



**Minutes of the Curriculum and Quality Committee meeting
held on 01 MARCH 2022 at 1.30 pm at St Austell Boardroom and via MS Teams**

Present	Wilf Hudson	WH	Chair
	Ian Tunbridge	IT	Governor
	John Evans	JE	Principal
	Penny Mathers	PM	Governor
	Pat Wilde	IT	Governor
	Debbie Wilshire	DW	Governor
	Ellen Winser	EW	Governor
In Attendance	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
	Paul Ramshaw	PR	Vice Principal Data, Funding and Compliance
	Wendy Randle	WR	Director of Governance
	Wendy Williams	WW	Group Head of English and Maths
	Kate Wills	KW	Group Deputy Principal, Curriculum and Quality

		Action
1.	<p>WELCOME, APOLOGIES AND DECLARATION OF INTERESTS</p> <p>The meeting had been rearranged from 09/02/22 due to the Ofsted Inspection. It was not possible to identify a date when everyone could attend, prior to the Board meeting; apologies were received and accepted from Mike Hambly, Tracey Hooper and Kathryn James. The meeting was quorate.</p> <p>There were no further interests to declare than those previously disclosed on the members’ register of interests.</p> <p>The chair would like to say thank you to all the staff and Governors who gave their support while he was ill last year. It was greatly appreciated and will not be forgotten.</p>	
2	<p>MINUTES AND MATTERS ARISING</p> <p>Minutes of the previous meeting on 01 December 21 were agreed to be an accurate record and were agreed by the Committee. Ian Tunbridge was thanked for acting as Interim Chair in Wilf Hudson’s absence.</p>	
2.1		

<p>2.2</p>	<p>A matters arising report had been circulated prior to the meeting; items requiring update would be covered under agenda items. An EDI update would be provided in the summer term.</p>	
<p>3</p>	<p>QUALITY OF EDUCATION</p> <p>A paper had been circulated prior to the meeting; data reflected performance by campus. The following highlights were noted;</p> <ul style="list-style-type: none"> ▪ KPI’s are reviewed weekly by the College Operations Group and monthly by ELT with Head of Campus in attendance ▪ Attendance is lower than target; each campus accurately records attendance and data is it is used as a safeguarding tool. ▪ Attendance in Math and English has declined. ▪ Covid has impacted on attendance at Bicton campus. ▪ Mental health of students remains a concern. ▪ The Executive Leadership Team (ELT) are monitoring retention and reviewing approaches for the next academic year. ▪ The College have withdrawn students earlier; an explanation of withdrawals prior to Ofsted was provided. However, the continuing withdrawal position is a concern in-year. <p>In response to a Committee member question it was noted that other Colleges and AoC report similar findings for student mental health. In addition to the impact of Covid, it was noted that student’s decision making appears to be based on immediate results rather than looking to the future.</p>	
<p>4</p>	<p>ENGLISH AND MATHS</p> <p>The new Group Head of English and Maths, Wendy Williams was welcomed to the meeting. It was reported that they have commenced visiting campuses, conducting learning walks to review the quality of teaching, reviewing schemes of work and identifying areas for change.</p> <p>The recently appointed Head of English and Maths is formulating a new strategy to raise standards and this will be shared with the committee in detail when it is finalised. The committee knows there are still issues around English and Maths and the Ofsted feedback confirmed this, so the need for a new approach is clear to the committee and we look forward to reviewing the strategy and plans for its implementation when they have been agreed by management.</p> <p>A Committee member noted the need for the College to consider how to improve student motivation and attitudes to learning. Techniques including use of tablets and mixed groups of learners were shared, along with a review of staff remuneration.</p> <p>The Committee welcomed the review of English and Maths and look forward to future updates.</p>	
<p>5</p>	<p>LEARNER ENGAGEMENT, ATTITUDE AND BEHAVIOURS TO INCLUDE FE EXCLUSIONS</p> <p>The Committee received the paper circulated prior to the meeting and welcomed the data contained within the report, noting future comparison will improve the quality of reporting.</p> <p>Following a discussion on setting targets to reduce poor student attitude and language it was noted that the College are reluctant to set targets to avoid under reporting, that the College are working with local community groups and PCSOs on specific incidents involving students from specific programmes and that the incidents do not indicate a cultural issue.</p>	

