

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 3 DECEMBER 2019 AT 5.30 PM IN THETFORD BUILDING BOARDROOM, CCN, IPSWICH RD, NORWICH NR2 2LJ

Present:

Jill Lanning (Chair), Corrienne Peasgood (remote attendance), Aron Whiles, Andrea Blanchflower, Sophie Gray

Attendees:

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

The Chair welcomed Sophie Gray to the committee.

1. Apologies for Absence

Apologies were received from Nikki Gray and Emily Staley.

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 1 October 2019 (Paper 02)

The minutes of the meeting held on 1 October 2019 were agreed as a true record of the meeting and signed by the Chair.

4. Matters Arising from the Previous Minutes (Paper 03)

Action 2 (C&S 06): *Nikki Gray to arrange a meeting with the Adult Provision team.* It was noted that this curriculum scrutiny area may not be taken forward in 2020 so this action becomes redundant. Action closed.

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 1 (C&S 01): *Jerry White to produce retention figures for those students undertaking a two-year course for the next Board Meeting taking place on 15 October.* Action completed.

Action 2 (C&S 01): *Jerry White to amend the final column of Table 4 Timely Achievement and add 'to date' before 2018/19.* Action completed.

Action 3 (C&S 01): *Jerry White to include data on achievements for apprentices on Standards in future Quality Reports.* Please see agenda item 5.1. Action completed.

Action 4 (C&S 01): *Higher Education Offer at CCN overview document to be uploaded onto the Board portal for all Governors to view.* Action completed.

Action 5 (C&S 01): *Andrea Blanchflower to write up Maths Scrutiny Report and forward to Clare Johnson for uploading onto the Board portal.* **Action on-going.**

Action 6 (C&S 01): *Aron Whiles to write up English Scrutiny Report and forward to Clare Johnson for uploading onto the Board portal.* Action completed.

Action 7 (C&S 01): *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.* It was confirmed that thanks have been passed to Luke Mitchell and Jess by Emily Staley. Action completed.

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. **Action on-going.**

5. SECTION A

5.1 Quality Report

(Paper 04)

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

- The final 2018/19 classroom achievement rate performance shows a decline on the previous year. It was noted that the value added is above national average and the main challenge is to keep students through the whole programme and retention is an area of improvement for 2019/20. The reduction in non-accredited qualifications during Term 1 has and will continue to affect achievement rates.
- The outcomes for 2018/19 in the five largest qualification types were discussed and it was noted that Governors would like to see a more nuanced view of these figures to highlight good and under-performing areas to the committee. It was agreed that the full story sits in the self-assessment reports and it was asked that the self-assessment reports are shared with C&S members so that they can better understand the detail across the whole curriculum.
- 2018/19 Apprenticeship achievement rate performance also declined in 2018/19 to a level similar to national averages.
- There is a growth in GCSE Maths and English provision in 2019/20 which has wider implications for resources and exam processes. This provision now accounts for 26% of the total 16-18 qualification starts. Within this, GCSE Maths starts are at 1189, an increase of 11% on 2018/19 numbers and GCSE English Language are at 1112 up 7%. These growing numbers within GCSE Maths and English cohorts have meant pressures on staffing, teaching resources and exam arrangements including Access Arrangement processes.
- Apprenticeship performance is reported, including for the first time, overall achievement rates on Apprenticeship Standards. The growth in Standards is evident with 60 leavers expected in 2019/20 compared to 35 in 2018/19. Current overall achievement rates for in-year apprenticeship performance are a little ahead of 2018/19 comparative figures (+0.8%). The College are currently supporting employers through standards which is time consuming on staff overall. Further discussions took place under 5.6.1 of the agenda.
- Strong participation in our refreshed FE induction surveys is reported with responses generally consistent with last year and some positive improvement around target setting and student representation.
- The review of 2018/19 targets show that a number of targets were not achieved. These include a reduction in overall student satisfaction and the growing LDD achievement gap although it was noted that the proportion of these students is significantly higher than the national average.

The full content of the report was noted.

Action 1: Self-Assessment Reports to be shared with C&S Committee (JW / CJ).

5.2 TLA Report

(Paper 05)

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

- In the last half term, eight FE areas and one apprenticeships area moved down a sub grade, apprenticeships construction moved down two sub grades but remain good. All remain as good or better except Media, Business and IT (BMIT) which moved down two sub grades to a 4. It was noted that swift intervention was placed in those areas. There are no areas which have moved up. An emerging theme across several areas is the inconsistent use of e-ILPs, during induction to set early targets. Staff sickness in cross College English and Maths has been a challenge.
- Staff have sixteen new sessions on offer on the TLA day being held on 3 January 2020. There are now 29 sessions in place, many of which are delivered by teachers, support staff and managers sharing and developing best practice together. It was noted that staff choose the sessions they would like to attend but some can be directed to particular topics as part of performance management.
- Continued focus on staff and students visibly wearing their ID badges has now become routine with less intervention required.
- A higher response rate to the FE student induction survey this year was noted with many positive responses given. This showed an increase in 2% overall. Julia Buckland informed the Committee that questions used continue to be reviewed.
- There was a new adult and access student induction survey for this year with nearly 48% of this group of students completing it.
- The process for the review of TLA including the Grid Meetings which are held approximately every six weeks, outlined for members' information.

