

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 23 NOVEMBER 2021 AT 4:30 PM VIA MICROSOFT TEAMS

Present:

Jill Lanning (Chair), Corrienne Peasgood, Andrea Blanchflower

Attendees:

Jerry White (left between 4:49pm-5:32pm) (Deputy Principal), Ed Rose (Assistant Principal HE and Adult), Helen Richardson-Hulme (Assistant Principal, Student Services), Julia Bates (from 5:03pm) (Vice Principal, FE, Curriculum and Quality), Carl Ellis (Minutes), Andrew Barnes (CCN Chairman) – as an observer

6.2. Quality Report (16:32)

JW presented Quality November 2021 Report (as included within the meeting pack) looking at 2020/2021 data and 2021/2022 to-date data of 16-18, 19+ and Apprenticeships:

- There will be no nationally published comparison data for 2020/2021 (in view of the pandemic making any comparison invalid)
- 2020/2021 CCN 16-18 achievement rates are broadly in line with 2018-19.
- The drop in retention was mainly due to lockdowns and ongoing pandemic-related challenges/anxieties.
- Pass rates were lower (in line with national figures), resulting from the constant disruption of lockdowns, particularly for Functional Skills which had no significant adjustments to assessment implemented.
- Pass rates:
 - CP reported that it was made clear to colleagues that there was not an expectation to see overall pass rate for 16-18 teacher assessed grades (TAGs) exceed 2018/2019, 2019/2020 levels (unless there is an exceptional reason for doing so)
 - The Committee recognised that CCN's exemplary robust quality assurance approach for the TAGs resulted in no grade inflation whereas the TAGs processes used across other institutions had resulted in their Maths and English national pass rate increasing by approximately 9%:
 - It was noted that Ofsted accepted that this is incomparable data and was not required for the inspection.
- Apprenticeships:
 - Disruption to learning during pandemic has been the main contributor to lower achievement rates in line with the sector and in view of furloughing, redundancy etc.
 - 61% of Apprentices have transferred from Apprenticeship Frameworks to Standards (with the inclusion of End Point Assessment). ER reported that although historically transferring to Standards had been challenging and impacted on national achievement levels, sharing of best practice has enabled a more settled transition.
- Attendance – CP stated that:
 - 2021/2022 attendance is broadly in line with 2020/2021 (despite harder measure being in place for COVID-related isolation during 2021/2022)
 - Most attendances are below the college's aspirational 90% target but will still be more than 85%.

- Letters are sent from Heads of Area/Directors (from the relevant main qualification subject area) to parents of students with low attendance.
- Regularly produced 'absences of >4wks report' is monitored and managed by JBa.
- Withdrawals – CP noted that:
 - Although level of withdrawals in 2021/2022 is slightly less compared to 2020/2021, data is still being finalised.
 - Fewer students have opted for transfer option this academic year.

1. Apologies for Absence (16:55)

Apologies were received from Jodie Mitchell - Director of Governance and Legal and Nikki Gray – Governor. The resignation of Aron Whiles was confirmed.

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.

There were no new declarations of interest given at the meeting.

3. Unconfirmed minutes of the meeting held on 5 October 2021 (16:57)

Changes were agreed to items 6.3, 6.5 & 6.8; otherwise confirmed accurate. Pending changes as noted, the minutes of the meeting held on 5 October 2021, were agreed as a true record of the meeting and will be signed by the Chair at the first available opportunity.

4. Unconfirmed confidential minutes of the meeting held on 5 October 2021

The confidential minutes of the meeting held on 5 October 2021, were agreed as a true record of the meeting and will be signed by the Chair at the first available opportunity.

