



**Minutes of the Curriculum and Quality Committee meeting
held on 24 June 2021 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
	Debbie Wilshire	DW	Governor
In Attendance	Wendy Randle	WR	Director of Governance
	Mike Carnell	MC	Group Head of Safeguarding and Prevent
	Hannah Crisp	MW	Head of English and Maths
	David Price	HC	Head of Learning Support
	Charlotte Corfield	CC	Assistant Principal Quality of Education
	Kate Wills	KW	Vice Principal, Group Curriculum and Quality

		Action
1.	<p>WELCOME, APOLOGIES AND DECLARATION OF INTERESTS Kian Glandfield did not attend, the meeting was quorate.</p> <p>There were no further interests to declare than those previously disclosed on the members' register of interests.</p>	
2.	<p>MINUTES AND MATTERS ARISING OF MEETING HELD ON 9 FEBRUARY 2021 The minutes of the meeting held on 9 February 2021 were agreed to be a true and accurate record of the meeting.</p> <p>A matters arising report had been circulated prior to the meeting; to include the actions from the PIAP deep dive sessions.</p>	

	<p>In response to a Committee member question it was noted that the College need to complete further work to support learner’s home environments. Governors requested further information than ‘ongoing’ on the PIAP deep dives matters arising update.</p>	<p>KW</p>
<p>3</p>	<p>CURRICULUM UPDATE</p> <p>A verbal update was provided by the Vice Principal Curriculum and Quality, the following highlights were noted;</p> <ul style="list-style-type: none"> ▪ The impact of the increasing number of staff and students self isolating was shared. ▪ A weekly review of learner attendance is undertaken by Heads of Campus and the Executive Leadership Team (ELT). ▪ Retention data is higher than last year. ▪ GCSEs were cancelled along with some other courses as determined by their awarding body. ▪ An increased achievement rate on last year’s data is predicted; originally the prediction was for 86%, it is likely to be below this though higher than last years’ 80% rate. ▪ Earlier timetabling has resulted in timetables being shared with students much earlier to support them in joining the College. <p>A discussion took place on curriculum planning, it was reported that the College have liaised with Truro and Penwith College (T&P) and agreed to cease the delivery of painting and decorating due to the quality of provision, quality of resources and learner numbers. The College plan to provide all healthcare including level 5 provision and counselling and level 1 and 2 mental health. It was noted that the access to nursing programme is proving successful. In response to a Committee member question on why T&P did not wish to continue delivering counselling and mental health, it was understood that the Camborne campus has a strong counselling provision which will be developed using the Iron Mills approach, additionally the College have their own counselling service which can support and supervise placements.</p> <p>It was reported that the College plan to reduce the accountancy provision, refine delivery and offer this from one site only, consolidating this as a business enterprise suite to include tourism in order to increase numbers in this field.</p> <p>A discussion took place on nursing and social care with further details on the provision, market and progression route, alongside the relationships with Plymouth and Exeter Universities. In response to a Committee member question on the College plans for social work training to support the sector, an update on the next steps and relationships being formed was provided.</p> <p>It was noted that the improved course review provision is in place to support quality and monitoring, with a curriculum documentation store implemented with all information planned to be uploaded by 1st September to support consistency across the group.</p> <p>A Committee member noted the increase in student numbers for 2021/22. It was reported that the College have received an increase in applications in all areas other than at St Austell where a decline was reported; the College were mindful not to reduce provision at St Austell as the new build will generate increased interest. Where possible the College will increase group sizes should these students join the College.</p> <p>A Committee member commented positively on the quality of the papers for this Committee.</p>	

