

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 6 OCTOBER 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. Confirmed Minutes of the Meeting held on 28 January 2020 (Paper 02)

The minutes of the meeting held on 28 January 2020, previously approved at the Board Meeting which took place in June 2020, were agreed as a true record of the meeting and will be signed by the Chair.

4. Confirmed Confidential Minutes of the Meeting held on 28 January 2020 (Paper 03)

The confidential minutes of the meeting held on 28 January 2020, previously approved at the Board Meeting which took place in June 2020, were agreed as a true record of the meeting and will be signed by the Chair.

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

Action 5 (C&S 06): *Self-Assessment Review documentation to be reviewed before the next annual review process is undertaken.* Governance Self Assessments for 2019/20 have been issued with a closing date for completion of 7 October 2020. 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. It was noted that these had been sent to Julia Bates who will circulate them as necessary.* The reports have been uploaded onto Passageways. 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.* The Principal agreed that the Risk Register will be revisited and brought back to a future C&S Committee. **Action on-going.**

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.* Redacted version has been created and shared with Jill Lanning and sent to Jennifer Coupland. 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. Nikki Gray is going to be Governors Scrutiny link for HE and attended the recent HE Transition Board.* Action completed.

Action 8 (C&S 02): *Approval of the Curriculum Strategy to be discussed at the C&S Meeting taking place on 17 March 2020. Please see agenda item 6.5.* Action completed.

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 1 (C&S 03): *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.* Action completed.

Action 2 (C&S 03): *Resit Policy to be reflected upon and reviewed.* We are continuing to review the GCSE resit policy ready for next autumn, including considering the previous approaches at Easton. Action completed.

Action 3 (C&S 03): *Jerry White to check the figures in Figure 1 on Targeted Student Distribution calculations in the HE Report for accuracy.* Review completed. Complexity came from students being able to be reported in multiple categories. Any future reporting will be made clearer. Action completed.

Action 4 (C&S 03): *Curriculum Strategy to be included on the agenda for the next meeting taking place on Tuesday 17 March 2020.* Action completed.

Action 5 (C&S 03): *All future Curriculum and Standards Meetings to be scheduled for 2½ hours.* The calendar has been amended. Action completed.

Action 6 (C&S 03): *Easton College Briefing to HE to be amended before issuing to the full Board.* Action completed.

Action 7 (C&S 03): *The two sets of guidance for the responsibility and duty of care in respect of student residential accommodation to be uploaded onto OnBoard.* Action completed.

The Chair asked for an update on the preparation for the delivery of T Levels and the Transition Phase which was due to commence in September 2020. It was noted that the delivery of T Levels is currently being monitored. Conversations are ongoing with parents and challenges for staff and students are being reviewed. It was agreed to bring an update to the next meeting.

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 (JB).

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 for discussion and explanation were highlighted:

Quality Report – Jerry White explained that this is a targeted report explaining where the college got to with targets and the results from last year. The proposal to Governors is to resolve last year’s targets taking into account the impact of COVID-19, carrying over important unmet targets as priority actions and recognising that the immediate focus will be on the Priority Actions (please see agenda item 6.6). The paper previously distributed contains a summary of the 2019/20 targets and the progress against them. Jerry White is proposing to fit them into the following three 3 categories:

- *Targets completed or partially completed* - there are a number of targets where it is proposed that sufficient progress was made to consider them closed. Whilst in some cases further actions would have been undertaken post March 2020 had “normal business” been possible, work that was started in 2019/20 continues to impact on 2020/21 positively.
- *Data driven targets* - it is proposed that targets that reference key data such as achievement rates are cancelled for 2019/20. There was a considerable alteration of the mechanisms by which qualifications were achieved by students in 2019/20 brought in due to COVID-19. As Ofsted have acknowledged that the data from 2019/20 is not comparable to other years, it is suggested that it is not necessary to report on the performance of these targets. Internal data will be made available for managers to review in the near future, but no national comparisons will be published.
- *Targets not completed* – it was noted that these cannot be considered complete due to the COVID-19 pandemic. These targets will be reviewed in the 2020/21 priorities to ensure they remain a priority action.

