

## **CURRICULUM & STANDARDS COMMITTEE MEETING**

**CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 26 SEPTEMBER 2023  
AT 4:30PM IN HAPPISBURGH BUILDING, ROOM HB0-04**

### **Present:**

Jill Lanning	JL	Chair
Andrew Barnes	ABn	Governor
Jerry White	JW	Principal
Phil Pearce	PP	Governor (by Teams)
Lewis Pepperell	LP	SU President
Laura Stewart	LS	Staff Governor

### **Attendees:**

Jo Kershaw	JK	Vice Principal
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
Barbara Ashby	BA	Governance & Legal Administrator - minutes

### **Apologies:**

Andrea Blanchflower	Abl	Governor
Phil Gormley	PG	Governor
Marcus Bailey	MB	Governor
Sean Green	SG	Governor
Chris Snudden	CS	Governor

#### **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 20 June 2023**

The unconfirmed minutes of the meeting held on Tuesday 20 June 2023, 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 20 June 2023**

The unconfirmed confidential minutes of the meeting held on Tuesday 20 June 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**

22/23 C&S 3 Action 1: ACTION COMPLETE

22/23 C&S 5 Action 1: ACTION COMPLETE

22/23 C&S 5 Action 7: ACTION COMPLETE

22/23 C&S 5 Action 8: ACTION COMPLETE

22/23 C&S 6 Action 1: Report from Steve Frampton outstanding - **ACTION ON-GOING**

22/23 C&S 6 Action 2: ACTION COMPLETE

22/23 C&S 6 Action 3: ACTION COMPLETE

22/23 C&S 6 Action 4: ACTION COMPLETE

JL reported that the Audit and Risk Committee at their last meeting had identified one of their Actions as being better placed with this Committee. This relates to the Governors being informed of significant feedback from the Awarding Organisations, both good and bad, and the granting of Direct Claim status. JW suggested that this could be incorporated in the Quality Report in due course.

**ACTION 1: JK to include significant information in reports from Awarding Organisations about CCN provision, when this is feasible.**

## 6. HE Strategy

The paper setting out the proposed HE Strategy was circulated prior to the meeting. ER introduced the key points in the Strategy, particularly the proposed growth in L4 and L5 technical and vocational qualifications, with related employer engagement. It was also noted that the College provided a supportive environment for undergraduate students, particularly mature students, who do not want to attend a large university and/or want to stay at home.

The Governors had a number of questions about the detail and implementation of the Strategy. These included:

- The part that degree and higher apprenticeships will play in the Strategy,
- The lack of financial modelling in the paper, given the continued decline in HE numbers and related income,
- A lack of clarity about the messages that would be contained in the proposed marketing campaign,
- How the growth of Level 4 and above courses would be managed and staffed, including the need for new specialist staff,
- Whether the implications for course design had been fully explored

Governors agreed in principle with the proposed strategic direction but did not consider that there was sufficient detail contained in the paper to enable them to recommend this to the Board. It was not thought that the detail requested could be available for the Board meeting on 17 October 2023.

**ACTION 2: Further work to be undertaken to address the expressed concerns before the HE Strategy can be formally approved.**

## 7. Office for Students Compliance

JW provided a verbal update and highlighted the briefing for Governors on the OfS Conditions on 2 October 2023. It was proposed that the Committee review how well the Board is able to demonstrate their oversight of OfS compliance following the briefing event.

**ACTION 3: The Committee to review the Annual Summary of OfS Compliance prepared for the meeting on 20 June 2023, updated as necessary .**

## 8. Governance Matters

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

## 9. Curriculum Strategy

The current Curriculum Strategy was circulated prior to the meeting. JW proposed that this version of the Strategy is carried forward for 2023/24 as it is intended that this will form part the new Strategic Plan currently being developed.

The Committee agreed to propose to the Board that the current Curriculum Strategy be formally approved for 2023/24.

**ACTION 4: The Curriculum Strategy for 2023/24 to be recommended for Board approval.**

## 10. Quality and Curriculum Report

The report was circulated prior to the meeting was introduced by JK.

