

CURRICULUM AND QUALITY COMMITTEE MEETING

CONFIRMED MINUTES FROM THE MEETING HELD ON 17 JUNE 2025 AT 4:00PM CITY COLLEGE NORWICH ROOM B63

Present:

Marcus Bailey	MB	Chair
Andrew Barnes	AB	Governor
Jerry White	JW	Principal
Jock Downie	JD	Governor
Karen McCullagh	KM	Governor
Lucy Sydney	LSy	Governor (<i>remote, via Teams</i>)
Philip Pearce	PP	Governor
Freddie Simpson	FS	Student Governor, SU President
Josie Fryer	JF	Student Governor (<i>remote, via Teams until 5:05pm</i>)
Laura Stewart	LS	Staff Governor (<i>from 5:14pm</i>)

Attendees:

Ed Rose	ER	Assistant Principal
Jo Kershaw	JK	Vice Principal
Jodie Mitchell	JM	Director of Governance and Legal
Seb Gasse	SG	Vice Principal
Claire Harber	CH	Governance and Legal Officer

Apologies:

Hazel Thomas	HT	Student Governor
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1. Apologies for Absence

Apologies were received and noted as above.

2. Declarations of Conflict

No declarations were made.

3. Unconfirmed Minutes of the Meeting Held on 29 April 2025

The unconfirmed minutes of the meeting held on 29 April 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 3 Action 4: ACTION COMPLETE

C&S 3 Action 8: Confirm when 'The Future for HE' report is expected to be available for the C&S Committee (JM). *The meeting is to be arranged in next few weeks.* ACTION ONGOING (Due: June 2025).

C&Q 4 Action 1: ACTION COMPLETE

C&Q 4 Action 3: Governors still needing to attend a safeguarding training session should contact the Governance and Legal team. *A 31 July deadline was imposed.* ACTION ONGOING (Due: April 2025).

C&Q 4 Action 5: ACTION COMPLETE

C&Q 4 Action 7: ACTION COMPLETE

C&Q 4 Action 8: ACTION COMPLETE

C&Q 4 Action 10: Consider where to include SEND support within the Strategic Risks (JW).
ACTION ONGOING (Due: June 2025).

C&Q 5 Action 1: ACTION COMPLETE

C&Q 5 Action 2: ACTION COMPLETE

C&Q 5 Action 3: Present NTTC improvement plan to Governors towards the end of 2024/25 (ER). ACTION ONGOING (Due: June 2025).

C&Q 5 Action 4: ACTION COMPLETE

5. Strategic Target Monitoring

The Strategic Target Monitoring papers were circulated via email prior to the meeting.

A summary was provided on achievement against the 2024/25 strategic targets. It was highlighted that five targets have been achieved, four partially achieved and although two have not been achieved, work is ongoing. It was confirmed that the paper includes all targets, including those monitored by other Committees.

The Committee questioned target four where there is percentage target, and it was agreed that as survey results have not yet been received, this should be reflected within the document before presenting to the Business Committee and Board.

ACTION 1: Before presenting to Business and Board, amend wording on Strategic Target 4 to make clear that staff survey results have not yet been received (JW).

The Committee agreed that there has been good progress since this time last year and that targets are 'smarter'.

6. Proposed Accountability Agreement, Including the Strategic Targets for 2025/26

The proposed Accountability Agreement and Strategic Targets for 2025/26 were circulated via email prior to the meeting.

It was confirmed that the structure of the Accountability Agreement is determined by the national template. The Committee were advised that the images are due to be updated and that comments on targets for 2024/25 will be inserted.

A discussion took place around the retention target and how meeting this target will improve funding. It was agreed that this would be calculated and reported to the Business Committee and Board.

ACTION 2: Report on the improvement in funding that would result if the 4% improvement in retention target is met (JW).

The Committee were advised that the Department for Education has agreed that the College can submit its Accountability Agreement and Strategic Targets for 2025/26 after the 30 June 2025 deadline due to the timing of the Board meeting.

7. Students' Union and Student Voice Update

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

The results of the annual student survey were highlighted as follows:

- FE, adult and apprenticeship surveys have now been carried out.
- HE student complete the National Student Survey and results are due on 9 July.
- The response rate has increased on last year and the variation between campuses last year has narrowed.
- Where the College is below benchmark, there is generally consistent progress being made.

The Committee asked how negative comments are dealt with and were informed that heads of area are asked to reflect on the results.

The 'red' against enrichment was also discussed and it was noted that students do not always view trips as enrichment, for example, which poses problems when considering results. A discussion took place as to whether if the question was reframed, responses would more closely reflect the actual position. The Students' Union report good progress on developing clubs and societies, and the College has invested in sports enrichment, so is in a stronger position than previous years.

