

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 14 MARCH 2023 AT 4:30PM VIA MICROSOFT TEAMS

Present:

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

Attendees:

Ed Rose (Assistant Principal HE and Adult), Jo Kershaw (Vice Principal), Helen Richardson-Hulme (Assistant Principal, Student Services), Clare Johnson (Governance and Legal Assistant *until 5.30pm*), Barbara Ashby (Governance and Legal Administrator)

1. Apologies for Absence

Apologies were received from Andrew Barnes, Lana Jackman, Laura Stewart, Sebastian Gasse and Evie Berg.

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 new declarations were declared.

3. Unconfirmed minutes of the meeting held on 24 January 2023

The unconfirmed minutes of the meeting held on 24 January 2023, were agreed as a true record of the meeting, and will be signed by the Chair at the next available opportunity.

4. Unconfirmed confidential minutes of the meeting held on 24 January 2023

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5. Matters Arising

C&S 1 Action 9: JW to present the Teaching and Learning Strategy for approval at the C&S meeting on 29 November 2022. *Agreed that this will be delayed until the May Meeting.*
ACTION COMPLETE (superseded by C&S 3 Action 7)

C&S 2 Action 2: JW to provide a summary of staff leaving categories to the Board on 13 December 2022. *Update to be provided at Business on 21 March 2023.* ACTION COMPLETE

C&S 2 Action 3: JK to include the outcomes of the work to articulate what is meant by Outstanding teaching at the college in the TLA report at the next meeting on 24 January 2023. *Discussed at C&S under item 16.1.* ACTION COMPLETE

C&S 3 Action 1: EB to discuss the food offer at Easton with HRH, the Residential Manager or Catering Manager at Easton. *LP noted that Feedback forms regarding the Easton food offer have been returned from Students and meeting being arranged to discuss outcomes.*
ACTION ON-GOING

C&S 3 Action 2: HRH to provide a RAG rated compliance chart relating to the SCCIF and FE Education Residential Standards; to be included in the residential report roughly every 6 months. *Included in papers.* **ACTION COMPLETE**

C&S 3 Action 3: HRH to share the Residential Post Inspection Action Plan with governors for information. *Included in papers.* **ACTION COMPLETE**

C&S 3 Action 4: JK to provide an update on the ESFA accountability framework and the implications for the apprenticeship offer at the next meeting on 14 March 2023 and to present to the Board on 28 March 2023. *Included in papers item 11.* **ACTION COMPLETE**

C&S 3 Action 5: SG and EB to speak with Alex Wallace regarding student mental health support and potential peer to peer programmes. **ACTION ON-GOING**

C&S 3 Action 6: JW and JK to present the MiDES reports and CCN comparison data to Board on 7 February 2023. *Uploaded to SharePoint for Governors access 31.01.2023.* **ACTION COMPLETE**

C&S 3 Action 7: The updated TLA Strategy with additional associated documents to be presented to the May meeting. *Updated provided 14.03.2023 item 8.* **ACTION ON-GOING**

C&S 3 Action 8: The full SAR report to be presented to the Board on 7 February 2023. *Discussed on 7 February 2023 agenda item 8.1.1.2.* **ACTION COMPLETE**

C&S 3 Action 9: CJ to upload the TEF Document to passageways for Governor's information. *Uploaded to passageways.* **ACTION COMPLETE**

C&S 3 Action 10: CJ to update the schedule of business and meeting agendas to reflect the curriculum scrutiny link schedule. *Update in progress.* **ACTION ON-GOING**

C&S 3 Action 11: ABI to send JL an update on the A-Level Scrutiny meetings. *This is in progress.* **ACTION ON-GOING**

C&S 3 Action 12: ER to provide draft end of semester survey results for the committee in March 2023. *Included in papers item 15.* **ACTION COMPLETE**

C&S 3 Action 13: JW to present a detailed summary of staff leavers to Board on 7 February 2023, to include staff turnover numbers by curriculum areas for potential discussion with the Business committee. *Action discussed at Board: Reasons for leaving and staff percentage turnover to be added to the workforce development report (next May 2023) and updated by HB. Short update to be provided at Business Committee on 21 March 2023.* **ACTION COMPLETE**

**Additional Matter Arising:
NTTC**

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

6. Strategic priorities

JW provided a verbal update on Strategic Priority 13 – Further develop our approach to Net Zero, with a particular focus on the green travel plan and curriculum developments, noting the following key points:

- CCN are developing a Green Travel Plan.
- Staff Survey carried out regarding the car park usage since the suspension of fees which highlighted an increase in demand.
- Positive feedback received from staff regarding the recent Development Day which focussed on sustainability, with a variety of ideas to consider for future initiatives.
- A cycle travel initiative to Easton campus is being implemented.
- CCN is the lead College supporting the Strategic Development Fund project which is also focusing on sustainability.
- A Green Skills Conference is being held today with several colleges across the region attending.