All the actions were explained and highlighted in Annex 1 of the document. Governors unanimously agreed that it is a sensible approach and important to carry over targets not completed.

The Chair asked for the college to provide a summary of the 2019/20 data, based on the internal data, for Governors’ information.

The proposals were then formally agreed by Governors.

Enrolment update – it was noted that recruitment has been broadly successful, and the 16-18 target is not far off the expected number. It was agreed to provide an update at the next meeting.

Summary of student satisfaction surveys - it was confirmed that well-being checks are on-going, and the induction survey is underway. Further information will be available when completed.

The full content of the report was noted.

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 (JW).

Action 3: Jerry White to provide an update on enrolment figures for the next meeting taking place on 1 December 2020 (JW).

6.2 NTTC Report

(Paper 06)

The NTTC Report, written by Jacqui Waring, was previously distributed, discussed at the meeting and the following key points for discussion and explanation were highlighted:

Jerry White informed Governors that Jacqui Waring, the new Director of the NTTC, and Georgia Stedman, who is covering for Freya Elliott, who is on maternity leave, as the Development Officer, both took on their new roles during lockdown and this is the first report since then. It was also noted that schools had supported 58 trainees to complete their training despite the COVID 19 restrictions with only four trainees being deferred or extended.

It was noted that at the start of term, 44 secondary and 27 primary trainees joined the course of which 2 are a secondary PGTA with 17 primary PGTAs. Despite support, two secondary trainees have left the course. All trainees are dual registered with both the DfE and CCN. The question was asked as to why these trainees had left and Jerry White informed Governors that he and Jacqui Waring are reflecting on the reasons to ensure future recruitment is successful.

Secondary partnerships continue to grow and NTTC is working with over 50 secondary schools and academies across Norfolk, Suffolk and Cambridge. Where schools are not able to host a trainee, they have remained involved by providing subject knowledge go-to specialists or contributing to the Professional Development programme. Partnerships with over 23 primary schools have been built since April 2019.

Placements are taking place in some schools, in COVID secure ways, and some challenges have been faced. It was agreed that this is a national issue and flexibilities will be put in place during this year's training schedule. All trainees are now settled in to their first placements and all mentors have received online training or one-to-one input to ensure that they are fully equipped to respond appropriately to the needs of their trainees during these challenging times.

The potential impact on future years recruitment was noted, where a graduating apprentice is retained by their school and the school may not then take on a new apprentice.

The full content of the report was noted.

6.3 TLA Report

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

TLA Review – Julia Bates informed Governors that COVID secure ways of working has had an impact on some student behaviour. Her team are providing support to identify vulnerable students who have issues learning remotely and CPD is in place for staff to help identify student needs. A Quality Review of TLA continues using many of the Quality Review Opportunities (QROs) such as sampling student learning records and some distanced learning walks have been undertaken. Direct session reviews are not taking place at this stage. There has been an emphasis on general Enterprise and Employability in interactions with students given the changing employment landscape, e.g. with aviation academy students to look at options other than employment in aviation that might provide a more flexible journey to their intended outcome. It was agreed that the whole process has been tough on both staff and young people.

The quality of TLA at Easton remains a focus and will be covered further under agenda item 6.5. It was noted that the first priority in some areas is to ensure a safe working environment. Julia Bates agreed to give a full update at the next meeting.

The ability of students to access remote learning was discussed and it was confirmed that the college are making sure that they are aware of the vulnerable students and those in digital poverty. Some students also have a Broadband issue in their area. Space on site has been made available to students to access all facilities and scope is being sought through the Bursary Fund.

The college's greatest priority is checking those in the greatest need and to ensure processes are in place to help them as soon as possible. "Collaborate" allows managers and staff to monitor student participation in online learning and can also be used to observe remote online teaching sessions. Given these advantages of Collaborate staff are being encouraged to move from other [platforms such as Zoom. Remote learning is not being encouraged Level 1 students who are new to the college at the present time, until staff have got to know them.

The Chair asked about the Teaching and Learning Review process envisaged this year and it was noted that Ofsted will not be asking for this data at inspections. It was confirmed that areas of provision with RAG ratings and commentary summarising what quality is looking like to provide management oversight. The Chair also asked for information about the need for catch-up learning and any related issues to be reported at the next meeting.

