

## CURRICULUM & STANDARDS COMMITTEE MEETING

### CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 24 JANUARY 2023 AT 4:30PM VIA MICROSOFT TEAMS

#### Present:

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

#### Attendees:

Ed Rose (Assistant Principal HE and Adult), Jo Kershaw (Vice Principal), Sebastian Gasse (Vice Principal), Lana Jackman (Interim Clerk to the Corporation), Helen Richardson-Hulme (Assistant Principal, Student Services)

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The committee welcomed LJ to her first meeting as Interim Clerk to the Corporation. It was noted that Annie Cook had resigned as co-opted governor.

#### 1. Apologies for Absence

Apologies were received from Laura Stewart.

#### 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 29 November 2022

The unconfirmed minutes of the meeting held on 29 November 2022, 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 29 November 2022

The unconfirmed confidential minutes of the meeting held on 29 November 2022, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

#### 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. See Item 6.3 ACTION ON-GOING*

C&S 2 Action 1 - JW and JK to discuss potential intervention actions for the Easton Maths provision ahead of the grid meetings in January 2023 and provide some assurance on possible improved achievement, at the Board meeting on 13 December 2022. *Board considered this and agreed that this should be reviewed in the light of the mock exam results at next C&S Committee meeting ACTION COMPLETE*

C&S 2 Action 2 - JW to provide a summary of staff leaving categories to the Board on 13 December 2022. *See Item 6.1.1 and Confidential Minutes ACTION ON-GOING*

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. *This part of the curriculum planning activity – see Item 6.1 ACTION ON-GOING*

C&S 2 Action 4 - JW to present the College SAR report to Board on 13 December 2022. See *Item 6.4 ACTION COMPLETE*

C&S 2 Action 5 - JW to put NG and AC in contact with Lucy Whitwood to support working with employers within T-Levels. *JL met with JK and other members of staff to share feedback from governors around T-Level placements. ACTION COMPLETE*

C&S 2 Action 6 - JL to contact governors regarding scrutiny areas and confirm which Governors will support what area at the next meeting in January 2023. See *Item 6.8 ACTION COMPLETE*

C&S 2 Action 7 - JM to share the updated HE Working Group paper with the committee. *Circulated after the last meeting; see Item 5.5 ACTION COMPLETE*

C&S 2 Action 8 - JL to work with JW and JK to review the wording of 'review the curriculum offer' within the C&S Terms of Reference and provide an update to the committee when available. *The Terms of Reference have been by the Board. The review of the curriculum offer by governors is integral to the curriculum planning activity. See Item 6.1 ACTION COMPLETE*

## 6. SECTION A

### 6.9 Information, Advice and Guidance Update

The IAG report was circulated prior to the meeting, received by the Chair and taken as read. It was noted that:

- Two new careers Advisor posts were filled in January 2023
- Students have been supported by the NEACO team with their personal statements and UCAS applications
- Enrolment of 16-18 ESOL students and adult ESOL students is now done on a weekly basis supporting students newly arrived in the UK.
- There is on-going work to improve the approach to recruiting and enrolling students 'in-year'.
- A new International Advisor to start at the end of January 2023

### 6.10 Residential Report

The residential report was distributed to the committee. The on-going activity to support residential students was noted. It was noted that:

- Residents continue to enjoy evening activities
- A First Aid course for students had been delivered by the college nurse on 11 January 2023
- Terrence Higgins Trust continues to do drop-in sessions
- Despite the low uptake prior to Christmas, evening trips for students will continue to be promoted.

The Committee noted a comment raised by EB relating to the food offer at Easton. Students had requested nutritional information and it was agreed that the discussion would continue outside of the meeting.

**ACTION 1: EB to discuss the food offer at Easton with HRH, the Residential Manager or Catering Manager at Easton.**

It was noted that the SCCIF (Social Care Common Inspection Framework) had been updated in September 2022 as detailed in the report. It was further noted that Ofsted inspections should take place every three years so one is expected any time before Summer 2024. The Committee acknowledged the position. Future updates in the report will be provided on compliance in terms of the FE Education Residential Standards. It was agreed that an acceptable timeframe for these updates would be every six months.

The Action plan put in place following the last Ofsted inspection has been completed. Committee members asked for this to be included in the first update for information.

**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.**

**ACTION 3: HRH to share the Residential Post Inspection Action Plan with governors for information.**

#### 6.1. Quality Report

The Quality Report was circulated prior to the meeting and taken as read. The following key points were noted by the Committee:

- November GCSE resits achievement rates were good compared to early indicators of national results. The Committee discussed the unsatisfactory achievement results in Maths at Easton and governors were assured that interventions such as Direct Session Reviews (DSR) were being implemented.
- That the Committee would be updated on Curriculum planning, including budget considerations, when more information was available.
- Backlog relating to BEED apprentices. It was noted that the team met fortnightly to monitor the BEED position. It was agreed that the BEED backlog needed to be reduced as the numbers were too high..
- Staff absences was high affecting the quality of the student experience. Student mental health was a significant issue, which, it was noted had an impact on attendance. It was further noted that a high number of referrals to external agencies e.g. GPs, CAMHS, are necessary but the existing pressure on these agencies results in a delay in these students being seen.
- The committee noted the additional work required to be undertaken by apprentices in terms of refreshers for end point assessments (EPA)

It was noted that the apprenticeship provision is subject to the ESFA Accountability Framework. While it was noted that the College had not received any notifications from the ESFA in this regard, it was agreed that governors should be aware of the Framework and its implications.

