

Present: Sean Devlin (Chair), Matthew Bennett, Emma Bridges, Alex Gwinn, Wendy Pickess and Lucy Wilson.

In Attendance: Jane Jenkins (Vice Principal), Jo Payne (PA to the Principal/Clerk to the Local Governing Body)

1. Appointment of Chair: Sean Devlin was unanimously appointed Chair for the academic year.

2. Apologies: Ed Senior (Principal), Luke Moseley (Vice Principal), Joe Durnall and Sheena Payne-Lunn. Emma Bridges gave notice that she needed to leave at 6.15pm

3. Standing Items

- (i) No declarations of interest were received.
- (ii) No items were identified as confidential.
- (iii) No urgent business was identified.

4. Minutes

(i) Minutes of the Curriculum & Quality Committee: 19th May 2021

The minutes of the Curriculum & Quality Committee meeting were **confirmed** as a correct record and duly signed by the Chair. An update was received on the action points arising from the minutes and the following was noted:

- The Vice Principal (Curriculum) advised that a marking policy had been developed aimed at focusing on standardisation and moderation with blind marking part of the process where appropriate e.g. in marking mock exams and controlled assessments. The Committee welcomed this measure as a means of ensuring robust quality assurance processes.
- The Clerk reported that the CEIAG link governor role description was shared and an appointment made to the position.
- It was concluded that concerns raised by telephone would be responded to without being formalised and a note of the action taken and outcome would be noted in the usual way.

5. Management & Strategic

(i) Principal's Update

The Clerk presented the key points of the Principal's update in his absence and highlighted the following points:

- Since half-term a number of other cases had been reported often where there were cases in the home or asymptomatic students returned a positive lateral flow test. As these students had not mixed with others at College within 48 hours due to the half-term break, no further action was required.
- When contact was previously made with the Health Protection Team as a result of a threshold being met (10% of a class), the College's risk assessment was reviewed and the Health Protection Team was satisfied with measures in place. They were particularly positive about continued enhanced cleaning arrangements and did not advise the College to take any further action.
- An Open Event was held in October and, in response to the demand for places on the autumn term events, another event was added and taking place this evening. This additional event was also fully booked. Whilst the College was not required to have safety measures in place, it seemed like the right approach to have staggered arrival times and limited numbers. Feedback from visitors to the first event was

extremely positive and the format meant that they could have more lengthy conversations with subject staff than might be typical of a normal event. Visitors who attended events of our competitors commented that the College's event had been better organised.

- Whilst not all students would have met the 6-week point for funding purposes, student numbers still looked strong with a likely increase of 90 students. Approximately 50 additional students were recruited in year 1 which represented the majority of the demographic increase across the county.
- Applications for September 2022 were open and numbers were positive based on the equivalent point last year.

The Vice Principal (Curriculum) reported that the government planned for exams to go ahead in the summer with some adaptations including some advanced information to inform revision which would be issued by 7th February. Whilst this was too late to enable teachers to adapt delivery, it would enable focus on revision topics. The government's contingency if exams were cancelled was the use of Teacher Assessed Grades.

In response to questions the Vice Principal (Curriculum) advised that the College was making clear to students the importance of mock exams and other key assessments as these might be used in the awarding of final grades in the worst case scenario. The College response to awarding grades last year was strong and there was confidence that this could be repeated.

The Student Governor reported a lack of motivation and 'burn out'. She acknowledged that support was provided by her Head of Year, tutor and teachers and she did think that subject support was in place and beneficial. The Vice Principal (Curriculum) acknowledged the challenges that students faced as a consequence of disruption to learning. Assemblies for students focused on revision strategies and retrieval techniques and teachers were setting tasks aimed at developing skills to best prepare students for their exams. SLT were considering bespoke revision sessions for students to opt into if they were lacking motivation. The Student Governor felt that this would be beneficial.

The Committee congratulated the College on positive student recruitment and **noted** the information provided.

(iii) Strategic Development Plan

The Clerk advised that the Strategic Development Plan was almost identical to the version shared at the October conference. It was noted that there was still a potentially challenging financial year forecast for 2023-24. It was noted that the recent spending review indicated that the 16-19 funding rate would be protected in real terms although some details were lacking.

