

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 05 MARCH 2019 AT 5.30 PM IN ROOM D21A, CCN, IPSWICH RD, NORWICH NR2 2LJ

Present:

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

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)

1. Apologies for Absence

Apologies were received from Luke Mitchell 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 15 January 2019 (Paper 02)

The minutes of the meeting held on 15 January 2019 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. Information was presented at the full Board which took place on 5 February 2019. 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). 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. Please see agenda item 5.5.2. Action completed.

C&S 2 Action 7: *The Principal to discuss with Andrew Barnes regarding his link to Safeguarding.* Action completed.

C&S 3 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.* Please see agenda item 5.1. Action completed.

C&S 3 Action 2: *Final targets including the percentage figures for IA3 will be included in the next Quality Report.* Please see agenda item 5.1. Action completed.

C&S 3 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.* Please see agenda item 5.3. Action completed.

C&S 3 Action 4: *OfS Conditions heading to be included and reported upon within the HE Report at each meeting.* Please see agenda item 5.3. Action completed.

C&S 3 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.* The Risk Register was reviewed during the Committee Meeting held on 15 January 2019. Action completed.

C&S 3 Action 6: *Adult Education Working Group to feedback to the next C&S Committee Meeting taking place on 5 March 2019.* Please see agenda item 5.5.2. Action completed.

C&S 3 Action 7: *The Chair and Nikki Gray to liaise on the Adult Education link.* Action completed.

C&S 3 Action 8: *The Chair to liaise with both Andrew Barnes and Bree Sherwood on whether they are happy to have a curriculum link.* Please see 5.5.1. Action completed.

C&S 3 Action 9: *Jacky Sturman to email all Governors to ask for one to attend the Quality Students' Union verification meeting on 3 April.* It was noted that Jill Lanning and Andrew Barnes have confirmed. Action completed.

C&S 3 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.* Action completed.

C&S 3 Action 11: *Jerry White to link the discussions with the strategic aims and forward the information to the Chair and Principal.* 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:

- In year retention is lower for 16-18 year olds but higher for 19+ than previous years.
- Achievement rates are on upward trajectories but need continued careful management. Jerry White noted that the College is pleased with this result, but it was agreed that there is still a lot of work to undertake. Within the strategy actions:
 - The scale and impact of our work for learners with learning difficulties and disabilities is evident from the significant Access Arrangement work we are undertaking.
 - Good Progress in being made on our assessment of our Careers provision via the Gatsby Benchmarks.
- HE module evaluation completion remains an area of challenge and this will continue to be focused on.
- It was noted that the headline retention rates tables relate to the qualification start of the young people as proposed by Government.

- Jerry White informed the Committee that best practice has evolved with regard to the use of non-regulated qualification aims and the College is now out of step with the sector as a whole. The two key effects are:
 - The overall numbers of starts at 9545 is significantly reduced from the comparable figure of 13184 due to the removal of the non-regulated aims.
 - The retention figures for 2018/19 are therefore not directly comparable at headline levels (due to the impact of the non-regulated qualifications being removed) and this can also be seen in the significant changes in volume in the “other” category with Table 2.
- Jerry White raised with Governors that the achievements by Apprentices of the new Apprenticeship Standards which will not be included in the methodology of measuring “success”, going forward. The Government has yet to publish any guidance on how the achievements of apprenticeships on standards will be measured. The College will bring forward some internal measures for Governors consideration over the coming months. It was noted that whilst the number of current achievements on the Standards are very small (around 10) and therefore Tables 4 and 5 represent most of our apprentices, this situation will change over the coming months. It was noted that the leavers will probably rise to around 30 by the end of this academic year but with the proposed changes the numbers could increase to hundreds. It was agreed that the College will have to carefully think how to report this change. It is also expected that the apprenticeship tables will increasingly contain only frameworks and no standards, but the information will still need to be available in some format. Jerry White agreed to see how other colleges are reporting and showing good practice.

The Principal informed the Committee that Scrutton Bland have conducted an internal audit on Apprenticeship compliance to obtain assurances that processes are being undertaken correctly and feedback will be available to the Audit Committee at their June Meeting.

It was noted that to date, 1048 students have been identified as requiring access arrangements for their exams and to date, 698 have attended their appointments. A significant number of students have missed that appointments, but it was noted that the figures are significantly lower than last year. Students are placed on a waiting list if they miss two appointments. Discussions are on-going with in-coming students to try to secure that they bring a completed Form 8 with them for access to be arranged. Aron Whiles suggested that Year 11 students could perhaps have a Form 8 included in their exam results envelope to assist this process. It was agreed that this was a good idea and one that Jerry White would look into.

