

Present: Sean Devlin (Chair), Duncan Clark, Alex Gwinn, Wendy Pickess, Ed Senior, Caroline Shaw.

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

1. Appointment of Chair: Sheena Payne-Lunn was unanimously appointed Chair for the academic year. As Sheena was unable to attend due to unforeseen circumstances, Sean Devlin agreed to chair the meeting.

2. Apologies: Beth Hallam, Kelvin Hard, Sheena Payne-Lunn

3. Standing Items

- (i) No declarations of interest were received.
- (ii) RAG rated information by subject was identified as confidential to the committee.
- (iii) No urgent business was identified.

4. Minutes

(i) Minutes of the Curriculum & Quality Committee: 17th May 2023

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:

- A new Raising Standards Lead with responsibility for Equality and Diversity has been appointed. It is anticipated that they will look to develop links within the local community including an Iman;
- The amount that the other colleges in the Trust provide per day for those eligible for free college meals was noted and the committee was reassured that the amount the College currently provides (in that it enables students to have breakfast and lunch) was sufficient;
- An audit of the timetabling of rooms was conducted and this provided assurances about room utilisation;
- As it was thought possible to identify the parents who do access the Parent Portal, a request will be made to see if, by the process of elimination, this identifies those parents who have never accessed the Portal;
- The Vice Principal has shared some initial thoughts on mapping the College vision and values with those of the Trust with the Staff Satisfaction Focus Group. It is also intended to share this with the Student Union to involve them in a consultation.

The committee noted the updated provided.

5. Management & Strategic

(i) Principal's Update

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

- The teaching and support staff pay award has been agreed nationally and will be implemented in November pay backdated to September. The award has only been partially funded leaving a shortfall and, whilst this was affordable for the College this year and staff deserve the increase, similar partially unfunded awards going forward was not sustainable;
- The College has its highest ever number of students currently, however, the target of 1800 students was not met which was disappointing given the record number of applications for places. The under-recruitment was the result of grading being returned to 2019 levels with

many applicants not qualified to access College courses. Whilst the addition of another level 2 group mitigated this to a degree, the College failed to recruit as many year 1 students as anticipated. Given the positive student number this year, funding for next year will increase, however, the challenge is in the following year when it is likely that the student number will decline even if we recruit similar numbers as this year;

- The Growth Strategy has been updated. It is felt that the College's marketing activities are sound, therefore, the focus to respond to a potential decline in student numbers is to focus on the introduction of the second T Level next year and to look to increase Level 2 provision;
- The first of the College's Open Events was really well attended and feedback was positive. The second event takes place on 9th November and, based on those who have registered, numbers should be similar to the equivalent events last year;
- Following the concern of the College and governors in relation to not being able to categorically state that the College does not have RAAC, the DfE have commissioned a survey which will take place in November. The need to respond to remedial fire safety measures identified by the fire risk assessment is also a priority. Whilst the Trust would now receive devolved capital as it has five institutions, and almost £1 million had been notionally allocated to the College by the DfE, this would be paid to the Trust and the arrangements for any top slicing had not yet been confirmed;
- A document on AI has been produced to consider how this might be harnessed in teaching and learning and to identify actions for the College;
- It was positive that the transport providers had worked with the College so positively to respond to capacity concerns. There were still some issues in relation to reliability, but the bus company continues to work with the College to find solutions.

The Committee **noted** the information provided. In response to challenge as to whether Level 2 provision was more attractive to female students it was noted that although the additional group at Level 2 was in Health and Social Care which tended to attract more female students, the other Level 2 offerings in Business and Sport tended to appeal more to male students.

6. Quality Assurance

(i) Quality Assurance

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

- A selection of subject self-assessment reports and QIPs have been shared from subjects involved in subject improvement and one considered outstanding. These link to cross-College and overarching priorities. The focus of the early meeting of the Head of Department with the Vice Principal was shared for information along with the documentation completed as part of departmental learning walks;
- A RAG rating of subjects based on a number of performance measures was shared and hopefully provides governors with a useful reference point;
- New teachers are observed within the first three weeks and newly qualified teachers on a more regular basis. The key themes that emerged from these observations were noted. Where it is felt that new teachers would benefit from additional coaching, the College has Raising Standards Leads who can work with them;
- The Subject Improvement Support overview demonstrates clear evidence of progress in the subject areas supported. Whilst some subjects continue to be part of Subject Improvement Support, they have made incremental improvement;
- A survey of students demonstrates that ready to revise strategies are being routinely used by students to review their learning and the results were more positive than the previous year;
- In the first impressions survey, responses to the questions about the opportunity to get to know others in the class were less positive than other questions and will be reviewed;

