

THE CORNWALL COLLEGE GROUP

CURRICULUM AND QUALITY COMMITTEE

Minutes of the meeting of the Curriculum and Quality Committee meeting held on 11 March 2020 in the Boardroom, Cornwall College St Austell at 2.00 pm

Present	Wilf Hudson	WH	Chair
	Jamie Crisp	JC	
	John Evans	JE	
	Tracey Hooper	TH	
<i>By phone</i>	Ian Tunbridge	IT	
Apologies	* Penny Mathers	PM	
	** Debbie Wilshire	DW	
In Attendance	Alison Phillips	AMP	Corporation Secretary
	~ Jessamie Thomas	JAT	Deputy Corporation Secretary
	Mark Wardle	MW	Assistant Principal, Quality of Education
	Kate Wills	KW	Vice Principal, Quality and Curriculum

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

~ denotes minute taker

1. WELCOME AND APOLOGIES

Action

The Chair, Wilf Hudson, welcomed colleagues to the meeting. Mark Wardle, Assistant Principal, Quality of Education, was welcomed to his first meeting of this Committee.

Apologies were received.

- 1.1 Declarations of Interest – there was no specific declaration of interest in addition to those previously disclosed on members' written declarations of interest.

2. MINUTES OF MEETING HELD ON 27 NOVEMBER 2019

The minutes of the meeting were received. Subject to additional wording being included to indicate that a report had been received from Co-opted Member Debbie Wilshire, the minutes were 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: a review of the student governor appointment process, which was still in progress; actions specific to Higher Education, which would be covered at the inaugural meeting of the Higher Education Committee, on 12 March 2020.

4. CURRICULUM UPDATE

Kate Wills, Vice Principal, Quality and Curriculum, provided the Committee with an oral update on the curriculum planning process for 2020-2021.

KW reported that Phase 2 was nearing completion, as per the set timescales. The 2020-2021 plan had been entered on the electronic system '4Cast 2020'. KW, and Director of MIS Paul Ramshaw, would present this to the Executive Leadership Team (ELT) the following week. Alongside that, plans for new provision were progressing, including Health and Social care at Cornwall College, St Austell, and Night School, college-wide. In response to questions from the

Committee, KW confirmed that significant emphasis was being placed on generating a more ambitious curriculum within Foundation Learning.

KW noted that responsibility for the Adult Education Budget (AEB) lay with Curriculum Area Managers (CAMs) rather centrally managed as it had been before. John Evans, Principal and CE, highlighted the growth philosophy and accountability inherent in this devolution.

JE explained the systematic approach to curriculum planning that was being implemented, using 4Cast2020 software. PR was leading on the input of information, with staff being trained to take on this key function going forwards, although currently all relevant curriculum leaders did have the ability to view this. JE reassured the Committee that curriculum planning would address the local market and demographic needs.

5. HIGHER EDUCATION UPDATE

KW provided the Committee with an oral update.

It was noted that at the inaugural meeting of the Higher Education Committee, on 12 March 2020, HE Strategy, SAR, Action Plan, Structure and Ownership Model, curriculum plans, Office for Students (OfS) and HE fees would be agenda items.

No report or feedback had been received from the OfS following the enhanced monitoring visit on 27 January 2020, conducted by Deloitte on their behalf. KW would follow this up. KW

6. QUALITY OF EDUCATION UPDATE

6.1 Post Inspection Action Plan (PIAP) Update

The report was received.

An updated PIAP was presented by KW, who reassured the Committee that the provision for High Needs students and the delivery of English and maths remained keenly in focus, along with consistency across the College. The Committee asked detailed questions, to which JE and KW responded to their satisfaction, regarding: teaching staff's qualifications, Study Programmes, Learning Visits, Maths and English curriculum and delivery, apprenticeship programmes and the launch of Challenge 80.

It was agreed that a monthly PIAP summary bulletin would be emailed to the Board.

KW/AMP

It was agreed that at the Board Development Day, 13 May 2020, the Board would receive a curriculum and PIAP/Ofsted briefing.

KW/AMP

6.2 Qualification Achievement Rates (QAR)

The report was received.

Paul Ramshaw, Director of MIS, was unable to attend, and KW presented the highlights and answered questions in his absence. Screenshots from the College's dashboard demonstrated that the internal data correlated closely with the external data. The Committee understood the importance of being able to measure data accurately in-year. The Corporation Secretary, Alison Phillips, was asked to circulate this report to the Audit and Risk Committee, for their reassurance.

AMP

6.3 Adult Data

The report was received.

KW summarised the College's position, referencing the 2018-2019 data outcomes, by campus and by course. She highlighted strategies being implemented to tackle inconsistency in provision and any inadequate outcomes, including thorough scrutiny of course delivery. The Committee was keen to hear about internal progression, and learner destinations.

The Committee requested a summary paper for the Board meeting 25 March 2020.

KW/AMP

6.4 In Year Key Performance Indicators (KPIs)

The report was received.

The Committee understood JE's rationale for introducing 'Challenge 90' at the outset of his tenure. Attendance and retention had improved compared with the previous year, a measure of increased engagement of learners, efforts of staff and a reflection of the effectiveness of leadership and management. The Committee agreed that the in-year position gave some reassurance but concurred that the rigorous approach and accountability would need to continue to the year-end to secure the desired outcomes.

