

## CURRICULUM & STANDARDS COMMITTEE MEETING

**CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 11 JUNE 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, Luke Mitchell, Nikki Gray

### **Attendees:**

Jerry White (Deputy Principal), Helen Richardson-Hulme (Assistant Principal, Student Services), Sue Millions (Administrator)

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### **1. Apologies for Absence**

Apologies were received from Emily Staley, Julia Buckland (Vice Principal, FE, Curriculum and Quality) and Jacky Sturman (Interim Clerk to the Corporation) for the meeting.

### **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 confirmed that he is no longer a Governor at the UTCN.

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

### **3. Unconfirmed Minutes of the Meeting held on 30 April 2019** (Paper 02)

The minutes of the meeting held on 30 April 2019 were agreed as a true record of the meeting and signed by the Chair.

### **4. Unconfirmed Confidential Minutes**

There were no confidential minutes from the meeting which took place on 30 April 2019.

### **5. Matters Arising from the Previous Minutes** (Paper 03)

C&S 4 Action 1: *Jerry White to follow up on Aron Whiles' suggestion of any student who has access arrangements in place could receive their Form 8 in their GSCE results envelope. Jerry White informed the Committee that he plans to write to all Headteachers in June. It was noted that letters have now been sent home to all students and letters are being prepared for Headteachers as agreed. Action completed.*

C&S 4 Action 2: *An update on the changes to apprenticeships to be delivered at a future meeting. It was agreed that this agenda item would be included on the agenda of the next C&S Committee Meeting taking place on 11 June 2019. Please see agenda item 6.1. Action completed.*

C&S 4 Action 3: *Julia Buckland and Jerry White to discuss the possibility of inviting the KLM Instructors to the next TLA Day.*

*Jerry White informed the Committee that this will be discussed at a forthcoming meeting with KLM and reported back to the C&S Committee*

*at their meeting taking place on 11 June 2019. Plans are being finalised for the next TLA Day and KLM Instructors are being invited. Action completed.*

*C&S 4 Action 6: Jerry White agreed to dig down into the responses for Question 4 – “the module was well organised”. Jerry White explained that the focus of the QRO activity this term is HE and focus groups will be running with students to better understand their responses to questions relating to “organisation” of modules. Further details of the work undertaken will be reported to the next C&S Committee Meeting taking place on 11 June 2019. Please see agenda item 6.3. Action completed.*

*C&S 5 Action 1: Jerry White to reflect upon celebrating the success of the 16-18 performance and how best to advertise the achievements to both staff and students. The 16-18 performance will be reported upon at the next TLA Day to staff and the Top 20 facts will be highlighted in future prospectuses. It has also been agreed to share the information with all students. Action completed.*

*C&S 5 Action 2: Governor Scrutiny Review template to be emailed to all Committee members by Jacky Sturman. Action completed.*

*C&S 5 Action 3: Jerry White to prepare a key point summary of the Post Level 3 and Below Qualifications Review Consultation Document within the Quality Report for the next C&S Committee Meeting taking place on 11 June 2019. Please see agenda item 6.1. Action completed.*

*C&S 5 Action 4: Sue Millions agreed to upload the Post Level 3 and Below Qualifications Review consultation document to the Sector Updates, News and Events section of OnBoard for C&S Committee members to view. Action completed.*

## **6. SECTION A**

### **6.1 Quality Report**

(Papers 04-05)

The Quality Report, previously distributed, was discussed at the meeting. The paper presents the current performances for FE and apprenticeships at the Norwich and Paston sites, including a review of key strategic, improvement and enhancement actions. The following key points for discussion and explanation were highlighted:

- In year retention is lower for 16-18, due in part to changes in number of qualifications taken, but at similar levels to previous years for 19+. Further analysis is being done, but to date the analysis indicates that retention is lower across most of the main qualifications types and will remain an area for considerable focus for the FE Heads. Retention rates in the year to date are still above the sector norms for two-year courses.
- The strategic actions within the Quality Report notes the effective work of Governor scrutiny and the challenges in the delivery of a curriculum offer to utilise the full 2019/20 Adult Education Budget (AEB) and the Adult Learning Loan (ALL). It was also noted that the quality of teaching, learning and assessment is unlikely to meet the target set for 2019/20.
- The recent Internal Audit, conducted by Scrutton Bland, on Adult Education, complemented the work around developing an Adult Strategy and making best use of the available funding.
- The College’s Strategic Improvement and Enhancement Actions were previously submitted and discussed at length. It was confirmed that the final self-evaluation for 2018/19 has taken place regarding EA5 – “Increase Compass self-evaluation scores for Norwich and Paston to an average score across all of the Gatsby Benchmarks to 85% for Norwich and 80% for Paston by the end of the 2018/19 academic year” and

it was verbally reported to the Committee that Paston's final score was 85.5% and CCN's 84%. It was unanimously agreed that this will be rated as Green.

Helen Richardson-Hulme informed the Committee that the Enterprise Coordinator has raised concerns around the tool used and it has been agreed that more refinement is required, and this will be followed up on. The Chair thanked Helen Richardson-Hulme and her team for the excellent result achieved.

