



Minutes of the Meeting of the Curriculum and Quality Committee Held at 6:00pm on Tuesday 10 May 2022

Members Present

Terry Butland (Acting Chair) (TB)
 Sarbdip Noonan (Principal) (SN)
 Carlton Downie (CD)
 Amelia President (Staff) (AP)
 Ramin Hashemian (Staff) (RH)

In Attendance

Lois Vassell (VP Curriculum & Quality) (LV)
 Robert Heal (Director of Governance) (RoH)

Observer

Annette Cast (Principal Elect)

1. Chair's Opening Remarks

TB welcomed all and introduced himself, noting this is Sarbdip's last committee meeting and thanking her for her contribution over the last 6 years. He also noted the following:

- Welcome to Annette Cast, Principal Elect in an observer role; and advised that the handover of Accounting Officer has been agreed as 01 August 2022.
- Welcome to new Governor Carlton Downie, former Staff Governor and now external Governor.
- Last meeting for students and thanked them for their contribution.

2. Apologies for Absence

Student) expressed apologies due to exams and Ramya Vadivel due to other commitments

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the meeting held on 8 February 2022

The minutes were accepted as a true record, and a hard copy will be signed by the chair when they are next onsite.

5. Matters Arising

There were no matters arising.

6. Action Points

The action points were reviewed, and all were noted as completed or within the body of this meeting, except:

Value Added, SN updated, over 1866 qualification aims outstanding to be qualified to Ofqual. These are being mapped to grade equivalent ALPS score. We are now able to predict the ALPS score but require a few more days to complete. The final inclusions will be made this week. Report is therefore

yet to be produced but will be published at end of the month. **TB called for inclusion in Principals report to Board in July - Action**

Item taken first, to support staff member presentation.

16. HE Update Report

Brief update since the February report. Overview of course development process with University of West London (UWL). Progress to date. Introduction of 5 new courses for Sept 22: Business studies with foundation year and Computer science with foundation year. Course approval in progress, but UWL are being slow.

SN noted that as there is no movement by UWL, we cannot promote for Sept 22 yet, so there is a risk to student numbers. Once approved, it will still be subject to validation.

BA (Hons) Games, Design and Animation with Foundation Year put forward for sept 2023 start due to staff upskilling and software procurement needs.

SN added, units are written, but remain pending UWL. AT noted that some staff had moved to UWL, and we have a good working relationship.

Two new foundation degrees on offer: FdA Professional Practice in Health and Social Care, permission to market already given. Validation event Tuesday 17th. FdSc Football Coaching and Practice, the UWL process in sport is taking longer than expected. There is a cohort ready, but we need to share further details with them which are not yet available, so likely to lose them. Prospective numbers for Sept 22 shown in report. Total planned enrolments were 61 students, unless we can get marketing in place we are not likely to achieve.

SN questioned how many at risk? AT responded 21 in progress [meaning 40 at risk]. SN noted that this is another year when HE is a risk for the College. TB added, HE is well known to be slow to approve; and this shows they are not serious and not focussed on authorising the Courses. It shows a lack of a key responsible person and decision maker. However, it is good that we have a personal relationship.

SN this is a similar situation to Portsmouth. However, a member of UWL, Stephen Scott, UWL global partner manager, wishes to join our Governing Body. RoH, they have yet to apply. AT to forward contact details.

AC asked, have we spoken to UWL Vice Chancellor? TB agreed, but is worried that from experience, they may not have authority and may compound problem. SN responded, UWL will not meet with us. AC asked if UWL really want the relationship? Noting that as relationship approvals progress up the hierarchy you find out that it is not really on their agenda. SN noted that University's want the partnerships but are reluctant to move forward; and this is not our first time here. AT added, UWL partnership process was only last year. They wanted to partner with us.

TB keep pursuing, but review opportunities before end of coming year. SN HE is at risk.

AT continued, student recruitment problems were due to cost of provision, when we moved to Uni of Portsmouth, the fees went up from £4,500 to £6,165. It was identified that this was too much and we requested reduction. It is now £4,950 which undercuts local competition. However, they are published as £6,165 this year through Office of Students, so a bursary repayment will be made for the difference, then published as £4950 thereafter.

AT noted that Uni of Portsmouth final teach out and closure this year.

