

CURRICULUM AND QUALITY COMMITTEE

CONFIRMED MINUTES FROM THE MEETING HELD ON 11 MARCH 2025 AT 4:00PM CITY COLLEGE NORWICH, ROOM B63 NORWICH BUILDING

Present:

Marcus Bailey	MB	Chair
Freddie Simpson	FS	Student Governor, SU President
Hazel Thomas	HT	Student Governor (<i>remote via Teams from 4:11pm</i>)
Jerry White	JW	Principal
Josie Fryer	JF	Student Governor (<i>remote via Teams</i>)
Lucy Sydney	LSy	Governor

Attendees:

Andrew Barnes	AB	Governor
Claire Harber	CH	Governance and Legal Officer
Jodie Mitchell	JM	Director of Governance and Legal
Seb Gasse	SG	Vice Principal

Apologies:

Helen Richardson-Hulme	HRH	Vice Principal
Jo Kershaw	JK	Vice Principal
Jock Downie	JD	Governor
Karen McCullagh	KM	Governor
Laura Stewart	LS	Staff Governor
Philip Pearce	PP	Governor

1. Apologies for Absence

Apologies were received or absence noted as above.

2. Declaration of Conflicts

No declarations were made.

3. UNCONFIRMED Minutes of the Meeting Held on 21 January 2025

The unconfirmed minutes of the meeting held on 21 January 2025 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. Matters Arising

C&S 1 Action 2: ACTION COMPLETE

C&S 3 Action 1: ACTION COMPLETE

C&S 3 Action 2: Consider how the College can ensure that the various College plans are reported effectively to Governors for monitoring. *The Chair requested that this matter be referred to Board for discussion and then closed.* ACTION ONGOING (Due: April 2025).

C&S 3 Action 3: Approach Governors to identify those interested in joining the Environment and Sustainability Board. *The Chair requested that this matter be discharged to Board and then closed.* ACTION ONGOING (Due: April 2025).

C&S 3 Action 4: Extract curriculum-related risks within the 'Regulatory Compliance' area of the risk register and ensure they are monitored by the Curriculum and Standards Committee.

A verbal update was given. It was agreed that a full update would be presented to the April Committee. Due date updated. ACTION ONGOING (Due: April 2025).

C&S 3 Action 5: ACTION COMPLETE

C&S 3 Action 6: Chase LADO regarding feedback on referral procedures and report back to next C&S Committee. *Although some information has been received from LADO, it was agreed that this action would be reopened as more clarity is required. ACTION ONGOING (Due: April 2025).*

C&S 3 Action 7: ACTION COMPLETE

C&S 3 Action 8: Confirm when 'The Future for HE' report is expected to be available for the C&S Committee. *A timeline will be formulated with the Future for HE Governor group and an update is expected to be available for the June meeting. Due date updated. ACTION ONGOING (Due: June 2025).*

C&S 3 Action 9: ACTION COMPLETE

5. Strategic Target Monitoring

This item was taken after item 6.

As a full review on Strategic Targets was presented to the Committee six weeks ago, it was agreed prior to the meeting that JW would give a verbal update.

JW reported that there is nothing substantially different to update the Committee on at this stage and advised that a more thorough review on Strategic Targets will be presented at the April Committee.

It was agreed that for the next academic year, a full Strategic Target Monitoring update will be presented to the second Curriculum and Quality Committee of each term, with a shorter update given at other meetings.

ACTION 1: On the Schedule of Business for 2025/26, make note that a full Strategic Target Monitoring update will be presented at the second meeting of each term and an interim update at the others (JM/CH).

It was noted that targets the Committee would like to be kept informed on are included in other papers, such as apprentices past planned end date being reported in the Quality, Curriculum and TLA Reports. Governors expressed that quality must be demonstrated in updates.

6. Risk Register Review

This item was taken prior to item 5.

The Risk Register Review paper was circulated prior to the meeting. JW highlighted the following points:

- The risk system has been updated with the eight strategic risks.
- Two of these risks are to be reported via the Curriculum and Quality Committee:
 - (i) serious safeguarding failure
 - (ii) poor quality of teaching and learning.

HT joined the meeting at 4:11pm.

There was a discussion around whether the Risk Register Review should be at the beginning of future agendas, or the end. It was decided that for the April meeting, the Risk Register Review should remain at the beginning and any reflections after hearing other business can be discussed under the meeting review item.

ACTION 2: CH to add 'Risk Register Review reflection' as a bullet point under the 'Meeting Review and Summary' agenda item for the April C&Q meeting.

7. Students' Union and Student Voice Update

The Students' Union and Student Voice Update was circulated prior to the meeting.

FS and SG presented the paper. The following points were highlighted:

- Recent student forums focussed on sustainability – themes of discussion at the forums included bins and littering, plastic reduction and green energy.
- There has been an overall downturn in attendance at clubs and societies, but the new Music Club is proving popular, as is the Film Appreciation Society.
- The spring student survey is underway and is due to close at the end of this week.
 - The response rate is already ahead of the rate for the induction survey.
 - The survey includes questions on travel to college and parking.
 - Indications from results so far are that students are happy with their courses.
 - An easy-to-read paper version of the survey has been made available for students with accessibility needs. Tutors assisting those students have fed back that the survey has been easy for them to complete.

8. Wellbeing and Inclusion Report

The Wellbeing and Inclusion Report was circulated prior to the meeting.