5. Matters Arising (16:59)

CP presented previous actions:

Action 1: Ed Rose agreed to check if the HE Code of Governance is required by the OfS, whether reference should be made to it and whether other colleges refer to it. *ER reported that the HE Code is on the OfS website as good practice guide but compliance with the code is an institutional decision.* **ACTION COMPLETE**

Action 2: C&S Committee to recommend the OfS Compliance Report to the full Board for their approval at the meeting taking place on 19 October 2021. **ACTION COMPLETE.**

Action 3: NTTC to be included on the agenda for the next Strategy Day taking place in January 2022. *On Strategy Day agenda.* **ACTION ON-GOING.**

Action 4: All governors to be made aware of the government's Level 3 Qualification Reform at their next meeting taking place on 19 October 2021. **ACTION COMPLETED**

- Board has been updated.
- Further update to follow in agenda item 9 of this meeting.

Action 5: Level 3 Qualification reform to be discussed as part of the next Strategy Day. *On Strategy Day agenda.* **ACTION ON-GOING.**

Action 6: The Principal and Chair to discuss the reporting of the sub-contracted provision to governors. *Annual report to C&S Committee will outline the processes in place for managing/assuring the quality of sub-contracted provision and the delivery & performance of sub-contracted provision.* ACTION COMPLETE

Action 7: The Governor Curriculum Scrutiny Schedule for 2022 to be confirmed at the next C&S Meeting taking place on 23 November 2021. *To be discussed during this meeting.* ACTION COMPLETE

Action 8: The Chair to email governors to inform them of the dates of the grid meetings and to contact her if they would like to attend and inform the Principal so that attendees can be added to the Team Meetings invitations. ACTION COMPLETE

Action 9: Curriculum Strategy to be presented to the full Board for sign off at their next meeting taking place on 19 October 2021. Curriculum Strategy was presented to Board. ACTION COMPLETE

Action 10: Easton English and Maths update to be provided as a single agenda item at the beginning of the next and following C&S Meetings. *To be discussed during this meeting.* ACTION COMPLETE

6. SECTION A (17:03)

6.1. Easton English and Maths:

Please see confidential minutes.

6.3. TLA Report (17:37)

JBa presented Teaching, Learning & Assessment November 2021 Report (as included within the meeting pack).

- CP noted that:
 - Working together on TLA grid in separate Director area meetings before bringing together cross-College themes maximised effectiveness of how to move forwards as a college and individual areas.
 - Availability of funded support from the 16-19 tuition fund has been highlighted to Teachers as some were working too hard by finding the time in normal timetabled sessions to do catch-up sessions with their student groups without taking advantage of this support.
 - A future Curriculum Strategy paper to include a table setting out the T-Levels mapped to the current provision showing which could be de-funded and which might remain to run in parallel with T Levels.
- Work placements:
 - JBa highlighted that securing work placements for T Levels, particularly in Digital, is a nationwide challenge.
 - JL thought that it might be possible for placements to include volunteer work. JL will check with her source and forward details about this to JBa.
- ABI thanked JBa for this comprehensive report.

6.4. Teaching and Learning Strategy

CP will arrange for JM to formally circulate via e-mail after this meeting.

ACTION 1: JM to circulate the Teaching and Learning Strategy to all governors as soon as possible.

6.5. SSA Self-Assessment Grades Report

JW & CP presented Curriculum SAR November 2021 Report (as included within the meeting pack) and explained the reasonings of the grades & decisions.

The Governors reviewed and accepted the proposed judgements set out in this report - overall grades (based on the grades set out in this report and Ofsted inspection) are to be submitted to Board on 14.12.2021.

ACTION 2: CP / JW to present the SSA Self-Assessment Grades Report to be presented to Board on 14.12.2021.

6.6. Post-Ofsted Actions

CP recommended that:

- A set of improvement actions & targets (and how these are monitored) are to be produced based on:
 - Ofsted report and SAR (as Ofsted inspection nominee, JW can add more detail to the published Ofsted report which is now quite short.)
 - MRE informs actions for HE.
- Strategic priorities are reported separately.

AB queried how is this information is generally shared with staff? CP confirmed that:

- SAR grids are shared with the relevant individual curriculum areas.
- Ofsted report will be published on 25.11.2021 and there will be a College press release in the morning on 25.11.2021.
- CP will e-mail all Staff and copy in all Governors in the evening on 24.11.2021 (e-mail will include link to Ofsted report)

ACTION 3: CP to produce set of improvement actions and targets back upon Ofsted report and SAR.

