CURRICULUM AND QUALITY COMMITTEE

CONFIRMED MINUTES FROM THE MEETING HELD ON 28 APRIL 2026 AT 4:00PM
CITY COLLEGE NORWICH, ROOM B63

Present:

Lucy Sydney	LSy	Vice-Chair of Committee (Chair of Meeting)
Jerry White	JW	Principal and Governor *(until 6:45pm)*
Philip Pearce	PP	Governor
Phillip Belden	PB	Governor
Laura Stewart	LS	Staff Governor
Freddie Simpson	FS	Student Governor *(until 6:45pm)*

Attendees:

Ed Rose	ER	Executive Director Business Development, Apprenticeships and Adults
Jodie Mitchell	JM	Director of Governance and Legal
Marcus Bailey	MB	Interim Chair of the Corporation
Seb Gasse	SG	Chief Learning Officer
Claire Harber	CH	Governance and Legal Officer

Apologies:

Jock Downie	JD	Chair of Committee
Lacey Ross	LR	Student Governor, SU President
Mat Scott	MS	Principal – Easton College
Tom Smith	TS	Principal – Paston College

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1. **Apologies for absence**
Apologies were received and noted as above.

2. **Declarations of Conflicts**
No declarations were made.

3. **UNCONFIRMED Minutes of the Meeting Held on 10 March 2026**
The unconfirmed minutes of the meeting held on 10 March 2026 were amended slightly and 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 10 March 2026**
The unconfirmed confidential minutes of the meeting held on 10 March 2026 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&Q 2 Action 13: Engage with ER to explore ways in which Governors can support the College in strengthening stakeholder and employer engagement (JW). *It was noted that an employer engagement update is due to be presented at the next Business Committee meeting. Governors asked that an update be provided to Board in June.* ACTION COMPLETE.

ACTION 1: Add Employer Engagement to June Board agenda (CH/JM/JW).

C&Q 3 Action 3: FS to liaise with course leader regarding ways HE students can interact with the Student Voice Strategic Governor Group (FS). *Due date updated to June.* ACTION ONGOING (Due: June 2026)

C&Q 4 Action 1: ACTION COMPLETE
C&Q 4 Action 2: ACTION COMPLETE

C&Q 4 Action 3: Liaise with Link Safeguarding Governor to ensure the upcoming governance-related updates to KCSiE are weaved into future governor reporting (HRH). *This will be noted as part of future Safeguarding Governor Link meetings and in reports as requested*. ACTION COMPLETE

C&Q 4 Action 4: Provide an update on safeguarding training compliance at next C&Q Committee (HRH). ACTION COMPLETE

C&Q 4 Action 5: ACTION COMPLETE
C&Q 4 Action 6: ACTION COMPLETE
C&Q 4 Action 7: ACTION COMPLETE
C&Q 4 Action 8: ACTION COMPLETE
C&Q 4 Action 9: ACTION COMPLETE

C&Q 4 Action 10: Check that exam access arrangements included on the operational risk register (JW). *It was confirmed that exam access arrangements are included on the operational risk register and that an update is included in the Risk Register Review (item 6).* ACTION COMPLETE.

C&Q 4 Action 11: ACTION COMPLETE
C&Q 4 Action 12: ACTION COMPLETE
C&Q 4 Action 13: ACTION COMPLETE

6. Risk Register Review

The Risk Register Review was circulated prior to the meeting. The Committee noted the update and the reduction in industrial relation and national policy change risks.

In response to questions from the Committee in relation to Level 2 and Level 3 qualification reform, it was noted that although it is now clear which areas changes are likely to affect, it is too early to identify specific risks.

ACTION 2: Include monitoring committee for each risk on the Risk Register (JW).

Although it was noted that the Business Committee are closely monitoring the staff sickness absence risk, the Committee queried the risk due to its impact on teaching and learning. It was recognised that although work is underway to address staff sickness, it may be some time before the impact of the work reflects in absence rates.

7. Quality, Curriculum and TLA Report

The Quality, Curriculum and TLA Report was circulated prior to the meeting and taken as read. The following points were highlighted:

- Although progress against the Quality Improvement Plan is being made, only one of the six targets is currently green.
- Colleagues are providing positive feedback on teaching, learning and assessment developments.
- English and maths staffing has stabilised and the student survey shows more positivity in this area overall.
- The volume of access arrangements and examination processes are challenging and, although improvements are being made, the 10% improvement target in functional skills pass rates is unlikely to be met.