ACTION 3: Members and attendees were asked to put forward ideas for a new word for 'enrichment'. (All)

The Committee were informed that a cricket club for students dominated by students on ESOL programmes has won the league and will be in a play-off tomorrow competing for the final. It was noted that sports enrichment programmes have a positive impact for those involved.

The Committee noted the excellent progress made in relation to the Students' Union and student voice this year.

8. Wellbeing and Inclusion Report

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

FS left the meeting at 4:56pm.

HRH presented the report highlighting the following:

- Sexual Harassment:
 - There has been a further policy working group meeting.
 - Training compliance is over 99%.
 - A dedicated webpage is ready to be launched.
 - A Code of Conduct is in place.
 - There will be regular monitoring and reporting throughout the year.
 - Training will be rolled out to students in due course.
- An update on the multi-agency planning meetings is included in the report.

The Committee questioned the year-on-year growth in safeguarding referrals and asked what the trend would be if looking back further than 2019, and whether the rise is due to the rise in student population. The Committee were informed that the historic data is not available, but the rise is likely due to the increase in themes captured by the process and increased awareness.

FS rejoined the meeting at 5:02pm.

JF left the meeting at 5:05pm.

The Committee asked to see an action plan versus achievements in relation to sexual harassment within the next update.

ACTION 4: Present an action plan versus achievements in relation to sexual harassment within the next Wellbeing Update (HRH).

LS joined the meeting at 5:14pm.

9. IAG Update

The IAG Update was circulated prior to the meeting.

HRH presented the paper and informed the Committee that revised statutory guidance has been issued in relation to careers education and Gatsby. As a result, the College has set up a Gatsby careers review group to look at the 8 statutory benchmarks. The summary of the 'musts' and 'shoulds' from this guidance was highlighted within the report.

The Committee were informed that the College 'should' have a member of the governing body who takes a strategic interest in careers education and guidance and encourages employer engagement.

It was highlighted that the governing body 'must' ensure that independent careers guidance is provided to all learners throughout their secondary education (11 to 18-year-olds), and learners aged up to 25 with an education, health and care plan.

It was noted that assurance comes through the IAG Updates to this Committee and that the College has a Compass Evaluation with the Careers Enterprise Company twice yearly. The Committee were informed that the team is engaging with the National Careers Service with a view to bring in an advisor for adult students.

There ensued a discussion whether a named link Governor was necessary, and it was noted that this is a 'should', therefore good practice but not essential. It was further noted that this is closely linked to Personal Development programmes and the Employer Engagement Strategic Group, so could be joined to what is already in place.

It was agreed that JM would work with the senior team to bring together the requirements specified in the statutory guidance in relation to Gatsby and report back to the Committee for assurance.

ACTION 5: Summarise requirements set out in the revised statutory guidance in relation to Gatsby and map how the Committee can be assured the Corporation is meeting its duties (JM).

The Committee took a break at 5:28pm and reconvened at 5:38pm.

10. Quality, Curriculum and TLA Report

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

JK presented the report highlighting the following:

- Attendance rates have steadied but remain low within ESOL and adult essential skills. Course team managers are looking at how to address this and it will be included in the Quality Improvement Plan
- Indicators are that there will be an improvement in achievement rates this year for GCSE and apprenticeships.

- Apprenticeship accountability is 'green' and apprentices passed their planned end date continue to decrease.
- The new Professional Development Programme offering a more flexible approach for staff has been well received.
- The upcoming Staff Development Day is a key focus for the whole College.

There was a conversation around examinations, and it was noted that the examination process has been smoother this year, and complaints have reduced significantly. It was noted that the success has been due to effective planning, communication and collaboration.

11. HE Report

The HE Report was circulated prior to the meeting.

The following points were highlighted:

- National Student Survey:
 - The survey is in progress, and full data will be available early in July.
 - Initial indications are that although response rates are down, figures are above the national average.
 - There have been no concerning issues raised.
 - Issues will be addressed in the year-end action plan.
 - The Students' Union support in relation to the student survey has been strong.
- Validation events:
 - There have been more complex validations than in previous years.
 - The College has a 6-week correction period before assessment by the validation body, the UEA.

The Committee asked whether there are any conditions that are concerning or that the College may not be able to address and were informed that any concerns are dealt with at partnership level with the UEA outside the meetings.

11.1 Code of Practice for Freedom of Speech

This was taken after item 12.

The draft Code of Practice for the Freedom of Speech and associated papers were circulated by email prior to the meeting.