	<p>The College continue to provide support for students with their mental health and support for staff in supporting students; this is achieved by working with external agencies, College student teams and providing training for staff on behaviour.</p> <p>In response to a Committee member question it was noted that Ofsted had stated that students were found to be respectful, well behaved and understood where to go for support.</p>	
<p>6</p>	<p>SAFEGUARDING TERMLY UPDATE</p> <p>The Committee received the paper circulated prior to the meeting and welcomed the Designated Safeguarding Lead for the College Group to the meeting. It was reported that all staff are trained to appropriate levels and training of staff regarding sexual harassment, violence and abuse is underway. A mental health strategy and policy are being developed alongside a review of polices linked to external speakers who attend College to delivery specialist sessions</p> <p>A discussion took place on the number of students rated at the highest level for concern, the increase in mental health cases as recognised by external agencies, and the insufficient external resources available to support adults; noting an external provider is unable to meet demand.</p> <p>In response to a Committee member question on the impact of the College’s training on sexual harassment and violence it was reported that early indicators suggest students understand these areas, likely due to social media reporting and that both students and staff report concerns, yet there is inconsistency in reporting across the campuses. The Committee requested a report providing further update on this at the next meeting.</p> <p>The Committee were pleased with Ofsted’s feedback regarding Safeguarding and await the final report for assurance on safeguarding across the group.</p> <p>A discussion took place on the use of KPIs and the Committee considered how improving Curriculum Area Manager’s understanding of the safeguarding reporting thresholds could result in improved support for adult learners and that the focus for the College remains on quality support.</p> <p>It was reported that Kathryn James will take on the Safeguarding Lead Governor role at the start of the summer term following a handover from the current Safeguarding Lead Governor. The Committee noted that College Safeguarding policy includes a deputy Safeguarding Governor role; it was understood that this was best practice yet the Committee noted previous challenges in securing a replacement for the Lead role.</p> <p>The Director of Student Experience and Designated Safeguarding Lead for the College Group left the meeting.</p>	<p>MC</p>
<p>7</p>	<p>SUSTAINABILITY TO INCLUDE CURRICULUM</p> <p>Conor Kendrew, Curriculum Development Manager, was welcomed to the meeting to present on sustainability across the curriculum. The Committee were informed that the College are following the AoC Climate Action roadmap and identifying staff training needs in order to embed sustainability in the curriculum.</p>	

	<p>In response to a Committee member question as to whether the College are linked with other Colleges to identify good practice, it was noted that the College are utilising the AoC resources.</p> <p>The Committee were informed that the College have a clear vision for sustainability and staff are engaged.</p> <p>The Curriculum Development Manager left the meeting.</p>	
<p>8</p>	<p>SUBCONTRACTING TO INCLUDE</p> <p>The Vice Principal Data, Funding & Compliance welcomed questions on the paper circulated prior to the meeting which covered the below items;</p> <ul style="list-style-type: none"> ▪ Focus on curriculum ▪ Quality of providers and provision ▪ Financial detail ▪ Management of subcontracting <p>The Committee praised the quality of the report, noting the assurance provided in all areas that had previously been of concern for the Committee and Board. It was noted that the report demonstrates robust management of subcontracting, with the ongoing annual audits and validation from the recent Ofsted visit triangulating information received.</p> <p>The Committee noted that the provision subcontracted is online and at distance which results in students exceeding their end dates; further work is required to ensure realistic goals and targets.</p> <p>In response to a Committee member question on the quality of subcontractors, it was noted that the TCCG are required to report on quality to the ESFA, with increased due diligence required for contracts over £100k and that the College only subcontract with good providers.</p>	
<p>9</p>	<p>RISK REGISTER (RR)- ANY SIGNIFICANT CHANGES</p> <p>The Committee received the paper circulated prior to the meeting. It was noted that the risks relative to this Committee will be reviewed and amended to reflect the recent Ofsted visit and to include HE and Adult retention.</p> <p>A Committee member noted the transition from school to College is contained within Safeguarding on the RR.</p>	<p>KW</p>
<p>10 10.1 10.2</p>	<p>BEYOND THE BOARDROOM</p> <p>Attendance at course reviews (w/c 14/02/22) Attendance at Apprenticeship programme reviews (w/c 31/01/22)</p> <p>Details for the above Beyond the Boardroom opportunities had been circulated alongside details of upcoming Student Voice sessions; attendance was encouraged.</p> <p>Other Beyond the Boardroom activity for the Spring Term</p> <p>The Committee members were encouraged to arrange Beyond the Boardroom activity for the Spring term with details circulated when available. A Committee member noted the need to formalise Beyond the Boardroom arrangements.</p>	
<p>6.1</p>	<p>Update following Child Death review</p>	

	<p>The Committee received the report circulated prior to the meeting and recommended this be shared with Board, noting the report concludes the work of the task and finish group.</p> <p>The chair would like to thank the task and finish group of Governors and especially the Group Deputy Principal Curriculum and Quality, Director of Student Experience and the Designated Safeguarding Lead for the College Group for their work on this very sensitive situation.</p>	WH
11	<p>IMPACT OF THE CURRICULUM AND QUALITY MEETING</p> <p>The Committee reflected on the impact of the Committee.</p> <ul style="list-style-type: none"> ▪ The Committee reflected on the quality of the papers and the impact on discussion at Committee. ▪ The Committee were keen to ask the ELT for their comments on how the Board have impacted/ supported. 	WH
12	<p>DATES OF NEXT MEETINGS</p> <p>20 June 2022, 10am - midday</p>	