ACTION 3: Include expected figures alongside the ratings for QIPs in future reports (SG).

Governors asked how the QIPs are being prioritised for focus and were informed that the focus is on attendance to ensure students are retained and achieve, but the 6% rise in achievement target may not be achieved. It was noted that there has been delay in implementation of the IT system to monitor attendance and engagement so extra support is being provided to heads of area and curriculum leads to monitor these manually. Governors stressed that it is important to understand the reasons for the delay and asked for focus on a resolution. The Committee were informed that every QIP has been assigned to a senior leader.

Noting the comments on Improvement Board progress in relation to new or supported leadership, Governors queried support available for new leaders and were informed that all new leaders are supported by their Principal or an external consultant.

7.1 Curriculum Planning Report

The Curriculum Planning Report was circulated prior to the meeting and taken as read.

ACTION 4: Provide Governors with a hard copy of the Curriculum Planning Report (CH).

The map of curriculum areas against funding streams and line management (responsibility of Principals) was welcomed.

The Committee queried the low contribution level of inclusive learning and MINT courses and were informed that classes are smaller in those areas and high needs funding is not included in the income figures used for the calculation.

In response to questions from the Committee, it was confirmed that course contributions are used in curriculum planning to inform which courses run, and that the new courses described in the HE Report have been through this process. It was further confirmed that local needs and employability are also considered.

Governors were reminded that the full Curriculum Planning Process was outlined in the Curriculum Planning Framework paper presented to the Committee in March.

It was noted that the Curriculum Strategy will come back to Governors for consideration in the summer once it has been aligned with the 5-year plan.

8. Easton Principal's Update

The Easton Principal's Report was circulated prior to the meeting. The Committee noted the report and discussed what information would be helpful to include in future updates. The following points were made:

- Commercial aspects at Easton, such as the Tennis Centre, should be reported to Governors through some mechanism (although it was noted that this is not within the Principal's remit).
- Detail on the 'how' will come through the strategy documents.
- Once campus visions are agreed, the Principal Reports should report progress against those visions.
- The updates should assist the Committee discharge its duties according to its Terms of Reference.

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It was agreed that the remit and purpose of the College Principal roles should be considered at Strategy Day, together with what should be included in the Principal Updates and what would come through group reporting, for example, scorecards and link to risks.

ACTION 5: Put Principal role and Principal Updates on the Strategy Day agenda (JM).

9. Proposed Accountability Agreement Strategic Targets 2026/27

The Proposed Accountability Agreement and Strategic Targets 2026/27 was circulated prior to the meeting.

HRH left the meeting at 5:27pm.

The following points were highlighted:

- Current year targets will continue to be monitored via the performance dashboard.
- Department for Education (DfE) guidance asks that targets relate to how the College will respond to local, regional and national needs.

HRH rejoined the meeting at 5:30pm.

Although it was noted that themes such as retention, achievement and staff sickness have been removed from the list as they do not align with DfE guidance, Governors expressed concern that these have been removed since they are key targets for the College. It was agreed that the targets should be redrafted to include both DfE recommended targets and those institutionally important, with clear reasoning as to the inclusion of institutionally important targets and order of importance.

It was stressed that the College should keep abreast of news in relation to the local government restructure to identify early any potential funding risks to planned curriculum, particularly in relation to adult provision. It was noted that creating measurable targets in relation to this theme may be challenging.

The Committee asked how the College is positioning itself for the jobs market as impacted by AI.

10. CEFSS Action Plan Monitoring

The CEFSS Action Plan was circulated prior to the meeting. The Committee were reminded that the Board requested that the actions be monitored at Committee level. Six of the sixteen actions have been allocated to the Curriculum and Quality Committee.

The Committee noted the action plan.

The meeting took a break at 5:50pm and reconvened at 5:55pm.

11. Students' Union and Student Voice Update

The Students' Union and Student Voice Update was circulated prior to the meeting. The following points were highlighted:

- Mid-term student survey results show improvement overall.
- Lillian Rackham has been elected Students' Union President for 2026/27.
- Students engaged positively with the SU President election and the number of votes increased over last year.

