



**Minutes of the Curriculum and Quality Committee meeting
held on 20 September 2021 at 12:30 pm at St Austell with some members joining via MS Teams**

Present	Wilf Hudson	WH	Committee Chair
	Jamie Crisp	JC	Governor
	Tracey Hooper	TH	Governor
	Penny Mathers	PM	Co-opted Committee Member
	Patricia Wilde	PW	Governor
In Attendance	Wendy Randle	WR	Director of Governance
	Paul Ramshaw	PR	Director of MIS
	Kate Wills	KW	Vice Principal, Group Curriculum and Quality

		Action
1.	WELCOME, APOLOGIES AND DECLARATION OF INTERESTS Apologies were received and accepted from Michael Hambly, Ian Tunbridge, John Evans and Debbie Wilshire. The meeting was quorate. There were no further interests to declare than those previously disclosed on the members' register of interests.	
2.	MINUTES AND MATTERS ARISING OF MEETING HELD ON 24 JUNE 2021	
2.1	The minutes of the meeting held on 24 June 2021 were agreed to be a true and accurate record of the meeting.	
2.2	A matters arising report had been circulated prior to the meeting; to include the actions from the PIAP deep dive sessions. 4 – the subcontracting report action has been passed to the new Director External Engagement Business Innovation, this report will be scheduled for the next Committee meeting. It was noted that two Governors had met with the Deputy Principal Group Operations on subcontracting.	KW

	<p>Staff Development Report – in response to the Committee’s previous request this report had been prepared and circulated prior to the meeting. It was noted that the staff development programme has been developed using the PIAP and reviews undertaken in the College. All members of the ELT are involved in delivering training with external training commissioned where needed.</p> <p>In response to a Committee member’s question it was understood that teaching staff have three years to achieve their teaching qualification, including a year to embed the Award in Education and Training (AET) to complete the diploma.</p> <p>Following a discussion on the Group’s policy on English and Maths qualifications held by all staff and the aspiration for all staff to have improved levels of confidence in these subjects, it was agreed that data on staff who hold English and Maths qualifications be presented at the next meeting.</p> <p>In response to a Committee member question on whether the College develop their own teachers, it was understood that although there is internal development and succession planning in place, there is also the need for staff who have external teaching experience or specialisms to join the Group to enhance the team across the Group. A development programme for new teachers and teaching staff who are new to the Group has been commenced in order to ensure support and development for these teachers.</p> <p>Learning Support Practitioners (LSPs) report – in response to the Committee’s previous request this report had been prepared and circulated prior to the meeting. The positive impact of recent appointments and the introduction of a market premium for LSPs at Bicton were noted. The impact of accommodation issues on these roles was also noted. A Committee member noted the resource implications in terms of HR and training and development for these roles, whilst the College noted the immediate priority was technology for the LSPs.</p>	KW
3	<p>COMMITTEE TERMS OF REFERENCE</p> <p>The Committee Terms of Reference will be circulated via email, the Committee were invited to provide feedback electronically. The TOR would be presented for Board approval at the next Board meeting.</p>	WR
4	<p>STUDENT ENROLMENT NUMBERS 2021/21</p> <p>The Director of MIS was welcomed to the meeting to present on the new data dashboard and to provide an update on enrolment numbers for 2020/21.</p> <p>It was reported that the College has achieved 90% of the enrolment numbers target and that they did not expect a significant variation to this figure. As a result, a drop of £3.4m drop in income for 2022/23 was predicted. The key area of concern was the St Austell campus and key curriculum areas such as hospitality and catering and hair and beauty. Additionally, numbers had reduced in engineering on some campuses. Following discussion, it was understood that some student numbers may have been impacted by students entering into employment due to the improved job market and that compared to last year there had been less options available to students due to the impact of Covid. It was noted that there are variations across the Group with Duchy Stoke, for example, recruiting well; land based provisions have recruited more strongly than GFE.</p> <p>In response to Committee member question it was noted that the College efforts to improve partnerships with schools and the initiatives in place to generate interest have impacted positively on the number of 14-16 year olds joining the College as part of the Schools Partnership provision.</p>	

