

CURRICULUM AND QUALITY COMMITTEE

CONFIRMED MINUTES FROM THE MEETING HELD ON 30 SEPTEMBER 2025 AT 4:00PM B63 NORWICH BUILDING, CITY COLLEGE NORWICH

Present:

Jock Downie	MB	Chair
Jerry White	JW	Principal
Lucy Sydney	LSy	Governor (<i>from 4:19pm</i>)
Philip Pearce	PP	Governor
Laura Stewart	LS	Staff Governor (<i>until 6:21pm</i>)
Lacey Ross	LR	Student Governor, SU President (<i>until 6:40pm</i>)

Attendees:

Jo Kershaw	JK	Vice Principal
Jodie Mitchell	JM	Director of Governance and Legal (<i>remote, via Teams</i>)
Marcus Bailey	MB	Governor (<i>until 6:40pm</i>)
Seb Gasse	SG	Vice Principal
Claire Harber	CH	Governance and Legal Officer

Apologies:

Karen McCullagh	KM	Governor
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1. Governance Matters

1.1 Confirmation of the Chair and Vice-Chair of the Committee 2025/26

The Committee noted that the Board, via email, approved the appointment of Jock Downie to Interim Chair of the Curriculum and Quality Committee.

The Committee were informed that Lucy Sydney has agreed to take up the position of Vice-Chair. The Committee determined to recommend this appointment to the Board for approval.

2. Apologies for Absence

Apologies were noted as above.

3. Declarations of Conflicts

No declarations were made.

4. UNCONFIRMED Minutes of the Meeting held on 17 June 2025

The unconfirmed minutes of the meeting held on 17 June 2025 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 3 Action 8: Confirm when 'The Future for HE' report is expected to be available for the C&S Committee (JM). ACTION CLOSED (Due: June 2025)

C&Q 4 Action 3: Governors still needing to attend a safeguarding training session should contact the Governance and Legal team. *Governors were reminded that the 2025-26 Safeguarding Training for Governors is scheduled for 21 October. Governors were also reminded to complete the Keeping Children Safe in Education reading and declaration.* ACTION CLOSED.

C&Q 4 Action 10: Consider where to include SEND support within the Strategic Risks (JW). *It was agreed that this will be considered in more depth when the SEND White Paper is released by Government this autumn.* ACTION ONGOING (Due: June 2025)

C&Q 5 Action 3: ACTION COMPLETE

C&Q 6 Action 1: ACTION COMPLETE

C&Q 6 Action 2: ACTION COMPLETE

C&Q 6 Action 3: ACTION COMPLETE

C&Q 6 Action 4: ACTION COMPLETE

C&Q 6 Action 5: ACTION COMPLETE

C&Q 6 Action 6: ACTION COMPLETE

C&Q 6 Action 7: ACTION COMPLETE

C&Q 6 Action 8: ACTION COMPLETE

C&Q 6 Action 9: Reframe wording around reputational risk due to it being a by-product of other risks (JW). *The wording proposed is "Poor quality of teaching and learning and /or poor outcomes for students leads to reputational damage for the college which impacts recruitment and partnerships". This wording was agreed.* ACTION COMPLETE (Due: September 2025).

C&Q 6 Action 10: ACTION COMPLETE

6. CONFIDENTIAL – Strategic Target Monitoring

6.1 2024/25 Final Report

The 2024/25 Final Report was circulated prior to the meeting.

The Curriculum and Quality Committee determined to recommend the Strategic Targets 2024/25 to the Board for approval.

6.2 2025/26 Cycle of Reporting

6.2.1 Strategic Target Monitoring for 2025/26 – Initial C&Q Reporting

The Strategic Target Monitoring for 2025/26 paper was circulated prior to the meeting. The following points were highlighted:

- There are two strategic targets for monitoring by this Committee; both relate to retention.
- Baseline figures have been established.
- Additional targets relating to disadvantaged groups are being planned and will be included in the updated version due to be presented to Board in October.

6.2.2 The College Data Dashboard

The College Data Dashboard was circulated prior to the meeting.

The Committee noted the College Data Dashboard.

7. CONFIDENTIAL – Risk Register Review

The Risk Register Review was circulated prior to the meeting.