FS rejoined the meeting after the break at 5:57pm.

It was noted that despite the College receiving more reports of deteriorating student behaviour, students indicated via the survey that they do not feel any more unsafe than in previous years.

12. Wellbeing and Inclusion Report

The Wellbeing and Inclusion Report was circulated prior to the meeting. The following points were highlighted:

- There have been no spikes in reporting or notifiable events.
- Focus has been on external agency work; there are 8-10 external meetings daily due to changes in multi-agency set ups.
- Safeguarding training compliance data has been included as requested.
- A Young Carers Group has been set up in collaboration with the Students' Union, and the College is at the early stages of application for the Carer Tick Award.

The Committee requested that appendices 1 and 3 could in future reports be redesigned to provide clearer and more insightful information.

ACTION 6: Reconsider how information is presented in appendices to Wellbeing Updates (HRH).

12.1 Student Behaviour Analysis

The Student Behaviour Analysis was circulated prior to the meeting. The following points were highlighted:

- Behaviour is managed by course leaders and then heads of area.
- There have been 38 suspensions year to date.
- Parental liaison in accordance with the Student Engagement Policy is adding to workload.
- Almost a third of reported incidents relate to violence off-site where it is necessary for the College to manage the safety of students involved.

It was recognised that addressing more severe poor behaviour is difficult to balance with the College's mission to 'Change Norfolk Through Learning'.

In response to questions from the Committee, it was confirmed that disciplinary processes are worked through in compliance with agreed timescales unless delays are unavoidable, such as when the police are, or have the potential to become, involved.

The Committee commented that the analysis is comprehensive and that it would be useful to receive behaviour data going forward. The Committee asked for the paper to be presented to Board.

ACTION 7: Add Student Behaviour Analysis to the Board agenda (JM/CH).

13. HE Report

The HE Report was circulated prior to the meeting. The following points were highlighted:

- Access to Higher Education numbers, which were strong in 2025/6, are likely to see further growth in 2026/7 but there is uncertainty around some apprenticeship programmes.
- A number of courses have been added.
- Data showing compliance with Office for Students guidance is included in the paper.
- Some degree programmes are going through the 5-year re-validation process and are on-track.
- Partnership work with the UEA is progressing well and regular meetings are taking place.

- The College reached shortlist stage for CMI Provider of the Year Award, but the honour was awarded to another provider.

The Committee noted the HE Report.

14. NTTC Report

The NTTC Report was circulated prior to the meeting. Governors were informed that Ofsted are currently inspecting the NTTC provision and that this is the first inspection the College has had under the new framework.

MB left the meeting at 6:30pm.

The remainder of the conversation was confidential and is recorded in the confidential minutes.

15. Apprenticeships Report

The Apprenticeships Report was circulated prior to the meeting. The following points were highlighted:

- In relation to apprentices past planned end date, the College has moved from a good position to requires improvement due to a change in how the metric is measured, but the team is on track to bring this back under control.
- Achievement rates have been high, and the College is a top performer regionally.

The Committee discussed how the majority of the past planned end date apprentices were attached to three standards and the reasons behind this.

The Committee noted the Apprenticeships Report.

16. Adults Report

The Adults Report was circulated prior to the meeting.

The Committee noted the Adults Report.

It was agreed that the regularity and nature of the various update reports to the Committee going forward will be considered at Strategy Day.

ACTION 8: Add Curriculum and Quality Committee report nature and regularity to Strategy Day agenda (JM).

FS and JW left the meeting at 6:45pm.

17. Residential Report

The Residential Report was circulated prior to the meeting. The Committee noted that the college meets all requirements within the minimum standards framework and asked for more information on how the standards are met to be included in future updates.

ACTION 9: Include information on how the college meets the required minimum standards in future Residential Reports (MS).

18. Other Urgent Business

No matters were raised under this item.

19. Meeting Review and Summary

The Committee were reminded that the Committee Chairs Report template would be emailed to members for feedback on items to be reported to Board in May.

20. Date of Next Meeting

The next Curriculum and Quality Committee Meeting is scheduled to take place on 9 June 2026 at 4:00pm.

All formal business having been concluded; the meeting closed at 6:51pm.

Signed ………………………………………………….. Date ………………………
Chair (Committee Vice-Chair)