

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 9 MAY 2023 AT 4:30PM VIA MICROSOFT TEAMS

Present:

Jill Lanning (Chair), Jerry White (Principal), Andrea Blanchflower, Nikki Gray, Lewis Pepperell (SU President), Chris Snudden (Governor)

Attendees:

Ed Rose (Assistant Principal HE and Adult *until 5.28pm*), Jo Kershaw (Vice Principal), Sebastian Gasse (Vice Principal), Helen Richardson-Hulme (Assistant Principal, Student Services), Lana Jackman (Interim Clerk for Governance and Legal), Barbara Ashby (Governance and Legal Administrator)

The Chair welcomed new governor Chris Snudden to her first committee.

1. Apologies for Absence

Apologies were received from Andrew Barnes, Laura Stewart, and Evie Berg 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.

No additional declarations were noted.

3. Unconfirmed minutes of the meeting held on 14 March 2023

The unconfirmed minutes of the meeting held on 14 March 2023, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

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5. Matters Arising

C&S 3 Action 1: EB to discuss the food offer at Easton with HRH, the Residential Manager or Catering Manager at Easton. *Still in progress. It was also noted that LP receives regular feedback from students regarding food quality for non-residential students that will form part of the overall food offer.* **ACTION ON-GOING**

C&S 3 Action 5: SG and EB to speak with Alex Wallace regarding student mental health support and potential peer to peer programmes. The College will trial a 'Youth Mental Health Champion' training programme that will be built in to our 'waiting well' program, a workshop style support group we are starting in October. **ACTION COMPLETE**

C&S 3 Action 7: The updated TLA Strategy with additional associated documents to be presented to the May meeting. *Added to May agenda item 11.* **ACTION COMPLETE**

C&S 3 Action 10: CJ to update the schedule of business and meeting agendas to reflect the curriculum scrutiny link schedule. ACTION COMPLETE.

C&S 3 Action 11: ABI to send JL an update on the A-Level Scrutiny meetings. *ABI informed the Committee the information will be sent to CJ in due course.* **ACTION ON-GOING.**

C&S 4 Action 1: JW to bring the outcome of the curriculum planning process to the next C&S meeting on 9 May 2023. *Added to May agenda item 9.* ACTION COMPLETE

C&S 4 Action 2: HRH to discuss with SG if having a Link Governor in relation to Careers Guidance is required and provide an update at the next C&S meeting on 9 May 2023 *Added to May agenda item 18.3.* ACTION COMPLETE

C&S 4 Action 3: JW to discuss the potential for a Link Governor for SEN with LJ and CJ and give an update at the next C&S meeting on 9 May 2023. *Added to May agenda item 18.3.* ACTION COMPLETE

Additional Matter Arising

The discussion was confidential and is recorded within the confidential minutes.

14. HE Report

ER provided an update from the report previously circulated and the following key points were noted:

- There has been a reduction in numbers recruited, compared to the same period last year which has impacted budget settings
- work has been undertaken to increase the level of conversion, which has included online one to one meetings with lecturers and campus visits.

The committee discussed the minimum numbers required for courses, what action was needed around recruitment including when decisions are made not to run the course and why recruitment numbers were low. It was noted that a different approach to our HE provision is expected to result from the HE Review.

It was further noted that CCN was not the only college experiencing the issue of low recruitment numbers, primarily due to competition from universities.

A clearer idea on first offer acceptance numbers will be known by the end of May, potential options will then be discussed.

It was queried when decisions will need to be taken about running the courses with low numbers and Governors requested the information to be presented to Board on 23 May 2023.

Survey

ER informed the Committee that a strong response had been received for the latest Student Satisfaction Survey for the last semester. Staff changes were raised as a negative aspect of the learning experience. Overall, the results were showing a good outcome for the College.

ACTION 1: JW to provide a report showing the timeline on decision making for delivery of HE courses in the forthcoming Academic year and present to Board on 23 May 2023.

14.1. HE Review Update

ER provided a verbal update of the HE Review noting the following:

An HE Strategy is being devised and will consider the following:

- The type of HE provision CCN wants to deliver for the future
- L4 and L5 Technical provision will be explored
- Promoting the College as a leading course provider for curriculum areas such as construction, engineering, agriculture and land based

In addition, an action plan covering a two-year, five-year and ten-year span is being drawn up to outline future growth and development of HE provision.

It is proposed to have the paper ready for the Steering Group meeting in two weeks' time.

It was queried whether this plan will include costs, competitive analysis, resourcing needs etc. It was confirmed that it will. It was commented that modules of the HE provision could provide short courses for employers and/or be part of the Lifelong Learning Entitlement.

JL requested for the review to be shared at the forthcoming Strategy Day on 11 July 2023.

ACTION 2: LJ/CJ to add HE Review to the Strategy Day Agenda on 11 July 2023.

15. NTTC Report

The discussion was confidential and is recorded within the confidential minutes.

6. Strategic Priorities

The Strategic Priority report was circulated prior to the meeting and taken as read.

The following was noted by the Committee:

- Strategic Priorities 2 and 5 were previously covered in items 14 and 14.1
- Strategic Priority 1 Flourish – this is addressed by the Personal Development framework which is being revised for 2023/24 and relates to the Curriculum Planning exercise. This also links to the Local Skills Improvement Plan which includes 'soft skills' as a priority.

7. Accountability Statement

The Principal informed the Committee that this report is a legal requirement of the Skills Act and provides an annual statement of the position of the College. Devising the draft statement had been informed by the discussions at the January Strategy Day, national priorities. This is particularly true of the proposed 6 targets in the statement and Governors were asked if they were in broad agreement with these. Members confirmed that they were.

