

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 01 MAY 2018 AT 5.30 PM IN ROOM D21A, CCN, IPSWICH RD, NORWICH NR2 2LJ

Present:

Jill Lanning (Chair), Luke Mitchell, Aron Whiles, Corrienne Peasgood, Andrea Blanchflower

Attendees:

Andrew Barnes, (Chair of CCN Business Committee), Julia Buckland (Assistant Principal, Teaching Learning and Assessment), Elaine Dale (Assistant Principal, Head of Curriculum Services), Sue Millions (Administrator)

1. Apologies for Absence

Apologies were received from Matt Colmer, Lauren Callaghan-Bates, Jerry White (Deputy Principal), Helen Richardson-Hulme (Director of Student Services) and Clare Johnson, (Clerk to the Corporation).

2. Declaration of Interest

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

3. Minutes of the Meeting held on 13 March 2018 (Paper 02)

The minutes of the meeting held on 13 March 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 2 - Action 9: *Jerry White to better benchmark presentation statistics and review retention measures within the HE Report. Jerry White confirmed these are expected by early Summer. Work is on-going to establish appropriate sector benchmarks and to recalculate CCN data "continuation rate" definitions. It is targeted for completion by June 2018. **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. Please see agenda item 5.1. 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. Action completed.*

C&S 4 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. Action completed.*

C&S 4 Action 2: *Jerry White to provide an explanation on the how the accountability measures have changed and implications, to be presented to Board on 27th March 2018. Action completed.*

C&S 4 Action 3: *Jerry White to have follow-up with Andrea Blanchflower to discuss the APR and OfS registration. Action completed.*

C&S 4 Action 4: *Jerry White to follow-up with Andrea Blanchflower to discuss maths Curriculum Scrutiny.* Julia Buckland agreed to follow this up and liaise with Andrea Blanchflower to arrange her visit. **Action on-going.**

C&S 4 Action 5: *Jill Lanning requested the Committee receives a regular update on IAG and particularly the implementation of the new Careers Guidance requirements.* Please see agenda item 6.2. Action completed.

5. SECTION A

5.1 HE Report

(Paper 04)

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

- The Principal explained that the report presents key information relating to the HE provision within the 2017/18 academic year.
- **Office for Students (OfS) registration** – it was noted that considerable attention has been given by the College to ensure that the requirements for registration with the OfS is progressing, and strong progress is being made on all parts of the documentation which must be submitted by 23 May.
- The greatest area of concern is related to the guidance received that Higher and Degree Apprentices are to be excluded for the College's Access and Participation Plan. This is something that is included in all other matrixes undertaken by the College. Jerry White has checked with other institutions and they have included their data.
- The College continues to engage with other Colleges, and the UEA as their validating partner and the AoC to ensure that they include relevant information to meet registration guidance appropriately. Andrea Blanchflower informed the Committee that the UEA have completed their registration and the UEA Partnership Office would be more than happy to share their experiences with CCN.
- The Principal informed the College that there is nothing worrying with regard to the process, but further clarity is needed, regarding some aspects.
- Andrea Blanchflower suggested that within the regulations, Student Voice and on-going conditions are included and it is important to ensure student impact is included. The Chair advised that the process appears similar to that required by Ofqual where it is important that the fact of meeting the registration condition needs to be visible in the right places such as Committee and Board minutes and therefore auditable. The Principal informed the Committee that Clare Johnson is pulling the registration information together and agreed to make sure that all conditions have been checked.
- **National Student Survey** - the NSS for 2018 closed at the end of April and the results will be received in August. One week before closure, the response rate was at around 68%.
- **Recruitment and Retention** – the main focus at present is now on the HE Open Day which is taking place on 12 May. Strong media coverage is being used to engage potential 2018/19 and 2019/20 entrants. It was reported that a number of students being given unconditional offers by HE institutions which impacts on student motivation and retention; the College is working to fully understand these offers.
- **Non-regulated provision** - it was noted that the staffing issues with regard to both HND construction and mechanical engineering have hopefully been resolved as two 0.6 FTE appointments have been made. Both have a considerable depth and breadth of knowledge in their fields: one in design who is currently an architect and one with experience of civil engineering and Maths. Both have not taught in an HE environment and wrap around staff support will be needed. It is hoped that they will both be able to shadow staff before the end of the academic year.