SG presented the paper. The following points were highlighted:

- When analysing safeguarding referral themes, mental health and self-harm have the highest referral rates.
- There has been increased involvement with the police and Operation Encompass.
- There has been an increase in reports of bullying and reports of sexual harassment and sexual assault both off and on campus (some historic).
- Work on policies surrounding sexual harassment, partly in response to the new OfS requirements, is ongoing. There is evidence nationally to suggest that a higher focus will result in more cases being reported and therefore increase workload.
- The often-delayed police response time in relation to some cases is making decision making on disciplinary action and suspensions challenging.
- Attendance continues to be an issue for Looked After Children, especially Unaccompanied Asylum-Seeking Children. There has been agreement with Norfolk County Council to recruit an Attendance Officer to be funded by the Virtual School.
- The team are shouldering a high number of safeguarding cases.
- Recent safeguarding training sessions were run for Governors. Governors still needing to attend a session were asked to contact the Governance and Legal team.

ACTION 3: Governors still needing to attend a safeguarding training session should contact the Governance and Legal team.

The Committee's attention was drawn to the draft Sexual Harassment Statement and Policy Framework at the end of the paper.

Governors requested that the Unaccompanied Asylum-Seeking Children in Care numbers in the Vulnerable Students section of the paper be broken down by campus for the next update.

ACTION 4: Include campus breakdown for Unaccompanied Asylum-Seeking Children in Care in the Vulnerable Students section in the next Wellbeing Update (HRH).

There was a discussion around risk assessments for suspensions. The importance of risk assessments being appropriately documented was stressed.

ACTION 5: SG to reflect on the documentation of the risk assessment process in relation to suspensions.

ACTION 6: Include more detail on open cases in next Wellbeing and Inclusion Report (HRH).

9. IAG Update

The IAG Update was circulated prior to the meeting and taken as read.

SG presented the paper. The following points were highlighted:

- The College's Matrix accreditation is being carried out next week. This is a 3-year accreditation with annual reviews.
- There was generally a positive response from students in a survey around how financial support is deployed. Actions have been put into place where students indicated that more support is needed.

The Committee were asked for feedback on the format of the paper. Governors asked for comparative data on careers appointments.

ACTION 7: Include comparative data on careers appointments in next IAG Update (HRH).

10. Quality, Curriculum and TLA Report

The Quality, Curriculum and TLA Report was circulated prior to the meeting and taken as read.

The following points were highlighted:

- There has been a reduction in apprentices passed planned end date, but the issue still requires attention. The College is within the parameters of the DfE accountability measures.
- The paper contains some aspects of the curriculum planning process as discussed at Strategy Day, the quality assurance work with the awarding organisation and information about the staff development day focussed on AI.
- Retention is a national challenge, particularly in relation to T Levels. However, those students who stay are doing well.
- Good destination information is coming through.

There was a discussion around what KPI reporting should be included in Quality, Curriculum and TLA Reports going forward to ensure quality is being effectively monitored. It was suggested that KPIs could be included on a rotating schedule and recorded on the Schedule of Business once agreed. It was agreed that this would be added to the agenda for the July 2025 Strategy Day.

ACTION 8: Add 'Quality, Curriculum and TLA Report (C&Q) – KPI Reporting' to the agenda for the July 2025 Strategy Day (JW).

11. HE Report

The HE Report was circulated prior to the meeting and taken as read. The following points were highlighted:

- Applications numbers are similar to last year.
- There has been a slight change to the courses on offer.
- The decision has been taken to close the foundation degree in Childhood Studies as students have fallen away, partly as there is less requirement in the sector for study at this level.
- Course costing work is being carried out and teaching hours, management and UEA costs are being factored in.

The Committee asked what the criterion for closing courses is and were informed that historic student numbers and costs were the main factors considered. It was confirmed that The CMA division of the OfS states that institutions must close the course before making offers to students.

FS left the meeting at 5:39pm.

The National Student Survey responses have been slightly less than the number of responses last year, but slightly above the national average.

Governors asked for numbers alongside the percentage figures for attainment.

ACTION 9: Include numbers alongside the percentage figures for attainment within the HE Report (ER).

12. SEND Report

The SEND Report was circulated prior to the meeting. The following points were highlighted:

- As described in the paper, there is work going on nationally to reform the SEND system and the College is well-placed to respond to this.
- The SEND Centre of Excellence programme is due to end on 31 March 2025 and the College is waiting for confirmation whether the funding will be extended.
- There has been increased demand for SEND support.

FS returned to the meeting at 5:45pm.

ACTION 10: Consider where to include SEND support within the Strategic Risks (JW).

13. Proposed Accountability Agreement Strategic Targets for 2025/26

The Proposed Accountability Agreement Strategic Targets for 2025/26 was circulated prior to the meeting.

The Committee were informed that feedback from Governors at the Strategy Day will be fed into a further draft which will be presented at the next Curriculum and Quality Committee meeting.

ACTION 11: Add Proposed Accountability Agreement Strategic Targets for 2025/26 to the agenda for the next C&Q meeting (JM/CH).

14. Term 1 Compliments, Complaints and Appeals Report

This item was deferred to the next meeting. It was agreed that C&S 3 Action 9 would be reopened with an April due date.

15. Other Urgent Business

The Committee were informed that more information is coming through from Government regarding funding for 2025-26, particularly surrounding the 16-18 allocation which will assist with curriculum planning.

It was highlighted that the College will be starting to pay the increased National Insurance contributions in April but may not hear from Government on funding available for this for the sector until May.

16. Meeting Review and Summary

It was highlighted that papers are easier for Governors to follow and understand but care needs to be taken around the use of unfamiliar acronyms.

17. Date of Next Meeting

The next Curriculum and Quality Committee Meeting is scheduled to take place on 29 April 2025 at 4:00pm

All formal business having been concluded; the meeting closed at 6:01pm.

Signed **Date**
(Chair)