The full content of the report was received and noted.

5.3 HE Report

(Papers 06-07)

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

The re-designed and completed Institutional Monitoring, Review and Enhancement form for the School of Higher Education was previously distributed for information and discussed at length by Governors. It was noted that the form has been re-designed by the UEA this year replacing the previous Annual Monitoring Review document. The document is more clearly structured around data and metrics and in the full document, each HE Programme has a separate tab of the spreadsheet with the Summary for the School at the front. It was noted that the document has been through the internal processes expected and summarises many of the challenges and action points identified and raised through the past year in HE with focus on Student Engagement and satisfaction as a result of the lower NSS outcomes.

It was agreed that the report is more data driven, clear and accessible and more tied into the Office for Students expectations. The format works well, enables CCN to see their actions clearly and allows Governors to have self-critical discussions with staff and senior managers.

The full content of the report was received and noted.

5.4 SSA Self-Assessment Grades Report

(Papers 08-09)

The SSA Self-Assessment Grades Report was previously distributed and in discussion the following key points were noted:

- The College has completed its self-assessment process at curriculum level reviewing the 2018/19 academic year and this included writing the SARs in a new template aligned to the new Ofsted Inspection Framework (EIF). This year's process placed more emphasis on the review of last year's quality improvement plan actions and the setting of these actions for 2019/20.
- The table presented showed the 2018/19 proposed overall effectiveness grades for FE curriculum areas including quality of education, behaviour and attitudes and personal development. It was noted that having changed the criteria, it is harder to make comparisons with the previous years' data.
- Governors asked if the overall grades have been affected by using the new framework and Jerry White said that he did not think that this was the case and that the grades indicated would have been the same under the old Ofsted Framework. It was agreed that the new framework allows Governors to look more closely at what the College does and why and show the positive input on students.
- It was noted that overall there is one more outstanding grade for overall effectiveness but more require improvement grades for 2018/19.

The full content of the report was received and noted.

5.5 Easton Curriculum Quality

The Principal outlined her proposals for the monitoring quality at the Easton campus going forward. She suggested that two Transition Boards are set up to cover both Apprenticeships and HE to monitor the inclusion of these areas of the curriculum into CCN provision through 2020. These would be led by Jerry White with relevant managers and include a link Governor on each Board. These Boards would meet around 1 to 2 weeks before a C&S Committee Meeting in order to report to the committee on the alignment with CCN provision.

There are more issues to address in the FE provision and the Principal is proposing the establishment of a FE Improvement Board led by herself and to include key managers and the Chair of the C&S Committee, Jill Lanning. This Board would meet every two or three weeks but will also be able to report progress to each C&S Committee Meeting.

It was noted that these Boards need to link to the C&S curriculum scrutiny areas for 2020 (see below). It was agreed that going forward, the C&S Committee meeting may be longer in length to ensure proper consideration of the reports from these Boards as updates will be provided at the meeting from one Transition Board and two FE Improvement Board Meetings.

5.6 Governor Curriculum Scrutiny

5.6.1 Apprenticeships

(Papers 10-11)

The Apprenticeship Position Paper written by Ed Rose, previously distributed, was discussed at the meeting and the following key points for discussion and explanation were highlighted:

- The Chair explained that there has been so much change in apprenticeships that she thought it would be helpful to outline the changes in funding, compliance and curriculum in the past couple of years for the committee.
- The Principal suggested that the paper sets out the key issues very well, and it would be helpful to forward a suitably redacted version to Jennifer Coupland, the CEO of the Institute of Apprenticeships and Technical Education (IfATE).
- It was also suggested that the document is uploaded onto OnBoard for all Governors to be aware of.
- It was agreed that thanks would be passed to Ed Rose for his very clear update.

Action 2: A redacted version of CCN's Apprenticeship Position Paper to be sent to Jennifer Coupland, the CEO of the Institute of Apprenticeships and Technical Education (CP).

Action 3: Apprenticeship Position Paper to be uploaded onto OnBoard for all Governors to read (CJ).

Action 4: Thanks to be passed to Ed Rose for the clear and comprehensive Apprenticeship Position Paper (JW).

The record of the Apprenticeships link governor visit was previously circulated for information and the full content noted.

The full content of the report was received and noted.

5.6.2 English

A verbal update was provided at the last C&S meeting and the latest Governor Visit Report will be uploaded onto OnBoard for information.