- The Chair agreed that this was excellent news as this area if staffing has been problematic for some time and also will be one the first areas involved with the new T Levels. The Principal informed the Committee that the delivery of both modules to date has been achieved with support from employees and this has helped those employers to better understand the current county-wide challenge in recruiting staff in these areas.
- **Widening Participation** – The Network for East Anglian Collaborative Outreach (NEACO) Project has now been officially extended until July 2019 but unfortunately the funding is not at the same level as previously received. This is something that Jerry White to investigating and will report back when more detail is received.
- **Strategic and Improvement and Enhancement Action Plan** was distributed and the content noted and the question was raised with regard to the retention and continuation data for 2017/18. The question was asked about the retention rates e.g. the fall in male starts by third year cohorts (a fall from 188 to 38) and whether this was because the College is growing or does the data relate to the same cohort going through which would indicate relatively low retention rates; if the latter is the case then this is worrying. Andrea Blanchflower also mentioned that grade inflation remains a focus and the Principal agreed to check the grade data and grade change and check the fall in numbers in the final year to give a clear indication why this has occurred.
- **HE End of Module Evaluation Summary** was distributed and the full content noted. Andrea Blanchflower raised her concerns regarding “the module was well organised” responses as the strongly disagree and disagreed responses came to over 13%. It was agreed that the number of students who answered the question should be included in the figures but it was agreed that “drilling down” and giving detail on any evaluations where Strongly Disagree and Disagree combined are over 10% would be useful.

The full content of the report was received and noted.

Action 1: Clare Johnson to check the OfS registration to ensure visibility around the Student Voice is noted (CJ).

Action 2: The Principal to check the retention and continuation data for 2017/18 to check the reasons behind the fall in the final year and give a clear indication for the reason to Governors (CP).

Action 3: The Principal to evaluate any “disagree” responses over 10% in the HE End of Module Evaluation Summary (CP).

5.2 Quality Report

(Paper 05)

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

- The paper contains newly published summary reports on the provision mix and performance data for both CCN and Paston for the 2016/17 academic year. It was noted that these reports have not been seen before. They are responding to levels of provision that the LEP and County are asking to see. The summary of 2016/17 learning was discussed and it was noted that the technical certificates and attainment score fell into the Quartile 4. The Principal reassured Governors that all 23 students had progressed well and obtained employment since completing their courses. It was agreed that Curriculum Planning for 2018/19 would be included on the next CCN C&S Committee Meeting agenda.

- Retention rates were noted and the Chair informed the Committee that that at a recent Quality Improvement Review, some issues around student resilience and the resulting impact on retention was discussed; this might be linked to an increase in students being home educated before attending College but retention remains an area checked and reviewed on a regular basis. Staff stated that these are not huge numbers but are a challenge to staff.
- The overall achievement rate position is lower than last year and the College continues to narrow the gap across the remaining part of the academic year. It was thought that approximately 25 students have received unconditional HE offers and are now coasting; monitoring of these students will continue.
- The Review of College Strategy, Improvement and Enhancement targets that are RAG rated “amber” were noted. Staff skills will be further developed in behaviour management to enhance progress made and it was agreed that all staff need to challenge low level disruption, dropping litter, etc and a consistent message through Policies needs to be seen. One target was RAG rated green, “continue to enhance teacher’s skills so that 24% of curriculum areas are rated as green on the TLA grid in July 2018. At a recent TLA Grid Meeting, the Principal informed the Committee that four actions were agreed to take forward, which are:
 - Outstanding teachers to enhance their practice and take things forward
 - Group work is challenging and digging down into the targets is on-going
 - Curriculum programme managers will have additional challenges into the staff development activities
 - The TLA Day will be owned and delivered by staff.