ACTION 4: CP to email all staff on 24.11.2021 confirming the release of the Ofsted report and copy in all Governors.

6.7. HE Report

ER presented HE November 2021 Report (as included within the meeting pack).

6.8. Easton FE Improvement Board Report

Please see confidential minutes.

6.9. Information, Advice and Guidance Update

HRH presented Careers Information, Advice & Guidance November 2021 Report (as included within the meeting pack).

Committee discussed scoping preparations of forthcoming matrix accreditation assessment with a view to ensuring this process works to benefit the college (rather than being overly restricted by framework etc). Matrix Assessors are expected to require to also liaise with JL during this process.

JW highlighted that:

- Since the October 2021 face-to-face open days these have been held virtually in line with guidance received from the council; and recordings of these events are uploaded to the website.

- The earlier October 2021 open days (when outside temperature and natural light conditions are better than later in the year) have resulted in earlier applications; and plans are in place to schedule in earlier open days for future academic years.
- How to deliver February 2022 opens days will be decided in early January 2022.

6.10. Residential Report

HRH presented Residential November 2021 Report (as included within the meeting pack).

6.11. Governor Curriculum Scrutiny

6.11.1. HE Update

HE report received.

6.11.2. T-Levels Update

Covered in the received TLA report.

6.11.3. 2022 Curriculum Scrutiny Areas

CP proposed that next year's focus is on the following areas:

- Quality at Easton, including English and Maths, through continuing with the Easton FE Improvement Board with JL as link Governor on the group. JL agreed to this.
- Higher Education with Noel Bartram being asked to continue as Link Governor. ER to move forward with a HE scrutiny meeting with Noel to review the internal audit report and follow on from Noel's initial work in this area.
- T Levels - Nicki Gray to be asked to continue as Link Governor. It was noted that an internal audit of this area is scheduled. Paston and Norwich A-levels with a focus on the extent to which the two sites have developed a collaborative approach and what would shift this area to Outstanding having been top of Good in the TLA grid for some time.
- Adult Provision – to have sight of the proposed developments in the adult offer and any re-skilling and up-skilling that might be needed.
- ABI indicated her willingness to act as Link Governor for either the A level or the Adult provision.

ACTION 5: JL and ABI to meet before Board on 14.12.2021 JL and ABI to liaise about her preference with a view to asking for a Board member to cover the unallocated area of focus.

6.12. Student Voice Report

CP noted that although we are unable to recruit Student President in year (due to this being a sabbatical role), a strong Team of Student Executive Officers is in place to work on student engagement and provide link with Governors and Students Union.

We are looking at potentially recruiting a fixed-term role to support the Student Executive Officers who are committed and actively involved.

JL conveyed the Governors' support and thanks to the Student Executive Team.

6.13. Governance Matters

No items were discussed under this heading.

7. SECTION B

No items were discussed under this section.

8. SECTION C

No items were discussed under this section.

9. Other Urgent Business

CP noted it was mentioned during recent AoC Conference that:

- The requirement to achieve English and Maths GCSE at Grade 4 in order to complete a T level has been removed so the same as A-levels.
- De-funding of qualifications that overlap cover the same content as or overlap with the T Levels, such as BTECs, will be delayed by 12 months and decisions on the qualifications that will continue to be funded will be based on evidence submitted to DfE by AOs.

College publicity opportunity event arise on 26.11.2021 when Neil O'Brien, Under Secretary of State, will be visiting DigiTech.

JL noted items to be discussed at Board are:

- ECN
- Self-Assessment
- Areas of Scrutiny

10. Confidentiality

Please see confidential minutes for items for items 6.1 and 6.8.

11. Date of next meeting

The next Curriculum and Standards Committee meeting will take place on Tuesday 25 January 2022.

The meeting was closed at 6:55pm

Signed
(Chair of Meeting)

Date