

## THE CORNWALL COLLEGE GROUP

### CURRICULUM AND QUALITY COMMITTEE

Minutes of the meeting of the Curriculum and Quality Committee meeting held on 27 November 2019 in the Boardroom, Cornwall College St Austell at 2.00 pm

<b>Present</b>	Wilf Hudson	WH	Chair
	Jamie Crisp	JC	
	Ian Tunbridge	IT	
<b>Apologies</b>	* John Evans	JE	
	* Tracey Hooper	TH	
	* Debbie Wilshire	DW	
<b>In Attendance</b>	Alison Phillips	AMP	Corporation Secretary
	Vicky Cox	VC	Executive Director Quality and Learner Experience
	~ Jessamie Thomas	JAT	Deputy Corporation Secretary
	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 welcomed colleagues to the meeting. Kate Wills, Vice Principal Quality and Curriculum, was welcomed to her first meeting of this Committee.

Apologies were received.

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 26 JUNE 2019

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

#### 3. MATTERS ARISING

3.1 The Chair updated colleagues on actions arising from the previous meeting:

- Minute 4 Access and Participation Plan. This would be discussed at agenda item 4.
- Minute 6 Baseline assessments. Wilf Hudson confirmed that he, with Executive Director Quality and Learner Experience Vicky Cox, had scrutinised a selection of anonymised assessments and was satisfied with their consistency.
- Minute 7.2 Learner survey reports. VC confirmed that the Committee's request, to include national comparisons and the impact of student feedback, had been disseminated.
- Minute 8 E,D and I Committee meeting dates to align with dates of this Committee. Actioned. New E,D and I lead to be informed.
- Minute 7.2 Learner satisfaction – rural economy. Dr Phil Le Grice, Principal Duchy and Bicton College, was welcomed to the meeting to present a report on learner satisfaction. PLG confirmed that this year's feedback had bucked an upward trend, and the Committee discussed underlying reasons for this. It was suggested that staff changes had impacted on learner satisfaction, as had the poor quality of some facilities, now being addressed through Future Farm. PLG assured the Committee that Learner Voice was being monitored and learner priorities were being addressed.

VC

PLG

PLG was asked to include Newquay in comparative data sets going forwards. KW confirmed that she was leading a review of learner services. KW reported that student engagement officers were having a positive impact and the introduction of the Course Rep system would reinforce academic learner voice. The Chair intended to attend an upcoming Course Rep/Head of Campus meeting to observe this process.

The Committee endorsed the work being done to monitor learner voice through the year, and requested that a high level Learner Voice update be a standing agenda item.

KW/JAT

PLG was thanked for his report and left the meeting.

#### 4. HIGHER EDUCATION

Ruth Allen, Head of Higher Education, was welcomed to the meeting and updated the Committee on the following areas:

- Access and Participation Plan – this had been submitted to OfS, and was pending approval.
- HE Data including achievement and enrolments – Outcome data was below acceptable thresholds, which had triggered an enhanced review. The Committee was assured of the rigorous internal process to address any concerns and noted that the introduction of Proachieve would align the College's data reporting more closely with OfS. Enrolments were up against budget, and in line with 2018-19, despite outcome issues at Bicton and Eden, which the Principal had raised with the respective teams. KW assured the Committee that this area was being scrutinised, in line with the new HE quality measures. KW and RA would conduct lesson observations and encourage greater accountability from within the HE team, and would report back to this Committee.
- HE Action Plan – the RAG rated plan was received. The Committee recommended that RA delegate a number of actions, to generate greater accountability. This was endorsed by KW. A new HE structure and ownership model would be presented to the next meeting.
- Office for Students - OfS conditions of registration document was received, detailing areas of enhanced monitoring, and issues drawn to the College's attention by OfS. Failure to comply with a regulatory deadline, as laid out in correspondence 21 October 2019, was discussed. Referencing the HE Action Plan Key Indicator 1, the Committee was satisfied that steps were being taken to avoid this reoccurring, and the Board would be updated at its meeting on 11 December 2019.
- HE Committee – with a brief to strengthen monitoring of HE governance and leadership, the proposal to establish a Higher Education Committee was supported by this Committee. The proposal, together with draft terms of reference, would be presented to the Search and Governance Committee, for recommendation to the Board. WH nominated himself for membership.
- HE Academic Board and Sub-Committee Meetings – the minutes of these meetings were received, for information. Going forward, the Committee requested a summary report rather than minutes. The Chair of Governors requested that 5 November 2019 HEAB minutes be updated to reflect his attendance by Skype. Noting HE Programme Approval Committee minutes, annex 6, the Committee was disappointed that some relatively recently established courses were to be discontinued. KW would be discussing course viability with the corresponding leads.

