

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 01 OCTOBER 2019 AT 5.30 PM IN THETFORD BUILDING BOARDROOM, CCN, IPSWICH RD, NORWICH NR2 2LJ

Present:

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

Attendees:

Jerry White (Deputy Principal), Helen Richardson-Hulme (Assistant Principal, Student Services), Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

1. Apologies for Absence

Apologies were received from Julia Buckland (Vice Principal, FE, Curriculum and Quality) and Nikki Gray.

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.

Jerry White informed the Committee that from October 2019, he is a non-executive Director of RCU, leaders in data analysis and research for the post-16 education sector.

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

3. Unconfirmed Minutes of the Meeting held on 11 June 2019 (Paper 02)

The minutes of the meeting held on 11 June 2019 were agreed as a true record of the meeting and signed by the Chair.

4. Unconfirmed Confidential Minutes of the Meeting held on 11 June 2019 (Paper 03)

The confidential minutes of the meeting held on 11 June 2019 were agreed as a true record of the meeting and signed by the Chair.

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

Action 1 (C&S 06): *Jerry White to forward the PowerPoint presentation on Apprenticeships and the Review of Post 16 Qualifications at Level 3 and Below to Sue Millions to upload onto OnBoard, for information.* The presentation was uploaded onto OnBoard and an Ofqual update was provided by Jill Lanning at the meeting. Action completed.

Action 2 (C&S 06): *Nikki Gray to arrange a meeting with the Adult Provision team.* **Action on-going.**

Action 3 (C&S 06): *Aron Whiles to arrange to meet with Julia Buckland in July and again in September before the next C&S Committee Meeting.* Please see agenda item 6.4.3. Action completed.

Action 4 (C&S 06): *Governor Curriculum Scrutiny to include English at the meeting taking place on 1 October 2019.* Please see agenda item 6.4.3. Action completed.

Action 5 (C&S 06): *Self-Assessment Review documentation to be reviewed before the next annual review process is undertaken.* Clare Johnson in discussions with the Principal regarding Committee Self Assessments for 2019/20. **Action on-going.**

Action 6 (C&S 06): *The Principal to review the Terms of Reference through the new Ofsted Framework and propose amendments if required.* Action completed.

Action 7 (C&S 06): *Emily Staley to be the Student Union President on the C&S Committee Meeting from September 2019.* Action completed.

Action 8 (C&S 06): *Jerry White to circulate the appropriate Easton and Otley Ofsted Inspection and Monitoring Visits Reports to C&S Committee members.* The appropriate documents were shared by the Principal. Action completed.

6. SECTION A

6.1 Quality Report

(Paper 05)

The Quality Report, previously distributed, was discussed at the meeting. The following key points for discussion and explanation were highlighted:

- Retention has been fully analysed and the continuing effect of the removal of non-regulated qualifications this year can be seen at a headline level but there remains concerns that many qualification types, particularly for 16-18 year olds, also experienced small retention declines in 2018/19. Jerry White and Julia Buckland are continuing to examine the figures. It was recognised that, with the growth of two-year courses, it will be important to ensure students' progress to the second year of the course. In-year retention and impact will continue to be reviewed and presented to the Committee. The challenge going forward is to recalibrate and re-present figures across a range of courses in a standardised way for meaningful impact. Jerry White agreed to produce further analysis on the two-year course retention figures for the next Board Meeting.
- Day 1 retention measures were discussed and present an alternative view with increased Day 1 retention evident for both 16-18 and 19+ students with 16-18 being significantly above national averages. The improvements in 19+ were noted, but CCN continue to report low retention for 19+ students compared to peers. It was noted that the College lose fewer students overall than the average but greater numbers past the six-week mark than other Colleges.
- Apprenticeship Achievement rates continued to increase towards the end of the year in mid-October. Careful tracking and monitoring are underway to increase rates back to the figures presented in 2016/17. It was noted that there was a national decline in 2017/18 and the final figures will be reviewed at the next C&S Meeting. The timely achievement tables were discussed, and Jerry White was asked to add 'to date' to the final column titled 2018/19, so that viewers are aware that these are not the final figures. It was noted that the apprentices on Standards are therefore doing end point assessments but are not included in these figures. The Committee asked for these to be reported in future whilst recognising that there is not a standard national approach to this.
- The positive GCSE and A level results were noted, with strong GCSE English and Maths results and excellent Paston A levels grades achieved. Jerry White informed the Committee that Paston's results were only 1% below those achieved by Gresham's School.
- Lengthy discussions followed on the FE Student satisfaction survey which saw disappointing decreases in satisfaction on most measures and is subject to analysis and action plans within the Self-Assessment process to target improvements. It was agreed that Jerry White will review the questions to take account of the new Inspection Framework.

