



**Minutes of the Curriculum and Quality Committee meeting  
held on 24 September 2020 at 2.00 pm via Teams**

<b>Present</b>	Wilf Hudson	WH	Committee Chair
	Jamie Crisp	JC	Governor
	John Evans	JE	Principal
	Michael Hambly	MH	Governor
	Tracey Hooper	TH	Governor
	Penny Mathers	PM	Co-opted Committee Member
	Ian Tunbridge	IT	Chair of Governors
	Debbie Wilshire	DW	Co-opted Committee Member
<b>In Attendance</b>	Wendy Randle	WR	Clerk to the Corporation
	Kate Wills	KW	Vice Principal, Group Curriculum and Quality
	Mark Wardle	MW	Assistant Principal Quality of Education

		Action
<b>1.</b>	<b>WELCOME</b> All Committee members were present, there were no further interests to declare than those previously disclosed on the members' register of interests.	
<b>2.</b>	<b>MINUTES OF MEETING HELD ON 25 JUNE 2020</b> The minutes of the meeting held on 25 June 2020 were agreed to be a true and accurate record of the meeting. The Clerk to the Corporation will arrange for these to be signed by the Chair.	WR
<b>3.</b>	<b>MATTERS ARISING</b> Matters arising that would not be covered under agenda items were highlighted as below: <ul style="list-style-type: none"> <li>▪ Tracey Hooper has stood down from being the lead Governor for Equality, Diversity and Inclusion (E,D &amp; I), Pat Wilde will take on this role.</li> <li>▪ Item 3 – the report from the Office for Students visit in January has been received; it was a good report which will go to the HE committee for consideration and circulated to the Curriculum committee for information.</li> <li>▪ ED&amp;I and Safeguarding will be considered at the next meeting.</li> <li>▪ The Committee Chair requested expressions of interest in the deputy safeguarding lead role be forwarded to the Committee Chair via the Clerk to the Corporation.</li> </ul>	KW WR ALL

<b>4.</b>	<b>FOR RECOMMENDATION TO THE BOARD FOR INFORMATION AND DECISION</b>	
<b>4.1</b>	<p><b>COLLEGE PERFORMANCE 2019/2020</b></p> <p>The Further Education Commissioner’s (FEC) data table had been circulated prior to the meeting; the FEC stocktake meeting will take place on 5/10/2020. The data table contained some unknown outcomes, for example where students await to take delayed exams; data will be locked at the end of September. The following highlights were noted:</p> <ul style="list-style-type: none"> <li>▪ An upward trend in attendance was reported, the challenge 90 target was not achieved yet improvements in attendance in English and Maths were noted.</li> <li>▪ An upward trend in retention across both age ranges, with retention rates for 19+ learners remaining lower than the national average.</li> <li>▪ The strongest data achieved was linked to obtaining main qualifications; Level 1 &amp; 2 data is still impacted by Maths and English, further development is required to be in line with national data.</li> <li>▪ The Apprenticeship standards will be reviewed to ensure Level 2 data does not drop.</li> <li>▪ Data being analysed to understand the gaps and where interventions are needed; there is variation in Campus achievement rates with support needed for Newquay and Stoke.</li> </ul> <p>The Committee thanked The Cornwall College Group (TCCG) for the results achieved, noting the potential impact of Covid-19 on course delivery, attendance and retention. A discussion took place on the measures in place to support students with the emphasis on students needing to be on site, engaging with campus facilities and building relationships. Should this not be feasible an example of changes in practice at Camborne due to a group self isolating, were shared.</p> <p>The Committee reviewed the data and were keen to identify if TCCG had a sense for why the improvements were ahead of predictions in some areas, with less improvement in other areas. The changes in staff and study programme managers’ ownership of programmes has impacted positively, along with the advice and guidance in place for students coming onto programmes. It was understood that 2019/2020 had been a spring board year, with greater effort required to improve outcomes further. The focus will be on ensuring more learners achieve what they are capable of; process and staff culture are expected to drive this.</p> <p>The Assistant Principal Quality of Education updated that TCCG have created a methodology to determine grades for Levels 2 and 3, these targets are shared with learners with training provided to staff; lesson observations will enable TCCG to see how these tools are used in lessons. The Committee requested future updates on this going forward. The Committee expressed a need to know the destinations of students; details on destination data reporting was shared, this information will come to the Committee going forward.</p> <p>The Committee noted that Apprenticeship Level 2 has underperformed, requesting an update on how TCCG plan to recover this position. Greater accountability is in place, as introduced for 16-19 year olds, with Apprenticeship Programme (AP) reviews scheduled to enable early monitoring and intervention. A Governor informed the Committee of their attendance at a sample of course reviews, encouraging governors to engage with the AP reviews where feasible.</p> <p>The Committee reflected on the presentation of the data; in terms of Campus performance, requesting an explanation of trends, the headline pointers and improvement measures in place, with an arrow in the Self Assessment Report (SAR) to show improvement or downward trends compared to last year.</p>	<p><b>KW</b></p> <p><b>KW</b></p> <p><b>KW</b></p>