Governors commented on whether this document will require an annual update also that the issue of affordability will be key to implementing the targets. It was noted that the DfE schedule does not align with the college planning cycle and more work is needed to ensure that it can be developed more easily in future.

It was noted that this document will require further consideration and will be brought to Board on 23 May with a view to the report being signed off at the end of May.

ACTION 3: JW to provide an update of the Accountability Statement and bring to Board on 23 May 2023 further discussion.

8. Core Training Update

JW provided an update from the report previously circulated and the following points were noted:

- The document will be renamed '*Mandatory Training*' and the delivery mechanism used will alter to assist future improvements
- An increase had been seen in three of the seven areas
- Some training will be included as part of the Staff Development Day.

Governors commented that the take-up of this training remains concerning and queried whether, if this training is mandatory, it is a contractual agreement with the staff. If this is the case, then non-compliance should not be tolerated.

A further update to be provided at the Board meeting on 23 May 2023.

ACTION 4: JW to provide an update of the Core Training report to Board on 23 May 2023.

9. Curriculum Planning 22/23

The discussion was confidential and is recorded within the confidential minutes.

10. Quality and Curriculum Report

JK outlined the following key themes from the previously circulated report:

- Attendance is still below previous years with management intervention required
- There has been continued focus on '*late*' finishers within Apprenticeships that continues to reduce the number of BEEDS. However there still remains a mismatch between the College's and the DfE's figure as they view the BEED definition differently – taking the Gateway date when an EPA is requested. JK is speaking with DfE on Friday to discuss the disparity of numbers.

A pattern has been emerging with some students disengaging from learning and, more particularly, not turning up for external assessments. This will mean that these students cannot achieve their qualification. It was noted that considerable support was in place but this is not proving enough to always counter students' anxiety.

It was noted that some absence can be viewed as Covid related with students staying home when mildly ill rather than trying to attend college, that would have been the case pre-Covid.

11. Teaching and Learning Strategy/Policy Update

JW stated that this report was in draft format with proposed actions outlined for consideration by the committee.

A review of the existing Strategy had been undertaken and it was found to be not visible to staff and needing revision to accommodate the current Ofsted EIF. It is

intended that the new strategy should support and develop use of a shared language and culture of teaching and learning. A staff and student version will be devised.

The basic idea of the strategy is that it incorporates 2 key elements, 'what we do' (curriculum implementation) and 'why we do it' (intent of our teaching and learning). This can be displayed visually with links to relevant policies and support material.

Next steps

The Strategy will be a mandatory session for all teaching staff at the Development Day in the Summer and will include interactive activity, providing an opportunity for discussion about the approach being developed.

12. TLA Report

JK outlined the following key themes from the previously circulated report.

Teaching and Learning Coaches have had a wide-ranging impact with much activity occurring and providing support with CPD and 1-1 sessions. TLCs will also be delivering sessions at the Staff Development Day in the Summer. They are an important resource shared across the College as needed and are effective.

It was noted that Peer work between institutions has also been happening and it was acknowledged there is more to be accomplished in this area.

13. Governor Curriculum Scrutiny

JL stated that these items had not been actioned at this time and will be carried forward to the meeting on 20 June 2023. It was suggested that the current approach, including the need for Link Governors for SEN and Careers, needs to be considered for next Academic year. See Item 19.

ACTION 6: Governor Scrutiny areas for land based and animal care and sports and public services to be added to the agenda for 20 June 2023.

13.1 Land based and Animal Care

Item to be carried forward.

13.2 Sports and Public Services

Item to be carried forward.

16. Student Union Update

LP reported that a review of how the Student Voice can best be gathered is being carried out by the Student Union, given the lack of interest in students applying for the role of representative on Student Parliament. This will be a matter to consider for the next Academic year.

On the 16 May 2023 a '*Culture Day*' is being held by students at Norwich and Governors were invited to attend if available.

17. Information, Advice and Guidance Update

The IAG report was circulated prior to the meeting and taken as read. It was noted that the option to have a Link Governor for Careers Guidance will be considered as part of the review

of Link Governors agreed under Action 8. This will be informed by the Ofsted thematic Review due to be published later in the year.

ACTION 7: Option to have a Link Governor for Careers Guidance to be included in the review under Action 8 and reviewed as part of the agenda of the C&S meeting in October 2023.

18. Residential Report

The residential report was circulated prior to the meeting and taken as read.

Impact of Industrial Action on Easton Residences

The discussion was confidential and is recorded within the confidential minutes.

19. Potential New Link Governors

As noted previously, there is guidance that suggests that we should have Link Governors for careers and SEND. JW reminded the Committee that the SAR results have informed the allocation of Link Governor in the past. JW proposed that approach to Link Governors for 2023/24 could be reviewed for the start of the academic year.

ACTION 8: To propose to the Board that the role of Link Governors should be reviewed by the Chair of C&S and the Principal and a proposal be brought to the first C&S meeting in the new academic year.

20. 2022/23 Term 2 Complaints and Appeals Report

The Term 2 Complaints and Appeals report was circulated prior to the meeting and taken as read. No additional comments were raised.

21. Other Urgent Business

The discussion was confidential and is recorded within the confidential minutes.

22. Date of next meeting

The next Curriculum and Standards Committee meeting will take place on Tuesday 20 June 2023.

All formal business having been concluded, the meeting closed at 7:10pm

Signed Date
(Chair of Meeting)