7. Core Training Update

JW provided an overview of the current position with core training of staff and confirmed an update would be provided at the end of the academic year.

Currently, the focus remains on Safeguarding training although figures are improving.

Governors queried whether there are any compliance percentage targets in place for each of the core training areas. JW confirmed there are no targets in place but it is something to explore going forward. SMT will also be investigating a simpler approach for staff to complete the core training required. It was also noted that there are no penalties if training is not completed but discussions are held by the relevant line managers if there are any issues.

8. Teaching and Learning Strategy/Policy Update

JK provided an overview highlighting the following key points:

- The TLAS grid will capture areas needing improvement and identify support.
- A support and development document to provide guidance is being worked on to aid staff and will be shared online.
- Information, training and support will be shared through the TLA Hub.

Governors queried whether requirements to make use of TLA hub material might be challenging for teachers to complete, in addition to the core training?

It was highlighted that the TLA Hub will offer the opportunity for creating a shared language and allows for self-directed CPD. It will provide a cultural framework for both new and existing staff to follow to help them with their teaching and learning practice.

JW confirmed the Hub will be a useful resource that will incorporate CPD training to aid teaching and learning improvement for staff as a cycle of learning but does not replace the core training staff are required to do.

9. Curriculum Planning for 22/23

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

CJ left meeting at 5:31pm

10. Quality and Curriculum Report

JK provided an overview of the report which focused on Attendance and Retention. The following key points were highlighted:

- A gap in attendance remains between Maths and English and the vocational areas but is being monitored via the QIP and SAR processes.

- 19+ retention has seen a marked increase which is due to improvements implemented by the Tutorial Supervisor.
- Maths and English mock grades are now available; Maths at Norwich showed a slight decline affecting the achievement overall which is being reviewed.
- Engagement with '*Get Further*' is being promoted with the focus on students at grade 3.

Governors questioned whether students could work towards a higher level for Maths and English? JK stated the College currently offers the Foundation Level on Maths but she will discuss this matter with the Head of English and Maths.

Easton Maths and English has seen a slight improvement on the TLA grid with the grade, increasing from a grade 2 to a 3, reflecting the progress made in this area. Governors welcomed this and recognised the amount of work that has been required to achieve this.

In terms of Apprenticeships there was a decrease in the number of starts this year compared to last year. However, it was acknowledged that this is due to the number of BEEDS and this will be an area of focus going forward.

10.1 DfE Apprenticeship Accountability Framework

JK presented a dashboard overview contained in the new DfE Framework, which is used by them to monitor the College's performance.

The dashboard indicates that the college needs to improve the achievement rates and the BEEDs. This will be discussed at a meeting with DfE shortly. There has been a lot of progress made in getting students to the completion stage, with around a third of students ready for End Point Assessments (EPA).

11. TLA Report

JK presented an update highlighting the following key points:

- Feedback from the Development Day had been generally positive with an average score of 'good'; the theme on sustainability will continue.
- TL Coaches are in high demand and the idea of having 'virtual drop-ins' to extend their reach is being developed.
- TLA Hub offers staff the opportunity to create learning tools and to form part of staff Induction and probation processes.
- A visit to Moulton College provided the opportunity to review their Quality Improvement system, and the way that it links to CPD and performance management.
- The College has secured project funding to trial innovative mechanisms for recruiting teaching staff with a focus on Agricultural staff.
- As part of this project an undergraduate placement is being offered to 2 academic scholars via Harper Adams University to support teaching delivery to Easton.
- Capital Resources from the Green Skills project has enabled the College to invest in resources that are sustainable and meet industry standards.
- The 'Back to the Floor' project is an opportunity for staff to spend a day in industry and review sustainability in their own industry sector.

Pre-Grid and Grid Meeting Update

It was noted that pre-grid meetings are working effectively, focusing on the challenges and the information that needs to be included in the SAR and QIP. A slightly different approach is being used in HE.