- The paper presented to Governors proposes the target for IA3, that focuses on narrowing the gap between English and Maths and main qualification attendance, which was outstanding from the Autumn Term, be agreed at this meeting. Following discussion, it was agreed by everyone present to set the proposed target of 8% for the end of the academic year.

The full content of the report was received and noted.

Action 1: Jerry White to follow up on Aron Whiles’ suggestion of any student who has access arrangements in place could receive their Form 8 in their GSCE results envelope (JW).

Action 2: An update on the changes to apprenticeships to be delivered at a future meeting (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:

- Progress is still a key priority and for FE the significant majority of progress trackers are complete. There are still a small minority of progress trackers, two or three groups, which have yet to be completed. There is a full understanding of why these are still outstanding, and actions are being taken to ensure they are fully complete by the closure of the 2nd census point. FE students identified as working below target continue to be placed on the FE Student at Risk Register and interventions to support and challenge continue.
- End Point Assessment (EPA) across FE and apprenticeships continues to grow as qualifications and apprenticeships change. Staff across the college are working on new methods of delivery and formative assessment to ensure students are well equipped and prepared for EPA.
- TLA Grid - all areas remain the same, or have moved up one sub grade. There are a number of common themes for improvement or TLA enhancements including pace of sessions, which is an area for further exploration next half term. FE staff development continues to be targeted towards curriculum area specific needs. Impact is shown in the quality review opportunities (QRO) and student feedback. Staff are more reflective of what they need and are very positive, going forward.
- Feedback from TLA day was positive, and shows staff value the sessions. The College continues to work on evidencing the impact of TLA Day on teaching and learning in the QROs. Evaluations from the day provided a large amount of very positive comments, which were included within the TLA Report, for information.
- It was noted that the Higher Education Aviation faculty still requires improvement and it was noted that the KLM Instructors have a different learning style which is more didactic and instructional. Staff are working with them as they are keen to have direction and embrace the processes. It was suggested that they are invited to the next TLA Day to continue developing the positive relationships in place.

The full content of the report was received and noted.

Action 3: Julia Buckland and Jerry White to discuss the possibility of inviting the KLM Instructors to the next TLA Day (JB / JW).

5.3 HE Report

(Papers 06- 07)

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

- New Academic Leaders in place – two new appointments have been made and are beginning to have a positive impact on areas of compliance and standardisation.
- Teaching Excellence Framework submission complete – the application was submitted on 17 January 2019.
- Internal revalidation completed for BA (Hons) Childhood Studies and Humanities programmes – Stage 1 has been completed for both.

- It was noted that the OfS registration requirements paper was included for review and comment by Governors.
- The update from the HE End of Module Evaluation Summary was included within the paperwork and discussed at length. It was noted that only 12% of students completed the questionnaires, approx. 80 students out of 594 module surveys issued.
- Governors raised their concerns with regard to the question “the module was well organised” received agreements from only 58% of those questioned and Jerry White agreed to dig into the responses and check out the formal responses received.
- The survey is sent out through the Survey Monkey process and it was agreed that it is important that it is sent out in a timely fashion.
- It was noted that it had been agreed that the Committee would seek further details where there is a 10% or more disagree / strongly disagree response rate. It was queried whether the Committee request had specified 10% or 20% response rates and Jerry White agreed to check.

The full content of the report was received and noted.

The core metrics from the TEF submission, previously distributed, was discussed at the meeting and the following key points highlighted:

- The document was distributed to all Governors to give them a feel for the document and what Governors should be looking out for.
- Jerry White informed the Committee that the TEF metric is used to generate Gold, Silver or Bronze recognition and the College hope to achieve the Bronze recognition following their recent submission.
- It was noted that the benchmarks in TEF are specific to the characteristics of each institution and the student body and are unpredictable as they can shift significantly. The TEF is intended to help students to make better decisions about HE choices including progression.
- The six components parts of the metric were discussed and explained.
- Jerry White informed the Committee that work is already been acted upon following the results from the NSS, before the TEF metric was published.
- Jerry White asked for the UEA to be thanked for their input and support with the TEF submission.
- If any Governors have any further questions, it was agreed that they make contact with Jerry White.

The full content of the TEF metric was received and noted.

Action 4: The full TEF submission to be uploaded onto Passageways for information (JS).

Action 5: Further information on the TEF metric is available from Jerry White (all Committee members).

Action 6: Jerry White agreed to dig down into the responses for Question 4 – “the module was well organised” (JW).

Action 7: Jerry White to check whether response rates should be over 10% or over 20% before being reported to Governors (JW).

