

## THE CORNWALL COLLEGE GROUP

### CURRICULUM AND QUALITY COMMITTEE

Minutes of the meeting of the Curriculum and Quality Committee meeting held on 25 June 2020 at 2.00 pm by Video Conference

<b>Present</b>	Wilf Hudson	WH	Chair
	Jamie Crisp	JC	
<i>To minute 4.2</i>	John Evans	JE	
	Tracey Hooper	TH	
<i>By phone</i>	Penny Mathers	PM	
	Ian Tunbridge	IT	
	Debbie Wilshire	DW	
<b>In Attendance</b>	Alison Phillips	AMP	Corporation Secretary
	Kate Wills	KW	Vice Principal, Group Curriculum and Quality

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

#### 1. WELCOME AND APOLOGIES

Action

The Chair welcomed colleagues to the first meeting of this committee held by video conference. He particularly welcomed Debbie Wilshire and Penny Mathers, co-opted committee members, who were attending their first meeting since appointment.

The Chair thanked colleagues for responding to the invitation to raise any specific questions on the meeting papers with the VP Group Curriculum and Quality in advance of the meeting, to facilitate the smooth running of this meeting. The VP confirmed that some specific questions had been raised and addressed.

The committee noted that Mark Wardle, Assistant Principal, Quality of Education, was unable to attend this meeting.

- 1.1 Declarations of Interest – there was no specific declaration of interest in addition to those previously disclosed on members' written declarations of interest but the committee noted that Penny Mathers was providing consultancy to the College.

#### 2. MINUTES OF MEETING HELD ON 11 MARCH 2020

The minutes of the meeting were received and agreed as a correct record.

#### 3. MATTERS ARISING

The Chair reviewed the minutes of the previous meeting and confirmed that actions had been completed apart from:

- **Minute 5. HE Update.** Feedback from the OfS Visit in January was still awaited. This had been discussed at the HE Committee meeting earlier in the day and would be chased.
- **Minute 6.1 PIAP.** The Board had received a comprehensive update on the PIAP as a part of the Principal's Q&A session on 27 May 2020.
- **Minute 6.4 Adult data.** It had been intended that this report be presented to the Board on 25 March 2020 but following lockdown this meeting had not taken place.
- **Minute 6.8 Value added.** A report would be shared with the Board at an appropriate time.

JE/KW

- **Minute 9. ED and I committee.** A meeting of this committee had been scheduled but had been cancelled due to the lockdown. The VP Group Curriculum and Quality reported that she was leading on this area, pending the appointment of a new student experience role, and confirmed that a meeting was being rescheduled.

KW

#### **4. FOR RECOMMENDATION TO THE BOARD FOR INFORMATION AND DECISION**

##### **4.1 QUALITY OF EDUCATION**

###### **4.1.1 Post Inspection Action Plan - Confidential**

The confidential report was received and taken as read. The PIAP was a living document and was continually updated to record where planned actions and outcomes had been met as well as identify risk. Kate Wills, VP Group Curriculum and Quality, confirmed that whilst good progress was being made with all areas of weakness identified by the Ofsted Inspection in May 2019, English and maths and High Needs continued to be areas of focus.

Committee members discussed the PIAP openly including possible improvements to the format of the document and the use of specific terminology. Concluding this discussion the committee endorsed the existing uncomplicated format noting that the PIAP would be retained until the Ofsted monitoring visit but, going forwards, linked with the self-assessment actions would be incorporated into the single operating statement for internal purposes. The committee also agreed that the executive should 'assure' rather than 'reassure' governors. This point has been raised, amongst other feedback, with the VP in response to the request for questions on the papers in advance of the meeting.

Responding to questions the VP C and Q confirmed that English and maths retention was improving and work was progressing on standardisation to secure consistency of delivery. A lot of work had taken place and was continuing; Study Programme Managers were taking ownership and the recruitment of quality of English and maths teachers was continuing.

Reviewing the outstanding actions the committee noted that a governor lead for apprenticeships and sub contract work had not yet been identified but would be progressed. The committee asked about progress with student voice and the VP C and Q assured the committee that students were heard but the impact of their voice was not recorded well. The tutorial approach was being redeveloped to ensure all students had an equal and consistent voice and there would be opportunities for governors to engage proactively with students.

The committee thanked the VP C and Q for the progress update and commended the progress being made mindful of the additional challenges of Covid-19.

