

## CURRICULUM AND QUALITY COMMITTEE

### CONFIRMED MINUTES FROM THE MEETING HELD ON 29 APRIL 2025 AT 4:00PM B63, CITY COLLEGE NORWICH

#### Present:

Marcus Bailey	MB	Interim Chair
Jerry White	JW	Principal
Jock Downie	JD	Governor
Lucy Sydney	LSy	Governor
Philip Pearce	PP	Governor
Freddie Simpson	FS	Student Governor, SU President
Laura Stewart	LS	Staff Governor ( <i>from 5:04pm</i> )

#### Attendees:

Ed Rose	ER	Assistant Principal
Helen Richardson-Hulme	HRH	Vice Principal
Jo Kershaw	JK	Vice Principal
Jodie Mitchell	JM	Director of Governance and Legal
Seb Gasse	SG	Vice Principal
Claire Harber	CH	Governance and Legal Officer

#### Apologies:

Andrew Barnes	AB	Governor
Hazel Thomas	HT	Student Governor
Josie Fryer	JF	Student Governor
Karen McCullagh	KM	Governor

#### 1. Apologies for Absence

Apologies were received or noted as above.

#### 2. Declarations of Conflicts

No declarations were made.

#### 3. UNCONFIRMED Minutes of the Meeting held on 11 March 2025

The unconfirmed minutes of the meeting held on 11 March were agreed as a true record of the meeting and will be signed by the Chair.

#### 4. Matters Arising

C&S 3 Action 2: ACTION COMPLETE

C&S 3 Action 3: ACTION COMPLETE

C&S 3 Action 4: ACTION COMPLETE

C&S 3 Action 6: Chase LADO regarding feedback on referral procedures and report back to next C&S Committee (HRH). *A response is provided within the Wellbeing and Inclusion Update.* ACTION COMPLETE.

C&S 3 Action 8: Confirm when 'The Future for HE' report is expected to be available for the C&S Committee (JM). *In progress. Action not yet due.* ACTION ONGOING (Due: June 2025).

C&S 3 Action 9: ACTION COMPLETE

C&Q 4 Action 1: On the Schedule of Business for 2025/26, make note that a full Strategic Target Monitoring update will be presented at the second meeting of each term and an interim update at the others (JM/CH). *Action not yet due.* ACTION ONGOING (Due: June 2025).

C&Q 4 Action 2: Add 'Risk Register Review reflection' as a bullet point under the 'Meeting Review and Summary' agenda item for the April C&Q meeting (JM/CH). *It was agreed that this action be closed as an alternative process is being tested.* ACTION CLOSED.

C&Q 4 Action 3: Governors still needing to attend a safeguarding training session should contact the Governance and Legal team. *Governors were reminded to contact the Governance and Legal team if they still need to attend a safeguarding training session.* ACTION ONGOING (Due: April 2025).

C&Q 4 Action 4: ACTION COMPLETE

C&Q 4 Action 5: Reflect on the documentation of the risk assessment process in relation to suspensions (SG). *A form has been drafted to capture the process and is due to be considered and approved at the next DSL meeting.* ACTION ONGOING (Due: April 2025).

C&Q 4 Action 6: Include more detail on open cases in next Wellbeing and Inclusion Report (HRH). ACTION COMPLETE.

C&Q 4 Action 7: Include comparative data on careers appointments in next IAG Update (HRH). *Action not yet due.* ACTION ONGOING (Due: June 2025).

C&Q 4 Action 8: Add 'Quality, Curriculum and TLA Report (C&Q) – KPI Reporting' to the agenda for the July 2025 Strategy Day (JW). *Action not yet due.* ACTION ONGOING (Due: June 2025).

C&Q 4 Action 9: ACTION COMPLETE

C&Q 4 Action 10: Consider where to include SEND support within the Strategic Risks (JW). *Due date updated to June.* ACTION ONGOING (Due: June 2025).

C&Q 4 Action 11: ACTION COMPLETE

## 5. Strategic Target Monitoring

A paper setting out progress against strategic targets was circulated prior to the meeting.

It was reported that there is satisfactory or good progress against most targets but that progress against L4+ progression is not as strong as hoped. Governors asked how rates compare to last year and were informed that the College appears to be behind where it was last year, but direct comparison is difficult as data is in a different format this year. The Committee were informed that there is still time for students to apply, and that the College is ensuring support in making the decision whether to progress into higher education is being offered to students.

Governors were informed that any targets not met will be rolled over into future years.

### 5.1 Proposed Accountability Agreement Targets for 2025/26

The Proposed Accountability Agreement Targets for 2025/26 were circulated by email prior to the meeting.

JW presented the proposed targets for next academic year, explaining that retention, employer partnerships and people are the themes relevant to this Committee. The Committee were informed that KPIs will be included in the final draft which will be presented at the next meeting.

The Committee asked that the Business Committee be notified about the potential financial impact of lower retention.

**ACTION 1: Add financial considerations in relation to retention to Business Committee agenda (JW/JM).**

The Committee suggested that the 'Learning' target be updated to show focus on quality.

**6. Students' Union and Student Voice Update**

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

- A new Students' Union President, Lacy Ross, has been elected with 34% of votes.
- More votes were received for this election than the last four elections combined.
- The new SU President will take over when the current President completes their term and there will be a handover period.
- Attendance at Student Parliament has been poor, thought due to the exam period. This will be considered when looking at meeting dates next year.
- A sustainability festival is running this week. Activities arranged include litter pick exercises, a clothes swap and a talk by an external speaker.
- There was increased participation in the spring student survey and results show increased satisfaction.