It was noted that the College's approach to risk tolerance and risk appetite is still evolving. The Governors response to the Risk Register spider chart was positive.

The 'red' risk relating to staff resourcing was highlighted. It was reported that the start of the academic year has seen staffing pressures, particularly within English and Maths. It was

highlighted that the increased teaching hour requirements for these subjects is a key contributing factor, and that this would be discussed further under item 11. The issue of retaining newly appointed teachers was also acknowledged, and the College's ongoing efforts to address this were discussed. Governors requested examples of further actions being taken to mitigate each identified risk and for an update on staffing issues.

ACTION 1: In the next Risk Register Review, include examples of mitigating actions relating to each risk and an update on staffing pressures (JW).

In relation to the risk of reputational damage, Governors sought clarification on how the College would identify if such a risk were materialising. It was explained that arrangements are in place for ongoing monitoring, such as student focus groups, learning walks, student surveys, the Student Forum and attendance tracking. It was noted that complaints are escalated to the senior leadership team and reported to this Committee.

7.1 Register Fraud within the Sector

It was noted that this item has been referred to the Curriculum and Quality Committee by the Audit and Risk Committee after the external auditors reported having seen potentially fraudulent register marking elsewhere within the sector.

The paper for this item was circulated prior to the meeting. The Committee were advised that the paper outlines the controls currently in place to aid assurance regarding the accuracy of register marking.

The Committee noted the report and conveyed that they were comfortable that the controls set out in the paper indicate that it is unlikely that this could be an issue at the College.

8. Students' Union and Student Voice Update

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

- The Students' Union (SU) are encouraging students to use the One College App.
 - There are currently c.2800 users, 800 more than this time last year.
 - The app can be used to access timetables and serves as a communication tool.
- Welcome Week was a success; stallholders fed back that there was a good atmosphere and that students were engaged.
- Although the Student Survey has received a limited number of responses so far, initial feedback indicates that students are having a positive college experience.
 - Areas of weakness identified so far relate to buses and lack of information about the campus. An information pack is currently being prepared to address this.
 - All students indicated that they are aware of the wellbeing services available in the SU.

Governors remarked that the paper conveys a positive and active start to the year.

9. Residential Report

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

- There has been a growth in residential applications for this term.
- Other than a few early behaviour issues relating to corridor curfews, students are settling in well and staff handovers are smooth.
- There is 24/7 staff coverage at the residences.
- There have been no safeguarding issues or disciplinaries to date this academic year.

- The residential bursary fund (to assist in removing barriers to access to specialist provision such as equine) is being utilised.
- There is a flexible nights pilot which is attracting interest.
- One block may need to close as funding for extensive refurbishment is required.

The Committee asked about specific factors that may have influenced the growth in applications for residences. It was reported that marketing has been refreshed, and the target area has been expanded. Additionally, curriculum leads are assisting in promoting the residence option and leaflets are being distributed with Easton course information

The Committee noted the RAG rating detailing how the residential provision is meeting national standards.

10. Careers Education, Advice and Guidance

The Careers Education, Advice and Guidance paper was circulated prior to the meeting. The following points were highlighted:

- The paper is intended to remind Governors what the statutory duties of the governing body are and the current position of careers education at the College.
- The cross-college Careers Leadership Group meets monthly and has a detailed action plan which feeds into the governance monitoring programme.
- It was noted in relation to Gatsby 8 that colleges within the sector are commenting that this is not something the sector can meet due to its demands on workforce.
- The College is offering careers advice to all students who would like it, and all the team are now qualified (but not all are employed as Careers Advisors).
- Work is being undertaken to increase parental engagement – further details will follow in the next report to the Committee.

There was a discussion on whether a Link Governor for careers should be nominated. It was agreed that careers should be retained by the Committee as a collective at this stage.

The Committee took a break at 5:28pm and reconvened at 5:37pm.

