

## THE CORNWALL COLLEGE GROUP

### CURRICULUM AND QUALITY COMMITTEE

Minutes of the meeting of the Curriculum and Quality Committee meeting held on 26 June 2019 in the Boardroom, Cornwall College St Austell at 2.00 pm

<b>Present</b>	Wilf Hudson	WH	Chair
	Jamie Crisp	JC	
	Tracey Hooper	TH	
	Elaine McMahon	EM	
	Ian Tunbridge	IT	
<b>In Attendance</b>	Vicky Cox	VC	Executive Director Quality and Learner Experience
	Julie Skinner	JS	Quality Consultant
	Jessamie Thomas	JAT	Deputy Corporation Secretary

#### 1. WELCOME AND APOLOGIES

The Chair welcomed colleagues to the meeting, and introduced Jessamie Thomas, Deputy Corporation Secretary.

##### 1.1 Declarations of interests

No additional interests, to those already disclosed, were declared.

#### 2. MINUTES OF THE CURRICULUM AND QUALITY COMMITTEE MEETING HELD ON 20 MARCH 2019

The minutes of the Curriculum and Quality Committee meeting held on 20 March 2019 were received, agreed as a correct record, and signed by the Chair.

#### 3. MATTERS ARISING FROM THE MINUTES

##### 3.1 Attendance at HE Academic Board meetings (Minute 3.1)

The Committee noted that Wilf Hudson or Tracey Hooper had agreed to attend HE Academic Board meetings if Ian Tunbridge were unavailable, whenever possible.

##### 3.2 Curriculum Strategy (Minute 4)

The Committee noted that the Curriculum Strategy 2019/22 and Action Plan 2019/20+, incorporating introduction, vision, curriculum planning process and action plan, was approved by the Board on 3 April 2019.

##### 3.3 LTA Reviews and Learning Walks (Minute 5)

The Committee had requested a summary of the LTA reviews completed and themes for learning walks. The Committee noted that the Post Inspection Action Plan, which would supersede these actions, was being finalised.

##### 3.4 High Needs Students Policy / Special Education Needs Policy (Minute 5)

These policies were approved by the Board on 3 April 2019

##### 3.5 Online and e-Safety Policy and Procedure (Minute 6)

This policy and procedure was approved by the Board on 3 April 2019.

#### 4. HIGHER EDUCATION

Dr Mark Nason, Director of Higher Education, and Ruth Allen, Curriculum Innovation Manager (Higher Level Skills), were welcomed to the meeting.

Dr Mark Nason gave a presentation on the College's proposed Access and Participation Plan (APP). He explained that APPs set out how HE providers would improve equality of opportunity for under-represented groups to access, succeed in and progress from, higher education, and how the College's APP in turn aligned with the College mission to improve social mobility and prosperity through widening participation in Higher Education.

MN explained that 30% of the Higher Fee Income (the difference between the basic charge and the College's charge) would deliver the APP between 2020/21 and 2024/25, an investment of £770k+ per year. MN noted that the findings of the panel chaired by Dr Philip Augur, reviewing post-18 education and funding, had prompted uncertainty regarding the level of higher fee income beyond 2021. The Office for Students indicated the likelihood of other sources of income. Revision of the plan during this five year period would be permitted and the College would collaborate with the regional network of HE providers to share good practice.

Committee members noted that the success of the APP would be based on accurate data and MN was confident that internal data was strong and would align with the use of external metrics.

The positive impact of 'language of belonging', as a psychosocial tool to improve participation and attendance, was noted. Elaine McMahon, Principal and CE, gave examples of initiatives under way to connect with prospective learners, for example, inviting students to come in and discuss their options over the summer. MN noted that pathways and internal progression would be reviewed. Maintaining the focus on curriculum innovation, links with employers and increasing the relevance of courses would remain fundamental.

In response to a question from the committee, MN explained how the local chain, from primary school children upwards, was supported.

The committee commended MN on the plan, which had been drafted following consultation with governors and other parties, within tight timescales. The committee was of the view that the plan was clear, met the College's obligations and supported the College's priorities for HE moving forward. The committee approved the plan, which would be signed by the Principal and CE, and would be submitted to the Office for Students by 1 July 2019 deadline. The plan would be presented to the Board for information on 10 July 2019. MN confirmed that the APP would be highlighted at the HE conference on 28 June 2019. The committee agreed that EM should promote it as a college policy going forwards.

EM

The key areas of the Higher Education Update report were noted and discussed: the Augar Review of Post 18 Education and Funding, Office for Students, Predicted Success, Recruitment, Plans for FDAP, HE Academic Board and sub-committee meetings. The committee noted the Update to HE Strategy. Discussions ensued about recruitment, noting that HE applications were down on this time last year. Ruth Allen, Curriculum Innovation Manager (Higher Level Skills), discussed with the committee the levels of recruitment at Eden Project Learning and reasons for this.

Governors thanked Mark Nason and Ruth Allen for their reports and analysis and they left the meeting.

**5. CURRICULUM STRATEGY PROGRESS UPDATE**

An updated action plan for the Curriculum Strategy, which provided the committee with an updated action plan and suggested some amendments for consideration, was tabled. Vicky Cox, Executive Director for Quality and Learner Experience, and Julie Skinner, Quality Consultant, updated the committee. The committee noted that the action plan would be revised to reflect the agreed move from cluster to campus-based leadership. Governors advised that a term such as 'groupings' of courses (rather than 'clusters' of courses) would be preferable to avoid confusion.

The committee discussed how the College was responding to market research, growth areas and needs of local employers. Difficult decisions had been made to terminate some courses. The committee noted positive collaboration with the local authority regarding learners with Profound and Multiple Learning Difficulties (PMLD). An update on projects and partnerships would be presented to the Board on 10 July 2019.

