

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 28 JANUARY 2020 AT 4.00 PM IN THE WHITEHOUSE BOARDROOM, EASTON HALL EASTON COLLEGE, BAWBURGH ROAD, NORWICH, NR9 5DX

Present:

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

Attendees:

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

1. Apologies for Absence

Apologies were received from Aiden Little, Nikki Gray and Clare Johnson (Clerk to the Corporation).

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 3 December 2019 (Paper 02)

The minutes of the meeting held on 3 December 2019 were agreed as a true record of the meeting and will be signed by the Chair at the next meeting.

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

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 5 (C&S 01): *Andrea Blanchflower to write up Maths Scrutiny Report and forward to Clare Johnson for uploading onto the Board portal. It was noted that these had been sent to Julia Buckland who will circulate them as necessary. Action on-going.*

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.*

Action 1 (C&S 02): *Self-Assessment Reports to be shared with C&S Committee. Action completed.*

Action 2 (C&S 02): *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. Jerry White informed the Committee that the writing of the paper is on-going, and it was*

agreed that when completed, the paper would be forwarded to Jill Lanning for checking before being issued. **Action on-going.**

Action 3 (C&S 02): *Apprenticeship Position Paper to be uploaded onto OnBoard for all Governors to read.* Action completed.

Action 4 (C&S 02): *Thanks to be passed to Ed Rose for the clear and comprehensive Apprenticeship Position Paper.* Action completed.

Action 5 (C&S 02): *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.* Action completed.

Action 6 (C&S 02): *Review of Governors Scrutiny Areas to be discussed at a future Board meeting.* Action completed.

Action 7 (C&S 02): *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.* It was noted that HE requires representation and the Chair has asked Nikki Gray if she was interested. The Chair informed the Committee that she is happy to pick-up for a transition period before another Governor is appointed, if required. **Action on-going.**

Action 8 (C&S 02): *Approval of the Curriculum Strategy to be discussed at the C&S Meeting taking place on 17 March 2020.* **Action on-going.**

Action 9 (C&S 02): *Approval of the Teaching and Learning Strategy to be discussed at the C&S Meeting taking place on 28 January 2020.* Please see agenda item 5.6. Action completed.

Action 10 (C&S 02): *Apprenticeships Report from Ed Rose to be uploaded onto OnBoard for viewing by all Governors and any other documents deemed appropriate.* Action completed.

5. SECTION A – papers for discussion and action

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:

- It was noted that following discussion and agreement at the recent Governors' Strategy Day, headline improvement targets for Norwich and Paston sites have been produced in this paper and the proposed targets for review have been highlighted prior to the recommendations to the Board.
- The Principal informed Governors that the Executive Team are focussing on data and drilling down a layer with apprenticeship data. It was agreed that it is difficult to show data for different course lengths and the Executive Team will keep this under review.
- Full details were provided on retention on 16-18 and 19+ education and training provision. It was noted that these are lower than in the previous years and the situation is being carefully monitored. It was noted that the 'withdrawal of students' from MINT provision refers to moving into jobs which has been happening quicker than anticipated. The lower retention is particularly true for the two-year duration programmes in the A Level provision in Norwich which will impact on achievement rates. This reflects the weaker performance of the 2018/19 intake in their first year and the position is not recoverable for 2019/20. It was noted that there has been no change in the quality of teaching in the classroom. It was noted that the challenge of maintaining retention for two rather than one-year programmes will increase with curriculum changes such as T Levels.
- The apprenticeship achievement rates are up on the same period last year, but the risk areas are being scrutinised and work is continuing to consolidate the improvement already made.

- The 16-18 retention and achievement rate for key qualification types were noted.