The Committee **agreed** to **recommend** for approval the Strategic Development Plan to the Local Governing Body.

6. **Quality Assurance**

(i) Six Dimensions

In the absence of the Vice Principal (Progression), this item was deferred.

(ii) Quality Assurance

The Vice Principal (Curriculum) presented her report and she highlighted the following:

- Attendance, overall, was improved on the previous year. Level 2 courses were not as good and, whilst this provision involved smaller cohorts, was an area for focus.
- SLT planned to monitor attendance more frequently by level, course and broken down into identified groups.

- Achievement rates were really strong. Data indicated a clear link between attendance and achievement and SLT were focussed on the need for early intervention where attendance was poor and, in particular, in groups of students identified e.g. disadvantaged learners. A discrepancy in the data was noted and the Vice Principal (Curriculum) would interrogate this further.
- Subject Improvement Reviews were continuing and initial meetings held with departmental learning walks taking place. Subject QIPs had been submitted and were due to be validated by the Quality group this week. Staff had bought into the process, felt it was supportive, however, were frustrated that there was no externally validated data to demonstrate the improvements they thought had taken place in their areas.
- There was a clear focus on identifying gaps in learning through diagnostic assessments. Workshops were timetabled and taking place and the College was planning bespoke sessions for groups of learning eligible for the 16-19 Tuition Fund.
- Learning walks were taking place and it was felt important to get staff and students used to members of SLT visiting classrooms. The learning walks weren't intended to make judgements about teachers, but provided opportunities to speak to students and check on their progress.
- New teachers, including ECTs, were observed in the first half of the autumn term with observations this half-term focused on teaching staff in areas where subject improvement reviews were ongoing.
- Departmental learning walks had been completed with a member of SLT and the HoDs visiting subject areas. This proved particularly valuable and return visits would be made in January.
- It was intended to roll out a programme of deep dives with the aim of completing deep dives in all subject areas by the end of the academic year.

The Committee scrutinised the details within the report and in response to questions the Vice Principal advised that:

- Ofsted would consider attendance of 90% or above as acceptable on the assumption were aware of areas of concern and were taking action to respond to this.
- Teachers continued to use both Teams and Moodle for online resources although it was likely that as Teams became more versatile it was likely that it would replace Moodle in 2 to 3 years time.
- The College had been signed up to PiXL for a number of years with staff having access to training and resources.

The Committee **noted** the information provided and thanked the Vice Principal for her report. The Committee requested to review the Quality Improvement Plans of each of the five areas being supported by the Subject Improvement Review process and, in addition, to review the QIPs of two areas where results have been very good/outstanding in the last set of externally validated reports.

(ii) Quality Improvement Plan

The Vice Principal (Curriculum) circulated a revised format of the Quality Improvement Plan aimed at making clear the main themes and areas of focus including improving value added, teaching, learning and assessment, improving destinations reporting and a continued focus on online/remote learning. The QIP clearly linked each area of focus to the relevant section of the Inspection Framework.

In response to questions it was noted that:

- Mindset letters were sent to the majority of first year students, only those with mindset concerns noted by teachers or with attendance below 85% did not receive a letter;
- Teachers new to College and the Early Career Teachers had made a positive start to College bringing energy and enthusiasm to their roles. The induction programme was underway and the Vice Principal (Curriculum) recently presented to them on preparing for inspection.

- The Evening for Parents of New Students was positively received and the format used was one that was likely to be repeated, however, it was intended to bring this forward to the very start of the academic year.

The Committee were interested in how the College could develop how the College could track students after they leave College in terms of when they complete their degrees and what careers they enter and whether they returned to the city. It was noted that the College was proactive in keeping in contact with students and developing its alumni although inevitably the numbers keeping in touch reduced as time passed.

The Committee **noted** the information provided and approved the new format of the Quality Improvement Plan as this helped focus governors attention on the key areas of focus.

