

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 4 OCTOBER 2022 AT 4:30PM VIA MICROSOFT TEAMS

Present:

Jill Lanning (Chair), Jerry White (Principal), Andrea Blanchflower, Nikki Gray, Evie Berg (Student Governor) Annie Cook (co-opted Governor), Lewis Pepperell (SU President)

Attendees:

Seth Harvey (Student Governor), Ed Rose (Assistant Principal HE and Adult), Jo Kershaw (Vice Principal), Sebastian Gasse (Vice Principal), Jodie Mitchell (Director of Governance and Legal), Helen Richardson-Hulme (Assistant Principal, Student Services), Barbara Ashby (Governance and Legal Administrator)

1. Apologies for Absence

No apologies were received for this meeting.

2. Declarations of Interests

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.

JW declared he is a Trustee for The Forum Trust.

3. Draft minutes of the meeting held on 21 June 2022

The unconfirmed minutes of the meeting held on 21 June 2022, were agreed as a true record of the meeting, and will be signed by the Chair at the next available opportunity.

4. Draft confidential minutes of the meeting held on 21 June 2022

The unconfirmed confidential minutes of the meeting held on 21 June 2022 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Matters Arising

C&S 6 ACTION 1: JM to carry forward Easton English and Maths onto the first meeting agenda for 22/23, on 4 October 2022. Action Complete

C&S 6 ACTION 2: JL to raise with AoC meetings the unsustainable impact of Exam Access Arrangements. *This matter will be considered at the next AoC group for Chairs of Curriculum and Quality committees on 18 October.* Action Complete

C&S 6 ACTION 3: ABI to provide details of University of East Anglia's Governing Body Effectiveness Review to support the review of the C&S Terms of Reference. *ABI provided a webpage link for circulating to all Governors.* Action Complete.

C&S 6 ACTION 4: JM, JW and JL to review the C&S Terms of Reference over the Summer break and present an update on 4 October 2022. *JM and JL will be reviewing these at a meeting in two weeks' time with further discussion with JW after in order to bring back to the C&S meeting on 29 November 2022.* **ACTION ON-GOING**

C&S 6 ACTION 5: JM to send out Audit Plan report to Governors for comments prior to being brought to Board for approval and sign off on 5 July 2022. *The Audit Plan was reviewed and approved at Board on 5 July. Action Complete*

6. SECTION A

6.1. Office for Students - compliance approval

JW gave a verbal update and noted the following:

JW stated that the process for compliance sign off by OfS has changed. Through the HE report, the College will continue to update Governors with any developments on compliance and with any new compliance activities that the College has been required to undertake by OfS. JW confirmed that CCN continue to be compliant and stated that the College will be carrying out an OfS compliance Internal Audit soon.

JL stated that the Internal Audit is a short two-day process to look at how does the College map to the OfS conditions and will provide reassurance for Governors.

ABI stated that it was good to see that an Internal Audit will be carried out for compliance but added that it would be useful having a summary of when different aspects of compliance with the OfS conditions are being looked at during the year. This will provide assurances to Governors that the College has the systems and processes in place to demonstrate being compliant.

JL said having a summary allows for transparent minuting for OfS audit purposes if ever needed.

ACTION 1: JK and ER to provide a summary of information to governors in future HE reports regarding OfS compliance mapping.

6.2. Easton English and Maths

Please see confidential minutes

6.3. Quality Report

JW presented the report and noted the following:

2021/22 Performance Last year outcomes – GCSE Results

The high grades achievement fell in comparison to last year's teacher assessed grades in line with Government and Ofqual's policy. However, while English results were where the College expected it to be, Maths results were a poor outcome to what had been hoped for, with the exception of the Adult cohort.

JW will hope to have the national statistics relating to these results, to bring to Board on 18 October and add them in as an appendix.

ACTION 4: JW to present statistics on 2021/22 Performance Last year outcomes – GCSE Results at Board on 18 October 2022.

A-Level

JW stated that Paston results were good but noted that Norwich had performed better in a couple of areas with a growth in the high grades at 20% compared with 6% back in 2019, the last year of formal examinations. However, JW pointed out that CCN are waiting for the value-added analysis which may provide a different view of the achievement based on student entry points. JW stated that the entry profile of

students at Paston might be lower compared with past enrolments which could provide a positive outcome on the analysis of value-added.

T-Levels

JW reported that for first year in running Digital, Education and Childcare, and Construction qualifications, results gave a positive outcome compared with the national averages emerging at 73% achieving a Merit or above, equivalent to an A* to B at A-Level as a comparison. Some students achieved a partial result and a good number of students achieved Merit and Distinction level.

