

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 23 JANUARY 2024 AT 4:30PM IN THE HAPPISBURGH BUILDING, ROOM HB0-04

Present:

Jill Lanning	JL	Chair
Jerry White	JW	Principal
Andrea Blanchflower	ABI	Governor
Marcus Bailey	MB	Governor
Philip Pearce	PP	Governor
Laura Stewart	LS	Staff Governor
Lewis Pepperell	LP	SU President
Josie Fryer	JF	Student Governor

Attendees:

Andrew Barnes	ABn	Governor (Observer)
Seb Gasse	SG	Vice Principal
Ed Rose	ER	Assistant Principal HE and Adult
Helen Richardson-Hulme	HRH	Assistant Principal, Student Services
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant, minutes (until 6:10pm)

Apologies:

Phil Gormley	PG	Governor
Jo Kershaw	JK	Vice Principal

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- 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 21 November 2023**
The unconfirmed minutes of the meeting held on Tuesday 21 November 2023, after minor amendment, 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 Tuesday 21 November 2023**
The unconfirmed confidential minutes of the meeting held on Tuesday 21 November 2023, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.
 - 5. Matters Arising**
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 COMPLETE**
It was noted by the committee that the HE Strategy had not been formally approved but that the related work has been merged with the on-going college-wide strategic review. It was agreed that this committee action could be viewed as COMPLETE at this time.

23/24 C&S 2 Action 1: ACTION COMPLETE
23/24 C&S 2 Action 2: ACTION COMPLETE
23/24 C&S 2 Action 3: ACTION COMPLETE
23/24 C&S 2 Action 4: ACTION COMPLETE
23/24 C&S 2 Action 5: ACTION COMPLETE

23/24 C&S 2 Action 6: SG to include comparator data and on LDD/non LDD achievements in the SEND report next term. **ACTION ON-GOING**

23/24 C&S 2 Action 7: ACTION COMPLETE

23/24 C&S 2 Action 8: JW to revise the objective of the HE Strategic Group. It was confirmed that this has not happened, and the Chair asked that members of the Strategy Group to agree a revised objective at the next meeting, to reflect the current position of the HE Strategy work. **ACTION ON-GOING**

23/24 C&S 2 Action 9: ACTION COMPLETE
23/24 C&S 2 Action 10: ACTION COMPLETE

6. Governance Matters

JM provided a verbal update for the Committee, confirming that the RemGov Committee reviewed the upcoming Governor recruitment timeline and process which is now being finalised. The advertisement will be going live within the next few weeks and members are asked to circulate this within their networks.

7. Quality Report

The report was circulated prior to the meeting and taken as read and members thanked JK for the report. JW noted that the report was for consideration and comment. The following was highlighted and discussed:

- Attendance for 2023/24 remains lower than this time last year and is a current focus for the College. It was noted that this is being seen across the education sector. The committee discussed the many factors related to this, noting that there are often complex reasons for reduced or no attendance and that significant support is provided to students to improve their attendance, sometime from no to low attendance. It was queried whether there was any way to analyse this to understand better the proportion of students that have low attendance but are supported and still engaged.
- It was noted that there had recently been an internal audit of attendance processes and that the recommendations of that report could have been addressed within this one. It was noted that the Audit Committee will be monitoring progress on the recommendations in the report but it would be appropriate to also reference this in the Quality Report.
- It was noted that it would have been helpful to have a YOY comparison for apprenticeship recruitment. It was confirmed that recruitment was steady, but the College are always ambitious for recruitment to be higher. However, resources are focused on supporting PPED achievements at present.
- The results from the November GCSE resits were positive and work continues to improve the English and Maths attendance which is generally below that for students' main programmes.
- The withdrawals because of a cancelled courses was queried; JW to investigate further.

The Chair of the Committee asked that a T-Level update is brought to the next meeting and thereafter relevant points included in the Quality Report.

ACTION 1: JW to provide further YOY comparison information on apprenticeship recruitment and provide an update to the committee.

ACTION 2: JK to review the Internal Audit recommendations relating to attendance and retention and include a summary of any resulting activity in the Quality report.

ACTION 3: JW to investigate details of withdrawals relating to cancelled courses and provide an update to the Committee.

ACTION 4: CJ to add a T-Level update to the agenda of the meeting on 12 March 2024.

8. Curriculum Planning Report

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

- Curriculum Planning cycle is underway with an emphasis on curriculum efficiency and establishing employer demand.
- This is supported by the use of 4cast software which provides a costing analysis at course level.
- It was confirmed that planning covers all provisions e.g. Higher Education.

It was noted that Curriculum Planning is a key element in the Board meeting its duty to ensure that the curriculum meets local and regional skills needs. It was agreed that the timetable contained in the document needs to include an opportunity for governors have an oversight of the process and its outcomes. JW agreed to discuss this with JK and it was suggested that an update could be provided to this committee on 30 April 2024.

ACTION 5: JW to discuss with JK the involvement of governors with the possibility that this is an agenda item at C&S on 30 April 2024.