The PowerPoint presentation on Apprenticeships – external environment, internal impact and the Review of Post 16 Qualifications at Level 3 and Below in England, was presented to the Committee by Jerry White and discussed at length.

- Apprenticeships - this provides information on funding changes, qualification changes, funding and qualifications.  
For 2019/20 the College will be starting 45 different apprenticeships in total with 38 of these being on the new Standards, the new way of working rather than using the original Frameworks, and it is estimated that 95% of the new starts will be onto Standards by the end of 2019/20. The new Standards present a number of challenges including the focus of the End Point Assessment (EPA) required to complete apprenticeships. These are often difficult to pass as well as being expensive and often difficult to arrange making this a challenging area going forward. Additionally, the way in which apprenticeships are organised has changes. For example, each employer is expected to decide which organisation should carry out the EPA for their apprentice(s) although most employers will seek guidance from the College. The recent internal audit on Apprenticeships noted that the College have a good handle on, and appreciation of, the new processes for Apprenticeships.
- Review of Post 16 Qualifications – the DfE consultation was launched in March and responses were required by 10 June 2019, these have been made by the College and by individuals, both written and verbal feedback, via regional and national meetings with the DfE and AoC.
- The main key proposals are around the qualifications that will be funded for the 16-18 phase to focus on A Levels and T Levels with a limited number of other vocational qualifications. This follows on from the changes in the Performance Tables at Key Stage 4 which limited the technical and vocational qualifications counting in the Tables. It was noted that many students have several barriers to Level 3 engagement and that Level 1/2 provision is necessary and in some cases is the point at which they progress into employment, which now seems to be accepted by the DfE. It was agreed that Applied General, and other vocational qualifications other than T Levels at Level 3 are essential, particularly in subject areas without T levels and because they offer alternative assessment methodologies. Jerry White noted that in a County where a third of students do not achieve Grade 4 qualifications in English and Maths GCSE in Year 11, a system that does not have a credible and inspiring Level 1 curriculum will not serve all students.

It was noted that the Government response to the consultation will be published in the Autumn term ready for implementation from September 2020. Also a 'Transition Framework' is being developed by DfE with nationally set key components for those students not ready to do Level 3 qualifications. The Review of Level 4 and 5 will be published later this year.

The full content of the presentation was received and noted.

**Action 1: 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 (JW / SM).**

## 6.2 TLA Report

(Paper 06)

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

- It was noted that staff development this half term once again included the introductory session for staff on the new Ofsted 'Education Inspection Framework' which has now been published in full. Managers have been given freedom to develop the ways in which to respond to this in their activity around quality of teaching.
- The Ofsted monitoring visit concluded with a good outcome for the quality of teaching and learning theme, with teaching being effective and uniformly good. The finding will help to frame staff development at the next TLA day. The full report is expected to be published this week.
- Quality Review Opportunity (QRO's) have identified this half term that quality in GCSE English and maths has improved, thus enabling the areas to go up a sub grade. In summary, 68% of curriculum areas remained at their previous grade with 12% moving down (HSC, Engineering & Aspire). It was agreed that it is unlikely that any additional areas will move up in the last six weeks of term, but it was agreed that it has definitely been a "consolidating" year.

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:

- Successful validation of Social Worker Degree Apprenticeship alongside successful (subject to conditions) approval from HCPC.
- Work continues Office for Students submission ready for end of June 2019, with an updated Access and Participation Plan and Student Protection Plan included.

The most recent HE Report, and School Improvement and Enhancement Action Plan were received and noted for information.

## 6.4 NTTC Report

(Paper 08)

The NTTC Report, produced by Paul McCann, was previously circulated and the content noted.

Despite recruitment to teacher training places continuing to be low across the country, the NTTC is recruiting well to their Secondary QWTA Programme for September 2019 and bucking the national trend.

There is also plans to launch a new Primary Provision in September and recruiting has been successful in both the Primary Postgraduate Teacher Apprenticeship Programme and the School Direct fee-funded Primary QTS Programme.

It was noted that as recruitment has been a success for next year, the DfE has asked the NTTC to participate in the Secondary Postgraduate Teacher Apprenticeship Programme for 2019/20.

It was agreed that the year has been very positive and solid developments has been made and recruitment is extremely positive for next year on all levels. The thorough content of the report was noted.

## **6.5 Governor Curriculum Scrutiny**

### **6.5.1 Adults**

- The Chair informed the Committee that the assurance option was noted as Significant from the recent Internal Audit on Adult Education Budget Utilisation.
- The auditors considered that the profile of adult learning has been raised within the College over the last two years and this is continuing to progress.
- It was noted that one medium risk and two low risks have been followed up on and evidenced. The Chair reiterated that she is pleased to see an improvement. The Adult Learning Review has been completed and the Adult Learning Strategy is a longer-term project and is due for completion next term. Nikki Gray informed the Committee that she will be meeting with Tom Roberts and his team to discuss the Adult Strategy which is likely to include the implications of the recommendations in the Augur Review and understand the potential of the Government Re-training scheme.