Quality Improvement Targets for 2019/20 – following the completion of the self-assessment process, and through agreement at the Governors' Strategy Day, the proposed key improvement actions to target for Norwich and Paston were discussed and the following highlighted:

- Focus will be given to improvement actions and are in line with the new Inspection Framework with some being HE specific. It was noted that HE colleagues are also referring to and using the new Inspection Framework.
- Andrea Blanchflower stated that it would be better if the College concentrated on all the NSS themes, not just the Student Voice theme and, following discussion, it was agreed that the target needed to reflect that the improvement related to the areas that performed badly in end-of-module evaluations and the NSS. Jerry White agreed to explain more in the implementation commentary.
- Following discussion, it was also agreed to include the challenges of two-year programmes in the Quality of Education intent commentary.
- Following discussion, it was agreed that all Governors are comfortable with the shape of the improvement targets for 2019/20, with Board review.
- It was agreed by all Governors present that all targets will be reported on at future Curriculum and Standards Committee meetings.

Following agreement to make the agreed changes, the Committee agreed to recommend the targets to the full Board at their next meeting.

The full content of the report was noted.

Action 1: Jerry White to make changes to the Quality Improvement Targets for 2019/20 before including on the agenda and recommending to the full Board at their next meeting taking place on 11 February 2020 (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:

- The TLA Hub provides staff with valuable tools to help them develop their best practice and it was noted that this is being used more routinely by staff.
- TLA Grid Meeting took place in December and three areas moved up a sub grade and one moved down a sub grade. All others remained the same and a full update was provided within the report.
- Governors asked for a clear understanding of Aspire students and they were informed that these are part-time 14-16 year old students who are home educated and not in mainstream education. This could have been through parental choice or as a result of exclusion from school. Students access this part time college programme but parents remain responsible for the student's education. The programme provides a route to access qualifications for those that have been home-schooled as well as working in a social group for the first time with others re-socialising back into education.
- TLA Day in January was well attended and Easton staff were given the opportunity to attend. It was noted that Paston staff are now fully integrated into the TLA Days and all staff find the day impactful. Feedback is being collated and expected shortly. The question was asked as to how the College ensures the right person attends the right session and it was noted that most staff are aware of their own needs and if not,

Managers can have a word if staff need tailoring in the right direction. All information from the day is included on the TLA Hub.

- Teaching and Learning Coaches are now working across the College with the main focus on teaching and learning, and they now have the confidence to work anywhere across the campus. This chain of communication is delivering best practice and has found its stride and is working well this term.

Jerry White informed the Committee that 185 16-18 students received a Grade 4 English / Maths in their resits. It was noted that this was a great achievement. The Principal informed the Committee that the Resit Policy will now be reflected upon and reviewed shortly.

The full content of the report was received and noted.

Action 2: Resit Policy to be reflected upon and reviewed (CP / JW).

5.3 Easton FE, HE and Apprenticeships Reports (Papers 06-08)

5.3.1 Easton College Briefing

Please see confidential minutes.

5.3.2 Easton FE Improvement Board Report

Please see confidential minutes.

5.4 HE Report (Paper 09)

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

- A new School Improvement and Enhancement Action Plan is now in place drawn from the School Monitoring, Review and Enhancement Report and incorporates the Easton actions. It was noted that these are inherited actions not set by CCN, but the updates provided are written by CCN.
- The new Social Worker Degree Apprenticeship is now underway.
- A new HE Tutorial Supervisor has been appointed. The role has been introduced to meet Access and Participation Plan targets and her initial review of the current position and planned actions were included in the previously distributed report and illustrates how the role is trying to make a positive impact.
- It was agreed that a lot of interesting work is now underway, and it was agreed that it is a positive report. Jill Lanning asked if Jerry White could check the figures in Figure 1 on Targeted Student Distribution for accuracy before forwarded to the Board for information.
- Thanks were passed to Ed Rose and Fern Jest and extended to Simon Rhodes, HE Development Manager, when Jerry White pointed out to the Committee that his analytical skills has been key to the set-up of new systems which are now aligned.

The full content of the report was received and noted.

Action 3: Jerry White to check the figures in Figure 1 on Targeted Student Distribution calculations in the HE Report for accuracy (JW).

5.5 Residential Provision

(Paper 10)

Please see confidential minutes.