6.5 Course Review Update

KW provided the Committee with an oral update.

The second of three sets of Course Reviews had taken place at the end of February 2020. Three Board members, including Debbie Wilshire (co-opted member of this committee), had observed the process and had engaged with the senior team to share their feedback. Comments had been shared with the committee Chair. Overall, Governors commended the engagement of staff in the process and the commitment to addressing individual learners' needs.

6.6 High Needs Update

David Price, newly appointed as Group Head of Foundation Learning, High Needs and Additional Learning Support, was welcomed to the meeting to present his report on the High Needs PIAP, for the Committee's information.

DP confirmed that key areas of focus were securing evidence of academic progress; information, advice and guidance; work experience/placements. DP highlighted steps being taken to address these, with the support of an external consultant (Penny Mathers). To embed good practice consistently, a whole College approach was required.

The Committee asked questions regarding learner destinations. They also asked for reassurance that basement assessment and progress tracking merited moving from red to amber in the PIAP. They were satisfied with DP's responses, and commended his approach. DP reported on funding challenges, and his collaborative dialogue with other providers.

6.7 Foundation Learning Strategy

The report was received.

The Committee, at its previous meeting, had requested an updated strategy. KW talked through new reporting arrangements (sitting within the current structure), intended to generate greater accountability. The length of staff contracts was under consideration, to support learners throughout key periods. KW confirmed how the strategy would be implemented, with campus based Curriculum Area Managers driving the intent forwards.

6.8 Value Added

The report was received.

MW explained that target-setting and the measuring of learner progress were fundamental to driving up outcomes. The 'drilling down' mechanism of the Course Level Review process had enabled management to identify where more support with target setting/measuring was needed. From September 2020, a target-setting/value added process would be rolled out, based on national data benchmarking. The Committee requested that a summary of the process be presented to the Board in due course.

MW/AMP

JE commented that there were a number of ways to measure value added, and even qualifications outside of the norm could be measured with particular algorithms, but fundamental to achieving improved outcomes was embedding an ambitious staff culture. JE was pleased to welcome MW to the College, particularly given his excellent record in value added.

6.9 English and Maths Strategy Update

The report was received.

Hannah Crisp, Group Head of English and Maths, was welcomed to the meeting. The Committee, at its previous meeting, had requested a costed workforce plan, to understand measures being taken to drive up quality in teaching, learning and assessment. The Committee noted the work being done to upskill staff, embed professional growth and assign Lead Practitioners to focus on quality. The importance of developing learners' English and maths skills across the College, in all subject areas, and in work-based learning, was noted, the Committee commended the work being done to address this key area, and suggested that HC include milestones in her plan.

The Committee agreed that inviting employers in to College to explain to students the importance of English and maths in their recruitment and future careers would be helpful.

KW

The Chair thanked HC for her report. HC and DP left the meeting.

7. SAFEGUARDING AND PREVENT

7.1 Safeguarding – Termly Update. Prevent Action Plan and Progress Report

Mike Carnall, Designated Safeguarding Lead, joined the meeting for this item.

The report was received.

MC confirmed that the College continued to meet statutory requirements.

The number of interventions was high, but stable in comparison with the previous three years.

A recent mental health audit indicated good staff awareness but made recommendations on improving reporting and staff training.

Safeguarding procedures at the College's partner organisations were being reviewed.

The Devon Local Authority audit had been completed, and two recommended actions around SEND learners were noted.

The Prevent Action Plan was being widely reinforced, with learners demonstrating greater awareness and confidence. There was good evidence of learners understanding fundamental British values.

A review of the coroner's inquest into a learner's death in 2018 had been completed, with learning points identified.

The Chair thanked MC for his report and he left the meeting.

8. LEARNER VOICE

8.1 Learner Voice - CCSU and Course Representatives

Rebecca Barrington, Director of Student Experience, was unable to attend, and KW presented the report in her absence.

The Committee noted RB's activity assessing good practice and reviewing Learner Voice across the College, with a renewed focus on learner outcomes. In line with the College-wide requirement to make cost savings, a new staffing structure for Learner Services would be in place by August 2020.

The Chair reiterated Governors' willingness to meet with students, to understand students' priorities and to provide an opportunity for Governors to explain more about their role.

The Chair asked KW to thank RB for her report.

9. EQUALITY, DIVERSITY AND INCLUSION

KW provided the Committee with an oral update.

The Committee noted that the E,D and I Committee would convene soon, and Tracey Hooper (E,D and I Governor) would be invited to attend. KW

10. DATE OF NEXT MEETING

The date for the summer term meeting was noted: 24 June 2020.

The meeting would be held at CC St Austell commencing at 2.00 pm.

The Chair invited KW to summarise the College's position on handling the Covid-19 outbreak. KW confirmed that Public Health England guidance was being followed, shared and reviewed regularly. Advice/updates were being posted on the College website. There were no confirmed cases of Covid-19 at the College. Learners, staff and visitors were being reminded of the importance of handwashing and Government and NHS posters utilised to reinforce this. The Committee commended the clear approach being taken, and asked that JE provide a report to the Board. JE

Closing the meeting, the Chair thanked everyone for attending.