



**Minutes of the Curriculum and Quality Committee meeting  
held on 20 June 2022 at 10am St Austell Boardroom and via MS Teams**

<b>Present</b>	Wilf Hudson	WH	Chair
	John Evans	JE	Principal
	Mike Hambly	MH	Governor
	Kathryn James	KJ	Governor
	Penny Mathers	PM	Governor
	Ian Tunbridge	IT	Governor
	Pat Wilde	PW	Governor
	Debbie Wilshire	DW	Co-opted Committee member
<b>In Attendance</b>	Rebecca Barrington	RB	Director of Student Experience
	Mike Carnell	MC	Designated Safeguarding Lead for the College Group
	Sarah Houghton	SH	Vice Principal Quality of Education, Land Based
	Patrick Newberry	PN	Chair of the Board
	Wendy Randle	WR	Director of Governance
	Kate Wills	KW	Group Deputy Principal, Curriculum and Quality

		Action
<b>1.</b>	<p><b>WELCOME, APOLOGIES AND DECLARATION OF INTERESTS</b></p> <p>Apologies were received and accepted from Ellen Winser. Kelsi Giddy was not present. Patrick Newberry, Chair of the Board attending parts of the meeting. The meeting was quorate.</p> <p>There were no further interests to declare than those previously disclosed on the members' register of interests.</p>	
<b>2</b>	<p><b>MINUTES AND MATTERS ARISING</b></p>	
<b>2.1</b>	Minutes of the previous meeting on 01 March 2022 were agreed to be an accurate record and were agreed by the Committee.	
<b>2.2</b>	A matters arising report had been circulated prior to the meeting. It was reported that the College await the outcomes of the EDI audit.	

	<p>A Committee member challenged the depth of reporting of 14-16 year olds, requesting information moving forward on their experiences, progression and qualification outcomes.</p> <p>The College is receiving expressions of interest from parents of home schooled pre-16s which could generate a new progression and income stream. The risks were noted and the College have been clear that safeguarding remains the responsibility of parents and that the College does not deliver alternative provision. These students would not be on role at the College. Currently, four students plan to join in September, the provision will be reviewed after one year with progress reported to Committee through the standard Dashboard mechanism at each C&amp;Q meeting.</p> <p>Following discussion, it was agreed that a Governor would conduct a Beyond the Boardroom visit to meet the 14-16 year old student groups in October.</p> <p>In response to a Committee member question it was reported that the relationship with WAVE Multi Academy Trust has not developed due to significant changes within the trust.</p>	<p>KW</p> <p>WH</p>
<p><b>3</b></p>	<p><b>OPERATING STATEMENT – strategic aims linked to Committee focus areas</b></p> <p>A report highlighting the red and amber areas of the Operating Statement circulated in advance of the meeting, the following highlights were noted;</p> <ul style="list-style-type: none"> <li>▪ The learner journey is reviewed fortnightly.</li> <li>▪ The College need to identify additional external work experience placements for high needs students in the next academic year.</li> <li>▪ Further development in employability and key skills is required. In response to a Committee member question, data is collated to evaluate the quality of a placement.</li> <li>▪ Careers advice and guidance has greatly improved.</li> <li>▪ LSP (Learning Support Practitioner) observations have recently been completed. The College have implemented training days specific for the LSP team and developed a career pathway to teaching. The Committee requested an update on the outcomes and impact at the spring term 2023 Committee meeting.</li> <li>▪ Power Bi, a data system which enables all staff to review live data in order to review impact, has been implemented; Committee members to review.</li> <li>▪ An internal progression lead has been appointed. A Committee member expressed the need for the College to consider how to raise the profile of the progression route for students and to ensure all staff are developing a culture that anyone can progress.</li> </ul> <p>A Committee member noted that attendance and retention has been RAG rated green and challenged this rating following concerns shared. It was noted that the College continue to perform in line with the sector and have put in place all actions available to support students.</p> <p>The Committee reflected on the longer-term impact of Covid, to include student assessed grades, development of quality employer links and the need to use tutorial sessions to encourage learners to think further ahead.</p>	<p>KW</p>
<p><b>4</b></p>	<p><b>RISK REGISTER; ANY SIGNIFICANT CHANGES</b></p> <p>The Committee reviewed the five key risks:</p> <ul style="list-style-type: none"> <li>▪ Achievement rate – the College continue to support students to improve this in the last few weeks of term. As retention is lower than last year the focus needs to be on pass rate to push up the achievement rate.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ English and maths – to be considered under agenda item 8.</li> <li>▪ Staff recruitment and retention – the ongoing challenge with salaries that cannot be matched by the College and the impact of different salary structures on different sites was noted.</li> <li>▪ Post pandemic TAGS (teacher assessed grades) – this is likely to be more than a one year problem with some students not as capable as grades would suggest.</li> <li>▪ Changing curriculum – staff time and expertise that will be required to align qualifications and T levels was noted.</li> </ul> <p>A Committee member noted that the majority of Colleges in the country will hold similar risks.</p>	
<p><b>5</b></p>	<p><b>EQUALITY, DIVERSITY AND INCLUSION (EDI)</b>  <b>Workshop</b>                  The EDI College Committee have been working with Exeter University who have delivered EDI training for staff. The same trainers will deliver a workshop for the pre-Board in July and one of the trainers, Riadh Ghemmour, joined the meeting to update the Committee on activities in the College and to provide an introduction to EDI training.</p> <p>Following RG’s presentation, the Committee reflected that EDI was a longer-term journey, that they were interested in progress made by other Colleges and were keen that the College involve both employers and apprenticeships.</p> <p><b>EDI Strategy</b>                  A draft of the EDI Strategy had been circulated in advance of the meeting, on reflection the College would like to incorporate further information on social justice. Following discussion, the Committee supported the proposal for the College to take their time with the EDI strategy and therefore present to Board a statement of intent, followed by an action plan, and to retain the EDI strategy in draft form to allow further development; a Committee member encouraged increased student voice in this strategy.</p> <p><b>KPIs</b>                  The College are not yet in a position to develop EDI KPIs.</p> <p><b>EDI Committee update</b>                  The Committee membership requires review.</p>	<p>KW</p> <p>KW</p>
<p><b>6</b></p>	<p><b>QUALITY OF EDUCATION</b>  <b>Data Dashboard; a focus on retention</b>  <b>Increase in FE base rate.</b></p> <p>In response to a Committee member question there is an additional cost to deliver the additional hours in FE which have been used to improve tutorial time, it is expected this will impact positively on retention.</p>	
<p><b>7</b></p>	<p><b>CURRICULUM STRATEGY UPDATE</b>                  A paper was circulated in advance of the meeting, the following agenda item highlights were noted:</p> <p><b>Curriculum decisions</b>                  Counselling has been launched at St Austell campus and the College have been certified to offer Online and Phone Therapy – the only provider in the South West. A Committee member will complete a Beyond the Boardroom visit with the Cornwall Counselling Institute.</p>	<p>IT</p>

