



**Minutes of the Curriculum and Quality Committee meeting
held on 9 February 2021 at 2.00 pm via Teams**

Present	Wilf Hudson	WH	Committee Chair
	John Evans	JE	Principal
	Michael Hambly	MH	Governor
	Tracey Hooper	TH	Governor
	Penny Mathers	PM	Co-opted Committee Member
	Patricia Wilde	PW	Governor
In Attendance	Wendy Randle	WR	Clerk to the Corporation
	Hannah Crisp	MW	Head of English and Maths
	David Price	HC	Head of Learning Support
	Mark Wardle	DP	Assistant Principal Quality of Education
	Kate Wills	KW	Vice Principal, Group Curriculum and Quality

		Action
1.	<p>WELCOME, APOLOGIES AND DECLARATION OF INTERESTS</p> <p>Apologies were received and accepted from Debbie Wilshire, a co-opted committee member. There were no further interests to declare than those previously disclosed on the members’ register of interests.</p> <p>The Group Head of English and Maths and Group Head of Foundation Learning, High Needs and Additional Learning Support would join the meeting along with learners for agenda items 3.3 and 3.4.</p>	
2.	<p>MINUTES AND MATTERS ARISING OF MEETING HELD ON 17 NOVEMBER 2020</p> <p>The minutes of the meeting held on 17 November 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.</p> <p>A matters arising report had been circulated prior to the meeting. It was noted that the action linked to the circulation of the College’s Covid response to Curriculum Delivery, had been completed at the meeting.</p>	WR

3	ITEMS FOR INFORMATION/ DISCUSSION	
3.1	<p>Beyond the Boardroom (BTB) The Committee considered the BTB initiative which would enable the Board to engage with staff and students, and triangulate the information received at Board. The Committee were keen to ensure the successful implementation of the initiative, agreeing a task and finish group to trial and review its implementation.</p>	
3.2	<p>PIAP and Deep Dive sessions The notes of governance challenge from the PIAP Deep Dive sessions had been circulated prior to the meeting. The Committee reflected on the good level of governance challenge at these sessions and suggested continuing with the session format with a focus on the SAR and Operating Statement.</p> <p>The Committee agreed the need for a plan for fully exploring the SAR and Operating Statement but a suitable format need to be agreed.</p>	KW/ WR
3.3	<p>High Needs The Committee received the position statement for High Needs circulated prior to the meeting and had invited High Needs learners and the Head of Learning Support to join the meeting to hear the learner voice.</p> <p>In response to Committee questions the learners stated that they regularly receive feedback on their progress and how they can make improvements, that they were always able to talk to College staff and that although they had not yet had any issues, when they had spoken with staff they had felt supported.</p> <p>The learners reflected positively on their programmes, the success of their lectures and the support for parent/ carers to support the learners.</p> <p>The learners were thanked for their contribution and they left the meeting. The Committee reflected that the learners who had joined the meeting understood the position of their learning and their next steps; the College now aims to achieve this for all learners. The Committee were pleased to hear that the College were using good practice from Derby College.</p> <p>In response to a Committee member question, there were no barriers to improvement that the Committee needed to be aware of.</p>	
3.4	<p>English & Maths The Committee received the position statements for English and Maths circulated prior to the meeting and had invited learners and the Head of English and Maths to join the meeting.</p> <p>In response to Committee member questions, learners commented that the smaller group structure resulted in them receiving targeted support through different techniques of teaching. Learners commented on the good relationships held with the teachers which have improved their confidence. One learner was on their fourth time studying Maths and noted impact of the one to one support they had received. Learners reflected on the consistency in teaching, the specialisms of teaching staff and how previous studies had been impacted due to supply teaching.</p> <p>In response to Committee member questions the learners were aware that all subject exams had been postponed from the beginning of March due to Covid but assumed that their exams would still go ahead</p>	

	<p>as planned. The Learners were aware of the emotional support and counselling support available to them if needed.</p> <p>The Committee spent some time trying to identify the reasons why students have progressed more now than previously; the learners stated that the learning atmosphere was calmer and that they were able to speak with teachers more easily due to smaller numbers.</p> <p>The students were thanked for their time and they left the meeting. The Committee reflected on the answers from learners and it was noted that the College now need to ensure practices are embedded, with the impact of the course reviews noted.</p> <p>The Committee reflected on the College relationship with the home environment noting there was further work required in supporting learner’s home environment.</p> <p>The Assistant Principal Quality of Education joined the meeting to update the Committee on the position in relation to teaching learning and assessment following the Lesson Observation Window which focused on online learning.</p> <p>Curriculum Area Managers (CAMS) plan to review the delivery of all online provision; initial outcomes suggest the grading profile is a little stronger than in previous years and that the learner’s online experience is good.</p> <p>The Committee reflected on the impact of Covid on new ways of teaching and learning on both staff and the learner.</p>	
<p>3.5</p>	<p>Safeguarding and prevent position statement</p> <p>The position statement had been circulated prior to the meeting. It was noted that there were no concerns raised during the Ofsted monitoring inspection, noting that this area will be inspected in greater detail during the full inspection. It was noted that the position statement will need to be embedded throughout the organisation.</p> <p>The Committee welcomed the report style, noting it was succinct.</p>	
<p>3.6</p>	<p>Equality, Diversity and Inclusion (E,D &I) report</p> <p>The E,D&I report had been circulated prior to the meeting. It was noted that seventeen staff members had stepped forward to join the new College E,D&I Committee which will meet in the spring term.</p> <p>A Committee member noted that the Race Equality Forum was recently launched where it was noted the College’s engagement was noted; the Committee were keen to ensure the College did not lose this link.</p>	
<p>3.7</p>	<p>Apprenticeship Programme Review and Course Review dates</p> <p>The Committee were encouraged to attend the next reviews; details will be circulated once agreed. It was noted that the Apprenticeship Lead Governor had recently attended an apprenticeship programme review and they will complete a Beyond the Boardroom report.</p>	<p>TH</p>
<p>3.8</p>	<p>Curriculum and Quality TEAMS channel</p>	

Unapproved minutes – agreed for circulation

	The Committee were informed that the Curriculum and Quality Teams channel was now in place. Should anyone require support accessing this they are encouraged to contact the Clerk to the Corporation.	
4	FOR REVIEW AND PRESENTATION TO BOARD	
4.1	Committee Terms of Reference The TOR had been circulated prior to the meeting, the Committee recommended the TOR for approval at the Board.	WH/ WR
5	DATES OF NEXT MEETING 24 June 2021, 2pm	