**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.**

The committee had an in-depth discussion around the interventions in place to support the staff and students at Easton relating to English and Maths, and the support provided by Human Resources and Occupational Health. They expressed their continuing concerns that the Maths students at Easton should not be disadvantaged and asked for an update on the position once the mock exams results were known.

See also the Confidential Minutes.

It was noted that the national benchmark data will be available by February 2023, through the MiDES reports. It was agreed that JK and JW will aim to present the CCN position in relation to the MiDES data to the Board.

**ACTION 6: JW and JK to present the MiDES reports and CCN comparison data to Board on 7 February 2023.**

#### **6.1.1 Summary Details of Leavers**

Please see confidential minutes.

### **6.2. TLA Report**

The TLA Report was circulated prior to the meeting and taken as read. The following key points were noted by the Committee:

- A 'sustainability' development day was held on 3 January 2023
- Detailed pre-grid Meetings prior to the main TLA grid meetings have been implemented. This allows for more detailed discussion, including SWOT.
- It was acknowledged that apprenticeships, Sports and Public Services were improved areas, compared to declining areas such as: Inclusive learning, MINT, Health Social Care and Childcare
- Planning and expectations regarding student behaviours are the key themes from the last TLA grid meetings
- The new Director of Technical Education and Apprenticeships was now in position.
- An internal appointment had been completed for the role of Head of Health, Social Care and Childcare
- The Head of Construction had been appointed and will start soon

### **6.3. Teaching and Learning Strategy - approval**

JW explained that the review of the TLA Strategy has prompted a significant piece of work by the Leadership Team and others, including the need to review and revise a number of associated policies. It is proposed that the revised TLA strategy and associated policies be brought to the May meeting of the Committee with an update at the March meeting. The Committee agreed to this delay.

**ACTION 7: The updated TLA Strategy with additional associated documents to be presented to the May meeting.**

### **6.4. College Self-Assessment Report (SAR)**

The College Curriculum Area SAR grades were previously distributed and the proposed SAR grades for overall college performance was shared with governors. These were discussed by the committee, and it was agreed that these should be put to the Board without amendment.

**ACTION 8: The full SAR report to be presented to the Board on 7 February 2023.**

### **6.5 HE Report**

The HE Report was circulated prior to the meeting and taken as read. The following points were noted:

- The college information for the Teaching Excellence Framework (TEF) had been submitted. The committee noted that this provides full overview of the CNN HE provision and was helpful information for all governors. They also wished their appreciation to the HE team, for their hard work, to be noted.
- Access and Participation Plan guidance from OfS was expected soon and work on this and the EOR (Equality of Opportunity Register) will commence shortly
- The first meeting of the HE Review Steering Group has been held and had agreed a number of areas where more information was needed to support the review of HE.
- NSS starts from 6 February 2023 with new core questions being implemented this year

**ACTION 9: CJ to upload the TEF Document to passageways for Governor's information.**

#### **6.6 NTTC Report**

Please see confidential minutes.

#### **6.7 Easton FE Improvement Board Report**

It was confirmed that the FEIB would no longer be held and any updates for areas of concern such as English and Maths, will be covered under the Quality Report or are part of governor curriculum scrutiny.

#### **6.8 Governor Curriculum Scrutiny**

The curriculum links and reporting schedule was confirmed as follows:

##### March 2023 and June 2023

Adults – Jill Lanning

Aspire – Jill Lanning

##### May 2023 and September 2023

Land based and Animal Care – Andrea Blanchflower

Sports and Public Services – Nikki Gray

**ACTION 10: CJ to update the schedule of business and meeting agendas to reflect the curriculum scrutiny link schedule.**

ABI confirmed that scrutiny meetings had been held for A-Levels at Ipswich Road and a report of these meetings will be sent to JL.

**ACTION 11: ABI to send JL a report of the A-Level Scrutiny meetings.**

#### **6.11 Students' Union Update**

The SU Update was previously distributed, and LP noted the following:

- Student Executive Officers have been appointed and inductions completed
- SU Campus Visits are now taking place and being advertised to students accordingly

- 'Open' forum meetings were held before Christmas, and SU received some useful feedback. A further Student Forums schedule is to be implemented shortly

**6.12 Strategic priorities**

JW noted that we are using several mechanisms to incorporate and understand the student voice and experience within HE. This includes end of semester evaluations, the SU site visits and Student Focus groups with HE Delivery managers.

**ACTION 12: ER to provide draft end of semester survey results for the committee in March 2023.**

**6.13 Governance Matters**

No items were discussed under this section.

**7. SECTION B**

No items were discussed under this section.

**8. SECTION C**

No items were discussed under this section.

**9. Other Urgent Business**

No items were discussed under this section.

**10. Confidentiality**

Please see confidential minutes for items 6.1.1 and 6.6.

**11. Confidential Items**

No items were discussed under this section.

**12. Date of next meeting**

The next Curriculum and Standards Committee meeting will take place on Tuesday 14 March 2023.

All formal business having been concluded; the meeting closed at 6:55pm

Signed ..... Date .....

**(Chair of Meeting)**