**Action 2: Nikki Gray to arrange a meeting with the Adult Provision team (NG).**

### **6.5.2 English**

It was agreed that this agenda item will be carried over until the next meeting taking place in October. Aron Whiles agreed to arrange a meeting with Julia Buckland in July (planning for 2019/2020) and again in September, before the next meeting.

**Action 3: Aron Whiles to arrange to meet with Julia Buckland in July and again in September before the next C&S Committee Meeting (AW).**

**Action 4: Governor Curriculum Scrutiny to include English at the meeting taking place on 1 October 2019 (JS).**

## **6.6 Governance Update**

### **6.6.1 Committee Self Assessment**

(Paper 09)

Governors are asked to review their performance and add comments and scores to the Self-Assessment document.

Following discussion, the following was agreed:

- Question 1: Score 4
- Question 2: Score 4
- Question 3: Score 4
- Question 4: Score 4
- Question 5: Score 4
- Question 6: Score 4 – challenge topics noted as: examples as supplied to Ofsted; Information taken to Board on a termly basis, achievement rates of qualifications.
- Question 7: Score 4

- Question 8: Score 4 – please state that no “new” declarations were made at the “Curriculum and Standards” Committee during 2018/19 and not Business as typed.
- Question 9: Score 4
- Question 10: Score 4
- Question 11: Score 4 – way reporting to Board has been changed; triangulation of Committees; OfS assurances and requirements of Ofqual.
- Question 12: Score 3
- Question 13: Score 4 – should say 2018.
- Question 14: - the Chair explained that all Committee members are free to speak with the Board Chair at any time, by making contact through the Principal.

The Committee asked that the Clerk reviews the self-assessment questions and format before the next annual review, particularly around whether all questions can be graded 1 to 4 rather than Yes or No.

**Action 5: Self-Assessment Review documentation to be reviewed before the next annual review process is undertaken (JS).**

#### **6.6.2 Review of Committees’ Terms of Reference**

(Paper 10)

The Committee are asked to consider if the Curriculum and Standards’ Committee has met its objectives as set out in the Terms of Reference, previously circulated, and feedback to the next CCN Board Meeting accordingly.

Following discussion, the Committee agreed that they are content with leaving the Terms of Reference as reviewed, but it was suggested that the Principal could review the Terms of Reference against the new Ofsted Framework and propose amendments, if required.

**Action 6: The Principal to review the Terms of Reference through the new Ofsted Framework and propose amendments if required (CP / JS).**

### **7. SECTION B**

#### **7.1 Student Voice Report**

(Paper 11)

The Student Voice Report, produced by Luke Mitchell, was previously circulated to all Governors to provide them with an update of the Student Union.

It was officially noted that this is the last C&S Committee Meeting which Luke Mitchell will attend as Student Union President and the Chair passed on her sincere thanks to Luke for his commitment to the College and his contribution to discussions and wished him good luck for the future.

It was noted that from September 2019, Emily Staley will remain on the C&S Committee, but as the Student Union President representative and not FE Student Governor as in 2018/19. In response to a query about progress on the Quality Student Union Mark, Luke Mitchell informed the Committee that he has been invited to a reception for the award of the Mark but as to date, has not received official notification that the Union Mark has been received. It is hoped that a good result will be obtained before the end of term.

The full content of the report was received and noted.

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

**7.2 IAG Update**

There was not IAG Report presented at today's meeting.

Please see agenda item 6.1 for the update on the College's Strategic Improvement and Enhancement Action on "Increase Compass self-evaluation scores for Norwich and Paston to an average score across all of the Gatsby Benchmarks to 85% for Norwich and 80% for Paston by the end of the 2018/19 academic year".

**8. SECTION C**

**8.1 Student Forum Minutes** (Papers 12-17)

The following minutes were previously distributed for information and the full content noted.

- FE Forum 1 - Creative Arts, Media, Business, Digital Industries 15 May 2019
- FE Forum 3 - Sports, Health, Social Care, Childcare 9 May 2019
- FE Forum 4 - Inclusive Learning 7 May 2019
- FE Forum 5 - A Levels Norwich 9 May 2019
- FE Forum 6 – Access 14 May 2019
- FE Forum 7 – Paston 14 May 2019.

**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 18)

It was agreed that all strategic aims have been discussed during the meeting.

**10.2 Items Identified for CCN Board**

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

- Quality Review – assurances.
- Gatsby Benchmarks.
- Complexity around Apprenticeships challenges.
- 5-minute presentation on Augur Review.
- NTTC – explanation of provision.
- Adult provision – work in progress.
- Jerry White currently meeting with NCC Adult Education provision, and four Colleges (West Suffolk College; College of West Anglia; East Coast College; CCN), to review the Norfolk Adult Education Strategy and reviewing pathways and hopefully forming a stronger network together.
- TLA Assessments.
- Ofsted outcome.

**10.3 Any Changes or Additions to be considered for the Risk Register**

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

**11. Confidentiality**

**11.1 Easton and Otley Update**

Please see the confidential minutes.

**12. Date of Next Meeting**

- C&S Committee: Tuesday 1 October 2019 at 5.30 pm. The meeting will be held in the Thetford Building Boardroom.

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

Signed ..... Date .....  
(Chairman)