JW stated there was a significant issue with the first year of the Health and Science T-Levels with 5 of CCN students being affected by the core exam delivered. Working with the awarding body, DfE, Ofqual and IfATE, a solution has been found for these students where their grades were based on the other assessment component of this qualification.

JL commented that CCN Merits were in line with the DfE national statistics, and the Distinctions were reported as being slightly higher than DfE national figure. NG asked JW whether the partial results of these T-Level qualifications provided a certificate for the qualification, or can the students go back and finish the qualification later? What status do they have?

JW confirmed that partial results are not recognised qualifications, but a transcript would be available showing the student has passed a part of the qualification but not the overall qualification. JW added that it was possible for students to come back and complete it in the future, but it is unlikely they would.

NG then asked are there any specific circumstances surrounding individuals achieving partial results? Was it a matter CCN could learn from? JW responded that it was something the College could learn from but did not have the details of those affected but would follow up on NG query for the next meeting.

ACTION 5: JW to follow up NG query regarding circumstances surrounding the partial results and bring back to the C&S meeting on 29 November 2022.

Apprenticeships

JW stated that, due to the Colleges MIS upgrade during the Summer, this has impacted on normal reporting functions and therefore CCN does not have fully accurate data about the apprenticeship completions. JW confirmed that work is continuing with the central reporting team to get back up and running as quickly as possible to lessen the impact.

In terms of the apprenticeships, the focus has been concentrated on BEED and despite the system issues causing delays, there is effective joint working with manual operation of the ILR in order to get these completed in time for mid-October submission.

JW confirmed CCN has been re-awarded Direct Claims status by City and Guilds for Plumbing, which is a positive outcome but added there remain challenges with staffing gaps to deliver these apprenticeships effectively at the current time. JW added that an end of year report will be brought to the next meeting in December to outline the staffing recruitment situation.

ACTION 6: JW to provide an end of year report on staffing recruitment at the C&S meeting on 29 November 2022.

JL asked whether the College sent information to the AoC and others concerning assessment for the T-Level qualifications? JW responded stating there had been a meeting at the end of last year between Chris Caddamy, Director of Registry and Tom Roberts, Director of Resourcing and Performance which pulled together the feedback received from the sectors in different areas. The result being that an action plan was created noting the issues around assessments that CCN ran in the last year. In addition, JW stated that Tom Roberts fed back information surrounding the issues being experienced in T-Level assessment to the awarding organisations, including the mismanagement of assessment with the Health T-Level.

JL stated she has a contact at IFATE and suggested she could send some information to them on an informal basis regarding these issues.

JW commented that there is no single organisation that owns T-Levels and therefore no one body has authority over the qualifications. This means that three bodies, DFE, IFATE and OFQual would need to agree for any changes to take place.

JL commented that this situation is not sustainable, particularly as T-Levels with form most of the College's vocational curriculum going forward.

2022/23 Enrolment and start of year

JW stated the College is close to its allocation target enrolment number of 5631 but it is likely this figure may change as students firm up their choice of course. JW reported that there has been an unpredictability in enrolment patterns and a review will be carried out on both Sport and Public Services and some Animal Care courses to see why there was less uptake in comparison to the number of applications received.

JW also reported that there had been a significant high number of non-returners to Level 3 courses which is the second year in a row this has happened. This needs to be examined as to why this has occurred because these students had confirmed with teachers that they wanted to return to Year 2 before the summer break.

Adult enrolment

In terms of enrolment for these courses the College is still waiting on the first data report for enrolment figures but noted the following:

- ESOL courses had seen a good number signing up but there has been a mixture of recruitment on the ACCESS courses.
- Functional skills has seen more in-year enrolment due to the restructure of courses.
- Access Humanities and Health enrolment was lower but it is thought that this may be due to cost of living pressures deterring individuals from returning to study..

JL commented that the cost of living affecting students enrolling on courses may be a national trend when national data is available, in particular with Access courses.

Curriculum Development

JW stated there were some final things to note concerning the need for CCN to change direction from one-plus-one year to 2-year programmes for this forthcoming September 2023 and affecting the way the majority of Level 3 courses are structured.

The reasons for this are as follows:

- Clearer IAG and marketing to 16-18 year olds and parents / carers, with all main L3 programmes being 2-years (A-Level, T-Level and Technical / vocational)
- Ability to allow teachers to sequence learning across a full 2-year programme, rather than being constrained by a 1+1 model
- Great clarity and ability to monitor and manage retention at Level 3, with a vast majority of programmes then being 2-year in duration
- Driving up second year participation as a “stepping off” point at the end of Year 1 has been removed, contributing positively to Norfolk’s Year 13 NEET statistic
- Reduced “non-returners” for year 2 impacts on course viability and College finances
- Ensuring more young people leave College with a Full Level 3 ensures that they can access HE progression, even if later in life.

