

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 1 DECEMBER 2020 AT 4.00 PM VIA MICROSOFT TEAMS

Present:

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

Attendees:

Jerry White (Deputy Principal), Helen Richardson-Hulme (Assistant Principal, Student Services), Julia Bates (Vice Principal, FE, Curriculum and Quality), Sue Millions (Administrator), Clare Johnson (Clerk to the Corporation)

1. Apologies for Absence

Apologies were received from Nikki Gray and Sophie 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.

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

3. Unconfirmed Minutes of the Meeting held on 06 October 2020 (Paper 02)

The minutes of the meeting held on 06 October 2020, were amended slightly and then agreed as a true record of the meeting and will be signed by the Chair at the first available opportunity.

4. Unconfirmed Confidential Minutes of the Meeting held on 06 October 2020 (Paper 03)

The confidential minutes of the meeting held on 06 October 2020, were agreed as a true record of the meeting and will be signed by the Chair at the first available opportunity.

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

Action 8 (C&S 01): *Principal and Jerry White to review CCN's Risk Register following tonight's C&S Committee Meeting. The Principal advised that a complete review of the Risk Register will come to CCN Board in the New Year following the merger with Easton and the Risk Management will also be considered by the Audit and Risk Committee. The Principal agreed that the Risk Register will be revisited and brought back to a future C&S Committee.*

Action on-going.

Action 1: *Julia Bates to provide an update on the monitoring of T Levels to the next C&S Meeting taking place on 1 December 2020. Please see agenda item 6.2. Action completed.*

Action 2: *Jerry White to prepare a Quality Report, providing a summary of the 2019/20 data, based on internal data, for the next meeting taking place on 1 December 2020. Please see agenda item 6.2. Action completed.*

Action 3: *Jerry White to provide an update on enrolment figures for the next meeting taking place on 1 December 2020. Please see agenda item 6.1. Action completed.*

Action 4: *TLA Review, to include RAG rating and commentary, to be made available at the next meeting taking place on 1 December 2020.* Please see agenda item 6.2. Action completed.

Action 5: *A summary of the catch-learning needs and any related issues, to be made available at the next meeting taking place on 1 December 2020.* Please see agenda item 6.2. Action completed.

Action 6: *Regulatory and Procedural Alignment Update to be presented to the next C&S Committee Meeting taking place on 1 December 2020.* Please see agenda item 6.4. Action completed.

Action 7: *Link Governor update to be agreed with the Chair and Principal and discussed the next meeting taking place on 1 December 2020.* Please see agenda item 6.5. Action completed.

Action 8: *Compass Evaluations Update to be provided for the next C&S Committee Meeting taking place on 1 December 2020.* Please see agenda item 7.2. Action completed.

6. SECTION A – papers for discussion and action

6.1 Quality Report

(Paper 05)

The Quality Report, previously distributed, was discussed at the meeting. The following key points were discussed and explained:

- 2019/20 performance is reviewed based on internal data as no national data will be published due to COVID-19. All the data within the report is unvalidated using the College's own MIS systems, but it was agreed that the data is as accurate as possible.
- Achievement rates for most categories of qualifications has increased on 2018/19 and may be linked to the Centre Assessed Grades (CAGs). The increase is not necessarily concerning but it was agreed that this needs to be reviewed for the coming year. However, it was noted that the 2020/21 results may be adversely affected by students missing out on learning both last and this year.
- Comparator data is available for GCSE English and Maths and shows that the percentage of Grade 9-4 in pass rates for CCN was slightly above that recorded by GFE college comparators.
- The position for Apprenticeships was discussed and the position is more mixed. This is related to the increased disruption faced by employed apprentices during the pandemic months and the fact that many apprenticeships run over multiple years meaning that their outcomes can be influenced by issues in prior years. The College did not see many students withdraw from their apprenticeship courses, due to COVID-19 directly, but some withdrawals resulted from issues such as redundancies. It was confirmed that there is no national data for apprenticeship recruitment.
- It was also noted that some SSAs such as Engineering saw declines where particular programmes were "inherited" from other providers, in this case the HGV Maintenance programme. Despite the concerted efforts of College staff, a number of apprentices who came from NTS were not able to pass this apprenticeship. It was confirmed that numbers are small in each subject area and Julia Bates informed the Committee that the college will normally want to step in to ensure students / apprenticeships can complete their study when a provider goes out of business and full support is available to all of these students.
- Jerry White informed the Committee that recruitment for 2019/20 was strong with 5590 16-18-year-old students recruited against an allocation of 5600. There have been areas of considerable pressure for places within Construction and 16-18 ESOL, mainly unaccompanied young asylum seekers and some other areas where recruitment has been lower than expected such as: Animal Care and Equine and