There was a discussion around what the College does with the student survey results and whether there is anything else that has stood out in recent results as needing focus. The Committee were informed that there is larger variation between areas than ideal but that results will be shared with academic leaders to enable them to reflect on their programmes. It was stressed that students survey results need to link into improvement planning.

The Committee noted the good work of the Students' Union.

*FS left the meeting at 4:45pm.*

**7. Wellbeing and Inclusion Report**

The Wellbeing and Inclusion Report was circulated prior to the meeting.

The Committee were informed that there has been a rise in reports of sexual harassment and sexual assault, particularly since January, coinciding with a personal development programme focussing on safer relationships. The overwhelming majority of cases reported by students have taken place outside college with the perpetrator not being connected to the college. Some have related to work placements not associated with the college and to paid part time employment.

*FS rejoined the meeting at 4:54pm.*

The Committee asked for a check on whether any of the cases relate to adults in a position of trust and, if so, whether they are still working for the organisation. It was confirmed that this can be raised at the next safeguarding link meeting.

**ACTION 2: Check whether any sexual harassment or assault cases relate to adults in a position of trust and, if so, whether those adults are still working for the organisation (HRH).**

In relation to C&S 3 Action 6, it was confirmed that a report to LADO as set out in the paper should be made where the threshold of harm is met. Where this threshold is not met, there is no timescale specified.

**8. Residential Report**

The Residential Report was circulated prior to the meeting.

*LS joined the meeting at 5:04pm.*

The Committee noted the report.

In addition to the report, the Committee were informed that the College is exploring ways of securing commercial income from residences. The team are liaising with other colleges who have done this successfully and will be preparing a business case.

*The meeting took at break at 5:05pm and reconvened at 5:14pm.*

**9. Quality, Curriculum and TLA Report**

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

- Attendance is broadly static.
- Performance review meetings have focused on student success and attendance.
- Attendance is lowest for ESOL and adult skills courses.
- Retention is 89.4% overall but the increase in 2-year qualifications is affecting rates.
- T Level data released for 2023/24 shows that CCN is the second largest provider of T Levels and has the second highest pass rate.
- Apprenticeships are making solid progress and the number of students passed planned end date has improved. Achievement is 66% this year, versus 59% last year.
- Apprenticeship recruitment for the September intake is about half that of last year. Work is being carried out with Apprenticeship Liaison Officers to promote apprenticeships.
- The Quality Review Mechanism was completed before the Easter break. One target was to ensure that all teaching staff completed a learning walk.
- Good progress is being made against QIPs except in areas relating to retention, where the 2-year qualifications are having a negative impact.
- As a result of staff feedback, the College is trialling a self-led process for CPD.

The Committee noted the positive news on T Level results and the good apprenticeship achievement rates.

**10. HE Report**

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

- The College is working to ensure programmes are more efficient.
- The first semester results data shows strong overall performance.
- Results are being analysed in relation to gaps between demographics.
- Towards the end of the year, the access and participation plan and performance will be reviewed against targets.

The Committee noted the good first semester results. They expressed that the Infill Structure table was particularly helpful, and that results data was clearly presented.

#### **11. NTTC Report**

The NTTC Report was circulated prior to the meeting. The following points were made:

- The Director of NTTC has now been in post a year and has redesigned the provision to align with DfE requirements.
- A review has been undertaken, and development plans are being implemented for next year.
- An improvement plan will be presented to Governors towards the end of the year.

**ACTION 3: Present NTTC improvement plan to Governors towards the end of 2024/25 (ER).**

#### **12. Annual Update - Meeting Digital & Technology Standards in Schools & Colleges**

This item was deferred to the next meeting.

**ACTION 4: Consider whether the 'Annual Update - Meeting Digital & Technology Standards in Schools & Colleges' paper should be presented to C&Q or the Business Committee (JM/JW).**

#### **13. Terms 1 & 2 Compliments, Complaints and Appeals Report**

The Terms 1 & 2 Compliments, Complaints and Appeals Reports were circulated prior to the meeting. The following points were made:

- There has been an increased number of complaints compared to last year.
- Complaint themes have been staff availability and exam access arrangements.
- The increase in complaints is creating an administrative burden.

The Committee noted that complaints are in areas where there are known problems and also noted the low level of complaints relating to HE.

Governors asked the reasons for staff availability issues and were informed that issues are mainly due to the difficulty in recruiting to certain areas, as well as staff sickness. It was noted that the college spends a significant amount on agency teachers.

It was further noted that many complaints in relation to access arrangements are where the College has been asked to go over and above the agreed arrangements, and that the volume of requests is challenging. It was confirmed that support is in place to assist with appealing to awarding bodies against access decisions.

#### **14. Risk Register Review**

This item was deferred to the next meeting.

#### **15. Other Urgent Business**

No matters were raised under this item.

#### **16. CONFIDENTIAL - Meeting Review and Summary**

The following points were made:

- Members and attendees expressed that they were pleased how the meeting was conducted.
- Constructive conversations took place.
- The new cover sheets work well to steer discussion, and presenters translate papers into a verbal summary well.
- The meeting has strengthened as the years have progressed.

**17. Date of Next Meeting**

The next Curriculum and Quality Committee Meeting is scheduled to take place on 17 June 2025 at 4:00pm.

All formal business having been concluded; the meeting closed at 6:29pm.

Signed ..... Date .....  
(Chair)