	<p><b>T Level update</b> The College continue to work closely with the DfE regarding T Levels and continue to take a cautious approach and learn from others, as shared with the ESFA at the annual strategic conversation.</p> <p><b>Bootcamps update</b> Bootcamps are part of the levelling up paper as is Multiply, delivered through the Shared Prosperity Fund and focussed on delivering numeracy in the community.</p> <p><b>Land based Strategy</b> An overview of the strategy is being developed, as requested by Board at the Board Strategy Day. This will be sent to members of the Board for further consultation prior to review and proposed approval at Board in July.</p> <p><b>Adult Education Strategy</b> The College are providing some online provision and have relaunched access provision. A discussion took place on how to engage hard to reach communities with training and development and socialisation.</p>	KW
8	<p><b>ENGLISH AND MATHS</b> <b>Outcomes of review</b> <b>Resourcing</b> A paper was shared prior to the meeting. Further updates in the confidential minutes and one action.</p>	KW
9	<p><b>LEARNER ENGAGEMENT, ATTITUDE AND BEHAVIOURS</b> <b>FE exclusions</b> <b>Impact on retention</b> The Director of Student Experiences updated on the paper circulated in advance of the meeting. The following highlights were noted:</p> <ul style="list-style-type: none"> <li>▪ A new Behaviour Policy is being developed for the next academic year to support restorative justice practice which will result in various outcomes, not just disciplinary.</li> <li>▪ Staff training is required to ensure a consistent approach to recording all informal and formal meetings with students in time for the new academic year.</li> <li>▪ The College are exploring potential issues with staff and students at a campus and how they see themselves as part of the Group.</li> <li>▪ Reinforcement of recording behaviour at Stoke is required, particularly in agriculture and land based.</li> <li>▪ There have been 22 exclusions to date, with a breakdown of reasons provided, future data collection will enable comparison.</li> </ul> <p>The Committee discussed the impact of the pandemic on behaviours and the mental health and wellbeing of young people and the need to understand the issues facing local communities of the campuses. It was reported the Safeguarding Lead sits on the local disruption groups for different towns which provides this understanding; it was noted that societal disruption is more prevalent and is largely linked to drug misuse.</p>	
10	<p><b>SAFEGUARDING TERMLY UPDATE</b> The Committee received the paper circulated prior to the meeting, the following highlights were noted;</p>	