Action 4: TLA Review, to include RAG rating and commentary, to be made available at the next meeting taking place on 1 December 2020 (JB).

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 (JB).

6.4 HE Report

(Paper 07)

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

The National Student Survey results for 2020 were highlighted in the HE Report, and it was noted that they were released in mid-July. Everyone present agreed that the overall results are very disappointing given the hard work by the management team improve the engagement with students and other improvements this year. The satisfaction rates across all but two themes have fallen for Norwich although this hides a significant degree of variation across individual programmes. Easton results were included with Norwich this year at course level but not aggregated into the overall results, where they would have had a positive impact in reducing the fall to under 0.5%.

It was agreed that there are a number of underlying issues that still need addressing but there are specific areas where the culture and relationships between staff and students have to be addressed as a matter of urgency. Andrea Blanchflower supported this as the NSS results suggest that a radical review and cultural change is needed. She pointed out that the COVID induced virtual learning world allows for students' feedback and this could be obtained through live chats. This approach had already been adopted at the UEA.

The Office for Students has announced a comprehensive review of the NSS over the coming month and the terms of reference for the review were discussed and noted.

The timescale of the review, and its likely feedback, are such that OfS has decided that providers should continue with the NSS survey this year but that the results may not be published depending on the outcomes of their review. It was also notable that providers are not required to promote the survey internally in 2021.

Regulatory and Procedural Alignment – Jerry White informed Governors that meetings have resumed exploring a potential regulatory alignment between CCN’s Norfolk Regulatory Framework (NRF) and the UEA’s Bachelors and Integrated Masters (BIM). A full proposal outlining potential impact will be produced later in the term.

The college is working through the process to fully understand the regulations which were noted as complicated and complex. Andrea Blanchflower informed the Chair that she is willing to help with understanding the process and it was agreed that a formal paper will be presented to the next C&S Committee meeting before final approval is sought from the CCN Board at their December meeting.

Office for Students – a full and comprehensive update was provided on the Access and Participation Plans for Easton and CCN which are part of the conditions of registration with the Office for Students. It was noted that this is the final year of the annual plan cycle before moving to the new five-year agreement for 2020/21. It was also noted that as a result of the Easton merger, CCN are required to honour the commitments made by Easton and Otley College, both financial and in terms of their targets for 2019/20.

The progress against agreed targets in 2019/20 were discussed at length and it was agreed that for CCN’s plan this is largely positive while progress against the Easton plan is more difficult to define as the targets are fairly broad without clear actions that can be monitored. The areas of focus in 2020/21 were also discussed including the need to promote diversity across the sites with more work that can be done through the curriculum. Aron Whiles suggested that a BAME student could be appointed to the C&S Committee. The Principal highlighted that she has added the College’s name to the open letter sent to the Prime Minister and Secretary of State for Education from the Black FE Leadership Group calling for urgent action to address racism in FE. It was noted that the Skills Minister has responded to the letter and the ten-point charter is being reviewed.

The full content of the report was received and noted.

Action 6: Regulatory and Procedural Alignment Update to be presented to the next C&S Committee Meeting taking place on 1 December 2020 (JW).

6.5 Easton College Briefing

Please see confidential minutes.

6.6 Priority Actions

(Paper 08)

The Priority Action list, previously circulated, was discussed at the meeting and the following highlighted:

- It was noted that those priorities highlighted in the paper are still ongoing and split into five phases: Prepare; Reprioritise; Restart; Recover; Rebuild with six themes running through the priorities as set out below.
- The Principal informed the Committee that the main priority in September was to bring back students safely and this is continuing with weekly Site Safety meetings. The Principal continues to communicate general government messages and those for education as well as CCN specific matters to all staff and students and it was noted that she regularly emails staff with information and to seek their feedback.
- Despite COVID 19, the work on the new Policing curriculum has progressed well and will be launched in mid-October.

- The need to support teachers adapting to ‘teaching from the front’ after discouraging this for many years was noted. This was highlighted at the previous Board Meeting when full details were discussed.
- The Principal informed the Committee that the College have purchased Zoom to assist with the develop of bigger webinars.