TB good work, undermined by the partnership. There are 2 major issues, student enrolment risk from slow approval and fees attitude. Need to review later this year.

**RECOMMENDATION
NOTED
HE UPDATE REPORT**

7. KEY PERFORMANCE INDICATORS

SN took the committee through a summary of the report which shows the progress of the College against agreed Key Performance Indicators (KPI's) to date and highlighted the following **Key Changes in the KPI's:**

SN noted that

- Overall College Attendance Rate as at the 25th April is **80.26%** against a target of 86%, this is an issue with students engaging post pandemic. Online attendance is currently better than onsite. Work is being completed at 94.6%
- Overall College Punctuality as at the 25th April is **87.18%** against a target of 91%
- ESFA 16-18 Enrolment Target is 1548 on the 25th April our 16-18 funded headcount is **1486**, that's a decrease of -62 against our allocation
- ESFA 16-18 Funding allocation is £8,526,492 as at the 25th April our 16-18 funding is **£8,060,359**
- ESFA 19+ & GLA Target is 2100 enrolments (1000 heads) as at the 25th April 19+/GLA enrolment is **2489 enrolments (1071 heads)**
- ESFA & GLA Funding Target is £1,806,822 as at the 25th April is **£1,700,772**.
- ESFA ER Apprenticeship Funding Target is £59,064 as at the 25th April our apprenticeship funding is **£21,323**, static as no movement from ESFA.
- ESFA 19+ Loan funding Target is now £280,469, as at the 25th April our loan funding is **£272,798**
- Key Financial Indicators are RAG rated Outstanding, and the YTD Surplus is **£63k**, staff cost/cash ratio **£3.24:£1** for the end of March 22

SN added, this is a reasonable picture with work still to be done.

TB noted attendance and punctuality are under target. SN responded that attendance is an issue post pandemic and students are struggling with face-to-face learning. Changing the culture is work in hand.

CD added, literature suggest mental health issues arising from lockdown are prevalent, is that the case here? Psychologically people do not wish to go out. SN noted mental health issues have increased, but staff dealing with this through support mechanisms. Students are prepared to work online. However, this will require a culture shift.

TB why do we count attendance and punctuality separately? SN responded to accurately understand the situation. TB are we speaking with students on this? LV, yes through personal tutor calls on absence day and ensuring work is being completed. TB that is very commendable. Can we see a report on this. **SN, it will be in Principals report in July Board - Action**

RH asked are students allowed to attend online. SN students can access resources online, but are encouraged to attend face to face unless there are known specific issues.

**RECOMMENDATION
NOTED
THE KEY PERFORMANCE INDICATORS REPORT**

8. Risk Register Review

TB called for a Deep Dive on Risk 2.5 Partners

SN satellite centres and subcontract learners, effective teaching support. We are monitoring and there are only 2 subcontracts, this is working fine. Our curriculum review shows the satellite centres need work. Subcontract staff have been brought in house. There were issues with staffing and curriculum components. This should still be red until key points addressed. LV will update key findings in item 15. TB so, more risk than first thought, but actions already in place to deal with it. SN real focus to put infrastructure in place for end this academic year.

SN, the College is making good progress against the identified risks and has been assured through the positive outcomes of recent internal audit reviews, that the College has reviewed progress in terms of compliance and risk mitigation, allowing the following areas to be RAG rated as GREEN or AMBER since the March 2022 review.

Top Key Risks that remain as Amber are:

AIM 1: Ensuring excellent learning, teaching and assessment leading to higher student achievement. Risks 1.2, 1.5, 1.6, 1.7

AIM 2: Excellent learner support providing a high level of satisfaction for learners and stakeholders. Risk 2.1, 2.3 Moved to Green in March, 2.4, 2.5

AIM 3: Organisational excellence in all that we do. Risks 3.1, 3.2, 3.3, 3.7

AIM 4: Taking the Curriculum Strategy to the next level in 2020/21 and securing a sustainable future for the college. Risk 4.1 Moved to Green March, 4.2, 4.4

AIM 5: Aligning Human Resources with the College's strategic direction. Risk 5.2, 5.4, 5.5, 5.6 Moved to Green in March

AIM 6: Establishing sound financial health for the College. Risks 6.1 Moved to Green in March, 6.2 remains Red, 6.3, 6.4, 6.5, 6.7 (legal challenges) & 6.8 (political/ internal risk) - New Risks from March.