There are possible risks doing this as follows:

- College headline retention and achievement rates may reduce
- Students whose plans change at end of Year 1 may leave without any qualification (we would explore partial achievement / transcripts / modular achievement records)

This change has been discussed early in the 22/23 year to allow us to ensure the students attending upcoming open days and entering the recruitment process for Sept 2023 entry are given clarity on the offer.

Sub-Contractors

This is still a work in progress, but the College will continue with those already in place that surround Aviation, Engineering and Social Work. JW confirmed that the appropriate declarations are provided as they are specialist areas, with the partner delivering only part of the programme not the full programme on the College’s behalf. JL queried about the position of the Aviation Academy and whether an update was available? JW confirmed that together with ER they had been working on this matter and will provide an update at the next C&S meeting.

ACTION 7: JW to provide an update regarding the aviation academy at the C&S meeting on 29 November 2022.

ABI asked about the subcontracts and additional responsibilities in relation to the programme delivery.

JW confirmed there are additional responsibilities that CCN must take on with subcontracting provision, in relation to the quality delivered but confirmed these are working well. However, JW added there are disclosures that must be made to DfE if the contract value amount is of a certain level.

6.4. TLA Report

JW presented a general update regarding improvements to date as follows:

Improvements are being made with the Senior Management Team in representing the quality of activities and being clear regarding the inter-connection of the events being carried out, using a systematic approach as follows:

- Self Assessment Report (SAR) is written by staff,
- A Quality Review Opportunity report is produced next with the evidence from the report being brought to the Teaching and Learning Assessment grid.
- Course Reviews – A new approach has been developed for this function whereby the course leader will provide a progress review first before feeding it upwards to the managers for consideration.
- At the end of each term the collective evidence will be examined to see where future improvements can be made, making the student experience better.

JK stated that she has already been in discussions with some of the Heads of Areas regarding these plans and they have already started on seeing how they will work using the quality improvement cycle so they are 'live' documents within the departments. JK added that the course reviews will aid the course leaders to focus on key matters going forward.

JL stated that when the Self-Assessment Report (SAR) is considered at the meeting on 29 November 2022, as Governors they should decide what areas are to be focused on within the curriculum, as part of Curriculum Scrutiny with associated Link Governors.

Students Induction

JW stated that some processes were reviewed over the Summer with interaction going well despite some activities not being able to run due to the passing of Queen Elizabeth II and a national period of mourning being observed. On a positive note, the first round of Freshers activities that LP had been preparing for during the Summer were still able to run. This also presented an opportunity for staff to provide activities related to British Values by exploring the concepts around democracy and the relationship with the monarchy.

JW stated that there has been some focus surrounding staff development with providing CPD opportunities such as in Peer work and mentoring, Greenskills and sustainability.

6.5. College Self-Assessment Report (SAR)

JW confirmed that this is on track and that Governors can be sent dates of forthcoming events.

ABI asked if she could be sent dates for TLA grids meeting and JL asked if dates for both TLA grids and SAR dates could be sent to her.

ACTION 8: JW / JK to provide dates of TLA Grid meetings and SAR dates to JL and ABI.

6.6. HE Report

ER provided an update and the following was noted:

Enrolment

- A disappointing start to this academic year with the reduction in enrolment figures being a continuing trend.
- CCN was indicated as being the student's first choice in 180 cases, but actual enrolments were 157 with a target of 167.
- Cost of living may be a factor in relation to mature applicants.
- Enrolment process was much smoother this term due to positive team process changes

EB asked with the Equine Science degree not being run this year would the funding stay within equine or be transferred to FE rather than HE?

JW responded stating with HE the College's costs in running a course are balanced against student fees received and so, if a course is not run, no fees are received.

Course Structure Review

CCN have undertaken, in agreement with Academic Partnerships at the UEA, to review Norwich based courses in relation to the core and non-core modules and the position of aggregated and non-aggregated modules due to the adoption of the UEA BIM regulations and Senate Scale marking.

ER announced that there are 3 revalidations scheduled for this year as follows:

- FdA Early years
- BA (Hons) Business Management
- BA (Hons) Leadership and Management (underpinning the CMDA)

Each qualification is being looked at in turn with the Early Years being well advanced in terms of alignment with the Higher Technical qualification in this area.