The Principal noted that a Black Focus Group will be included in the priority actions as well as the need to complete a Risk Assessment for GCSE resits taking place next month. It was also suggested that the response to the NSS should be included on the priority list.

It was agreed that the College has a clear focus on what their priorities are for the coming months and it was agreed that the updated list will be presented to the Business Committee at their next meeting and brought back to the next Board Meeting for full Board approval. Discussions followed on link Governors for 2020/21 and it was suggested that going forward, a Governor Curriculum link could be linked to one of the priority list headings:

- Leadership and management
- Communication
- Staying safe
- Curriculum and teaching, learning and assessment
- Staff and student wellbeing
- New ways of working and BAU.

It was agreed that the Chair and Principal would liaise before the next Curriculum and Standards Committee Meeting when further discussions would take place.

Action 7: Link Governor update to be agreed with the Chair and Principal and discussed the next meeting taking place on 1 December 2020 (CP / JL / CJ).

6.7 IAG Update

(Paper 09)

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

Helen Richardson-Hulme discussed her report and highlighted where the college is at the present time and how they are giving students’ careers advice and guidance throughout the pandemic, ensuring that students’ aspirations are not dampened and that they are encouraged to look at different ways they can pursue their chosen pathways.

The IAG team are delivering their services virtually, which has proved effective during lockdown. Continuous liaison with students is very important and they are also working closely with schools to support future students. The team are also delivering all events and activities online using Collaborate this term and hosting the UCAS Fortnight event during the first two weeks of October in collaboration with UEA. Aron Whiles suggested that online tutorials could be provided to schools, aimed at specific cohorts during term time, especially for those students who are reluctant to engage online, outside of school time.

It was noted that the College continues to engage with the local Enterprise Adviser Network and the three Enterprise Advisers for Norwich, Paston and Easton continue to discuss plans for this year. An update on the Compass evaluations, which take place in November, will be provided at the next C&S Committee Meeting.

Action 8: Compass Evaluations Update to be provided for the next C&S Committee Meeting taking place on 1 December 2020 (HRH).

The full content of the report was noted.

6.8 Residential Provision Report

(Paper 10)

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

- Helen Richardson Hulme informed Governors that the report relates to residential matters relating to students at Easton College.
- Many changes have occurred this year since students left their residences to return home in March.
- Students are now living in household bubbles which have been formed from the corridors that students are living on. Each household has its own common room, rather than the one central room that was previously available, with access to a computer for private study.
- Staff have asked students what activities they would like to do as part of their activity programme and gym and football have been requested. Issues have been raised with students mixing outside on an evening with other students not part of their bubble and the behaviour of some students has fallen below expectations with meetings taking place between staff with some students and their families to ensure they follow all guidelines in place.
- A survey has been completed with the residential students and it was noted that have said that they feel comfortable and relationships within the team work well.

It was noted that recent guidance on how Ofsted's assurance visits will work has been published and a link was included within the report published for governors to access this useful document. The college has responded well to Ofsted's Care Standards Inspection which took place in September 2016 and policies and procedures have been updated, a new centralised record keeping system has been put in place and more emphasis placed on protecting students' privacy and ensuring modesty and mutual respect.

Residential staff are doing a good job with the team working a 24-hour rota from Sunday to Friday for FE students. Positive meetings have taken place to ensure that any differences are overcome, and staff feel part of a well-supported team. It was noted that it is important that all residential staff feel valued. It was agreed that there are no worries within the team if Ofsted visit this term.

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

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

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

8. SECTION C – papers for information only

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

9. Other Urgent Business

There was no other urgent business discussed at the meeting.

10. Summary of the Meeting

10.1 Items Identified for CCN Board

It was agreed that the Principal / Chair will inform the Board of the details from today's meeting.

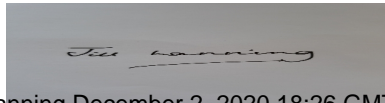
11. Confidentiality

Please see the confidential minutes with regard to agenda item 6.5.

12. Date of Next Meeting

C&S Committee: Tuesday 01 December 2020 at 4.00 pm, via Microsoft Teams.

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



Jill Lanning December 2, 2020 18:26 GMT

Signed
(Chairman)

Date