5.4 Curriculum Planning for 2019/20

(Paper 08)

The Curriculum Planning for 2019/20 Report was previously distributed and in discussion the following key points for were highlighted:

- Course Planning File meetings run through three rounds; the first commenced in January, the second is underway now and the third will conclude in early April. This year the College has combined the planning of FE, Apprenticeship and HE provision within one “curriculum led” meeting, to ensure areas of transition are identified and to make explicitly conversations regarding shared resources, both staffing and physical, as early as possible. Early signs are positive for this new approach.
- An overarching consideration for planning for 2019/20 is the significant financial pressures that the college and the sector continue to operate under. This is reflected in a constant theme to continue to drive efficiencies into curriculum delivery via reviews of course hours, delivery staff mix and group sizes.
- The development of T levels and the requirement to pilot “industry placements” within existing L3 vocational programmes ahead of T level implementation is a key consideration and the lessons learnt will be part of the TLA Report in the summer term.
- The review of the first year of operating the new aligned Norwich and Paston A level offer and timetable is taking place.
- Some Access to HE programmes have been revalidated and we will commence some Pre-Access courses to support progression.
- Apprenticeship standards continue to succeed the frameworks in many areas and the growth in demand in such sectors as digital continues to grow and this will be factored into the 2019/20 plans. The change in national training providers and the pace of growth has to be responded to.

The full content of the report was received and noted.

5.5 Curriculum Link Scrutiny

5.5.1 Proposed Scrutiny Update Schedule

(Paper 09)

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.

It was noted that the Chair will continue to oversee Apprenticeships until Bree Sherwood returns from maternity leave next year.

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 and the full update scheduled for reporting to meeting throughout the year was circulated for information. The full update schedule will be included in the Schedule of Business for meeting throughout the year.

Governors asked if the same templates for updates should be used and it was agreed that the written report will follow the same process and the reports contain updates on each of the two scrutiny area quality targets.

Action 8: Scrutiny Update Schedule to be added to the Curriculum and Standards Schedule of Business (JS).

5.5.2 Update from Working Group on Adult Provision

(Paper 10)

The Update from Working Group on Adult Provision was previously circulated to all Governors to provide them with an update on the recent work of the Adult Provision Working Group and the following was highlighted:

The Chair agreed that the report gives visibility to the Governors on the current work being undertaken.

The working party consists of seven members, with participants from each adult curriculum area. The focus for the last half term has been to understand what the adult offer currently is and to identify any quick wins. This paper summarises progress to date and next steps for the working group over the next half term. The Chair agreed that in line with the new Education Inspection Framework the Working Group is considering what the College's intent is for adult provision.

The Chair asked for her thanks to be passed to the Working Group for the work undertaken so far and noted the importance of the next stage of the work of the group.

The full content of the report was received and noted.

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:

In Luke Mitchell's absence the full proposed change to the SU Officer Structure was discussed at length and the Committee agreed to formally agree the motion proposed by the Student Union. All present were in agreement with the motion under review.

It was noted that Jacky Sturman will continue to line manage the Student Union President and the proposed new SU member of staff.

The Chair passed on her thanks to Luke Mitchell and his team for the continuing helpful and interesting activities being undertaken.

The full content of the report was received and noted.

6.1.1 Update to SU Constitution

(Paper 12)

The update to the SU Constitution was previously distributed for information.

The full content of the document was received and noted.

6.2 IAG Update

(Paper 13)

The IAG report, previously circulated informs Governors of the information, advice and guidance and careers education matters provided through centralised services and relating to students throughout the year.

Following the successful reaccreditation assessment, the full matrix assessment report was included for information. The reaccreditation is now in place for the next three years and Helen Richardson-Hulme noted that as a team they are considering the points raised in the areas of development and how to build on these areas of work, going forward. Progress will be monitored during the annual matrix continual improvement check.

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

6.3 Teaching and Learning Strategy (Paper 14)

The Annual Teaching and Learning Strategy, previously circulated for information, was agreed by all Committee members present.

6.4 Curriculum Strategy (Paper 15)

The Annual Curriculum Strategy, previously circulated for information, was agreed by all Committee members present.

7. SECTION C

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

8. Other Urgent Business

9. Principal's Summary for the Next Board Meeting (Paper 16)

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: TEF submission; Adult Strategy.

Aim 2: changing design of qualifications.

Aim 3: TLA Day – staff being reflective and in charge of their own development; curriculum planning metric.

Aim 5: Nursing, Social and Aviation planning for 2019/20.

10. Confidentiality

10.1 Easton and Otley College Update

Please see the confidential minutes.

11. Date of Next Meeting

- C&S Committee: Tuesday 30 April 2019 at 5.30 pm.

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

Signed Date
(Chairman)