- Concern was expressed that there should be ways of capturing and reviewing student satisfaction during the year rather than just at the end of the year. It was suggested that more use could be made of mechanisms such as student focus groups to gather students' feedback on their experiences and to review this as part of the QIP review process.
- Apprenticeship Employer Satisfaction grew by over 7% is a very pleasing survey outcome representing the hard work of the Apprenticeship team, although this will fall below the targeted 10% increase. A review will take place after the release of national figures.

The full content of the report was noted.

Action 1: Jerry White to produce retention figures for those students undertaking a two-year course for the next Board Meeting taking place on 15 October (JW).

Action 2: Jerry White to amend the final column of Table 4 Timely Achievement and add 'to date' before 2018/19 (JW).

Action 3: Jerry White to include data on achievements for apprentices on Standards in future Quality Reports (JW).

6.2 TLA Report

(Paper 06)

The Teaching, Learning and Assessment Report, previously distributed, was discussed at the meeting and the following key points for discussion and explanation were highlighted:

- The final TLA grid for 2018/19 was discussed and it was agreed that there are no overall worries and it was noted that staffs' mindset has changed in a positive way.
- Staff now have access to a TLA Hub and it has been well received and is not only been viewed as a repository but a Hub to support teaching and learning, professional standards and numerous other current CPD requirements.
- The new academic year has got off to a strong start focusing on low level disruption and attitudes to learning at the College. The focus has been on everyone visibly displaying their ID badge whilst moving around the site. Staff have proactively got involved at registration and the culture is beginning to change. Students are now challenging each other.
- Learning Walks have also begun at Easton College and staff have welcomed the new process.

The full content of the report was received and noted.

6.3 HE Report

(Paper 07)

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

- Jerry White informed the Committee that results for the National Student Survey were released earlier in the Summer and were disappointing when compared with the gains demonstrated in 2018. Overall Satisfaction fell by 8.57% to 67.97%, which is 15.68% lower than the National Average. It was agreed that the falls reflect the challenges which were felt throughout the last academic year and are more significant in those areas where there was a lack of Academic Leadership during the crucial phase leading up to completion of the survey. A full breakdown of results was tabled in the HE paper. It was noted that although there are clear issues with delivery which resulted in very poor results from Aviation and Psychology and Sociology, this should not obscure the small dip in performance elsewhere.

- The Committee agreed that the NSS results are very disappointing and need to be fully understood and addressed. They noted the accompany paper (see below) set out the profile of the HE provision at CCN and outlined the regulatory context. It was noted that a significant number of students are part-time and may only be on the college one day a week which may impact on their NSS responses. It was thought that it is important to understand what our HE students' expectations are, how best to capture these and their satisfaction and how to meet their requirements more effectively.
- The Chair, as the Link Governor of HE, will continue to explore these issues with Ed Rose and the team.
- It was agreed that the stability in the leadership team since the appointment of two new Academic Leaders, and a maternity cover, will hopefully lead to improvement in student satisfaction during the year and in the scores in the next NSS survey in 2020.

The full content of the report was received and noted.

6.4 Governor Curriculum Scrutiny

6.4.1 HE

(Paper 08)

The Higher Education Offer at CCN Overview paper, previously distributed, was discussed at the meeting and the following key points for discussion and explanation were highlighted:

- The Chair informed those present that the paper was produced following a meeting with herself, Ed Rose and Jerry White in which they agreed that it would be beneficial to provide Governors with an updated HE in FE at CCN document to provide clarity on the composition, structure and environment in which HE operates.
- The document was discussed at length, alongside the HE Report provided under agenda item 6.3.
- The Chair asked for the Committee's thanks to be passed to Ed Rose for his response and it was agreed that the document would be uploaded to the OnBoard Reading Room for all Governors to view.

The full content of the report was received and noted.

Action 4: Higher Education Offer at CCN overview document to be uploaded onto the Board portal for all Governors to view (CJ).

6.4.2 Maths

(Paper 09)

A verbal update was provided at the meeting on the Maths Scrutiny and the following key points for discussion and explanation were highlighted by Andrea Blanchflower:

- Andrea Blanchflower met with both Julia Buckland and Donna Hansell on 18 September and the full written report will be provided at a later date.
- It was noted that from the conversations held, a clear cultural change is underway. Attendance is being followed up on, behaviour is improving and an increase in GCSE results obtained. Figures on GCSE results and Functional Skills will be collated to see trends over time which, it was agreed, will be useful for both Governors and the faculty.
- It was agreed at the meeting with Donna Hansell that the current plans are having an impact and should continue and that success rates in functional skills need to continue to improve.