The Audit & Assurance Committee wished to highlight the risks to learner recruitment (see 1.6, 6.1) both of which are currently amber.

CD noted there was an overuse of RED colour and Green colour, column target for risk seems unrequired as green all the way down, flag red all down. What needed is reduced colour, so that colour is used to catch eye. SN we can look at to remove. TB noted structure has gone through audit to be detailed. TB, I tend to review colour of risk in mitigating actions.

**RECOMMENDATION
NOTED
THE RISK REGISTER REVIEW AND
DEEP DIVE OF A RISK 2.5**

9. BCP Plan

SN noted Covid is dropping in the local area, no further systematic testing in place and undertook a brief update overviewing the measures to be used during the summer exams.

Proposal to close the BCP as the strategic plan covers else. CD caution Covid case numbers as tests and cases are linked. SN BCP indicators have been removed. CD suggest keep plan and just put on hold. SN agreed, closure and now but keep framework in place, simply stop reporting. **Remove from agenda unless in active use– Action**

TB added the report was valuable and served its purpose.

**RECOMMENDATION
NOTED
BCP PLAN**

10. Strategic Operational Plan

SN overviewed the Strategic Operational Plan 2021/22. Good progress has been made and all targets will be met.

TB questioned English and Maths are still red. SN the overall pass rates and high grades will increase and will attain above the National average. However, as a College, the English and Maths will remain an issue. TB clarified the benchmarks. SN confirmed the benchmarks for grade 4 and above are low, but the College aspiration is higher, so this will remain as an area for improvement for the College. Explaining that against National average we are better, but in Ofsted inspection terms we still need to improve.

TB good progress for year. SN added that we will have a clearer picture by end June.

**RECOMMENDATION
NOTED
STRATEGIC OPERATIONAL PLAN**

11. Self-Assessment Report Process for 2021/22

LV overviewed the process as: responsibilities for production of individual sections of the overall college SAR will be allocated to members of the SLT. The process will be co-ordinated and edited by the Quality Manager with the final review and compilation completed by the Vice Principal Curriculum and Quality. This is reviewed annually and updated. Changes are deadline dates and additional staff training on the process.

TB noted that previously there was opportunity for Governors to attend the peer review. LV added, this is included.

**RECOMMENDATION
NOTED
SELF-ASSESSMENT REPORT PROCESS FOR 2021/22**

12. In Year Retention Report & Predicted Achievement 2021/ 22

SN explained this is an important indicator. Overall retention is at 94.9%, this is 2.1% above the College target, but below last year's 95.7% achievement. The 16-18 breakdown is at 91.8% to 95% target; and 19+ it is at 98.1% against a target of 100%. Generally, retention is high, but 16-18 is below target.

The current achievement prediction gives a best case 94.8% and on target to achieve >91% overall. The breakdown of 16-18 is 78.5% worst case and 91.8% best case. For 19+ it is best case 97%. We are on target to achieve both results above target.

By age, the predicted achievement for 16-18 has declined for Level 1,2 and 3 against previous months; and are currently below 2021 outcomes. For 19+ they have all increased. However, we are only in May and will likely hit target.

In terms of English and Maths Functional Skills, 16-18 at entry level is above target by 10.3%, but level 1 is below by 4.3%. 19+ is above college target for both entry and level 1. GCSE English current predicted achievement is 78.2% worst case and 19+ worst case is currently at 83.9%. we cannot predict best case or high grades and its not prudent to do that currently. Functional Skills Maths at 16-18 and 19+ at entry and L1 are both above target. GCSE Maths worst case 16-18 is 77.7% and 19+ is 84.8%. There are robust actions in place to ensure that retention doesn't drop further.

Overall achievement, we will achieve at 19+and 16-18 Apprenticeships at 65.7%, so should be achieved as well.

CD good results, SN, 19+ is good, retention is lower than target, but we will get there. We are in a good position. TB good chance if 91% can be achieved. Excellent news.

SN, last years achievement was teachers assessed 91%, we did not increase target. This year it is public exams, we will get better than 91% and definitely get College target.

CD results elsewhere are predicting lower than last year.

SN, there has been a lot of staff support for students to deliver, nurturing & developing this has given results.