The Committee noted the following in their discussion:

- The significant improvement in GCSE Maths results at Easton and asked for their recognition of the hard work involved to be passed on to the staff.
- The GCSE and A levels results are broadly in line with the provisional national results.
- These results would be more meaningful if the data also included results from the past five years.
- The achievement of recruiting well above the 2023/24 target for 16 – 18 year olds and the Committee thanked the staff for their hard work in achieving this.
- The beneficial impact on the finances for 2024/25 of the increased numbers was noted but the Committee acknowledged the considerable pressure on staff and resources being placed on staff to deliver this during this year, particularly if there is no additional in-year funding.
- The continued high levels of student anxiety which, combined with more students, will lead to an increased demand on the range of support services.
- Some areas of under-recruitment at Easton and for Access to HE courses, that needs further exploration.

The Committee noted the provisional college Self-Assessment Report (SAR) grades. The full SAR process is about to get underway and the full report will be provided at the next C&S meeting on 21 November 2023.

The Committee received and approved the new Quality Cycle, including the related Curriculum Planning Cycle. They noted the intention to link the Quality Cycle more closely to the CPD programme for staff.

**ACTION 5: JK to show the GSCE achievement figures for the previous five years at the next C&S meeting on 21 November 2023.**

## 11. TLA Report

The report was circulated prior to the meeting. The following key points were highlighted by JK:

- A new staff induction process has been carried out with positive feedback being received.
- A new approach is being taken with CPD with a range of channels including a weekly timetabled CPD session. Currently there is a focus on CPD for Course Leaders.
- The introduction of 'deep dives' into different curriculum areas, with the key outcomes being brought to this Committee.

**12. College Self-Assessment Report (SAR)**

This matter was covered under item 10 with nothing further to raise.

**13. Link Governor Scheme**

The proposal for a different approach to Link Governors was circulated prior to the meeting. JL emphasized that the proposed groups would include Staff and Student Governors, as well as Independent Governors.

The Committee agreed this approach and recommended its approval by the Board.

**14. HE Report**

The report was circulated prior to the meeting.

The Committee welcomed the fact that the College has been awarded a provisional Silver rating for all TEF categories, which would be valid until September 2027. It was noted that this involved a lot of work by staff and managers and Governors thanked all involved in achieving this pleasing result.

The results from the annual National Student Survey were included in the report and noted by the Committee, in particular the identified areas for improvement during this year.

The report did not include the latest recruitment figures for HE and it was asked that these figures are made available to the Board meeting.

**ACTION 6: ER to make the recruitment figures available to the next Board meeting on 17 October 2023.**

**15. NTTC Report**

The report was circulated prior to the meeting and the following points were noted:

- The fact that the recruitment figures for secondary school trainees are well below target is in line with the national trend.
- Developing the curriculum for 2024 continues in line with the action plan agreed. As part of this work the college continues to build a relationship with the Julian Teaching Hub but there are some concerns around data sharing.

**16. IAG Update**

The report was taken as read with HRH confirming that the changes to the UCAS 2024 application cycle are unlikely to have a significant impact on the team. However, it was noted that there will be new sections to complete for 2025 which may affect the resources needed to assist students in their applications.

**17. Residential Report**

The report was circulated prior to the meeting and taken as read. The Committee noted that:

- there are currently 40 students in residential accommodation with an aim to significantly increase this number over time,
- the current criteria for students to be accepted as a resident include the fact that they must be enrolled on specific courses at Easton such as land based,
- Refurbishment has been completed for some of the rooms, but others have yet to be done.

**18. Students' Union Update**

LP provided a verbal update of Student Union activities noting the following key points:

- Welcome week has taken place across each campus with activities such as

- mini tennis taking place and various external organisations had been involved including the Norfolk Police.
- The election process for Student Union officers is underway with nominations opening on 2 October 2023.
- This year's BRIT challenge is already being planned and will involve 24 activities taking place over 24 days, with the theme of the Olympics, including opening and closing ceremonies. Tennis professionals, Alfie Hewitt and Ben Bartram will be invited to the event.

**19. Annual Complaints Report 2022/23**

JW provided a verbal update and highlighted the following points:

- FE complaints showed a significant decline compared to last year, although some complaints have yet to be closed.
- It was noted that the summer term saw a challenge with exam delivery with improvements required for 23/24, particularly to accommodate all Exam Access Arrangements.
- The full 2022/23 Complaints report will be presented at Board on 17 October 2023.

**20. Other Urgent Business**

No matters were raised under this item.

**21. Date of next meeting**

The next Curriculum and Standards Committee meeting will take place on Tuesday 21 November 2023

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

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

**(Chair of Meeting)**