###### **4.1.2 High Needs PIAP and Curriculum Plan for 2020/2021 - Confidential**

The confidential report was received and taken as read. The committee, mindful that this area had been graded as unsatisfactory by Ofsted, acknowledged the need for equity in accountability and greater governor awareness.

David Price, Head of Foundation Learning, High Needs and Additional Learning Support, joined the meeting to present the report. He confirmed that overall he was pleased with the progress being made but there remained a lack of clarity regarding the provision of Information, Advice and Guidance for high needs students. Responding to a question he explained that there was a lack of 'sit and chat' with these learners to secure an understanding of their plans, progression and goals. Following discussion the committee suggested that the PIAP appropriately represented the IAG process focussed on careers with specialist advice but the concept of IAG being about

understanding learners' situations and opportunities available to them as well as providing impartial, specialist advice was a cultural shift which was key.

The committee commended the positive work taking place and suggested that at an appropriate time the Board should be briefed and meet students.

#### **4.1.3 2019/2020 Retention and predicted achievement - Confidential**

The confidential report was received and reviewed by the VP Group Curriculum and Quality. She confirmed that the overarching position was that retention had improved in 2019/20 on the previous year but highlighted that the figures reported were in-year and there could therefore be some withdrawals. 16-18 Education was 93.4% and 19+ 94.5% and other groups were also positive albeit that some apprentices were currently furloughed. The committee commended the progress made during the year and the Challenge 90 approach which staff had responded well to.

The VP was optimistic that the pass rate would also improve albeit that there would be some fails. She presented predicted GCSE English and maths results emphasising that these were subject to change. The Principal explained that an improvement in the pass rate had been expected following the work undertaken at the beginning of the year to improve the robustness of processes and learners being entered for functional skills rather than GCSEs. He also reminded the committee that these students had not taken exams as a result of the pandemic.

The functional skills attendance and predicted pass rates were also significantly improved. The committee commended the excellent work which had been taking place and the very positive improvements with English and maths which the VP C and Q assured the committee were supported by a robust evidence base.

Responding to questions regarding future plans the Principal explained that developing an understanding of functional skills as well as other key aspects of the curriculum for apprenticeship employers would be important. He also identified the cultural change for staff and understanding that if the quality was right funding would follow.

The committee congratulated the team of the significant improvements specifically with English and maths and suggested that this should be well publicised.

*Following this discussion the Principal apologised and left the meeting.*

#### **4.2 Safeguarding and Prevent Update**

The report was received and Mike Carnall, Designated Safeguarding Lead, joined the meeting for this item. At the invitation of the Chair, the Safeguarding Lead presented a summary of the information detailed in his report. He paid tribute to the exceptional work of the Safeguarding Leads and support teams in supporting students during the pandemic and lockdown. Covid-19 had impacted on the number and type of interventions and new processes and procedures had been implemented to ensure learners were supported effectively and the most vulnerable did not become 'invisible'. Overall the number of safeguarding interventions had decreased largely in line with decreased learner numbers but hopefully also as a result of improved College processes. In particular there had been a reduction in mental health interventions; some of these learners had demonstrated their resilience during the pandemic but others, who had not been identified, had proven vulnerable. Despite the challenges of the pandemic the training strategy for 2020/21 had been completed and work was progressing to develop resources for staff and learners. There had been some progress with the Prevent action plan but planned conversations had not taken place due to lockdown as the priority had been given to supporting learners.

The committee chair thanked the Safeguarding Lead for his report and for the exceptional work done by the safeguarding team during lockdown. The committee discussed the report openly reflecting on the importance of listening to learners and understanding their views, and understanding and recording how safe learners feel. The Safeguarding Lead assured the committee that learners' views and their opinions on why some learners' mental health had been affected more than others had been sought from 'time to talk' sessions. Responding to committee members' comments regarding the strong inclusivity apparent from visits which was not detailed in the report, the Safeguarding Lead explained that since the report had been written the student survey had been completed and students had been very positive about how safe they felt at the College. He also confirmed that the Personal Development Programme for the next academic year would include healthy and sexual relationships. Finally the committee acknowledge the challenges of the pandemic and lockdown for learners and also staff and the Safeguarding Lead assured the committee that support for staff was also in place.

**5. DATES OF NEXT MEETINGS**

The committee noted the dates for the next academic year:

24 September 2020

17 November 2020

10 March 2021

23 June 2021

The Secretary mindful that some dates had been changed undertook to recirculate meeting dates.

AMP

Meetings would usually be held at CC St Austell commencing at 2.00 pm.