	<ul style="list-style-type: none"> <li>▪ The College have completed peer reviews as part of Cornwall Council’s safeguarding audit; these identified the need to improve policies.</li> <li>▪ The College are reviewing reporting methods and how to link to EDI, noting safeguarding will likely grow and the College will need to remain responsive.</li> <li>▪ The retention rate remains high for those students with safeguarding concerns demonstrating effective student support in the College.</li> <li>▪ Good use of a critical friend with Yeovil College.</li> <li>▪ The College plan to increase prevention activities to include emotional coaching for students and increased tutorial time.</li> </ul> <p>The Committee requested clearer reporting against sexual violence and sexual harassment to include staff.</p> <p>The Committee noted this was the first Safeguarding report since the Ofsted inspection, noting that the Ofsted report had no concerns with Safeguarding which provided the Committee with assurance.</p> <p>A Committee member noted the stresses for staff and students from both the pandemic and the current cost of living crisis, noting the need for the College create calm orderly campuses in order to support people over the upcoming challenging years. The College acknowledge that they are the one constant in a student’s life and are planning on implementing support networks for the summer holidays.</p> <p>The Director of Student Experience and Designated Safeguarding Lead for the College Group were thanked for their contributions and left the meeting.</p>	<p>MC/ RB</p>
<p><b>11</b></p>	<p><b>SUSTAINABILITY Specific course examples</b></p> <p>A report was circulated prior to the meeting and the Vice Principal Quality of Education, Land Based joined the meeting to provide specific examples of courses.</p> <ul style="list-style-type: none"> <li>▪ It was reported that the College have decided to adopt a College wide approach led by the Health, Safety and Environment Manager and that sustainability will be embedded in RAID day.</li> <li>▪ The recent Landex peer review in both Bicton and Stoke highlighted sustainability as on one of the Group’s strengths.</li> <li>▪ The first enrolment has commenced the online environment sustainability programme, this programme can be joined at any point and the College plan to deliver in units. These courses have been accredited by City and Guilds and can be delivered as part of tutorial programmes and in the new HE provisions.</li> <li>▪ The first bootcamps have been delivered with a further bid submitted for environmental management.</li> <li>▪ Significant growth at Eden was reported. In response to a Committee member question, students have been drawn nationally, with a significant contract with DEFRA.</li> </ul> <p>A Committee member noted that they had met with the sustainability lead Governor and the Group Deputy Principal Group Operations regarding sustainability and noted the College Sustainability Committee. The Committee requested a further update on sustainability in the curriculum at the next meeting.</p>	<p>SH</p>
<p><b>12</b> <b>12.1</b></p>	<p><b>GOVERNANCE</b> <b>Beyond the Boardroom</b></p>	

<p><b>12.2</b></p> <p><b>12.3</b></p>	<p>A paper was shared prior to the meeting updating on the variety of Beyond the Boardroom visits completed during the summer term to date; reports for these visits were requested in order to share the knowledge gained with the Board. A Committee member suggested a short video summarising the visit might be preferable for some Governors to complete.</p> <p>The Committee were reminded that Careers Fest is taking place at St Austell on the day of the next Board meeting should Governors wish to arrive early.</p> <p><b>AoC Curriculum and Quality Chairs network</b> The AoC have introduced Committee Chairs networks, the first for Curriculum and Quality recently took place, the slides will be shared with Committee. The sessions will provide a good opportunity for Board to meet other College Governors to share practice and triangulate information shared at Board.</p> <p><b>Committee structure for 2022/2023</b> <b>Co-opted Committee members update</b> This meeting was the last meeting for Debbie Wilshire, a co-opted Committee member. Debbie was thanked for her valuable input and wise words and will be missed. Ian Tunbridge reminded the committee that his term of office ends in December.</p> <p><b>Committee Chair recommendation to Board</b> The Committee agreed to recommend the reappointment of Wilf Hudson for the role of Committee Chair for a further year.</p>	<p>WR</p> <p>WR</p>
<p><b>13</b></p>	<p><b>IMPACT OF THE CURRICULUM AND QUALITY MEETING</b> The Committee reflected on the impact of the Committee and noted the good balance held between challenge and support. It was agreed that the ELT would be approached as part of the Board self assessment process for their feedback on the impact of governance.</p>	<p>WR</p>
<p><b>14</b></p>	<p><b>DATES OF NEXT MEETINGS</b> The dates for the next academic year had been circulated and are contained below.</p> <p>21 September 22 28 November 22 8 February 23 14 June 23</p> <p>Following discussion, the Committee agreed to hold a meeting at Bicton campus and include Beyond the Boardroom activities whilst there; date to be confirmed.</p>	<p>WR</p>