

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 13 MARCH 2018 AT 5.30 PM IN ROOM D21A, CCN, IPSWICH RD, NORWICH NR2 2LJ

Present:

Jill Lanning (Chair), Luke Mitchell, Aron Whiles (from 6:00pm), Corrienne Peasgood (via skype until 6:00pm)

Attendees:

Jerry White (Deputy Principal), Julia Buckland (Assistant Principal, Teaching Learning and Assessment), Elaine Dale (Assistant Principal, Head of Curriculum Services), Helen Richardson-Hulme (Director of Student Services), Clare Johnson, (Clerk to the Corporation)

1. Apologies for Absence

Apologies were received from Andrea Blanchflower, Matt Colmer, Lauren Callaghan-Bates and Max Roberts.

2. Declaration of Interest

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

3. Minutes of the Meeting held on 15 January 2018 (Paper 02)

The minutes of the meeting held on 15 January 2018 were agreed as a true record of the meeting and signed by the Chair.

4. Confidential Minutes of the Meeting held on 15 January 2018 (Paper 03)

The minutes of the meeting held on 15 January 2018 were then agreed as a true record of the meeting and signed by the Chair.

5. Matters Arising from the Previous Minutes (Paper 04)

C&S 2 - Action 9: *Jerry White to better benchmark presentation statistics and review retention measures within the HE Report.* JW confirmed these are expected by early Summer. **Action on-going.**

C&S 2 - Action 11: *HE End of Module Evaluation Summary to be amended to include a response rate and commentary.* Whilst the report has yet to be re-designed to include this, these details are covered in the HE paper. **Action on-going.**

C&S 3 Action 1: *Set of end of module evaluations to be brought to the next C&S Committee Meeting taking place on 13 March 2018.* Action Completed.

C&S 3 Action 2: *Jerry White to bring a BTEC and A Level comparison to the next C&S meeting taking place on 13 March 2018.* Action Completed.

C&S 3 Action 3: *Jerry White to produce FE Day 1 retention figures to the next C&S Committee meeting taking place on 13 March 2018.* Action Completed.

C&S 3 Action 4: *HE Report to be emailed to all C&S Committee Governors as soon as possible and uploaded onto BoardPad.* Action Completed.

C&S 3 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 13 March 2018, for further discussion.* Action Completed.

C&S 3 Action 6: *“Live” Data Dashboard to be brought to the next C&S Committee Meeting taking place on 13 March 2018, for information.* Action Completed.

C&S 3 Action 7: *Governors to contact Jerry White, via email, if they have any questions regarding the HE Report.* Action Completed.

C&S 3 Action 8: *Curriculum Link Review papers to be forwarded to all Committee members and uploaded onto BoardPad.* Action Completed.

C&S 3 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.*

National Averages for 2016/17 academic year to be released on 22/03/2018 and target will then be updated. **Action on-going.**

ACTION 1: Confirmation of the final target for IA5 to be presented to Board on 27th March after National Average data is released on 22nd March 2018 (JW).

6. SECTION A

6.1 Quality Report

(Paper 05)

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

- Table 1 detailed the 2016/17 16-18 performance; changes have been made to the way in which the DfE review accountability measures. Currently Paston and CCN are detailed separately but will be combined for the 2017/18 academic year.
 - A-level achievement - increased for CCN and Paston
 - A-level VA - increased for CCN and decreased for Paston
 - Applied general measures – decreased for CCN and Paston. Paston’s results are particularly disappointing but only relate to a small number of students.
 - English and Maths Progress measures – increased for CCN and Paston
- Appendix 1 provides a full breakdown of figures and explanation.

ACTION 2: JW to provide an explanation on the how the accountability measures have changed and implications, to be presented to Board on 27th March 2018 (JW).

- Table 2 - Current performance contains Paston for the first time formally which has resulted in a slightly lower 16-18 retention giving a negative impact on overall retention. 19+ retention remains roughly the same but retention issues around health reasons is a concern.
- Table 3 – at the request of governors JW has provided a breakdown of retention figures by qualification type. For 16-18 the negative impact of the 2-year A level provision at Paston can be seen in relation to the A level retention figure with a number dropping out of the second year. AW queried if the destinations of those students is monitored? JB confirmed each situation is being reviewed and destinations surveys completed. We are now able to offer more alternative routes to these students across CCN if they choose to withdraw after the first year.
- Achievement of timely apprenticeships is low and we are currently reviewing. Staffing is still an issue and remains a challenge and where this means that

apprentices fail to achieve the 'timely deadline' and this cannot be retrieved. JW reported that The DfE have acknowledged that the shortage of some specialist staff is a wide spread concern.

- All targets are currently at green or amber:
 - SA1 – Registration for the Office for Students is on track.
 - IA3 - Redefine tracking and monitoring of socio-economic disadvantage – HRH is working alongside the Student Services team to incorporate the multiple measures. HRH met with College of West Anglia, Great Yarmouth and Suffolk New College about what practical interventions have worked for them. AW suggesting also working with schools as this would triangulate the support work.
 - IA6 – Academic Value Added to improve beyond 1617 levels - The first output from the newly designed system has been produced based on data from mocks and predicted grades.
 - EA3 – Enhance the monitoring of 19+ part-time students with LDD - 29 students have requested and are receiving additional support. Staff are focused on effective planning and LDD support interventions from attending the TLA day in January. The effectiveness is being monitored and reviewed.
 - EA7 – Share good practice on employer engagement with student progress - working is still ongoing for this action.