The other two qualifications are still being reviewed with Business Management being considered in terms of viability and the Leadership and Management is awaiting a decision regarding placement of end point assessment in the apprenticeship programme.

NG asked is the lack of take up with the Business Management course due to people acquiring these skills via other routes or is Business management not as popular? ER said this course has perhaps not diversified as much as it could have done. Previous reviews considered different pathways but we are in competition with other providers delivering a more digital style so this needs assessing with a view to still running it or withdrawing it.

NSS

Please see confidential minutes

6.7 NTTC Report

ER presented an update on recruitment as follows:

Recruitment Update

- Increase in primary PGTA numbers.
- Growth has also been noted in assessment only route.
- Slight drop in numbers for secondary PGTA but this is in line with national trends mainly affected by changes to bursaries.

ITT Accreditation

- Accreditation was gained by NTTC (through CCN) to continue delivering Teacher Training from September 2024.
- This was the second round of accreditation with NTTC required to submit a response on mentoring following feedback from the first round.
- A grant of £20,000 is available following accreditation for further development towards the delivery of the new curriculum. A conference for successful providers will take place later in October.
- The completion process has reduced providers from 240 to 179 with SCITTS dropping from 162 to 104 and higher education institutes dropping from 69 to 59.
- DfE are keen for partnerships to be created between unsuccessful and successful providers. NTTC team will review this protentional option in the coming weeks.

JL welcomed the fact that CCN have got through the second round of the accreditation process and asked for her thanks to be passed onto the team, in particular Jacky Waring.

6.8 Easton FE Improvement Board Report

Please see confidential minutes

6.9 Information, Advice and Guidance Update

HRH provided an update and reported the following:

- With year 11, Post 16 option Events are well underway across various High schools.
- Enrolment has also seen a busy time with the team dealing with late applications.
- There have been some staff absences due to Covid providing a challenge with the need to rearrange cover but has not impacted on attendance to events.
- CCN now have a team of Schools Liaison Outreach helpers for this half term, made up of College staff, including LP and a lecturer from media make up and this provides another perspective to IAG.
- A new NEACO Co-ordinator, Finlay, will be covering maternity leave.

6.10 Residential

HRH provided an update as follows:

Students arrived the first week of September and enjoyed a welcome BBQ followed by a week of induction activity.

- An Induction Survey was carried out which included asking key health and wellbeing questions required to meet the national minimum standards.
- The first student voice session was held which asked '*how were they finding being in residential accommodation*'. The feedback received was good with several areas being rated good, especially, food and resources, a family atmosphere, independence, ease of getting to lessons and support.
- Areas where the College could do better was regarding temperature of the rooms being inconsistent and water pressure with one of the showers.

HRH said students have enjoyed the induction and settled in. Attendance is expected to be high with this cohort being already on site unless they are unwell.

6.11 Students' Union Update

LP presented the report and noted as follows:

- The Welcome week for students has now completed across all campuses except for Norfolk House and Aviation Academy. LP stated that it was received well by the students and has provided a link to photos that have been taken of the events at Norwich site. Norwich, Easton, and Paston were able to showcase using inflatables, but Norfolk House does not have the space for one. Instead, a coffee morning was held at the venue, but it was a more sombre occasion in light of the passing of Queen Elizabeth II.
- LP advised that the Executive Officer Election nominations open on 10 October for a week. Results will be posted 8th November 2022.
- Student Reps - LP stated there has been a good response from Hospitality, Catering and Tourism departments but not much from other departments within the College. LP stated there are two more weeks before the closing deadline so is hoping for more replies within this next couple of weeks.
- Pronoun Badges - These were originally piloted by Elaine Dale and are working well in the Student Union office. In general students are liking the availability which is making them feel more included within the College and that there is an understanding from staff that students using these badges may not be identifying with their birth gender, helping them fit into the College community.

JL thanked LP for all his hard work with executing a fun packed Welcome week.

JL queried whether anything was happening with course leaders to encourage more student reps and JW responded confirming that some course leaders give time for students to settle in before deciding about advertising for course reps.

ABI asked how will course reps be supported in capturing the student voice?

LP responded stating that each Officer represents an area e.g., LGBTQ+ and a meeting is carried out with the Rep. They take new ideas and put them forward at the meeting and regular support is provided for these officers.

ER stated that HE has got course reps for all their courses but added it is a different process and their committees work more formally. ER added they have done a review regarding their student rep engagement this year who have requested a more open forum to raise issues. This was an issue fed back and therefore two of these forums have been put in place to see how they are received, and ER will let LP know the outcome in due course.