11. Quality, Curriculum and TLA Report

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

- Outcomes are yet to be finalised, so figures are provisional.
- Retention shows a 2% improvement for the 16-18 provision and 6% for the adult provision compared to last year.
- Apprenticeships have performed very well with a 14% increase in achievement and satisfying DfE Accountability Agreement targets.
- Basic skills Maths and English and Inclusive Learning achievement rates remain low so are subject to a Quality Improvement Plan (QIP) for 2025/26.
- Enrolment has been strong for 16-18 and adult provisions.
- The College is continuing to recruit into Aspire so that those who may have otherwise been NEET can move into mainstream curriculum.
- Recruitment to A Levels at Paston and Norwich and ESOL courses are below target.
- The SARs are finalised and are similar to last year; retention rates are still less than desired, but good progress has been made on personal development.
- A Positive Engagement Policy has replaced the College's Behaviour Policy.
- A career pathway is being implemented to support colleagues and to encourage staff retention.

It was reported that recruitment to Maths GCSE has been significantly higher than any other year, which has contributed to a less smooth start to the year. However, there are four new Maths teachers to assist, as well as seven new English teachers. It was noted that the volume of GCSE Maths students will be a challenge to accommodate for the exams.

It was confirmed that progress against the QIPs would be reported through the Quality, Curriculum and TLA Report to this Committee.

ACTION 2: Include progress against QIPs in the next the Quality, Curriculum and TLA Report (JK).

ACTION 3: Provide statistics on Maths and English GCSEs (JK).

12. Curriculum Strategy and Teaching and Learning Strategy

The Curriculum Strategy and Teaching and Learning Strategy was circulated prior to the meeting.

The Committee determined to recommend to the Board that the current Curriculum Strategy and Teaching and Learning Strategy be used for the time being. It was noted that these strategies will be refreshed as part of the Transformation Plan and that Governors will be consulted on them at a later date.

13. HE Report (including OfS Compliance)

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

- There are new OfS conditions relating to academic freedom and sexual harassment.
- HE recruitment is stable and there has been a significant increase in demand for Access to HE courses.
- There has been a shift towards apprenticeship-funded enrolments away from self-funded enrolments.
- Recruitment is currently slightly below target, but this will be rectified once enrolment for the courses due to begin in February is complete.

LS left the meeting at 6:21pm.

It was noted that the HE review will be tied into the Transformation Plan.

14. NTTC Report

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

- The College is slightly down on numbers compared to last year, mainly due to the local landscape and competition from other providers.
- Work is underway to strengthen school partnerships.
- PGCE courses will be introduced from 2026. These will be validated by Bath Spa University.

15. Improving the Way Ofsted Inspects Education – Update

The Ofsted Inspections Update was circulated prior to the meeting. The following points were highlighted:

- Changes will be implemented from 10 November 2025.
- The College will be subject to five different inspections – FE and Skills, Early Provision, FE Initial Teacher Training, Norfolk Teacher Training Centre, and Residential.
- Instead of a single word judgement, Ofsted ratings will take the form of a score card with five judgements of which 'expected standard' is the starting point.
- The safeguarding judgement will be 'met' or 'not met'.

MB left the meeting at 6:40pm and LR left the meeting at 6:41pm.

ACTION 4: Circulate the Ofsted dashboard tutorial video to Governors (JW/CH).

16. Annual Compliments, Complaints and Appeals Report 2024/25

The Annual Compliments, Complaints and Appeals Report 2024/25 was circulated prior to the meeting.

The Committee noted that complaint levels are less than the previous year, predominantly due to a lower number of complaints surrounding exams.

17. Other Urgent Business

It was agreed that the Student Voice Strategic Governor Group should continue. Governors were asked to contact JM with any further strategic group suggestions.

Governors were reminded to complete the Keeping Children Safe in Education reading and declaration.

Governors were encouraged to attend and engage in events. Good feedback on the FE Awards event was provided by the Chair.

The Committee were informed that this is the last Committee meeting for Jo Kershaw. The Committee thanked Jo for the work she has done for the College and wished her success for the future.

18. CONFIDENTIAL – Meeting Review and Summary

No matters were raised under this item.

19. Date of Next Meeting

The next Curriculum and Quality Committee meeting is to be rearranged. The Governance and Legal team will inform members and attendees once a date has been agreed.

All formal business having been concluded; the meeting closed at 6:48pm.

Signed Date
(Chair)