

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 21 NOVEMBER 2023 AT 4:30PM IN THE DIGITECH BUILDING, ROOM DT0-02

Present:

Jill Lanning	JL	Chair
Jerry White	JW	Principal
Andrea Blanchflower	ABI	Governor
Marcus Bailey	MB	Governor (<i>until 6:36pm</i>)
Lewis Pepperell	LP	SU President
Josie Fryer	JF	Student Governor

Attendees:

Seb Gasse	SG	Vice Principal
Ed Rose	ER	Assistant Principal HE and Adult (<i>joined at 5:10pm</i>)
Helen Richardson-Hulme	HRH	Assistant Principal, Student Services
Jodie Mitchell	JM	Director of Governance and Legal
Barbara Ashby	BA	Governance & Legal Administrator - minutes

Apologies:

Jo Kershaw	JK	Vice Principal
Philip Pearce	PP	Governor
Andrew Barnes	ABn	Governor
Phil Gormley	PG	Governor
Laura Stewart	LS	Staff Governor

The Committee welcomed Marcus Bailey and Josie Fryer.

1. Apologies for Absence

Apologies were received and noted as above.

2. Declarations of Interests

No new declarations were made.

3. Unconfirmed minutes of the meeting held on Tuesday 26 September 2023.

The unconfirmed minutes of the meeting held on Tuesday 26 September 2023, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. Matters Arising

22/23 C&S 6 Action 1: A consolidated report was received from Steve Frampton and uploaded for information. Governors discussed which committee the action plan should go to and it was proposed to take to C&S actions in respect of green skills and Business for those for estates and business matters. John Pollitt leads on sustainability and JK is addressing this in curriculum delivery. **ACTION COMPLETE**

23/24 C&S 1 Action 1: **ACTION COMPLETE**

23/24 C&S 1 Action 2: Further work to be undertaken to address the expressed concerns before the HE Strategy can be formally approved. This will form part of the Strategic Review about to be launched. **ACTION ON-GOING**

23/24 C&S 1 Action 3: JL reminded all Governors to watch the briefing if they had not done this yet and stated any changes in the OfS Conditions would be fed through the HE report to Governors. ACTION COMPLETE

23/24 C&S 1 Action 4: ACTION COMPLETE

23/24 C&S 1 Action 5: JW provided the Committee with a verbal update regarding HE recruitment figures and the target position and agreed to circulate the information to Governors post meeting ACTION COMPLETE

23/24 C&S 1 Action 6: ACTION COMPLETE

ACTION 1: JW to provide an update of Steve Frampton's Sustainability Report and Action Plan for consideration regarding which aspects to go to C&S and Business at Board on 13 February 2024.

5. Governance Matters

JM advised there were no specific governance matters which needed consideration at present.

6. College Self-Assessment Report (SAR)

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

ER joined the meeting at 5:10pm

7. Quality and Curriculum Report

The reports were circulated prior to the meeting and taken as read.

A full discussion took place around the achievement data, noting particular issues with Functional Skills and ESOL and retention with the 2-year A level programmes.

It was noted that these results do not include T-Levels as these are not yet included in the MiDES national analysis data.

ACTION 2: JK/SG to include a section on retention data including withdrawal reasons and trends in the next Quality and Curriculum Report.

The Committee welcomed the report setting out the college's interaction with Awarding Organisations (AOs) and the analysis of the current standing with AOs. It was noted that there are a significant number of DCS (direct claim status) areas in the college indicating recognition of good practice by AOs.

The committee asked that the Quality Report include any areas of concern and good practice identified by AOs in future. ABI suggested that the JBOS provided a similar type of external review in relation to HE as the AOs do. ER will consider how this can be included in the HE report.

The committee expressed their thanks to JK and Tom Smith for an excellent report.

ACTION 3: JK to include a section within the Quality report regarding the latest AO feedback around positive/good practice and any issues/concerns.

8. TLA Report

The report was circulated prior to the meeting and taken as read. No further points were raised.

9. Teaching and Learning Strategy

This item was not discussed and will be carried forward to the next C&S meeting on 23 January 2024.

ACTION 4: CJ to add the Teaching and Learning Strategy item to the next C&S Agenda on 23 January 2024.

10. HE Report

ER provided a verbal update highlighting the following key points:

- An Institution Review is being carried out by UEA on 30 January 2024. This is a requirement every 5 years.
- There is the potential for a visit from the Office of Students in January which will provide an opportunity for the college to highlight the different nature of college, rather than university, provision..
- funding has been received to increase HTQ (Higher Technical Qualifications) enrolment numbers.

ACTION 5: ER to include a section in the HE report on the latest JBOS outcomes at the next C&S meeting on 23 January 2024.

11. SEND Report

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

JL reminded governors that this report will be coming to this committee on a termly basis, rather than appointing a specific Link Governor for SEND.

SG provided an overview of the SEND provision in this first report which was welcomed by the Governors.

Governors thanked SG for this information and expressed an interest in seeing this data alongside comparator data, such as national figures, in future. They were also interested to see the data for LDD and non-LDD achievements across the college.

It was suggested that all governors would be interested in seeing this overview of the SEND provision at the college.

ACTION 6: SG to include comparator data and on LDD/non LDD achievements in the SEND report next term.

ACTION 7: CJ to add SEND report to OnBoard resources and email out to Governors.

MB left the meeting at 6:36pm

12. Strategic Groups – Higher Education, Student Voice, Staff Culture and Skills Group

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

It was agreed, that in light of 23/24 C&S 1 Action 2 above, the objective for the Strategy Group on HE needs to be revised to reflect that the group will be monitoring the development of HE as part of the overall Strategic Review.

Governors suggested having a review regarding the effectiveness of these groups at Strategy Day in the Summer 2024.

ACTION 8: JW to revise the objective of the HE Strategic Group.

ACTION 9: JL/JM to carry out a review around the effectiveness of Strategic Groups in 2023/24 at the July 2024 Strategy Day.

13. IAG Update

The report was circulated prior to the meeting and taken as read with key points in the report highlighted by HRH. There were no queries raised.

14. Residential Report

The report was circulated prior to the meeting and taken as read with key highlighted by HRH. It was noted that an internal audit was carried out last week and the initial feedback is positive providing strong assurance ratings across the residential provision.

15. Students' Union Update

The report was circulated prior to the meeting and taken as read and key points were highlighted by LP. He reported that the first Student Parliament was held that day had had a higher-than-expected student attendance.

16. Annual Complaints Report 2022/23

The report was circulated prior to the meeting and taken as read. JW reminded governors that they had considered this report at the last meeting but this report now included the missing HE figures. Governors queried the figures presented for FE which appeared inconsistent in this report. JW will review these and address any anomalies.

ACTION 10: JW to review the FE complaint figures so the Annual Report can go to Board on 12 December 2023.

17. Other Urgent Business

17.1. NTTC Director Update

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

18. Date of next meeting

The next Curriculum and Standards Committee meeting will take place on Tuesday 23 January 2024 at 4:30pm.

All formal business having been concluded, the meeting closed at 7:05pm.

Signed Date

(Chair of Meeting)