The full content of the report was received and noted.

Action 4: Curriculum Planning for 2018/19 to be included on the agenda for the next C&S Meeting taking place on 12 June 2018 (CJ).

5.3 TLA Report

(Paper 06)

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

- It was noted that two areas have moved up a sub-grade into the “green” area and 25 remain the same. It was noted that caution is required to ensure that this target does not impact on our ability to be self-critical through the SAR process and work is on-going with these areas to show improvement.
- MINT provision also improved, with additional DSRs evidencing that stretch and challenge within sessions is improving, as is the use of eLP’s and the use of RARPA (Recognising and Recording Progress and Achievement) to evidence progress. It was noted that Elaine Dale will be taking over MINT provision and will be making changes and reviewing the model in place.
- The whole team approach to TLA development is now highly effective in developing staff and some great results have been seen this year. Staff have facilitated sessions for their colleagues and staff are making choices as to what sessions they would like to attend. Activities have taken place with staff about “what could go wrong by 2021”.
- It was noted that HE turnaround times for assignments and coursework improvement times have improved significantly.

- The 2017/18 placements and experiences of work detail was noted and the Committee were informed that around £390,000 have been received to deliver 200 T Levels style work placements and the funding received through the Careers Enterprise Company will be extended to March 2019. It was noted that all subject areas are compliant with their work placements.

The full content of the report was received and noted.

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 attended the National Union of Students Conference in March and the most important motions were highlighted within Luke Mitchell's report and further information is available by emailing Luke Mitchell.
- The SU Elections have recently taking place and the ballot system included Paston students. The result will be known in the near future.
- CCN SU have been selected to take part in the new Quality Student's Union Cohort Model and Luke Mitchell attended the induction meeting on 30 April. Only 4 further education colleges are involved.
- The SU have re-submitted their work for the NUS Quality Students Union Part A and are awaiting an audit date. It is hoped to receive verification by the end of May. The Chair reiterated that this is a huge achievement and offered the assistance of the Committee, if required.
- Luke Mitchell informed the Committee that he has visited shops in North Walsham and asked them to display leaflets and it was noted that he has also received discounts for students from some of the shops.
- The recent Student Council Meeting delivered apprenticeship sessions to Paston students.

The Committee thanked Luke Mitchell and his team for the excellent work undertaken and their commitment to both CCN and Paston and again reiterated their offer of help with any on-going commitments.

The full content of the report was received and noted.

6.2 IAG Update

(Paper 08)

The report, produced by Helen Richardson-Hulme, was previously circulated to all Governors to provide them with the current details on information, advice and guidance and careers education matters relating to students and the content was noted and the following highlighted:

The report updated Governors on the setting up of the CCN Careers Strategy Leadership Group which is responsible for taking forward the recommendations outlined in the recent Government document, Careers Guidance: Guidance for Further Education Colleges and Sixth Form Colleges, February 2018. The current priority for the Group is ensuring that as a College, CCN are prepared to implement the Gatsby Benchmarks by September 2020, and work has started on an action plan for implementation.

The Chair highlighted that this is a lot of work for the team and as a Committee, we are willing to assist, when or where appropriate.

The Chair thanked Helen Richardson-Hulme and her team for the excellent work currently being undertaken.