6.2 TLA Report

(Paper 06)

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

- The latest judgements were reviewed and confirmed 4 areas were up a sub grade and 4 areas were down a sub grade – each area has its own challenges. JB noted that CMT have been assisting with moving each area forward and JB thanked them for their help.

The full content of the report was received and noted.

6.3 HE Report

(Paper 07)

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

- School of HE Strategic, Improvement and Enhancement Action Plan (SIEAP) is on track and is showing good signs of progress and supporting students.
- HR recruitment is looking strong and positively impacting provision and budget impact.
- May open day will be specifically dedicated to HE
- End of year evaluations response rate is currently low but we are persisting with the electronic version
- UEA visited the aviation engineering provision and put in an action plan going forward
- Staffing issues are impacting on the delivery of both HND Construction and HND Mechanical Engineering
- The College continues to work to support the Network for East Anglian Collaborative Outreach (NEACO) project who will be meeting with Cambridge University later this week. Renewal for another 2-year period is expected.

- HEFCE confirmed the outcome of the APR process; The College remains “Meets Requirements with an Action Plan”. Could have implications for the Office for Students registration process but currently no significant concerns.

ACTION 3: JW to have follow-up with Andrea Blanchflower to discuss the APR and OfS registration.

6.4 HE Curriculum Scrutiny

(Paper 08)

The HE Curriculum Scrutiny Report was tabled and discussed at the meeting and the following key points noted and reviewed:

- Each slide details the key questions for the area agreed by C&S Committee which AMT have reviewed and supplied responses and follow-up actions are detailed in bold
- Executive Scrutiny – there has been close scrutiny of HE and JB confirmed lots of work around TLA has been completed
- External Examiners have reported that the provision is good and in some cases excellent and TLA is showing further signs of improvement; this will hopefully translate into positive responses in the NSS
- LM confirmed the NUS are asking that HEFCE stop the NSS as they feel the survey is not effective
- JL shared Matt Colmer’s comments following his Link Governor visit:
 - Marking turn around has improved
 - Lots of preparation for the NSS
 - Improvements in staffing but some issues around accountancy, civil engineering and construction
 - Impact of the move from SAH is minimal
 - Student support through academic leaders is proving effective
 - Student engagement is good but health higher apprenticeships and HND engagement is harder which might be due to some being put onto the course by their employers rather than this being a personal choice
 - Course planning and progression from L3 within CCN is still proving difficult especially where there is no L3 provision such as hospitality and sport.

BAME

- A fortnightly report will now be presented at Exec for transparency.

6.5 Maths Curriculum Scrutiny

(Paper 08)

The Maths Curriculum Scrutiny Report was tabled and discussed at the meeting and the following key points noted and reviewed:

- Andrea Blanchflower unfortunately has not been able to visit yet due to adverse weather
- Attendance data for Maths is being scrutinised
- Mocks are currently taking place and will give a better understanding of progress
- UMS scores have been removed from student data so no comparative
- AW noted that groups will have students who are used to varying teaching styles and mixing those experiences and finding an effective teaching method will be difficult
- JB noted changes to the Learning environments are being reviewed to make them more inspiring
- Actions within the powerpoint will be followed-up asap

ACTION 4: JW follow-up with Andrea Blanchflower to discuss maths Curriculum Scrutiny

6.6 Curriculum Planning for 1819

(Paper 09)

The Curriculum Planning document, previously distributed, was discussed at the meeting and the following key points noted and reviewed:

- 3 rounds of Course Planning File will be completed between December and April
- The committee reviewed the key elements that impact on planning
- The T Level Update development plan was reviewed. The new T Levels will impact current year 9 students. CCN has funding to take undertake a pilot of the longer work placements that will feature in T Levels. The target is for this to cover 155 students but CCN aim to involve 200 students.
This will impact around 10 cohorts of students; how we publicise this to those students and parents needs careful planning.
Current discussion is around scheduling of the work placements such as whether we offer a weekly schedule of 3 days at College and 2 days at placement throughout the year or dedicate the whole spring term to work placements?
CCN has been actively involved in responding to national consultations and briefings on T levels and has applied to pilot T Levels in Construction and Education and Childcare.
- Apprenticeships – Framework to Standards movement increasing pace
We are reviewing courses that we took on for other providers such as NTS and whether we should be now continuing to offer these?
- Corporate apprenticeship positions are increasing such as within finance, HR etc.

6.7 Risk Register

This item is to be carried forward to the next meeting.

7. SECTION B

7.1 Student Voice Report

(Paper 10)

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

LM noted that a recent Paston class rep meeting has been held and some quick wins were raised, such as:

- Notifications of mock exams and how quickly some students felt they were scheduled
- Conditions on site such as toilets and access to disabled toilets
- Interested raised in students attending Student Parliament

The full content of the report was received and noted.

7.2 IAG Update

(Paper 11)

The IAG Update, previously distributed, was discussed at the meeting. HRH noted that the main items were highlighted in Blue throughout the report.

It was recognised that the changes in DfE's requirements around Careers Guidance will be demanding of the college staff and HRH was asked to let Governors know if there was any way in which we could be of assistance.

ACTION 5: JL requested the Committee receives a regular update on IAG and particularly the implementation of the new Careers Guidance requirements. (HRH/CJ).

8. Section C

8.1 Letter to FE Sector

(Paper 12)

This item was shared for information.

9. Other Urgent Business

No additional items were raised.

10. Confidentiality

No confidential items were raised.

11. Date of Next Meeting

- C&S Committee: 1 May 2018 at 5.30 pm.

All business having been concluded, the meeting closed at 7:40pm.

Signed Date
(Chairman)