<p>5.4</p>	<p>A Committee member was keen to learn if there were any lessons to be learnt from the PIAP which need to be incorporated into the new approach. The next Operating Statement for high needs will reflect the need to draw in comments from other areas, with the College needing to be more confident in their provision now that ownership of high needs across the campuses has improved and is embedded.</p> <p>Review and update on teaching, learning and assessment</p> <p>The Assistant Principal Quality of Education was welcomed to their first Committee meeting since joining the College, they were invited to present on their report which had been circulated prior to the meeting.</p> <p>The Committee reflected on the extensive plans and desired outcomes, questioning if the College have the resources needed to impact change. It was noted that there was an appetite for change requiring staff to work together and agree targets and priorities.</p>	
<p>6</p>	<p>CAREERS STRATEGY</p> <p>A Careers Education, Information, Advice and Guidance policy and a Careers Programme had been circulated prior to the meeting, and were recommended by the Committee for Board approval.</p> <p>A Committee member suggested the College identify the baseline position in order to demonstrate impact with employers.</p>	
<p>7</p>	<p>SAFEGUARDING AND PREVENT UPDATE</p> <p>A report had been circulated prior to the meeting, the Group Head of Safeguarding and Prevent was welcomed to the meeting to present the highlights;</p> <ul style="list-style-type: none"> ▪ The number of multiple interventions is a concern, noting the complex societal issues students find themselves in. ▪ The College have republished information on peer on peer abuse reminding staff of College process. ▪ Systems are being developed to improve the sharing of information between Schools and Colleges. <p>In response to a Committee member’s suggestion to introduce targets to reduce incidents, it was reported that the College are focussing on providing students with the tools to self manage as part of the student enrichment programme; the adverse impact of Covid on students was noted.</p> <p>A Committee member reflected on the recent Ofsted report titled ‘Review of sexual abuse in Schools and Colleges’, requesting an indication of the College’s response to this report. It was noted that only two Colleges formed part of Ofsted’s research, yet the College need to ensure they have robust policies and procedures in place to combat this in a post 16/ HE sector. The College are currently reviewing their bullying and sexual harassment policies to identify how the College can challenge coercive behaviour; this work had commenced prior to Ofsted’s report. In response to a Committee member question the College do not ask questions on this topic in student surveys and that conversations do take place yet these are not yet measured.</p> <p>A Committee member noted the need not lose sight of the importance of these themes in the apprenticeship settings.</p>	
<p>8</p>	<p>EQUALITY, DIVERSITY AND INCLUSION COMMITTEE UPDATE</p> <p>The following highlights were shared;</p> <ul style="list-style-type: none"> ▪ The College have adapted enrolment to provide an increase in data collected. 	

	<ul style="list-style-type: none"> ▪ In September the College plan to audit student and staff voice to create a baseline in order to monitor impact going forward; these outcomes will be shared at the Committee meeting that follows. ▪ The E,D&I Committee will move from having a clear intent into delivery from September. <p>The ED&I Lead Governor stated that they were impressed by the progress made in a short time.</p>	KW
9	<p>LEARNER VOICE</p> <p>A report had been circulated prior to the meeting. It was noted that there was a return rate of 65% for the end of year survey; a good return rate for the College, with outcomes reflecting good levels of student agreement. Data analysis reflects the impact of a few students on behaviour data; this will be considered as part of RAID.</p>	
10	<p>CURRICULUM AND QUALITY RELATED RISKS FROM THE RISK REGISTER</p> <p>The risk register had been circulated prior to the meeting. The Committee reflected on the assurance provided by the Ofsted monitoring report on progress made, yet recognised the need to continue to consider the high needs attainment gap and that English and Maths will be added to the risk register.</p> <p>It was noted that the only red rag rated risk was linked to environment; the College, led by the Vice Principal Group operations, is following the Association of Colleges (AOC) roadmap.</p>	KW
11	<p>BEYOND THE BOARDROOM (BTB)</p> <p>To include visits completed and potential for further visits</p> <p>The Committee were keen for a schedule to be created for BTB activities for the next academic year. A Committee member stressed the need for all governors to get into the College more, noting the expectation on all Board members to achieve their agreed KPI in this area.</p> <p>It was noted that there was a task and finish group in place to review the impact of the initiative.</p>	
12	<p>DELEGATIONS FROM BOARD TO COMMITTEE</p> <p>A discussion took place on the move to delegate activity to Committees to create more time at Board for strategic discussion. It was agreed that the Committee would request further guidance from Board on this, noting that much of the work in this area was around delegations of financial decision making.</p>	
13	<p>COMMITTEE STRUCTURE FOR 2021/2022</p> <p>Co-opted Committee members</p> <p>The Committee noted the co-opted Committee member vacancies yet decided additional members were not needed due to the current size of the Committee.</p> <p>Committee Chair appointment</p> <p>Wilf Hudson (WH) left the meeting and Ian Tunbridge took the role of Chair; the Committee noted no further nominations for Committee Chair had been received and that WH was happy to remain as Chair of the C&Q Committee. The Committee agreed to recommend to Board that WH continues in the role of Committee Chair. WH returned to the meeting.</p>	
14	<p>DATES OF NEXT MEETINGS</p> <ul style="list-style-type: none"> ▪ Face to Face/ Virtual – the Committee agreed to plan to hold the next meeting face to face ▪ 2021/2022 Dates had been circulated to the Committee. 	