

THE CORNWALL COLLEGE GROUP

EXCELLENCE AND EXPERIENCE COMMITTEE

Minutes of the meeting of the Excellence and Experience Committee
held on 18 June 2018 in the Boardroom, Cornwall College St Austell at 2.00 pm

Present	Wilf Hudson	WH	Chair
	Jamie Crisp	JC	
	Tracey Hooper	TH	
	Raoul Humphreys	RH	
	Ian Tunbridge	IT	
Apologies	Sonia Blandford	SB	
	Karen Burrows	KB	
In Attendance	Alison Phillips	AMP	Corporation Secretary
	Vicky Cox	VC	Group Director Curriculum and Quality

1. **WELCOME AND APOLOGIES** Action
The Chair welcomed colleagues to the meeting.

Apologies were received.

2. **MINUTES OF MEETING HELD ON 26 FEBRUARY 2018**
The minutes of the meeting were received, agreed as a correct record, and signed by the Chair.

3. **MATTERS ARISING**
The Chair reviewed the minutes and confirmed that all actions had been addressed or would be considered at this meeting apart from:

- HE Academic Board Meeting (minute 8.1). Discussions regarding the curriculum management structures were continuing. An update would be presented at the next meeting. VC/amp

The meeting agreed to reorder the agenda and review the Safeguarding – Termly Update next.

4. **SAFEGUARDING TERMLY REPORT**
Mike Carnall, Designated Safeguarding Lead, joined the meeting for this item.

The report was received and MC reviewed the report highlighting key areas. He confirmed that there had not been any changes in the core safeguarding team and that future arrangements for Deep Blue Sound Bristol and the Centre for Sheltered Housing Worcester were being considered. MC reassured governors that appropriate cover would be secured.

The number of safeguarding referrals for 2017/18 had increased on 2016/17. MC was confident that this was attributable to better awareness, data capture, reporting and recording but recognised that the number of police vulnerability reports had also increased by 25%. MC also reported that Pro Monitor was working well for safeguarding and that the recording of mental health as wellbeing rather than safeguarding referrals was being considered.

Governors asked a number of questions and discussed the report openly. The development areas for 2018/19 which included plans to develop the tutorial curriculum were noted. Following consideration of the involvement of the safeguarding team with partnership work the committee endorsed proposals to develop a more robust engagement mindful that the quality inspections undertaken did cover safeguarding.

The Chair thanked MC for his report and reassurance that the College was compliant with safeguarding requirements and good practice.

Following this discussion MC left the meeting.

5. CURRICULUM AND QUALITY OVERVIEW

The report was received and Vicky Cox, Group Director Curriculum and Quality, reviewed the report.

She confirmed that progress against quality targets was broadly in line with 2017/18 targets. The focus of quality improvement work during the year had been on the Rural Economy Cluster and English and maths. VC outlined the improvement strategies which had been put in place, including the targeted intervention projects relating to the attendance and motivation of learners and on-line programmes to target identified development areas. Alongside this work, there had been two reviews of the Rural Economy Cluster; a peer assessment by Landex (a subscriber organisation of land-based colleges and universities) and a mini inspection undertaken by a consultant working with the College. VC confirmed that the improvement strategies were impacting positively, with improved attendance, better engagement and motivation at Rosewarne and Stoke Climsland where the work had been focused. She outlined the strategies planned to continue improvements in the new academic year which included coaching and mentoring staff at Rosewarne and Stoke Climsland where the English and maths results had been poorest, and sharing of the practice learnt across the Group. VC was hopeful that this year's results would demonstrate improvements.

VC reviewed the predicted grades for English and maths. She presented a comprehensive update of the work being done to support both functional skills and GCSE delivery. There had been a clear improvement in culture, understanding and engagement. Attendance had been proactively chased and followed up and the expectation was that there would be a slight improvement in achievement. Committee members asked a number of questions to clarify their understanding of the work being done, the challenges and the risks.