The Committee were informed that the purpose of this item is to remind the Committee of the Board's duty to uphold freedom of speech and alert Governors to the policies the College is implementing to ensure this.

It was agreed that as changes are still being made to the draft Code of Practice for the Freedom of Speech, the Committee would not be making a recommendation for Board approval at this stage, and instead that the final draft should be presented to Board for consideration.

12. SEND Report

This item was taken before item 11.1.

The SEND Report was circulated prior to the meeting.

SG presented the report, highlighting the following:

- The volume of work in this area is a challenge.
- The College is represented on various local authority SEND task groups.

- The Centre for Excellence in SEND project has been extended by a further year until March 2026.
- Elaine Dale, the Director of SEND Support, is leaving the College and there are colleagues ready to take on the SEND work.
- A significant SEND reform is expected in the autumn.

The Committee queried the overdue Education Health and Care Plan reviews. The Committee were informed that there are no formal sanctions for the College as the statutory duty is on the local authority.

13. Governance Matters

13.1 Annual Review of Committee Terms of Reference

The papers for the Annual Review of Committee Terms of Reference were circulated prior to the meeting.

The Committee were informed that there was a detailed review of the Terms of Reference last year so changes this year are minimal.

The Committee determined to recommend that the Board approve the updated Terms of Reference for the Curriculum and Quality Committee.

The Committee's attention was drawn to the mapping document setting out the Terms of Reference against the Committee's activity during the year. The Committee expressed that the document is exactly what is needed to provide assurance to Governors that the Terms of Reference has been covered.

A point was made that more detailed explanations where items could be expanded or are work in progress would be helpful.

ACTION 6: JM/MB to speak outside the meeting about recommendations in relation to the Terms of Reference (JM/MB).

ACTION 7: Check the use of 'Corporation' and 'College' throughout the Terms of Reference (JM).

13.2 Confirmation of the Chair and Vice Chair of the Committee for 2025/26

This was a verbal item.

The Committee determined to recommend to the Board that Marcus Bailey remain as Chair to the Curriculum and Quality Committee for 2025/26. It was highlighted that there is currently no Vice Chair of the Curriculum and Quality Committee and that if any members are interested in the appointment to submit expressions of interest to MB and/or JM.

14. CONFIDENTIAL – Draft IAS Audit Plan for 2025/26

The draft IAS Audit Plan for 2025/26 was circulated prior to the meeting. It was agreed that as the Audit Plan has yet to be considered by the Audit and Risk Committee, it will not be discussed at this meeting. Governors were informed that there will be opportunity to comment on the version presented to Board on 1 July 2025.

15. CONFIDENTIAL – Risk Register Review

The Risk Register Review was circulated prior to the meeting.

The Committee noted that all risk scores remain as previously reported and noted the commentary against each.

The Committee asked for each risk to be linked to the Terms of Reference and asked for the wording around reputational risk to be reframed due to this being a by-product of other risks.

ACTION 8: Link Risk Register Review to Committee Terms of Reference (JW).

ACTION 9: Reframe wording around reputational risk due to it being a by-product of other risks (JW).

It was noted that further work is due to be undertaken on defining the Colleges risk tolerance.

16. Other Urgent Business

It was highlighted that this is the last Curriculum and Quality Committee meeting for Student Governors Freddie Simpson, Josie Fryer and Hazel Thomas. The Committee thanked the Governors for their contributions and wished them all the best.

It was also noted that it is the last Curriculum and Quality Committee meeting for Andrew Barnes and Andrew was thanked for his guidance and support.

The Committee also noted that Elaine Dale, the Director of SEND Support will be leaving the College soon and thanked Elaine for her leadership, recognising the huge amount of work she has done to drive SEND support forward.

The Staff Governor reported that the exams process this year has been a vast improvement on last year and this has had a positive impact on students.

In relation to Action 2 within item 6, it was clarified that a 1% uplift in 16-18 recruitment would equate to additional funding of c.£360k in-year and 4% would therefore make a difference of c.£1.2-£1.5m.

17. CONFIDENTIAL – Meeting Review and Summary

Concern was raised that it is difficult for those joining remotely to hear the meeting. The Committee were informed that solutions are being investigated.

ACTION 10: Report back to the Governance and Legal team on what microphone the UEA use for hybrid meetings (KM).

18. Date of Next Meeting

The next Curriculum and Quality Committee meeting is scheduled to take place on 30 September 2025 at 4:00pm (subject to Board approval of the 2025/26 meeting calendar on 1 July).

All formal business having been concluded; the meeting closed at 6:28pm.

Signed Date
(Chair of Meeting)