



**Minutes of the Curriculum and Quality Committee meeting  
held on 01 December 2021 at 2.00 pm at St Austell via MS Teams**

<b>Present</b>	Ian Tunbridge	IT	Committee Chair in Wilf Hudson’s absence
	John Evans	JE	Principal
	Mike Hambly	MH	Governor
	Tracey Hooper	TH	Governor
	Pat Wilde	IT	Governor
	Ellen Winser	EW	Governor
<b>In Attendance</b>	Wendy Randle	WR	Director of Governance
	Kate Wills	KW	Vice Principal, Group Curriculum and Quality
	Sarah Houghton	SH	Vice Principal Quality of Education, Land Based
	Rebecca Barrington	RB	Director of Student Experience

		Action
<b>1.</b>	<p><b>WELCOME, APOLOGIES AND DECLARATION OF INTERESTS</b></p> <p>Apologies were received and accepted from Wilf Hudson, Penny Mathers and Debbie Wilshire. 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> <p>Minutes of the previous meeting on 20 September 21 were agreed to be an accurate record.</p> <p>A matters arising report had been circulated prior to the meeting; items requiring update would be covered under agenda items.</p>	
<b>3</b>	<p><b>COMMITTEE TERMS OF REFERENCE (TOR)</b></p> <p>A paper was circulated prior to the meeting, the Committee agreed to recommended the Committee TOR to the Board for approval noting that further changes can be made when required, if needed.</p>	
<b>4</b>	<p><b>COMMITTEE MEMBERSHIP</b></p>	
<b>4.1</b>	<p><b>Interim Chair</b></p>	

<p><b>4.2</b></p> <p><b>Co-opted Committee member</b></p> <p><b>4.3</b></p> <p><b>Staff Governor</b></p> <p><b>4.4</b></p> <p><b>New Safeguarding Governor</b></p>	<p>The Committee agreed that Ian Tunbridge fulfil the Committee Chair role in Wilf Hudson’s absence.</p> <p>The appointment paperwork for Kathryn James (KJ) had been circulated prior to the meeting and it had been agreed that KJ be appointed as a co-opted Committee member.</p> <p>The Committee agreed to recommend to Board that the new staff Governor, Lee Charnock, joins the Committee.</p> <p>A discussion took place on a potential candidate for the role; an update will be provided at the next meeting. In WH’s absence Ian Tunbridge has taken on the role of Safeguarding Governor.</p>	
<p><b>5</b></p>	<p><b>SELF ASSESSMENT REPORT (SAR)</b></p> <p>The draft SAR had been circulated prior to the meeting. The Committee reviewed the grades on the understanding that there may be further developments to the narrative to include; additional information related to destination data and personal development, and feedback from a session planned with PM to review the language. The SAR has been tested internally and external validation has been completed with Plymouth City College.</p> <p>In most cases where curriculum areas have been graded requires improvement, this is due to staffing, with detail contained in the confidential minutes, rather than students. In response to a Committee member question it was noted that there is a new member of staff in apprenticeships and data is expected to improve. It was reported that the individual area Operating Plans require development in order to deliver on the Operating Statement and therefore the Strategic Aims.</p> <p>A discussion took place on the collation of destination data and its use within the report. At present the College collates this data via staff follow up with students, going forward the College plans to identify the relevance of employment sought, and are exploring the potential for an outside company to collect this data.</p> <p>A discussion took place on English and Maths, it was noted that strategy will be developed with the new head of English and Maths in January and this will likely be a key area of development from an Ofsted judgement. A Committee member noted that this will need to be emphasised at the Board.</p> <p>A discussion took place on the successes and differences between Duchy, and Rosewarne and Bicton, with further detail contained in the confidential minutes.</p> <p>In response to a Committee member question regarding gender analysis, it was noted that the College are using the DfE terminology whilst also reviewing language used with the College E,D&amp;I Committee.</p> <p>The Committee agreed to recommend the SAR gradings to Board for approval and were asked to forward any final thoughts to KW by 08/12/2021.</p>	
<p><b>6</b></p> <p><b>6.1</b></p>	<p><b>Quality of Education</b></p> <p>A report had been circulated prior to the meeting.</p> <p><b>Student Enrolment numbers 2021/22</b></p>	

