

**Present:** Sean Devlin (Chair), Alex Gwinn, Sheena Payne-Lunn, Wendy Pickess, Ed Senior, Caroline Shaw and Paul Tamas.

**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 autumn term.

**2. Apologies:** Luke Moseley (Vice Principal)

**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: 18<sup>th</sup> May 2022

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:

- There was further discussion about governors perception that a clear vision statement is needed. Whilst the Trust has published vision and values, the Committee felt that the College could have its on individual values which could be communicated to all stakeholders. It was agreed that this action point would be carried forward;
- The SFCa advised that national benchmarks for CLA students does not exist. It was noted that SLT had recently reviewed the progress of CLA students at their meeting.

**5. Management & Strategic**

(i) Principal's Update

The Principal presented the key points of the update and highlighted the following points:

- The first of the year's Open Events was success and feedback was overwhelmingly positive;
- Whilst still not at the six-week point, the College had approximately 1700 students and recruitment which represented a further increase in the percentage of the county cohort. The College had experienced growth of 26% in its student numbers over a four-year period compared to 4% increase in the cohort over the same period. As there had been no diminution in competition, it suggested that the College's reputation was strong and marketing was good;
- The increase in student numbers and associated increase in funding had enabled investment in IT and a 10% reduction in teaching staff caseload amongst other things;
- Parents and students had complained about the delay in the Council issuing bus passes even where the application had been submitted by the deadline. Other concerns related to capacity of services and the response of drivers in not stopping to collect students once at capacity. It was understood that the County Council had not received expected funding from the government and were struggling with resources to be able to increase service capacity. Parents were also frustrated at the lack of response when they attempt to contact the Council Hub. The College had contacted MPs and County Councillors, including the Cabinet Member for Highways and Transport and

encouraged parents to contact their elected representatives. Parents also, understandably, had concerns that it was a requirement for students to be seated and to wear seatbelts on dedicated College services, but not on public transport where standing was permitted.

In response to questions it was noted that:

- The College had not yet contacted the Press in relation to the matter and hoped that political pressure would help address the concerns raised;
- The College was unable to charter a private service where this duplicated a public service. With this year's cohort increasing by more than 300, it was felt that an urgent response was needed to ensure capacity to allow these students to travel to College next year;
- The response of the Council for those who were unable to get on services at capacity was that they can apply for a refund. This does not, however, address the fact that students are late or absent from College as a result of transport issues.

The Committee **noted** the information provided.

## 6. Quality Assurance

### (i) Quality Assurance

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

- The A Level pass rate of 99.5% was excellent and the proportion of high grades were higher than 2019, which was to be expected due to the flight path approach of exam boards;
- Re-moderation of Photography resulted in 16 grades being increased. Requests for remarks and appeals in relation to English Literature were ongoing;
- The vast majority of A Levels had pass rates above national benchmarks with those subjects significantly above noted;
- Value added of students with average prior attainment of 5.2 or below was strong, but students with prior attainment of 6.5 or above did not perform as well. The College would continue to focus on raising high grades;
- Students in receipt of Free School Meals were in line with the upper middle quartile meaning they made expected progress;
- In relation to Applied results, year 1 results were not as good as year 2 and this was a pattern being reviewed. The exception to this was Sport who had agreed to share good practice with Business, in particular, in relation to examined units;
- Retention on Level 3 courses had increased compared to 2019, although was lower on Level 2. Applied retention was good with the exception of Level 2 Business;
- The performance of ethnic groups was considered and groups who did not make the expected progress identified;
- Retention of females students was lower than male students with mental health issues perhaps disproportionately affected females;
- Retention of CLA students clearly negatively impacted achievement, however there was clear narratives around the support that had been in place;
- Data around retention of students in receipt of FSM differed depending on the data used with Six Dimensions suggested retention of this group was 8% higher than expected;
- Attendance had decreased in recent years. Whilst a national trend, this was clearly a focus for the College. Whole College attendance was currently 90.6% although Level 2 attendance was lower at around 85% with the exception of Film whose attendance was 92%;
- A summary of the impact of the Subject Improvement Support was provided with improved results in many areas. The areas where support would be offered, or continue to be offered this year, was noted;
- Quality processes were outlined with new teachers and ECTs being formally observed and cross-College learning walks being used to assess teaching and learning more generally;

- The College would be subject to a Quality Visit over the next two days;
- Student feedback about Course Confirmation and Induction processes and advice offered was positive. Issues identified included the buses, lack of study and social space and Wi-Fi access.

