

THE CORNWALL COLLEGE GROUP

CURRICULUM AND QUALITY COMMITTEE

Minutes of the meeting of the Curriculum and Quality Committee meeting held on 20 March 2019 in the Boardroom, Cornwall College St Austell at 2.00 pm

Present	Wilf Hudson	WH	Chair
	Jamie Crisp	JC	
	Tracey Hooper	TH	
	Elaine McMahon	RH	
Apologies	** Ian Tunbridge	IT	
In Attendance	Alison Phillips	AMP	Corporation Secretary
	Vicky Cox	VC	Executive Director Quality and Learner Experience
	Sally Foard	SF	Deputy Principal

*denotes number of consecutive meetings for which apology for absence has been received.

1. WELCOME AND APOLOGIES

Action

The Chair welcomed colleagues to the meeting.

Apologies were received.

2. MINUTES OF MEETING HELD ON 28 NOVEMBER 2018

The minutes of the meeting were received, agreed as a correct record, and signed by the Chair.

3. MATTERS ARISING

3.1 HE Academic Board Meeting (minute 3)

The paper detailing the revised HE reporting structure was received. Vicky Cox, Executive Director Quality and Learner Experience, confirmed that the review of the HE management committees had been completed. She was comfortable that the structure was appropriate and meetings were meaningful with the right attendees. There was further work to be done on raising the profile of HE and monitoring and reporting of the provision. The Chair reported that the FE Commissioner's team had suggested that there should be a separate Board committee to monitor HE. The committee considered this proposal and agreed that the Board should have the same level of information and oversight of HE as FE, but concluded that the quality monitoring and oversight of HE should remain the remit of this committee. Accordingly the committee agreed that HE should be a substantial agenda item at future meetings and, noting that Ian Tunbridge was a member of the HE Academic Board, that either the Chair or Tracey Hooper, would attend HE Academic Board meetings if IT was unable to attend.

VC/amp

The committee noted that further work was being done on the HE strategy following discussion at the recent Board development session.

3.2 Curriculum and Quality Overview – Self Assessment Review 2017/18 and Quality Improvement Plan 2018/19 (minute 4)

The SAR had been reviewed following discussions at the last meeting and had been presented to and approved at the December 2018 Board meeting.

3.3 Equality, Diversity and Inclusion Strategy and Action Plan (minute 5.5)

The strategy and action plan had been presented to and approved at the December 2018 Board meeting.

The Chair reported that following Sonia Blandford's resignation from the Board, Tracey Hooper had agreed to take on the ED&I lead governor role alongside the Deputy Safeguarding Lead role.

3.4 Business Impact Reviews

These meetings were continuing to develop and governors were engaging and providing useful feedback. Governors were also undertaking learning walks.

3.5 Other Actions

The Chair confirmed that all actions agreed at the last meeting had been completed. Including:

- The Safeguarding Policy had been approved by the Board in December 2018.
- The HE Assurance of Quality letter had been signed and submitted to the OfS.

4. CURRICULUM STRATEGY

The draft Curriculum Strategy 2019/22 was received. Sally Foard, Deputy Principal, explained that this strategy was being developed alongside the campus/estates strategy and that work was very much ongoing. The strategy outlined the curriculum vision for 2019-2022 which focussed on the College's key strengths; apprenticeship; HE and partnerships. SF explained that the College was in the process of determining its provision over the next three years and developing Centres of Excellence. To achieve this and inform the curriculum planning process the College had agreed the Cornwall College Way which recognised three crucial elements to drive the best teaching and learning and consequently the curriculum strategy; knowledge and skill of the teacher; motivation of the student; and creation of a positive climate. SF explained how these elements would be secured and more broadly how the curriculum planning process was informed and courses to be rationalised or relocated identified. She shared some proposals confidentially with the committee.

In addition to the curriculum review and estates review SF explained that systems and processes were being considered to ensure that the whole provision was comprehensively reviewed.

The Chair reported that partnerships, which had been a cause of some concern in terms of quality, were being independently reviewed. He recognised the work which had been done and was continuing on developing the curriculum plan and commended the strategy presented. Committee members suggested that social mobility was a key strength of the College which should not be overlooked and also suggested that higher success rates should be included in the strategy. Following discussion of the importance of celebrating success and horizon scanning to ensure that the team did not get overtaken by the detail the committee agreed to recommend the Curriculum Strategy to the Board for approval.