<p><b>4.2</b></p>	<p><b>STUDENT ENROLMENT NUMBERS 2020/2021</b></p> <p>Since the Committee papers were circulated, 2,924 students have enrolled on study programmes; a loss of some students is expected. The budget had been based on 2,600 students. The following points were noted:</p> <ul style="list-style-type: none"> <li>▪ Marketing and the Head of Campus’ are working on achieving the adult education budget.</li> <li>▪ All residencies are full and the College is turning people away.</li> <li>▪ Apprenticeships and community learning enrolments have been impacted by Covid-19. The increase in 16-19 year old enrolments was thought to be a result of TCCG keeping in touch with learners over the summer and supporting the enrolment processes; likewise the impact of less Apprenticeship opportunities.</li> <li>▪ The Eden programmes have been successful; retention of learners will need monitoring.</li> </ul> <p>The Committee discussed timeframes for enrolments, the current climate and ways to encourage enrolments in some areas, along with the potential impact of furlough on data and possible support from the Chancellor that might be announced. The Committee understood the increased costs this year as funds come through the following year.</p>	
<p><b>4.3</b></p>	<p><b>PIAP</b></p> <p>The Post Inspection Action Plan (PIAP) was prepared in response to the last Ofsted inspection to drive quality of improvement. Further information and actions are contained in the Confidential minutes.</p>	
<p><b>4.4</b></p>	<p><b>TCCG RESPONSE TO CURRICULUM DELVIERY IN RESPONSE TO COVID-19</b></p> <p>The VP for C and Q shared slides for this agenda item with the Committee; these would be circulated after the meeting. The presentation highlighted the following:</p> <ul style="list-style-type: none"> <li>▪ Learners have returned to College, enabling the College and learners to build relationships to support learners to achieve their maximum potential.</li> <li>▪ The staff and students are versed in Microsoft Teams so the timetable will remain in place should face to face lessons not be feasible.</li> <li>▪ TCCG will use the 16-19 tuition fund to support transition and Maths. There are 234 young people with high needs and more than 400 with Education Health Care Plans (EHCPs); all learners with EHCPs have tailored risk assessments.</li> <li>▪ Capacity and resources in place to support students include onsite counselling, with support from external agencies where needed and tutorials around code of conduct.</li> <li>▪ The importance of the whole organisation understanding the approach taken by TCCG in light of Covid-19 was emphasised.</li> </ul> <p>The Committee suggested including reference to government guidelines and evidence for the statements made, for example how students felt about returning to College would support the rationale, intent and statements made. The Committee felt TCCG should be looking to share good practice indicated in this presentation; it was noted that the Association of Colleges (AOC) have asked to share the VP C and Qs work on risk assessments with other Colleges.</p> <p><b>Additional information</b></p> <p>The Chair reminded the Committee that a deputy Safeguarding governor was needed, with expressions of interest to be sent to the Clerk to the Corporation.</p>	<p><b>KW</b></p>

## Approved minutes

	<p>Jamie Crisp will step down from the Committee; JC was thanked for his time on the committee.</p> <p>Michael Hambly has joined the committee, MH will contact WH to arrange a time to meet and potentially take a tour of Bicton campus.</p>	
<b>5.</b>	<p><b>DATES OF NEXT MEETINGS</b></p> <p>The committee noted the dates for the next academic year:</p> <ul style="list-style-type: none"><li>▪ 17 November 2020, 2pm</li><li>▪ 9 February 2021, 2pm</li><li>▪ 24 June 2021, 2pm</li></ul>	