Creative Arts. It was noted that COVID-19 controls have meant that the College has not been able to place every applicant at CCN as would be the normal practice. This has affected some 25-2—young people and there is some concern that the number of NEET students will increase this year. The college has continued to engage with the young people that they were unable to enrol to see if they can be accommodated later in the year and are also working with Norfolk County Council to coordinate a response if NEET number do increase. The Principal informed Governors that a survey has been sent to all those students who were not offered a place on the course that they originally requested and over 40 responses have been received and over half of those have now found employment or enrolled at other colleges. The survey will remain open for a further three to four weeks and more analysis undertaken.

- Attendance data is tabled in the Quality Report and shows that around 10% of college sessions were planned to be delivered online and last week 92% of students received face-t-face tuition. It was agreed that this was an excellent achievement, given the number of students and staff having to self-isolate at any given time. The Principal informed Governors that attendance is getting significant focus during the COVID-19 pandemic from the DfE who insist that all schools and colleges should stay open. .
- It was agreed that retention is healthy at the present time and Easton will be included in the overall college figure from January 2021.

Full updates were provided on T Levels, Qualification reforms and Higher Technical Qualifications and noted.

The full content of the report was noted.

6.2 TLA Report

(Paper 06)

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

- Quality review opportunities have been broadened to look at additional quality indicators, including remote online learning. The process for monitoring, assuring and improving the quality of TLA and student experience has needed to be changed to ensure learning takes place in a COVID-19 secure way. The control measures, currently in place, do not allow for visits to classrooms and learning spaces in the normal way to review the quality of learning.
- Heads of Area and Apprenticeship delivery managers were asked to make a judgement about the quality of provision that they have been able to deliver in their areas for the first half term 2021, what they are basing their judgement on and what quality improvements they will be focussing on in their areas, for the next half term. The TLA grids for each subject area were appended to the TLA Report, for information and guidance.
- The quality of TLA at Easton has stabilised, but it was agreed that there is still a lot of work to do. New staff in a number of areas are continuing to develop and course leadership is improving. The quality of TLA for English and Maths at Easton remains a challenge which is not helped by the difficulties in recruiting of good staff. The Principal is proposing that the Easton FE Improvement Board should be reinstated, and it was agreed to discuss this further in agenda item 6.4.
- Staff have engaged well to deliver remote online learning when required across all three sites. A differentiated approach has been put in place across all sites and courses and good feedback has been received from both staff and students on the online learning experience.

Some students who were receiving online learning, such as Access to HE students, have asked to come back into College for face-to-face learning with their tutors.

- Students attendance is positive with data evidence available that shows some students engage better with some aspects of remote learning, particularly for tutorials. Students have also provided feedback which highlights that they value the efforts made to provide face-to-face teaching.
- The development of Course Leaders is being prioritised for the next half term to ensure the changing requirements of learning programmes and changing assessment methodologies are managed well.

Aron Whiles asked Julia Bates if there were any aspects of the new approaches taken during COVID-19 that will remain in place and it was confirmed that the differentiated approach for individual students will be reviewed on a smaller scale as remote learning does suit a minority of students with the personal challenges. Staff are positive about taking some of these things forward post-COVID.