SF/amp

5. QUALITY UPDATE

The report was received and reviewed by Vicky Cox, Executive Director for Quality and Learner Experience.

VC reviewed the Performance against 2018-19 Quality Targets table and the position, which was broadly in line with benchmark, was noted. Responding to a question on the learning and teaching update she confirmed that teaching staff whose classroom observations were not

meeting expectation understood what was needed and were 'on a journey'. VC reassured the committee that there were very few where immediate intervention was required. The LTA review process had been broadened this year and going forward there would be more coaching and development learning walks. The committee discussed strategies and themes for learning walks. The Principal shared her approach to learning walks and reported that Gill Alton, Chief Executive of Grimsby Institute, an outstanding college, would be visiting the College next week and would be able to support this. The Committee requested a summary of the reviews completed and themes for learning walks be shared with governors.

The revised approach to English and maths appeared to be working well; students liked the approach and attendance was improving.

VC/amp

Two SEND policies were presented for review; High Needs Students Policy and Special Education Needs Policy. These were high level policies and procedures were being prepared to provide operational guidance. The Chair asked about the process for continually monitoring high needs provision and VC explained that this was monitored as a part of the Equality, Diversity and Inclusion data. Following a brief discussion the committee agreed to recommend these policies to the Board for approval.

VC/amp

6. LEARNER VOICE

6.1 Safeguarding – Termly Update and Online and e-Safety Policy and Procedure

The report was received and VC explained that Mike Carnall, Designated Safeguarding Lead, was unable to attend the meeting and she would therefore present his report. The report was comprehensive and the key messages were:

- 97% of learners felt safe at the College. The safeguarding team was working to identify the 3% who did not respond as positively.
- The Online and e-Safety Policy and Procedure had been reviewed and updated and was presented for committee consideration and recommendation to the Board. The policy was for all students and staff.
- There had been a small but not insignificant increase in the number of concerns this year compared with 2017/18. 373 of the total 1341 concerns for the year had however been signed off as complete.
- The Ofsted residential Inspection had been very positive and the College had demonstrated significant safeguarding improvements.

The committee considered and discussed the report. Members emphasised the importance of staff and students wearing lanyards and were assured that this was a key focus. Members also asked about the procedures for monitoring on-line communications and management explained that IT received alerts and closed down inappropriate access. Monitoring apprentices was more difficult but employers were briefed on safeguarding expectations. The committee endorsed the revised policy which would be reviewed by the Executive Leadership Team before presentation to the Board for approval.

VC/amp

6.2 Learner Voice activity including CCSU developments

The report was received. VC was very pleased to report that the CCSU was developing well. The new Learner Enrichment Officers at each site had successfully engaged with students and the number of CCSU activities and level of involvement had increased. Students were keen to feel a part of their campus community and the level of attendance at CCSU meetings was

increasing. The President and Vice President were well engaged and the College would be sending a number of students to the NUS National Conference in Scotland.

The Induction survey had been completed in November 2018 and the student response rate had continued to improve at 96%. The results of the survey were also pleasing with improved learner satisfaction across all aspects. There were areas for improvement and differences between campus sites and clusters had been identified. The focus on learner voice and putting the learner first would continue. The committee noted the report and specifically that the results were above external benchmarks.

7. FOR INFORMATION

7.1 HE Academic Board and sub-committee meeting minutes

The minutes of the HE Academic Board held on 4 February 2019 and the minutes of the HE Sub Committee meeting held on 28 January 2019 were received. Committee members asked about the actions taken in response to matters raised by students and VC confirmed that this had been addressed. She also reported that HE success rates were good and there were no concerns regarding quality but recognised that there were areas for further development.

8. DATES AND TIMES OF NEXT MEETINGS

The next meeting would be held on 24 June 2019* at 2.00 pm at CC St Austell.

The dates for next academic year were also noted:

27 November 2019

11 March 2020

24 June 2020.

These meetings would be held at CC St Austell commencing at 2.00 pm

*This meeting was subsequently rescheduled for 26 June 2019 at 2.00 pm.