5.6 Teaching and Learning Strategy

The Principal informed Governors that the College are proposing no changes to the current Teaching and Learning Strategy.

The Curriculum Strategy will be reviewed and discussed at the next meeting.

Action 4: Curriculum Strategy to be included on the agenda for the next meeting taking place on Tuesday 17 March 2020 (CP / CJ).

5.7 T-Level Planning and CDF Industry Placements

(Paper 11)

The Report on T Level Planning and CDF Industry Placements was previously distributed and discussed at the meeting. The following key points for discussion and explanation were highlighted:

- The paper covers two key aspects of curriculum reform of further education which are: the preparedness for the delivery of the T Level and the Transition Phase curriculum which starts from September 2020 and the current status of the activity in piloting industry placements in 2019/20 with a review of the 2018/19 performance. The paper fully identifies the strengths and areas of challenge, including the opportunities available to Governors for support.
- T Levels are planned for three areas: construction; digital; education and childcare. Currently applications stand at 15 for construction; 89 for education and childcare (this is large as T Levels will replace the Level 3 childcare) and 7 for digital. Governors queried the low numbers for digital and it was agreed that this is currently a challenge and the College wants to ensure that the right quality of applications are submitted, and it was agreed that getting the right students on the right programme is important.
- Staff are preparing teaching materials as far as possible but are still awaiting the full qualification specifications. It was noted that this is a concern, but these are expected to be received shortly.
- Julia Buckland outlined the current issues being considered in relation to the Transition level which is intended for students who wish to study T Levels but do not yet meet the entry requirements. The curriculum for this provision is new and allows for new approaches and does not need to include qualifications.
- It was noted that longer industry placements are the key part of T Levels and communication with both parents and students is important. These were trialled in 2018/19 and the positive aspects and challenges were highlighted for the Committee. It was noted that, due to current staffing and time constraints, the College is hoping to source and match approximately 210 industry placements in 2019/20. This is 70% of the target but work continues towards it.

Governors thanked everyone for the very useful update and the full content of the report was noted.

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

6.1 Student Voice Report

(Paper 12)

The Chair thanked Emily Staley for her comprehensive and full Student Voice Report, previously distributed, and thanked her and her team for their hard work and commitment.

It was noted that a busy and interesting term had taken place.

The full content of the report was noted.

6.2 IAG Update

(Paper 13)

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

- Helen Richardson-Hulme informed Governors that is hoped to have a consistent benchmark for the Gatsby Compass Evaluation across Easton, Norwich and Paston. The readiness benchmark, incorporating a review of Eaton IAG, is approximately 20% down on the previous CCN position, but this is a work in progress. The Easton staff are comfortable and energised by the planned developments and some actions have already been put in place.

The full content of the report was noted.

6.3 2019/20 Term 1 Complaints and Appeals Report

(Paper 14)

It was noted that 16 FE complaints were received in the autumn term, a decrease of 27% compared to last year. No complaints were received in all the other areas.

The full content of the report, previously circulated, was noted.

7. SECTION C – papers for information only

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:

- Quality Report – retention impact of two-year qualifications and the 2019/20 quality improvement targets.
- Results from GSCE resits.
- The extent to which the Quality Improvements targets related to mental health.

- HE Report.
- Residential update – key points and no notice inspections.
- Approval of TLA Strategy.
- Review of T Level Planning, Transition level and CDF Industry Placements.
- Easton Update.

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

There were no changes or additions considered for the Risk Register.

10. Confidentiality

Please see the confidential minutes with regard to agenda items 5.3.1, 5.3.2 and 5.5.

11. Date of Next Meeting

C&S Committee: Tuesday 17 March 2020 at 5.30 pm. The meeting will be held in the Thetford Building Boardroom (to be confirmed).

Following discussions, it was agreed that future meetings will be scheduled for 2½ hours to ensure all agenda items are full covered and reviewed.

Action 5: All future Curriculum and Standards Meetings to be scheduled for 2½ hours (CJ).

All business having been concluded, the meeting closed at 6.25 pm.

Signed
(Chairman)

Date