3 areas have dropped a grade (Higher Education, Apprenticeships and Engineering).
3 areas have improved: Land based agriculture, Easton Maths, Media, Business and Digital.

It was noted that PowerPoint slides would be available to governors.

12. Information, Advice and Guidance Update

HRH provided an overview focusing on the information around the recent DfE publication on careers guidance and access for education and training providers.

Key points to note are:

- Colleges will be required to hold the Matrix Standard if in receipt of ESFA funding.
- Careers delivery in schools have highlighted the need to develop a careers programme in line with the 'Gatsby Benchmarks'.
- The governing body in each secondary school has a responsibility to ensure that independent careers guidance is provided to all pupils, including about technical education. This has led to a significant increase in the demand for talks by the College at our local schools on Apprenticeships and T-Levels.

IAG General update Spring term

A variety of activity has been happening within the team making for another busy term so far and detailed within the main report and taken as read.

JL asked whether a separate Link Governor is needed in this area or whether it is covered by the Safeguarding Link Governor? HRH confirmed that it is not currently covered by the Safeguarding Link Governor but has historically had a link governor. JL requested HRH to consider this matter with the Vice Principal as to whether a separate Link Governor is needed going forward.

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.

JW suggested this was a matter to refer to the Governance and Legal team in relation to whether there should also be a SEN link governor. JL agreed that this should be addressed before the start of the next academic year.

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.

13. Residential Report

HRH confirmed that the 22/23 RAG rating and 2021 Post Inspection Action Plan has been provided to the committee for review.

A student feedback session was carried out in February and has been noted in the report and taken as read.

The Head of Residential Provision attended the annual NAMSS conference and will be investigating the possibility of operating a student exchange scheme with other colleges that have residencies.

JW confirmed that the Open Day at Easton was successful and had seen an increased level of interest from potential new students regarding residential facilities and a number of group tours of the accommodation were being carried out.

14. HE Report

ER presented an update highlighting the following key points:

- End of module surveys are still open and a full analysis will be provided at the meeting on 9 May 2023.
- NSS response rates were 20% up on last year.
- HE application figures are significantly below last year's but do not include Apprenticeships, so final numbers will not be available until Summer term.

A newly appointed Recruitment Officer will be assisting in reviewing the survey data to provide a clearer reflection of numbers. This will allow a review of the potential need to withdraw any courses.

15. Governor Curriculum Scrutiny

JL presented an update highlighting the following key points:

15.1 Adults

- More clarity of possible demand is needed to develop provision for this group.
- The move to the Lewis Building provides an 'Adult Zone'.
- The 'Access' provision is to be reviewed and will be considered at the next visit.
- It is an area being dealt with under the 'Darwin Project' so extra scrutiny is being provided at a strategic level.

15.2 Aspire

The focus of the scrutiny meeting was around whether the college is meeting the needs of vulnerable learners and this continues to be work in progress. Management has been focussed on issues related to the ESOL provision. This has also highlighted the need for awareness of EDI matters for staff when engaging with learners from other communities. Management is considering how best to develop the NEET provision which requires a different delivery model.

JW acknowledged that these are challenging areas of provision that need to respond to changing needs in the county and kept under regular review.

16. Students' Union Update

LP highlighted the key points from the report:

- The Students Union Executive team has recruited two more officers, an International Officer and a Men's Welfare Officer.
- A debating Club is to be organised by the Men's Welfare Officer.
- A 'Drop-in' session is being adopted for the next Student Forum as it will provide the opportunity for wider feedback. An update regarding feedback received will be proved at the next Board meeting.
- A 'tractor pull' event, alongside other events, is being organised as part of the BRIT challenge on 23 March to encourage students to get together.

17. 2022/23 Term 1 Complaints and Appeals Report

JW provided an update stating this report was mainly concerned complaints around the enrolment and on-boarding process and assured Governors that the Vice Principal is working on the issues going forward.

The question was asked whether these issues related only to CCN or if other colleges had similar problems. JW said that all colleges receive some complaints that are enrolment related, recognising that this can be a high stakes matter for young people.. However, it was

accepted that clearer communication for students around offers and their acceptance onto courses is being addressed.

18. Other Urgent Business

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

19. Date of next meeting

JL noted that a more detailed calendar has been provided for Governors to provide more visibility of forthcoming college events.

The next Curriculum and Standards Committee meeting will take place on Tuesday 9 May 2023.

All formal business having been concluded; the meeting closed at 7:09pm

Signed Date
(Chair of Meeting)