5.6.3 Governor Curriculum Scrutiny Schedule from 2019 (Paper 12)

The scrutiny schedule was previously circulated and the following key points for discussion and explanation were highlighted by the Chair:

- It was agreed that a review will be undertaken by Jerry White and Corrienne Peasgood, obtaining feedback from the senior management team on the effectiveness of the scrutiny areas and the information will be circulated to C&S Governors and fed back to a future full Board Meeting. Julia Buckland informed the Committee that herself and senior leaders within the English and Maths faculties have found the process both supportive and challenging and very helpful and it was agreed that it is always helpful to have a focus and starting point.

Action 5: Jerry White and Corrienne Peasgood to review the Curriculum Scrutiny Areas for 2019 and obtain feedback from senior managers and provide detailed feedback to the C&S Committee Governor (CP/JW)

Action 6: Review of Governors Scrutiny Areas to be discussed at a future Board meeting (JL / CJ).

5.6.4 Governor Curriculum Scrutiny Areas for 2020 (Paper 13)

It was agreed that the real focus for 2020 will be to ensure the inclusion of the provision at the Easton campus. After discussion, the following areas were agreed:

- English – to include Easton provision.
- Maths - to include Easton provision.

- HE – to include continued review of OfS expectations and membership of the Easton HE Transition Board.
- Apprenticeships – to continue to review the changes and to include membership of the Easton Apprenticeship Transition Board.
- Adults – it was agreed that progress on the adult strategy will be reviewed by the committee but will not be a Governor scrutiny area in 2020.

It was agreed to liaise with Governors about their interest in the scrutiny focus areas before the Board Meeting.

Action 7: Jill Lanning and the Principal to communicate with individuals before the next Board meeting and discussions on the agreed scrutiny areas for 2020 will be held at the next Board meeting (JL / CP).

5.7 Curriculum Strategy for Approval

It was noted that a comprehensive review will take place following the merger with Easton and it is hoped to bring a more comprehensive review around CCN strategy, for approval, to the C&S Meeting taking place on 17 March 2020 .

The Principal informed the Committee that a full Ofsted Inspection, following the merger, will take place by December 2020.

Action 8: Approval of the Curriculum Strategy to be discussed at the C&S Meeting taking place on 17 March 2020 (CP).

5.8 Teaching and Learning Strategy for Approval

It was noted that a review will take place following the merger with Easton and it is hoped to bring a more comprehensive review around CCN strategy, for approval, to the C&S Meeting taking place on 28 January 2020.

Action 9: Approval of the Teaching and Learning Strategy to be discussed at the C&S Meeting taking place on 28 January 2020 (CP).

5.9 NTTC Report

(Paper 14)

The NTTC Report, provided by Paul McCann was previously distributed and the full content of the report noted.

The Principal informed the Committee that Paul McCann is stepping down from his position from April 2020. She highlighted that he had set up the NTTC and taken them through successful Ofsted visits.

It was noted that in this academic year NTTC have enrolled their sixth cohort of Secondary QTS trainees and their first Primary cohort. In addition, they have successfully launched Post Graduate Teaching Apprenticeships across all age ranges.

At the start of September, 50 Secondary and 19 Primary trainees joined the course of which 1 is a Secondary PGTA with 9 Primary PGTAs.

Thanks will be passed to Paul McCann in 2020.

5.10 Governance Matters

There were no Governance Matters under discussion at today's meeting.

6. SECTION B

6.1 Student Voice Report

As Emily Staley is absent from today's meeting, it was agreed to carry this agenda item over to the next Board meeting taking place on 17 December 2019.

7. SECTION C

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

8. Other Urgent Business

There was no other urgent business discussed at the meeting.

9. Summary of the Meeting

9.1 Review of Meeting Against Strategic Aims

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

9.2 Items Identified for CCN Board

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

- 2019-19 Achievement Rates
- Apprenticeship three-year trend
- Student Union work for FE Forums
- Governors' Scrutiny Management Response
- Governors' Scrutiny areas for 2020
- SAR grades
- Approach to monitoring quality at Easton campus
- Merger papers

Action 10: Apprenticeships Report from Ed Rose to be uploaded onto OnBoard for viewing by all Governors and any other documents deemed appropriate (CP / CJ).

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

The Risk register will be review in January 2020, post-merger.

10. Easton and Otley Update

A detailed presentation and discussions will take place at the next full Board Meeting taking place on 17 December 2019.

11. Confidentiality

There were no items deemed confidential discussed at the meeting.

12. Date of Next Meeting

- C&S Committee: Tuesday 28 January 2020 at 5.30 pm. The meeting will be held in the Thetford Building Boardroom.

All business having been concluded, the meeting closed at 7.40 pm.

Signed Date
(Chairman)