RECOMMENDATION

NOTED

IN YEAR RETENTION REPORT & PREDICTED ACHIEVEMENT 2021/ 22

13. Teaching, Learning and Assessment and CPD Interim Report for 2021/22

SN stated, this report contains a summary and analysis of the Quality Assurance progresses to evaluate teaching, learning and assessment to date in the academic year 2021-22. The processes outlined in the report form part of the College's continuous quality improvement cycle, ensuring students continue to receive an excellent experience at the College and College staff continue to strive to make ongoing and sustained improvements that benefit students.

This is an update on February's interim report. Final report will be in September. Key highlights are: Formal Observations have been largely completed, less staff on sick leave, 97% complete, 91% meet expectations, giving good outcomes. Area for improvement English, Maths and Attendance.

Learning Walks identified high expectation not being adhered to. Far too many students receiving disciplinary points due to standards. Walk throughs are not prescriptive and have been minimum of 10. This gave significant improvement. We can also see good practice. Area for improvement was punctuality.

Work scrutiny identified student have good quality feedback given. The area for improvement, was that in depth answers for high achievers was needed. Also spelling.

The audit of Schemes of Work and IV indicate 86% fully completed. Verification complete and no issues from awarding bodies. Mark books show learners are on track.

Stakeholder survey, mid year 77% response against 85% target, attendance an impact.

CPD taken place, staff receiving areas for development in appraisals.

Peers Observation focus on digital teaching techniques and tools. These have almost been done. and Reflective Observation, developmental feedback & innovative approaches. Self study materials have been created by staff .

Educational technology, blended learning pilots, materials available online, forms the basis for independent learning hours. On track for Sept. software app being rolled out to staff. Training modules are also available to assist with blended learning development.

TB good report, strong picture. Blended learning pilots are new and successful, good to see. CD is this 1 hour per week. SN, staff now produce resources which they are directed to complete. CD is these materials from the consortium, do we contribute? SN, we use and can add. Now students are directed to our material. CD good use of time.

TB clarified, SN confirmed and added skills for themselves. TB how any in consortium, SN big cohort, 1800 self teach lessons. Just FE colleges. Buy in CD there is a lot of colleges. SN subscription access.

TB another strong point is advance practitioners, another demonstration of this, SN ne wand observed focusses on what staff member needs to improve. Movement for next year, supporters in one dept and observe in another.

RECOMMENDATION

NOTED

TEACHING, LEARNING AND ASSESSMENT AND CPD INTERIM REPORT

14. Curriculum Planning & Implementation for 2022/23

LV overviewed the draft paper for the future which summarizes the rationale for implementation of additional hours. We have to add 40 hours of learning to meet government requirements. This is how we are doing this and where they are being applied, moving from 540 to 580 hours. T levels are becoming part of mainstream of broad students, plus a new intake of science, health and early years; and a new pathway for data technicians and team leading in business. We are also looking to expand our T level offer in September.

The paper overviews the study programs, curriculum design and what it will consist of. It is a challenging qualification to all 16-19 year old's. It will have non qualification activities, e.g. tutorial time, workshops and enrichment and work experience, GCSE English & Math's functional skills. The study program looked at blended learning to be independent learning, this will be covered with staff training and CPD in August, to give learners the blended learning consortium activity. In addition to the leveling up white paper, target to raise English & Math's attainment; the national achievement is poor, but we have our own target and are trying to increase target to grade 5 by 2030. Each student will be given high quality support to achieve good grades. This is challenging as nationally grades are poor, but we will have support in place.

Study program tutorials have been changed. There is an enormous mental impact from lockdown on studying. We have allocate 2 hour tutorial, 1 hour 1-1 target setting and progress, 2nd hour as personal development, enrichment, mental health and wellbeing. Being extra support for mental health issues to support learners. Student services have seen demand increase.

SN, the additional 40 hours government funded activity, this is an additional 1 hour and staff will be trained.

LV continued, students at entry level will have work experience of work-related activity and online work experience, employability and skills development to gain industry experience.

SN clarified; the program is designed to meet needs at different levels. More nurturing and development at lower level, leading to external placements at the higher level.

LV, the document shows the hours and delivery, timetables and plans will be based on this curriculum plan.

TB questioned, T levels, how getting on with setting up work experience, this does require employers involvement. LV, we have managed to secure good employment for 2nd year science with the local Hospital (Royal Orthopedic). All T Level students have a placement. The review with Ofsted found our work experience was very good.