Action 5: Andrea Blanchflower to write up Maths Scrutiny Report and forward to Clare Johnson for uploading onto the Board portal (AB / CJ).

6.4.3 English

A verbal update was provided at the meeting on the English Scrutiny and the following key points for discussion and explanation were highlighted by Aron Whiles:

- It was noted that the cross over between English and Maths is working well and staff are now settled. The shared office has also been a positive move.
- Roomings continues to be a challenge but they have not had an impact on behaviour and attendance, which have made good starts and learning walks have already taken place.
- GCSE results were noted as 32% high grades achievement which is higher than the national average although no college target was originally set.
- A clear trajectory is noted, and the recognition received by Donna Hansell, who received a staff award, has brought stability to the faculty.

Action 6: Aron Whiles to write up English Scrutiny Report and forward to Clare Johnson for uploading onto the Board portal (AW / CJ).

6.5 Student Voice Report

(Papers 10-12)

The Student Voice Report, along with feedback from Paston's Fresher Day and the CCN Student Union QSU verification report, produced by Emily Staley, were previously circulated to all Governors to provide them with an update of the Student Union and the following highlighted:

- A new Student Union Liaison Officer, Emma Haythornwaite, has been appointed and Emily Staley informed the Committee that the new appointment has allowed her to get out and about more.
- Positive talks have been held with the Student Union at Easton campus.
- The notification of QSU status has now been received and the recommendations within the report are being followed up on.
- The Chair asked Emily Staley to officially thank Luke Mitchell who played a huge part in ensuring the status was achieved.
- Freshers Fairs were held on both the Ipswich Road and Paston campuses and positive feedback has been received from many students who attended.

The Chair thanked Emily Staley and her team for the great start to the new academic year.

The full content of the reports was received and noted.

Action 7: The Chair asked Emily Staley to pass on the Committee's thanks to Luke Mitchell for his huge input into the QSU status being received (ES).

7. SECTION B

7.1 IAG Update

(Paper 13)

The IAG Update was previously distributed and the papers informs Governors of the information, advice and careers education matters provided through centralised services and relating to students throughout the year.

It was noted that there are no urgent matters for Governors to discuss and be informed of, and the full content of the report was received and noted.

Jerry White asked for thanks to be passed to Helen Richardson-Hulme and her team for the hard work and commitment to all students.

7.2 Annual Complaints Report for 2018/19 (Paper 14)

The Annual Complaints Report for 2018/19, along with the 2018/19 Term 3 complaints and appeals update, were previously circulated for information and no notes for immediate discussion were raised.

The full content of both reports was received and noted.

8. SECTION C

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

9. Other Urgent Business

There was no other urgent business discussed at the meeting.

10. Summary of the Meeting

10.1 Review of Meeting Against Strategic Aims (Paper 15)

It was noted that discussions throughout the meeting were appropriate to four of the five strategic aims and success indicators.

10.2 Items Identified for CCN Board

It was agreed that the Principal / Chair will inform the Board of the following:

- Retention update
- Apprenticeship achievements
- Adult Strategy discussions
- Targets for English and Maths students
- A review of the National Student Survey has been undertaken and although disappointed and concerned by the results, C&S will continue to review the HE provision and look at ways to measure the quality throughout the year.

10.3 Any Changes or Additions to be Considered for the Risk Register

Following discussion, it was agreed that the following changes / additions will be considered for the Risk Register:

- An early Ofsted Inspection – concerns raised out of the student surveys completed.
- HE – declining trend for the last three years.
- HE – financial risk.

It was agreed that the Principal and Jerry White will review the Risk Register.

Action 8: Principal and Jerry White to review CCN's Risk Register following tonight's C&S Committee Meeting (CP / JW).

11. Easton and Otley Update

The Principal gave a short update to Governors on the current position regarding the merger.

More detailed discussions will take place at the next full Board Meeting taking place on 15 October 2019.

12. Confidentiality

There were no items deemed confidential discussed at the meeting.

13. Date of Next Meeting

- C&S Committee: Tuesday 3 December 2019 at 5.30 pm. The meeting will be held in the Thetford Building Boardroom.

All business having been concluded, the meeting closed at 7.45 pm.

Signed Date
(Chairman)