6.3 HE Report

(Paper 07)

The HE Report, previously distributed, was discussed at the meeting. The following key points for discussion and explanation were noted and the headlines from the report were as follows:

- Positive feedback has been received from students on the blended learning approach across curriculum and there has been positive engagement with the virtual Student Forum meetings.
- Recruitment to programmes is mixed and all Sport programmes across both Easton and Norwich have recruited poorly. These are subject to a revalidation during the current year which will assist in providing some clarity to applicants and consolidate provision. It was noted that Agriculture only had two starters on this programme this year, but it was agreed that it was not tenable to close the course in the first year of the merger. Work will be needed to ensure that this figure goes up in the coming years and is a medium to long term game. It was suggested that there is a need to work with others to attract entrants to the Land-Based sector generally.
- There is a busy validation and revalidation schedule planned for the coming year. This reflects work needed on Easton programmes that had been extended to allow for the merger as well as programme which require some consolidation post-merger.
- Consultation on the structure of the Academic year is starting.
- NSS is scheduled for amid-February start. It was noted that more positive student feedback is now being received through mid-year module evaluations and student course committees. T has been a targeted approach on those courses that previously had low satisfaction scores. The plan is to boost awareness and encourage completion of the NSS again this year.

It was noted that all HE provision, including provision at Easton, is reported as good in the TLA review.

6.4 HE Regulation Alignment

A paper was previously distributed which proposes that CCN move to adopt the UEA's regulations for HE provision. The paper sets out a full explanation on the background of the current regulations, the Norfolk Regulatory Framework (NRF) and of the implications of transitioning to UEA Bachelors and Integrated Masters Partner Regulations.

Jerry White informed the Committee that it is important to note that the college is not proposing to alter the regulations applying to the current cohort of CCN students and that they will continue on the NRF until the conclusion of their studies. This is likely to mean that there will be two set of regulations to review for at least two further years. It was noted that it would be possible to move current students to the BIM, subject to a consultation process.

It was noted that this recommendation is made on the basis of the work undertaken by a joint UEA and CCN working group that had been instituted to understand and quantify the impact on CCN students of a move to BIM from NRF. Critically this meant understanding the differences to decisions around Classifications and Continuation which have the most significant impacts on individual students. There was also several small, but significant differences between the two sets of Regulations, which are summarised in the document previously distributed – NRF and BIM Mapping table. It was noted that the working group has established that, based on a review of past student achievements, CCN students would not be disadvantaged by changing to BIM.

It was confirmed that these changes in regulation could be applied to current students, but this would need to be subject to a consultation those students, under the registration with Office for Students. If this were to happen no students would be disadvantaged by the change as both sets of regulations could be used and they would receive the better of two outcomes. Andrea Blanchflower commented that she is pleased that this recommendation is being made to the Board and believes that CCN will benefit from this change.

The Principal thanked those members of the Working Group involved in a very complex and good piece of work.

Following discussion and agreement, the Committee agreed to recommend to the full Board that the College formally begin the process of the September 2021 cohort being the first on the UES BIM regulations.

The full content of the report was received and noted.

Action 1: C&S Committee to recommend to the full Board that the College formally begin the process of the September 2021 cohort being the first on the UEA BIM regulations at their meeting taking place on 15 December 2020 (CJ).

6.5 Governor Curriculum Scrutiny

(Paper 08)

The Principal reminded Governors that the areas for Curriculum Scrutiny would normally be decided at their meeting following the Self-Assessment Report (SER) exercise. This has not happened this year but the TLA review (please see agenda item 6.2) does inform the choice of areas for governor scrutiny in 2021. She proposed the following areas for scrutiny:

- Easton FE Improvement Board – to reinstate this group, suspended in March 2020.
- English and Maths – with particular focus on the provision at Easton.
- HE – with focus on the student experience, bearing in mind the NSS
- Implementation of T Levels.

It was agreed that Jill Lanning, Aron Whiles and Andrea Blanchflower would continue with areas that they had been linked to in 2020 – respectively Easton FE Improvement Board, English and Maths.

As Nikki Gray was not present at the meeting it was agreed that the Chair would contact Nikki Gray to ascertain if she would like to remain as the link to HE or whether she would be interested in linking to the implementation of T Levels, When a decision has been made,

other CCN Board Governors would be asked if any of them would be interested in the uncovered scrutiny area.