9. TLA Report

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

- Participation in the staff development day was positive.
- The reintroduction of regular departmental CPD is progressing.
- The consultation with tutorial supervisors into the new Personal Development Coach roles is near completion.
- The Committee requested sight of the TLA RAG rating again going forward.
- The Committee requested sight of deep dive headline findings.

ACTION 6: JK to include the TLA RAG ratings within the TLA report going forward.

ACTION 7: JK to provide deep dive headline findings to the C&S Committee.

10. Curriculum Reform

The report was circulated prior to the meeting and taken as read. The committee noted the significant changes being made to curriculum landscape and the initial assessment of the, impact on the CCN curriculum.

It was suggested this paper would be useful as part of the considerations on the Strategy Day in February 2024. The Committee requested this paper is added to OnBoard resources for all Governors to access.

Governors thanked JK and her team for the useful paper.

ACTION 8: CJ to upload the 'Impact of Curriculum Reform' paper to OnBoard.

11. Teaching and Learning Strategy

The report was circulated prior to the meeting and taken as read. Subject to a small review of wording, the Committee **recommended** the TLA Strategy for Board approval.

ACTION 9: The TLA Strategy is to be presented to Board on 13 February 2024 for approval.

12. HE Report

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

- The OfS visited the college in early January 2024 and this had allowed them to better understand HE provision in an FE college.
- In relation to the minutes of the December JBOS meeting, the Committee asked that any key themes arising from the External Examiners (EE) are included in the HE report going forward. This is in line with the extracts from the AO reports now included in the Quality Report.
- It was noted the status of the HE Strategy as recorded in the minutes was not strictly accurate and ER agreed to ensure that UEA are aware of the position.

ACTION 10: ER to include themes from External Examiners reports as part of the HE Report going forward.

ACTION 11: ER to ensure that the UEA are aware of the current position regarding the status of the CCN HE Strategy.

CJ left the meeting at 6:10pm.

13. NTTC Report

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

- Secondary teacher applications are currently lower than Primary applications to date.
- The NTTC team are now progressing through the final stages of the market review process, with a view for final sign off at the end of March 2024. The committee noted the amount of work and the challenges that had been involved in this process. It was suggested that the college take up any opportunities to feed this back to the DfE, once the final approval has been received.

- Jacqui Waring will be leaving at the end of March 2024 and the Committee asked for their thanks to be passed to Jacqui for her dedication to NTTC, particularly her hard work around the market review process.

14. IAG Update

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

- The College has been awarded 'College of Sanctuary' status and formal feedback from the visits is due shortly. An action plan will be developed once the formal feedback is received. It was agreed that it was appropriate for annual updates to come to this Committee. The Committee thanked the working group supporting this process for their hard work.
- A significant issue with adequate local housing has been identified as impacting several ESOL students, sometimes resulting in withdrawals due to relocation.
- The College has just held the Year 2 Matrix Continuous Improvement meeting, with a new assessor, where the last 2 years actions were reviewed. A full matrix assessment is due in January 2025.
- It was noted that a significant proportion of our students are currently receiving bursary support and the student services team dedicating a large amount of resources to support these students and processes.

15. Residential Report

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

- The full audit report on the residential provision is provided to the Committee for information. The recommendations have been discussed with colleagues and are in progress. This will be monitored by the Audit and Risk Committee.
- Analysis on the reasons for leaving residential accommodation has also been undertaken and each individual case reviewed by HRH.

16. Students' Union Update

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

- The 'Student Liaison Officer' role has been become vacant and will be advertised shortly.
- Three SU Executive roles are now vacant and will be advertised in the next round of student elections.
- The Brit challenge has started this week and LP invited Governors to watch or participate in any of the upcoming events.

17. Risk Register Update

JW provided a verbal update for the Committee, confirming that work around the risk register is still ongoing. A list of dedicated risks for this Committee to monitor will be provided as soon as possible.

18. Annual Complaints Report 2022/23

The report was circulated prior to the meeting and taken as read. JW noted that the format of the report has been revised following previous discussions and welcomed any feedback from the Committee. The Chair suggested that compliments received are also shared with

the Committee going forward as these fall under the Compliments, Concerns and Complaints policy.

ACTION 12: Compliments received are also to be included in this report going forward. (JW).

19. CONFIDENTIAL ITEM - Other Urgent Business

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

20. Meeting Review and Summary

Further to discussions at the RemGov Committee, brief 5-minute reviews at the end of each meeting are being trialled, to discuss the effectiveness of the meeting and if there are any suggestions for improvements going forward.

It was thought that the Governors had given a good balance of scrutiny, challenge and support to the Exec Team. It was noted that there has been an evolution of the approach to presentation and content of the papers.,

JM confirmed that on-going work is being done within Governance around how the Schedule of Business, Scheme of Delegation and Committee Terms of Reference align, so that assurance can be given to Governors that all items are being covered consistently throughout the year.

The Committee considered that they have demonstrated the values of the College in the way the meeting has been conducted through debate, questioning and challenge.

21. Date of next meeting

The next Curriculum and Standards Committee meeting will take place on Tuesday 12 March 2024 at 4:30pm.

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

Signed Date

(Chair of Meeting)