The Curriculum Planning update was reviewed briefly and discussed. The committee supported the key aspects identified and endorsed the strategy. A comprehensive curriculum review was currently being completed by consultants in response to a request from the Transactions Unit. Committee members discussed cost effective opportunities in the HE provision which should be explored on the back of the recently awarded Foundation Degree Awarding powers and Silver Teaching Excellence Framework and were assured that work was progressing in this area.

Finally VC reported that a new Equality and Diversity Committee was being developed. This committee comprising staff volunteers from across the College had met twice and agreed five objectives. There would be further consultation at the Learning and Teaching Fair and following that a formal action plan would be prepared.

The Chair thanked VC for her overview report and updates at the meeting and the committee noted the work which was taking place.

6. QUALITY

6.1 Safeguarding – Termly Update

This report had been considered earlier in the meeting.

6.2 Learning and Teaching

The report was received and noted. VC outlined plans and progress with developing a longer framed learning and teaching strategy. This would include amending the Learning, Teaching and Assessment reviews to include all aspects of the learner programme, including learner voice, rather than focussing on lesson observations which related primarily to the member of staff.

VC reviewed the lesson observation data detailed in the report, explaining that these observations had been recalibrated, and confirmed that 84% of staff observed were meeting or exceeding expectations. Responding to questions VC confirmed that moving forward more observations would be completed on apprenticeship and sub contract work.

The committee discussed the plans outlined and noted the report.

6.3 Quality Reporting Pack

VC demonstrated on screen the latest version of the Quality Reporting Pack which was shared with the Executive Leadership Team monthly. VC reviewed the information presented and explained how this information was used by the ELT to understand and monitor cluster performance

In terms of next steps the pack would be further developed to align with reports from Pro Solutions and the ambition was that it would, in time, be produced virtually automatically. The pack would be used for the key aspects in the quality cycle of target setting, making learning work and business impact reviews, as well as management and governor information.

The committee thanked VC for the demonstration and noted the progress being made.

6.4 Business Impact Reviews

The Spring Term Business Impact Review meetings had been well attended by governors. There had been positive feedback regarding the more rounded reviews with some reservations regarding the sharpness needed. The chair undertook to invite governors to share feedback from the Spring Term reviews when sharing the dates for the Summer Term Business Impact Review meetings and Learning and Teaching Fair with governors.

WH/amp

6.5 Learner Voice Update

The report detailing the work of the CCSU, and the results of the learner surveys was received.

VC explained that the Student Liaison Manager would be leaving the College and outlined plans for covering the role by bringing together two aspects of student support; learner voice and enrichment. The planned changes would respond to CCSU feedback requesting more support with enrichment activity and a greater focus on campus identity.

Summary interim results of the FE Choices survey showed significant improvement and the interim results of the HE Student Perception Questionnaire also included some very positive comments but had identified some concerns. The Chair congratulated the teams involved in securing positive feedback and requested a report on the Vet Nursing programmes at Rosewarne for the next meeting.

VC/amp

VC updated the committee orally on the Exit survey which had been deferred slightly to avoid exam times. As a result the response rate had increased significantly with 100% of A level students completing the survey. The Chair asked that the committee's thanks be sent to staff involved in co-ordinating these surveys.

VC/amp

VC also updated the committee on the collation of destinations data. She explained that intended destinations data was currently collected by personal tutors and input into Pro Solutions. Going forward the Learner Advice Team would have responsibility for collecting actual destinations data.

7. **REVIEW OF COMMITTEE TERMS OF REFERENCE**

The report was received and discussed. The committee requested the following changes:

- The addition of 'by agreeing' and deletion of 'through' in the Purpose section so that it read: The committee's purpose is to improve academic performance and educational experience by agreeing and monitoring academic performance targets, the student experience and the quality systems in place to support improvement.
- 'sub committees' in 6.6. to be replaced with 'groups' and 'as appropriate' with 'as required'.
- 'prevent' in 6.2 to be corrected to 'Prevent'.

Subject to these amendments the committee agreed to recommend the revised terms of reference to the Board for approval.

AMP

8. **DATES AND TIMES OF NEXT MEETINGS**

28 November 2018 at 2.00pm

20 March 2019 at 2.00pm

24 June 2019 at 2.00pm