TB, the reference to 10% top slice hours for efficiency, can you explain? LV, of 600 hours there has always been a 10% top slice for administration, so we deliver 540 hours teaching.

AP asked, regarding tutorials, students are not attending, how will we ensure this happens? LV, this year we have seen issues, now tutors will be retrained to deliver / manage. SN added, student services had difficulties and we have added capacity and training.

RECOMMENDATION

NOTED

CURRICULUM PLANNING & IMPLEMENTATION FOR 2022/23

15. Curriculum Review – Satellite Centres

LV overviewed; the Curriculum review is a quality process that evaluates the quality of provision within an identified curriculum area. The area identified for curriculum review is usually the curriculum area that requires improvement and has been identified on the previous year's college SAR. The process follows the OFSTED framework and the new EIF and is a supportive process to improve quality of provision. The curriculum Review for the 6 Satellite Centers took place w/c 4th May and was completed last week, report to follow, the headlines based on new Ofsted framework are:

- **Quality of Education**, Strengths – Curriculum meets needs of learners, all teachers and managers are well versed in sports coaching pathway, learners' awareness and links to curriculum, sequence of units. The range of levels to match abilities and 3 centers received popular choice for HE or good progression.
- Area for Improvement - additional support lessons required for learners requiring additional units, overall study program consistency across all sites.
- **Implementation** – Strengths – all lessons met expectations, active learning ethos and behaviour. Good range of teaching materials, learners felt supported.
- Area for Improvement - Rayners Lane had poor behavior. Assignment completion focus over T&L, attendance poor, Eng & Maths poor attendance, punctuality, teacher qualifications need completion. Feedback good with some issues on timeliness.
- **Impact**, Strengths - increased learners 366-415. Predicted achievement is 91%, an increase of 8.9%. Progressed from last year in achievement.
- **Progression** – total progression to HE or apprenticeships is 85%, somajority progressed and are very good.
- **Behaviour & attitudes**, - good and suitable timetables, behaviour issues at 1 main site. New Head of School taking time to put things in place but students feel supported. Lack of tutorial program and pastoral support impacted behaviours.
- Area for Improvement – tutorials, new teachers need additional support, timetables need to reflect lessons. Monthly meetings do not measure quality.

Overall - area requires improvement, looking like a grade 3, as so many anomalies, with pockets of good. New management not yet embedded, and staff need training. Action plan being developed to improve.

SN, satellite centre staff are new on board, we haven't had the full staffing level, we now have a full compliment of student service and tutorial staff, satellite teachers not trained in tutorial. Will need to be robustly managed. Reports have never shown tutorial issues, so reporting is an issue.

TB, thorough job, good actions emerging. What was position before coming on board. SN, previously subcontract, now direct delivery, so now our staff following our procedures and CPD. Before just football clubs, so this is changing the culture. TB, so control was less previously. LV yes.

SN, now 1/3 of college provision so swift plan in place to up-skill staff into next academic year.

RECOMMENDATION

NOTED

CURRICULUM REVIEW OF SATELLITE CENTRES

17. Policies

There were no policies to review.

18. Review Committee Terms of Reference

RoH overviewed proposed changes.

Approved.

RECOMMENDATION

APPROVED

COMMITTEE TERMS OF REFERENCE

19. To select a Chair and Vice Chair for the Ensuing Year

The Committee agreed to defer this agenda item to the Governance Committee due to changes in committee membership.

RECOMMENDATION

DEFERRED TO GOVERNANCE COMMITTEE

20. Meeting Review, Learning & Reflection

Previous meeting – 3 responses 100%, 1 comment: very busy meeting - comprehensive papers with details.

TB good discussion.

21. AOB

SN opportunity to thank, challenge and steer, honour and privilege, thank you and I've enjoyed working with you all.

TB thanked SN again and wished her all the best in the future.

22. Date of Next Meeting -- Tuesday 8 November 2022 at 6pm.

Meeting closed at 8:02 pm

Signed

Chair

Date 8 Nov 2022

Action Points

Item	Action	Responsibility	Timescale
Previous	Value-added data report to be included in Principals report to Board in July	SN	July 2022
7	attendance and punctuality reported separately to be inc. in Principals report in July	SN	July 2022
9	BCP Remove from agenda unless in active use	RoH	November 2022