The Chair thanked JS and VC for their update.

**6. QUALITY UPDATE**

The Quality Update Report, which provided an update on the College's quality improvement, was received. Performance against 2018-19 quality targets and emerging outcomes was discussed. Governors were disappointed that attendance data was not wholly reliable; Vicky Cox and the Principal confirmed that recording attendance would be a fundamental requirement of all staff going forward.

It was expected that the final achievement performance rate would be an improvement on the 2017-18 outturn. Retention across the ESFA-funded 16-18 and adult provision was above the same period last year and was projected to end the year in line with the 2018-19 target. Apprenticeship achievement rates were on track to be in line with 2017-18 outturn.

Regarding the Ofsted Inspection Visit and Report and Post Inspection Action Plan (PIAP), the committee commended VC for her work during the May 2019 Ofsted inspection. VC in turn praised the College team, and was pleased to note that staff were moving ahead with renewed clarity, ownership and commitment. VC outlined the proposed format for the Post Inspection Action Plan. She had met key link managers to generate this, using the QIP (Quality Improvement Plan) template, based on the seven areas in the Ofsted report highlighted as requiring action.

The committee discussed in detail how governors should challenge leaders and managers to secure required improvements in teaching, learning and assessment and in the outcomes for learners. VC confirmed that a balance of challenge and support was both expected and necessary, including via learning walks and governor challenge at business impact reviews.

Welcome support for VC would be ensuring she receive accurate, timely data, to then be presented to governors for scrutiny and discussion. VC noted that key to improving the quality of teaching, learning and assessment (TLA), was ensuring that baseline assessments were in place, from where achievement could be accurately measured. This would be emphasised at the upcoming teaching and learning day for all staff. The committee requested that VC present a selection of anonymised assessments for scrutiny at the next meeting.

VC

EM reiterated the need to keep driving up teaching quality standards, intrinsic to the 'College Way'. Staff would be supported in this but also need to take responsibility. VC reported that she had found JS's support helpful in modelling how to raise the expectations of her team.

The committee noted the report and thanked VC for her work.

## **7. LEARNER VOICE**

*Mike Carnal, Designated Safeguarding Lead, and Gary Wheildon Lead Senior Learning Adviser, joined the meeting for this item.*

### **7.1 Safeguarding – Termly Update**

The Safeguarding – Termly Update Report was received and noted. Governors thanked Mike Carnal for guiding the College through two Ofsted inspections. Safeguarding was rated effective, but in response to feedback the team had already begun to evaluate the impact of staff training on Prevent, British values and hate-related crime.

Following Business Impact Reviews, consideration was being given to student/learner services including the safeguarding provision, pastoral and welfare support. Analysis had been done to identify reasons for 3% of learners reporting that they did not feel safe at college. The newly approved Online and E-Safety Policy and Procedures would be communicated widely and enforced. The recording of bullying and harassment would be an area of focus. Concerns/alerts related to Prevent and Hate Crime remained low but work would be done to raise the profile of these issues. Staff training would place a greater emphasis on professional curiosity.

MC highlighted a slight increase in interventions this year, to 1,615 from 1,604 compared with the same period last year. Mental ill health, self-harm and suicidal ideation represented the highest proportion. There had been three suicides this year, which everyone concurred was an upsetting statistic, and reflected a national picture. The Mental Health and Emotional Wellbeing strategy and policy were being reviewed. Peer on peer abuse was included as a new category.

Governors questioned the effectiveness of the safeguarding of 14-16 years and MC acknowledged that this would continue to be a challenge while pupils were within the main programmes. The Principal confirmed that Julie Skinner was assessing this strategy in line with 2019-20 Department for Education (DfE) requirements.

Governors reiterated the importance of lanyards being worn.

Governors thanked MC for his report.

### **7.2 Learner Voice including CCSU developments and surveys – FE choices**

The report, by Gary Wheildon, Lead Senior Learning Adviser, was received and discussed.

The Cornwall College Students' Union had seen growth in student membership, boosted by the co-ordination of Learner Enrichment Officers. A Corporate Student Executive Committee meeting attended by GW, Vicky Cox and the Principal had heard a strong voice from students on key areas including mental health strategy.

The learner exit survey results were generally positive, apart from relatively low satisfaction for the rural economy sector; more information would be brought to the Board meeting on 10 July 2019. The committee discussed Department for Education (DfE) learner survey VC

outcomes; 78% of the 790 students surveyed indicated they would recommend the College, a decrease of nearly 8% on last year. The committee requested that future reports include analysis of how the College compared nationally, and also how surveys were used as tools to improve the learner experience and raise standards.

VC

The Chair thanked GW for the report. The Principal commended GW and his team for their highly impactful work around student engagement.

### **7.3 Learner Destinations**

The Executive Director Quality and Learner Experience, Vicky Cox, reported on the comprehensive approach being followed to ensure that the destinations of all Study Programme learners were captured, recorded and monitored effectively. The committee noted that under the new inspection framework, learner destinations would have heightened emphasis.

## **8. FOR INFORMATION**

### **8.1 Equality, Diversity and Inclusion meeting minutes**

The minutes of the E,D and I meeting held on 18 March 2019 were received and noted. The committee suggested that the dates of E,D and I committee meetings could be aligned with the meetings of this committee and summary reports be presented to future meetings.

VC

## **9. DATES OF NEXT MEETINGS**

The dates for meetings in the next academic year were noted:

27 November 2019

11 March 2020

24 June 2020

Meetings would be held at CC St Austell, commencing at 2.00 pm