- There is a focus on tracking and monitoring of students at summary assessment points with follow up interventions by the pastoral team. It is hoped that this will help improve retention from year 1 to 2 and from level 2 to level 3;
- The College's focus on improving attendance was outlined including sending mindset letters home where new students have made a positive start and, where they have not received this, having interventions in place to address any concerns as early as possible. Attendance so far this year is approximately 2% higher than the equivalent point last year which demonstrates the impact of these actions;
- Students from minority ethnic backgrounds, the lowest financial household income and those on level 2 courses had retention below other groups of students. Disadvantaged students also perform less well in terms of attendance and retention and the Vice Principal is formalising strategies aims at focusing on this particular group of students. Disadvantage can be measured in terms of those in receipt of free college meals or those who received free meals at any point during their time at school;
- In terms of destinations, more A level students progressed to university than the previous year which is positive given this was a particular area of focus last year;

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

- HoDs were able to complete the majority of their SAR and QIP in the summer term and to complete in September once results were known. Exemplars were pre-populated wherever possible so as to reduce the workload and time required to complete this documentation;
- The College is trialling the use of ALPs as a means of monitoring value added in-year rather than having to wait until results were known. The aim would be to monitor mock and assessment results and see the impact of this on value added;
- Not all students who received free school meals necessarily received free college meals, but similarly those who had never received free school meals could have free college meals as it is based on eligibility criteria;
- There were no benchmarks to compare retention by demographic although it was agreed this would be useful.

The Committee **noted** the information provided and thanked the Vice Principal for her report. The Principal commended the Vice Principal for her report and the efforts of the pastoral team in terms of interventions with students to bring about improvement. The teaching staff governor commented that the departmental learning walk was a useful process to participate in to ensure that all of the department were focused on the right priorities.

(ii) Quality Improvement Plan

The Vice Principal presented the Quality Improvement Plan for the 2023-24 academic year which will be monitored throughout the year and updates added. The Committee **noted** the information provided.

7. Governance

The Clerk presented her report and noted that:

- Sheena Payne-Lunn is nearing the end of her first term as external governor following one term as parent governor. Sheena has been willing to take on additional roles including chairing the committee and being the designated mental health link governor and is willing to stand for a second term;
- Five candidates put themselves forward for the student governor vacancy and an electronic election was currently running;
- Governors met all of their targets for 2023-24. It was particularly notable that attendance surpassed the 84% target after falling below 80% last year. Whilst it was positive that the number of link visits had been met, over 50% of these were by the safeguarding lead governors and other governors were encouraged to make arrangements to visit during the course of the year.

The Committee **noted** the information provided and recommended the re-appointment of Sheena Payne-Lunn as external governor and member of the Curriculum and Quality Committee for a 4 year term. The Committee proposed to **recommend** the following targets for 2023-24:

	Criteria	Target 2023-24
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	Link Governor visits	11 per annum
7	Scrutiny of Subject Quality Improvement Plans	4 per annum

8. Policy Reviews

- (i) Curriculum and Programmes of Study Policy
Minor changes to the policy were proposed to reflect that there was not longer a level 2 GCSE pathway. The Committee **approved** the policy with the changes as proposed.
- (ii) Student Conduct Policy
The Student Conduct Policy was **approved** with change to reflect that the College is now a non-smoking/vaping site.
- (iii) Careers Strategy 2023-24
The Careers Strategy for the current academic year, including the careers calendar, were **approved**.

9. Closing Standing Items

- (i) Risk Management
The pertinent risks for the Committee were shared in relation to teaching and student support and where the score had been changed an update was provided on the reason for this change.
- (ii) Impact
The Committee's in depth scrutiny of the performance of the College last year in terms of outcomes, attendance and retention and the focus on particular groups, e.g. disadvantaged students, was noted.
- (iii) Any Urgent Business: No urgent matters were raised.
- (iv) Date of Next Meeting: Wednesday, 7th February 2024

The meeting finished at 7.01pm.

Signed:.....
Sheena Payne-Lunn (Chair)

Date:.....

CURRICULUM & QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 8TH NOVEMBER 2023

Report Reference	Action Point	Person Responsible	Completion	Check
C&Q/08.11.23.6(i)	Develop a strategy aimed at addressing the under-performance of disadvantaged students.	JLJ	February 2024	

ACTION POINTS CARRIED FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check
C&Q/08.02.23/4(i)	Ensure arrangements are in place to remind parents who have not logged onto the College Portal.*	EYS	February 2024*	
C&Q/18.05.22/4(i)	Consider whether the College's values and visions could be promoted more clearly to stakeholders.	JLJ*	Ongoing	

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
N/A				

*denotes change