The Principal informed Governors that Ofsted will be carrying out a thematic survey on the implementation of T levels and the T-level transition programme in their first 2 years of operation. This involves a two day visit this term and a full week's visit in January to March 2021 and a further full week visit in January / February 2022. It was noted that this is not an inspection and the findings will contribute to a published Ofsted Thematic Report rather than an individual college report, but the visits will follow the Ofsted Framework.

The Safeguarding Feedback report was previously distributed for information and the full content was noted.

Action 2: The Chair to contact Nikki Gray before the CCN Board Meeting to ascertain her preferred scrutiny area (JL).

Action 3: The Chair to inform the Principal of the scrutiny area available to CCN Board Governors (JL).

6.6 Annual Complaints Report for 2019/20 (Paper 09)

The Annual Complaints Report for 2019/20, previously distributed, was discussed at the meeting and discussion and explanation took place.

The full Committee confirmed that they were happy with the content of the report.

6.7 Governance Matters

There were no governance matters discussed at today's meeting.

7. SECTION B – papers for discussion only if required by Governors

7.1 Student Voice Report (Paper 10)

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

- Website – the challenges faced this year due to the pandemic have not been a barrier to providing support to all CCN students and resources are now provided via the SU website with excellent feedback from students and staff.
- Newsletters – the first student union newsletter was completed and circulated in September and, it and further issues, have received positive feedback from both staff and students. The newsletters highlight updates from the SU, upcoming virtual events and fundraisers, what the SU are doing, and it also references a positive minds page.
- Class Representatives / Forums – nominations for the Class Representatives have closed and a total of 187 Class reps are now in place across all campuses to advocate their students and this will hopefully enhance the student experience and student voice.
- Executive Officer announcement - Executive Officer Elections have now been completed and 5 roles have been filled. Interest for the roles that are still vacant is now being sought and the SU continue to promote with vacancies with students.

The positive work undertaken by the Student Union was noted with thanks to Emily Staley.

7.2 IAG Update

(Papers 11-12)

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

- It was noted that there has been no new guidance on careers education, information advice and guidance published since the last meeting, but Helen Richardson-Hulme provided links for Governors to the most up-to-date guidance, should anyone wish to refresh their knowledge and understanding.
- The Careers and Enterprise Company (CEC) have published a helpful report titled: Careers Provision in College: What Works? and a link was provided within the report for reference.
- The Gatsby Benchmarks, the framework of eight guidelines on Careers Advice, have been discussed with the Enterprise Coordinators on the Norwich, Easton and Paston campuses. It was noted that the Gatsby Benchmark 8 is particularly challenging which expects every student should have an individual guidance session. It is not clear how this can be guaranteed for all students, but the Compass tool indicates that some institutions have achieved the Benchmark. It was noted that a new Matrix Assessor for CCN has been appointed and that an internal audit on the Gatsby Careers Benchmarks will take place in March 2021.

The Residential Report was noted and that students are now settling better. Interviews for a new Residential Leader and Support Assistant are taking place next week. There was no further update on the possible residential inspection by Ofsted.

It was agreed with the Committee that this agenda item is moved forward in future meeting agendas so that Helen Richardson-Hulme did not stay until the end of every meeting as happens currently.

The Chair thanked Helen Richardson-Hulme for her full and comprehensive reports and the full content of the reports was noted.

Action 4: The IAG Report to be moved up the agenda for future meetings (CJ).

8. SECTION C – papers for information only

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

9. Other Urgent Business

Ofsted Report Letter – it was noted that the letter from Ofsted has been received following their monitoring visit last month and will be published pre-Christmas but that the content has been very general.

Student Governor – it was noted that student governor elections are in the process of being undertaken.

10. Confidentiality

There were no confidential items discussed at the meeting.

11. Date of Next Meeting

C&S Committee: Tuesday 26 January 2021 at 4.00 pm, via Microsoft Teams.

All business having been concluded; the meeting closed at 6.20 pm.

Signed Date
(Chairman)