Improvement and Enhancement Action Plan as Governors need to know that this is happening. Following further discussion, it was agreed that Jerry White would include an "OfS Conditions" heading in future HE Reports so that the Committee can give reassurances to the Board and any areas of concern can be reviewed by appropriate individual committees.

The full content of the report was received and noted.

**Action 3: Gender retention rates for Years 1-3 to be analysed further and an update provided for the next C&S Committee Meeting taking place on 5 March 2019 (JW).**

**Action 4: OfS Conditions heading to be included and reported upon within the HE Report at each meeting (JW).**

#### **5.4 C&S Annual Review of Risk Register**

Following the absence of the Principal it was agreed to carry this agenda item forward to the next C&S Committee Meeting.

**Action 5: C&S Annual Review of Risk Register to be included on the agenda of the next C&S Committee meeting taking place on 5 March 2019 (CP).**

#### **5.5 Strategic Aims and Success Criteria Review**

It was agreed at the previous meeting to review the strategic aims and success criteria and it was agreed that this was covered fully within agenda item 5.1.

#### **5.6 Curriculum Link Scrutiny**

Following discussion on curriculum links at the previous meeting and the last Board meeting, discussions have taken place between the Chair and Principal and the Link Governor. Scrutiny areas and themes for 2019 were confirmed. Members of the Committee agreed which area they would link with, subject to discussions with Governors who are not members of C&S. These were as follows:

- Higher Education – Jill Lanning.
- Maths – Andrea Blanchflower.
- English – Aron Whiles.
- Adult Education – Nikki Gray.
- Apprenticeships – Bree Sherwood.
- Safeguarding – Andrew Barnes.
- Student Use of Feedback – for regular review by the Committee.

The Chair thanked Aron Whiles and Andrea Blanchflower for agreeing to continue their established links of English and Maths.

Apprenticeships – it was agreed that Jerry White would provide a snapshot of Apprenticeship provision for this Committee as part of the Annual Report and as background for the Link Governor.

Following further discussion, the following was agreed:

An Adult Education Working Group has been set up and they will feedback to the next C&S Committee Meeting taking place on 5 March 2019. Nikki Gray and the Chair will meet to handover oversight of the Adult provision, including Working Group activity before the next Committee Meeting.

The Chair agreed to liaise with both Andrew Barnes and Bree Sherwood to check on their availability to act as Link Governors and to ask if they are happy to cover the proposed areas.

The Chair and Jerry White to liaise on the correct wording for the themes to be covered by each of the scrutiny reviews.

It was noted that the Scrutiny Reviews will take place through the calendar year (January to December) and the areas to be addressed in 2019 will be reviewed at the November meeting.

**Action 6: Adult Education Working Group to feedback to the next C&S Committee Meeting taking place on 5 March 2019.**

**Action 7: The Chair and Nikki Gray to liaise on the Adult Education link (JL / NG).**

**Action 8: The Chair to liaise with both Andrew Barnes and Bree Sherwood on whether they are happy to have a curriculum link (JL).**

## 5.7 TEF Submission

It was agreed that the TEF submission was covered fully elsewhere in the meeting and no further discussions were required.

The Chair formally thanked Andrea Blanchflower and her UEA colleague for reviewing the TEF submission before completion.

## 6. SECTION B

### 6.1 Student Voice Report

(Paper 07)

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:

- The SU ran a session on the TLA Day and the session was well received by around 65 staff.
- The SU completed their submission for the NUS Quality Student Union and they have been notified of their verification date of 3 April and Governors are asked if they could attend. The Chair informed the Committee that she is happy to represent Governors, but it was agreed that Jacky Sturman will email all members of the Board to ask if anyone else would be available to attend.
- Student Union have commented on the TEF submission, via Ed Rose.

- The second round of FE Forums are taking place soon and CCN management have been given the opportunity to submit topics for feedback.

The full content of the report was received and noted.

**Action 9: Jacky Sturman to email all Governors to ask for one to attend the Quality Students' Union verification meeting on 3 April (JS).**

## 6.2 IAG Update

Helen Richardson-Hulme informed the Committee that IAG Services will be undergoing a Matrix reaccreditation assessment in January 2019 and the scoping document is awaited. The standard is made up of 4 elements: Leadership and Management, Resources, Service Delivery and Continuous Quality Improvement. Preparation is underway for the reaccreditation which is taking place on 30 and 31 January. Visits will be to both CCN and Paston, and the outcome will be received before departure.

A full report will be prepared for the next C&S Committee Meeting.

The Chair thanked Helen Richardson-Hulme and her team for their excellent work regarding the reaccreditation assessment.

## 6.3 2018/19 Term 1 Complaints and Appeals Report (Paper 08)

The 2018/19 Term 1 Complaints and Appeals Report was previously circulated.

Governors were asked to reflect and evaluate the effectiveness of the complaints and appeals procedures for enhancement purposes and the full content was noted and it was agreed that it contained nothing unusual.

Jacky Sturman informed the committee that all complaints are resolved satisfactorily, but not always upheld.

Julia Buckland informed the Committee that communication takes place with all complainants and there is usually a positive way forward that addresses the complainant's concerns.

## 6.4 NTTC Report (Paper 09)

The NTTC Report, produced by Paul McCann, was previously circulated and the content was noted and the following highlighted:

- 47 trainees have now settled-down into the first term programme.
- The trainees are making good progress.
- The first of three conferences were held in November on the theme of learning for pupils with specific and special educational needs.
- Results from Assessment Point 1 will be available to all students on 26 January.
- Recruitment for 2019/20 began in October and is slow. This reflects the national picture.
- 15 Primary Teaching Apprenticeships places have been made available by the DfE for September 2019 and the interview process has begun. A Primary Specialist will be appointed to join the NTTC team in the summer term.

The thorough information content of the report was noted.

## 7. SECTION C

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

## 8. Other Urgent Business

Minute Taking – the Chair asked those present if they were content with the format used in preparing the minutes, particularly the level of detail and length and it was unanimously agreed that members were happy with the current approach.

5-minute update – it was suggested that Jerry White deliver a five-minute update to the next Board Meeting on the TEF Metrix and Sue Millions reminded the Chair that the five-minute update from the last Board meeting, on the strategic overview of the new Ofsted Framework, was being carried forward to the next meeting.

It was agreed that Jerry White would liaise with the Principal to agree the agenda item for the full Board.

**Action 10: Jerry White to liaise with the Principal on the topic for the next five-minute update at the full Board Meeting taking place on 5 February 2019 (JW / CP).**

## 9. Principal's / Chair Summary for the Next Board Meeting (Paper 10)

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:

- MINT discussions
- Detailed TEF Metrix discussions
- EPA cost and processes
- Impact of Teaching and Learning CPD
- OfS Conditions – assurance to be given to Committee and Board.
- Governor Link Work
- Career Guidance reaccreditation
- NTTC community links
- New Apprenticeships in Social Work and Primary Teacher Training.

It was agreed that Jerry White would link the discussions with the strategic aims and forward the information to the Chair and Principal to be made available to the full Board.

**Action 11: Jerry White to link the discussions with the strategic aims and forward the information to the Chair and Principal (JW).**

## 10. Confidentiality

There were no confidential items raised at the meeting.

## 11. Date of Next Meeting

- C&S Committee: Tuesday 5 March 2019 at 5.30 pm when an update will be provided from the Adult Education Working Group.

All business having been concluded, the meeting closed at 7.25 pm.

Signed ..... Date .....  
(Chairman)