EB asked about the election process and induction as she has not noticed anything being advertised about all the student union roles through the Easton campus. Will this change as the elections get closer? LP responded stating this sort of information is normally posted on Blackboard and is a similar process at Easton.

SG commented whether the induction process needs to be formalised and will see what can be put in place based on this year for 2023 starts.

6.12 Strategic priorities

JW discussed priorities 2 and 5 as follows:

Priority 2

JW commented that the NSS paper which ER had addressed earlier in item 6.6 provides an initial response to priority 2, adding that CCN needs to continue to listen to the student voice to understand the student experience as the academic year unfolds.

Priority 5

JW stated that this is a broader category and was discussed in more depth with the Governors whereby JL relayed comments received from Noel Bartram (NB) as Link Governor having met with ER recently. NB proposes that a group is set up to undertake a full strategic review of HE provisions at CCN in line with this Priority and the Committee agreed with this proposal.

JL asked for Governors' thoughts on the scope of the strategic review. She pointed out that Governors have been concerned about the level of HE numbers for some time and that the results from the NSS this year were unsatisfactory. NB has suggested there are bigger issues that are underpinning these NSS results, including what sort of experience students are expecting expectations. JL conveyed NB's suggestion regarding the use of different marketing methods such as social media to raise the College's HE profile.

JL noted that this Strategic Priority refers to a review of the Level 4 and above curriculum offer, and careful thought needs to be given to what should be included in this review.

ABI commented there is a need to understand what the College's unique selling point is around their HE offer. She commented that the differences between the HE offers at Norwich and Easton sites need to be considered. She also asked that the design of courses needs to be examined so they run more effectively, building in a resilience to withstand staffing and other gaps that are currently being experienced.

JL stated that the College needs to examine all Level 4 offers not just Degree provision including shorter qualifications. There is a need to develop an offer for both adults and employers.

JL added that CCN need to be aware of what training opportunities stakeholders, particularly employers, expect from the College, including professional body qualifications. This might need there is a need to develop more accessible courses, including the use of a digital aspect over the coming years.

In relation to marketing generally, NG commented that more advertising was needed for the T-Levels as this did not seem to be covered enough. AC commented that CCN website should be more user friendly and display more marketing to sell courses.

EB left meeting at 6:58pm

6.13 Governor Curriculum Scrutiny

This item will be considered in the meeting on 29 November 2022.

6.13.1 A-Levels

No items were discussed under this section.

6.13.2 HE

This item was previously discussed in item 6.12.

6.14 Curriculum Strategy for approval

JW stated this is an annual review which has already been seen by the Senior Team which have noted the following 3 amendments required.

1. The word '*inclusion*' to be used to represent the SEN students more effectively
2. Responding to employers and how employers are engaged with the work CCN deliver and what local employers require.
3. To enable students to think of their role within a regional, national, and international level.

JW stated that the SMT have discussed how to make the strategy more operational suggesting that CCN could develop a 3-to-5-year plan going forward.

JL welcomed the suggestion of such a plan but wondered how governors could have visibility of the plan. JW responded that he would need to think about how to show Governors how the development of the operational plan will work in relation to the curriculum strategy, creating a transparent link between the strategy and its delivery through the plan..

6.15 Teaching and Learning Strategy for approval

JW sought approval in advance of this meeting to bring this item to the next C&S meeting on 29 November 2022 to allow more time for SMT to provide their input into the review.

ACTION 9: JW to present the Teaching and Learning Strategy for approval at the C&S meeting on 29 November 2022.

6.16 Governance Matters

JM stated there were no new items for discussion and confirmed that the terms of reference noted in item 5 will be brought to next meeting on 29 November 2022.

7. SECTION B

7.1. Annual Complaints Report 2021/22

JL stated this is usually accepted as read unless any comments.

JW noted that a complaint was received surrounding the challenging issues with the summer exams but stated actions are in place in order to prevent a repeat of the situation this year.

8. SECTION C

No items were discussed under this section

9. Other Urgent Business

AC wanted to say well done for the move of Adult Education to the Lewis Building that is a positive step. JW added that this was made possible with transferring the provision of A-Levels from this building to allow room for Adult Education and will provide a more coherent adult community.

10. Confidentiality

Please see confidential minutes for items 6.2, 6.6 (partial) and 6.8.

11. Confidential Items

No items were discussed under this section.

12. Date of next meeting

The next Curriculum and Standards Committee meeting will take place on Tuesday 29 November 2022.

All formal business having been concluded; the meeting closed at 7:06pm

Signed Date
(Chair of Meeting)