7. Governance

The Clerk presented her report and noted that:

- Governors met the majority of their targets. Attendance had not met the aspirational target of 84% and, consequently, attendance at training was impacted given that this primarily took place at Local Governing Body meetings. It was noted that Committee attendance was high at levels nearing 90%.
- A series of SFCA webinars were available for governors to access. The SFCA very recently issued an occasional paper on racial equality which was shared with members of the Finance and Resources Committee given their remit for reviewing the Equality policy and annual report. The February webinar on Equality and Diversity might be of interest to governors in terms of understanding their role in leading on this area.
- Feedback about the conference was positive in terms of the content, format and timing.
- Sam Lifford's first term of office was nearing an end. Sam was happy to stand for re-appointment and her contribution was noted.
- By use of Chair's action, the appointments of Matthew Bennett as SEND link governor and Paul Cumming as CEIAG link governor were confirmed.
- The Student Governor vacancy had been promoted by no nominations were yet forthcoming. The deadline would be extended.

The Committee **noted** the information provided. The Committee proposed to **recommend** the following targets for 2021-22:

	Criteria	Target 2021-22
1	Governor attendance at LGB & C'ttee meetings	84% attendance
2	Governor attendance at training sessions	80% attendance
3	Number of papers tabled at meetings	5% of papers at meetings
4	Number of planned policy reviews completed	90% of reviews carried out
5	Duration of (i) Local Governing Body meetings (ii) Committee meetings	90% 3 hours long or less 90% 2 hours long or less
6	Governor replies to self-assessment questionnaires	90% replied
7	Link Governor visits	11 per annum
8	Scrutiny of Subject Quality Improvement Plans	4 per annum

Further to consideration the Committee agreed to recommend:

- The re-appointment of Sam Lifford as external governor and member of the Finance and Resources Committee for a four year period;
- The appointment of a Student Governor as a member of the Curriculum and Quality Committee for a four year term or until they left College (whichever was sooner).

8. Policy Reviews

(i) Curriculum and Programmes of Study Policy

The Vice Principal (Curriculum) advised that the proposed amendments to the policy were minor. The College's Curriculum Intent document had been added and consultation with HoDs on the course management section was ongoing to ensure this was accurate.

The Committee **approved** the policy with the changes as proposed.

(ii) Student Conduct Policy

The Clerk noted proposed changes to the policy reflected the appointment of the Vice Principals and their role in exclusions/suspensions, it also removed the anti-bullying code as an appendix as this was required to be a standalone policy in response to the latest Keeping Children Safe in Education legislation.

The Student Conduct Policy was **approved** with the minor amendments proposed.

(iii) ILT Strategy Policy

The Committee noted the information provided and **approved** the ILT Strategy Policy with the amendments proposed.

The Staff Governor in his capacity as a member of the IT Support team noted that the Disaster Recovery Plan was a work in progress. He noted that there was now a physical backup of the College's network stored at Hereford Sixth Form College.

9. Closing Standing Items

(i) Risk Management:

No additional risk management issues were identified.

(ii) Impact: The Committee noted its scrutiny of quality assurance data and processes as ensuring the best outcomes for students.

(iii) Any Urgent Business: No urgent matters were raised.

(iv) Date of Next Meeting: Wednesday, 9th February 2022

The meeting finished at 6.45pm.

Signed:.....

Sean Devlin (Chair)

Date:.....

CURRICULUM & QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 3rd NOVEMBER 2021

Report Reference	Action Point	Person Responsible	Completion	Check
C&Q/03.11.21/6(iii)	Consider ways of improving tracking of students after they leave College and complete degrees of further qualifications.	Vice Principals	Ongoing	

ACTION POINTS CARRIED FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
C&Q/19.05.21/5ii	Consider whether blind marking could be extended to include other assessments in future years.	EYS/RJS	September 2021	✓
C&Q/19.05.21/6	Prepare and circulate a role description for the role of Careers Link Governor.	JJP	09.06.21	✓
C&Q/19.05.21/8i	Review wording of Complaints Policy in relation to concerns/complaints being raised by telephone rather than in writing.	EYS/JJP	ASAP	✓