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

- Where achievement in small cohorts was poor, this was due to retention being low;
- In relation to Business, low level behaviour was an issue more than was otherwise typical and Applied Business are part of the Subject Improvement Support. Sport share the same type of cohort and had good strategies for managing behaviour which would also be shared;
- It was requested that information on data on the performance by ethnic groups be disaggregated by level and course;
- The mix of students opting for Biology GCSE was outlined. Previously, students had opted to take this to support a career in nursing where they had not met the science requirements, however, this was not the case as much in recent years;
- The College was already considering ways to address to areas for improvement identified in the student first impressions survey. Tweaks to the timetable were being considered to respond to pressures on the cafeteria and social space in addition to considering an outdoor covered space in the recreational area.

The Committee **noted** the information provided and thanked the Vice Principal for her report.

(ii) Quality Improvement Plan

The Vice Principal (Curriculum) advised that the whole College QIP followed the format agreed last year with the addition of a column aimed and specifically identifying the member of staff responsible for updates. The QIP clearly identified the focus of improving value added, a focus on teaching and learning strategies and raising aspirations in relation to progression. Whilst university was not right for all students, given Worcester and Wychavon were in the bottom 20% for social mobility with a decreasing appetite for university, it was important to promote this as an option to students encouraging them to be aspirational in their progression aims.

The Committee **noted** the information provided.

## 7. Governance

The Clerk presented her report and noted that:

- Governors had met the majority of the targets set for key performance indicators. Attendance was disappointing, however, if two former governors were excluded from the data, this would have improved by 15%. Attendance nationally was lower than last year, possibly as a result of a return to in-person meetings;
- Given recent resignations and the requirement for succession planning, adverts had been placed for three external governors – one with the safeguarding link role attached to it and another with the SEND link role incorporated;
- The current Safeguarding link governor had agreed to retain the role even if appointed Chair from January until a suitable replacement could be found. The SFCA were consulted and could not find any guidance which suggested this was not a suitable arrangement;
- The parent and student governor vacancies continued to be promoted and there had been some interest;
- Governors were reminded of the need to complete annual declarations as a priority where these were outstanding and links to governor training were shared.

The Committee **noted** the information provided. The Committee proposed to **recommend** the following targets for 2022-23:

	Criteria	Target 2022-23
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

## 8. Policy Reviews

### (i) Curriculum and Programmes of Study Policy

The Vice Principal (Curriculum) advised that the previous principles in relation to progression detailed in a separate progression policy had been incorporated into the Curriculum Policy. Arrangements for summary assessments this year had also been updated. The progression principles had been updated to reflect that students on level 3 courses were essentially on two year programmes where progression was automatic. Where students were not fully engaged and there was concern around whether they would pass their qualification, disciplinary processes would be followed where improvement had not been forthcoming following pastoral intervention.

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

### (ii) Student Conduct Policy

The Student Conduct Policy was **approved** without change.

### (iii) Careers Strategy 2022-23

The Careers Strategy for the current academic year, including the careers calendar, were **approved** with the changes outlined.

## 9. Closing Standing Items

### (i) Risk Management:

No additional risk management issues were identified. The issue around transport capacity was one that needed to be reflected on in the risk register.

(ii) Impact: The Committee noted its scrutiny of quality assurance data and processes as ensuring the best outcomes for students. Consideration of issues in relation to transport and the impact on students was also considered.

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

(iv) Date of Next Meeting: Wednesday, 8<sup>th</sup> February 2023

The meeting finished at 6.50pm.

Signed:.....

Sean Devlin (Chair)

Date:.....

**CURRICULUM & QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 2<sup>nd</sup> NOVEMBER 2022**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
C&Q/02.11.22/6(i)	Retention data to be disaggregated by course and level.	JLJ	February 2023	

**ACTION POINTS CARRIED FORWARD**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
C&Q/18.05.22/4(i)	Consider whether the College's values and visions could be promoted more clearly to stakeholders.	EYS	November 2022	

**ACTION POINTS COMPLETED**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
C&Q/18.05.22/5(i)	Identify national benchmarks in relation to the performance of CLA students.	JLJ	November 2022	✓