KW/RA

KW

KW  
RA

#### 5. CURRICULUM STRATEGY UPDATE

##### 5.1 Curriculum Strategy 2019/20

The Committee considered the College's FE 16-19 Curriculum Strategy 2019-20, which laid out the intent, implementation and impact of the study programmes. KW reported that timetabling appropriate staff at the optimum time to deliver cost-effective and high quality teaching would be at the core of its delivery. High quality tutorials, delivered consistently across the group,

would be scheduled. The Committee commended the ethos of uncompromising ambition underpinning the strategy, and recommended that it be brought to the Board for approval.

## 6. QUALITY OF EDUCATION UPDATE

### 6.1 Post Inspection Action Plan Update

The updated PIAP was presented. The Committee commended the clear set of actions. In response to a query from the Ian Tunbridge as to where the Committee's scrutiny should be focused, KW indicated that Level 1 English and Maths, and apprenticeships were key. Reflecting the collective responsibility of the Board, the Committee did not propose named Governors for these [KW would update the PIAP to reflect this] but would support the mechanism for holding leaders to account. It was agreed that the following would be standing items on this Committee's agenda: English, Maths, High Needs, Attendance, Retention.

KW

KW/JAT

### 6.2 Self-Assessment Review

KW confirmed that the SAR, based on the Education Inspection Framework (EIF), would be moderated, presented in detail at the Pre-Board Session on 11 December 2019, then brought to the Board for approval.

### 6.3 Course Level Review Process

KW explained the intent of the Course Level Review Process, which entailed drilling down into the detail of students' attendance, punctuality and achievement on a course by course basis. Governors' attendance would be invited, during w/c 24 Feb 2020 and 4 May 2020, at the next rounds of reviews, to observe the process. The Committee requested a high level report on the outcome of the reviews, highlighting any courses giving cause for concern.

JAT

KW

### 6.4 English and Maths Strategy

Hannah Crisp, Head of English and Maths, was welcomed to the meeting. HC presented the updated English and Maths PIAP, and the English and maths implementation strategy. In line with discussions at item 4, HC would update the PIAP to indicate collective responsibility rather than named Governors.

HC

Detailed discussions ensued regarding the English and maths provision. The Committee acknowledged that improving outcomes was a priority and requested a costed recruitment strategy from HC to improve English and maths across the College.

HC

HC assured the Committee that delays in tracking learners' progress were being addressed and that learners were being placed on the right courses, due to an improved enrolment system.

The Committee suggested that data dashboard training, and tracking through Pro-monitor would be helpful development areas for governors.

JAT

HC was commended for her work, thanked for her update and left the meeting.

*The agenda was re-ordered to consider Safeguarding and Prevent before agenda item 6.5.*

## 7.1 SAFEGUARDING AND PREVENT

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

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

The report was received and noted. MC reviewed key areas: the Prevent Action Plan was in place, with a focus on staff training; the Safeguarding Policy had been updated; a review of the

single central record was in progress. MC noted the importance of receiving timely records from feeder schools, and confirmed the safeguarding procedures in place for care leavers.

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

*The Committee returned to consider item 6, Quality of Education*

**6.5 High Needs, Additional Learning Support, Foundation Learning Plans and Progress**

VC presented an overview of the strategy addressing issues raised in the Ofsted inspection. VC confirmed that more detail regarding implementation would be included in the final version, which would be presented to the Board. The Committee noted that Foundation Learning Plans would require a concerted focus to establish the intent, capacity and skills base to deliver the TLA objectives, and accordingly requested that VC present a costed recruitment strategy report to the next meeting on staffing plans to tackle the Foundation Learning skills shortfalls.

VC

**6.6 Learner Destinations**

VC confirmed that due process was being followed regarding collection of destination data, and a report would be presented at the next Committee meeting.

VC

**6.7 Annual Equality, Diversity and Inclusion Report**

The report was received, and noted by the Committee. On behalf of the Board, the Chair would write a letter of thanks to Sarah Walkey, E,D and I co-ordinator who was leaving the College. A volunteer had been identified to take on the role of E, D and I co-ordinator.

**8. LEARNER VOICE**

**8.1 Learner Voice - CCSU and Course Representatives**

The Committee was pleased to note that, following the CCSU elections, Student Governor appointments would be brought to the Board for approval in December. VC confirmed there would be a review of the Student Governor appointments process.

VC

CCSU representation by campus was noted, and the impact of Learner Enrichment Officers. The Committee commended the work being done to ensure Learner Voice was being appropriately prioritised.

The Committee requested that an overview of top issues being raised through the Course Reps process should be a standing agenda item.

KW/JAT

**9. INFORMATION SECTION – ELECTRONICALLY**

**9.1 Access and Participation Plan**

**10. DATES OF NEXT MEETINGS**

The dates for the spring and summer term meetings were noted:

11 March 2020

24 June 2020

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