6.3 Adult Curriculum Scrutiny

(Paper 09)

The Chair informed the Committee that she visited Adult Provision on 16 March 2018 and the following information was highlighted:

- The brief from the C&S Committee was to look at expectation and perception of adults' experience of being a student at CCN and the achievement rates on adult functional skills qualifications.
- At the first meeting, the Chair met with Steve Thorpe (Assistant Principal), Lisa James (Curriculum Programme Manager) and Dean Crosbie (Curriculum Programme Manager) and held general discussions about adult provision and to understand, more fully, the offer and where we are.
- It was noted that there are not separate prospectuses or Open Days for adult provision and that adult provision has no distinct identity and is often seen as an add-on to the main 16-18 provision.
- It was unanimously agreed that there is a need for a better understanding of the nature and rationale for the adult provision. The staff have held some focus groups with adult learners and conducted a small survey; they intend to hold more focus groups and can then analyse what has been learnt about adult learner expectations and experiences.
- Issues were raised as to what more the College could do to highlight adult provision and Jill Lanning had reviewed Ofsted reports for outstanding adult provision at other Colleges, with a view to the staff possibly visiting one of them. A map of adult provision at CCN will be drawn up to provide a better view of the full range of adult provision already available.
- The Principal highlighted that the College always challenge to ensure adults are on the right courses and offers are always signed off by the Head of School.
- There is a button for "Adults" on the College's website but the pictures are all of young people and visitors should see more adult information and photos on the website.
- The review of the Ofsted reports had highlighted that Outstanding provision has good links with the local community and employers and this might be something that needs to be reviewed at CCN and for us to better understand about what they need.
- It was also noted that some staff are afraid to push and challenge adult learners whom they view more as customers than students.
- Jill Lanning informed the Committee that the next Adult Provision Meeting will discuss functional skills including the motivation for adults to complete functional skills and to consider whether the College gets the right people on the right courses.

6.4 Hospitality and Catering Curriculum Scrutiny

(Paper 10)

Andrew Barnes informed the Committee that he visited hospitality and catering curriculum and met with Steve Thorpe, Joe Mulhall (Curriculum Programme Manager) and Jerry White to understand the department and the following information was highlighted:

- It was noted that the Inclusion of Hospitality and Catering in the curriculum areas for review this year was as a result of the self-assessment process as achievement rates had fallen and it was agreed to look at the whole school experience.

- It was agreed that a limited range of employers are on board and engagement with a full range of employers is required as the College prepares students for progression into pathways.
- The eight chefs' takeover could be viewed as "elitist", aimed more at Level 3 students, rather than Level 1, but it was agreed that there are challenges at all levels.
- Andrew Barnes informed the Committee that he found confusion over leadership and responsibilities and Jill Lanning asked for clarification on this and it was noted that some staff are not taking responsibility for their leadership roles. A clear team ethic to take the department forward is needed.
- The Principal noted that the result of the self-assessment process has been sobering for the team and they are devastated by what has happened but they do have a willingness to show continuous improvement.
- It was agreed that the College needs to make sure that the QA procedures are challenging and supporting in equal measure. The team needs to be pulled together by the College and given support and not condemned.

The Chair thanked Andrew Barnes for his update and his attendance at today's meeting.

6.5 NTTC Report (Paper 11)

The NTTC Report, produced by Paul McCann, was previously circulated to all Governors to provide them with an update and the content of the full report was noted.

Aron Whiles informed the Committee that Broadland High School have received a trainee within their Geography department, for the last three years and excellent support has been received from Paul McCann and his team and all trainees have been excellent.

It was noted that an additional three partners have joined the Norfolk Teacher Training Centre since September, taking the total to 44 partner schools and academies.

7. Section C

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

8. Other Urgent Business

Opportunity Area – it was agreed that the Principal would give feedback to the next C&S Committee Meeting taking place on 12 June.

Summer Tour of the Campus – the Principal informed the Committee that she will arrange a date for the next tour of CCN's campus and inform Governors as soon as possible.

Action 5: Opportunity Area to be included on the agenda of the next C&S Committee Meeting taking place on 12 June 2018 (CP / CJ).

Action 6: A date for Governors to tour the campus will be arranged during the summer term (CP / CJ).

9. Confidentiality

There were no confidential items raised at the meeting.

10. Date of Next Meeting

- C&S Committee: 12 June 2018 at 5.30 pm.

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

Signed Date
(Chairman)