	<p>In response to a Committee member question data on apprenticeship recruitment was shared. The College have achieved 41% of the target, with numbers increasing and growth expected over the next three months.</p> <p>It was reported that there has been a reduction in HE recruitment, the College has achieved 86% of target which varies across sites. In response to a Committee member question, the impact of lack of suitable accommodation on HE students was noted, along with the impact of Covid on people’s life plans and sense of security. An intense induction programme has been implemented at Eden in order to impact on historically poor retention rates.</p> <p>Overall retention was reported at 93.8% with a preliminary figure of 84.6% for overall achievement.</p> <p>The Committee reflected on the poor road approach signage for the St Austell site, KW to feedback to estates regarding this and were informed that student numbers at Truro and Penwith and Callywith were also down against their respective targets.</p> <p>It was noted that there had been a conversation on enrolments at the Finance and Resources Committee.</p>	KW
5	<p>TCCG RESPONSE TO CURRICULUM DELIVERY RESPONSE TO COVID-19</p> <p>The following points were highlighted;</p> <ul style="list-style-type: none"> ▪ It was reported that there had been 58 positive Covid tests across all sites since the start of term; 10 staff and 48 students. ▪ The impact of unwell staff was noted. ▪ Contact with Public Health is only required for a cluster of 5 cases. ▪ The College are in an enhanced response area and are prepared to move to online delivery if needed. ▪ Mobile NHS vaccination vans have been allowed access to the campuses. 	
6	<p>2020/21 PRELIMINARY ACHIEVEMENT OUTCOMES</p> <p>A report had been circulated prior to the meeting. The following highlights were noted;</p> <ul style="list-style-type: none"> ▪ Attendance has increased - the impact of DBS music on attendance was noted. ▪ Retention at Newquay remains a focus. ▪ The overall learner pass rate is slightly lower than predicted; the achievement rate is likely to improve on last year. ▪ Areas of development for English and Maths include basic skills E3 and Level 1 &2. Significant time will be spent on the English and Maths plan at the next Committee meeting. Following discussion, it was understood that the decline in outcomes was likely due to curriculum staff being asked to deliver functional skills, the College will revert to specialist English and Maths delivery. ▪ Variation in retention at Campus level has closed to 5.6% across the Group. ▪ Strengths in provisions, for example foundation learning and hair and beauty will be shared with other areas. ▪ There is more work to do to close the gap for learners with Education Health Care Plans (EHCP). <p>In summary, the impact of the pandemic was noted, yet the College remain confident that they are aware of the areas of focus for improvement. The biggest issue for the College remains the quality of teaching in English and Math. A robust strategy for English and Maths is required and will be monitored by ELT.</p>	KW/ WR

	<p>The Committee reflected on the significant improvements within Foundation Learning. In response to a Committee member question the improvements were a result of a number of factors including; smaller group sizes, teachers dedicated to foundation level learning, support roles, culture change and inclusiveness within the College. The Committee were keen that feedback be provided to Foundation Learning to celebrate the achievements made; this will be provided once the data is finalised.</p> <p>A Committee member noted the need to manage expectations around results but to not forget the good work that has been achieved by the College. In response to a Committee member question on how the Committee could compare and benchmark against other colleges, it was reported that due to Covid the government plan to release data from a small subset, noting national level of benchmarking will not be available for some time.</p>	KW
<p>7</p> <p>7.1</p> <p>7.2</p>	<p>BEYOND THE BOARDROOM (BTB)</p> <p>Attendance at Course Reviews (w/c 04/10)</p> <p>The Committee were reminded that course reviews are scheduled for 04/10/2021. A timetable will be circulated the week prior. The College suggested coverage across sites, foundation learning one, land based and English and Maths along with the opportunity to meet some of the pre 16 learners at Camborne.</p> <p>Other Beyond the Boardroom activity for the Autumn term includes campus meetings, open events and SAR validation panels in November.</p> <p>The Committee requested that the quality cycle and management calendar be shared with the minutes; hard copies will be made available at Board.</p>	WR
<p>AOB</p>	<p>The Chair agreed two AOB items.</p> <p>Following discussion, the Committee were keen to learn of the College’s response to the climate emergency. A sustainability report will be shared at the next meeting.</p> <p>A Committee member was keen to understand the behaviour, attitudes and levels of engagement of students, after discussion it was agreed this would be an ongoing agenda item with a report produced for the next meeting.</p>	<p>KW</p> <p>KW</p>
<p>8</p>	<p>DATES OF NEXT MEETINGS</p> <p>1 December 2021</p> <p>9 February 2022</p> <p>16 June 2022</p>	