	<p>It was reported that student enrolment numbers are down across the Group, with the impact on next year’s budget noted. The College are considering ways in which to increase student numbers both in year and for 2022/23.</p> <p>A Committee member reflected on the impact of lagged funding and was keen to understand how enrolment numbers were previously reached for the budgeting process and whether the College has benchmarked to understand other Colleges’ enrolments. It was reported that the College undertake a comprehensive curriculum planning process, yet acknowledged this had been a new process for managers. The Committee were reminded that the College had initially planned for a five year drop in numbers, yet due to increased numbers for 2020/21 this led to renewed optimism; with DBS students removed, recruitment is the same as 2020/21. It was reported that enrolments have been lower across many Colleges, that the budget remains achievable and curriculum planning for 2022/23 is underway, using market analysis to ensure accuracy of numbers.</p> <p>In response to a Committee member question the College have analysed the data and presented the reasons why applicants did not join the College at the OLT away days.</p> <p><b>6.2 Learner outcomes and actions to improve</b> Covered as part of the discussion on the SAR.</p> <p><b>6.3 English and Maths</b> The Group Deputy Principal Curriculum and Quality will work closely with the new Group Head English and Maths to develop this area, further detail contained in the confidential minutes. The College plan to identify and fill the primary skill gaps using the Tuition Fund to provide additional support in smaller support groups where needed. In response to a Committee member question there is some correlation between academic achievement and behaviour.</p> <p>A Committee member requested an update on the impact of delivering block weeks to encourage apprenticeships’ engagement in English and Maths; it was reported that this was very successful in some areas with mixed results in others and that this method of delivery is being reviewed.</p> <p><b>6.4 High needs</b> A paper from the external consultant had been circulated prior to the meeting. In their absence the Committee were invited to forward questions to the Director of Governance with responses to be shared at the next meeting. It was noted that some actions can be actioned immediately with others contained within the action plan circulated with the paper.</p> <p><b>6.5 14-16-year-old update</b> A paper had been circulated prior to the meeting updating on areas of development in this critical growth area. The College are working with a range of schools in the St Austell and Camborne campus areas, with a focus in construction, and hair and beauty curriculum offers; it was reported that Schools are noticing an improvement in learners’ behaviour.</p> <p><b>6.5 Careers update</b> The College have trained staff in providing careers advice and guidance to support learners with special educational needs and will now review the impact of this training. It was noted that a new member of staff with employability skills to support learners is in place.</p>	
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<p><b>6.6</b></p>	<p><b>Destinations</b> Early data indicates that 97% of learners have achieved a positive destination, meaning employment or further education; future data collation was reviewed under agenda item 5.</p>	
<p><b>7</b></p>	<p><b>LEARNER ENGAGEMENT, ATTITUDES AND BEHAVIOURS to include FE Exclusions</b> Rebecca Barrington, the Director of Student Experience, was invited to join the meeting and answer Committee member questions on the paper circulated prior to the meeting.</p> <p>It was noted that Committee have received baseline data in this instance and that reporting processes are being reviewed to enable reporting of trends across campuses.</p> <p>Exclusions and disciplinaries have increased; further detail contained in the confidential minutes. It was noted that following an exclusion learners under 18 are directed to Careers South West and the College aim to link over 18s into projects to reengage learners.</p> <p>A Committee member requested information on how the College responds to behaviour challenges of the 14-16-year old cohort. The same College team would provide support alongside the school staff. In response to a Committee member question it was noted that that the College is responding in a similar way to the techniques shared by Exeter College at the OLT Away Day session.</p>	
<p><b>8</b></p>	<p><b>LEARNER VOICE</b> <b>Learner Voice Update (Sept-Nov 2021)</b> A paper had been circulated prior to the meeting. The following highlights were noted;</p> <ul style="list-style-type: none"> <li>▪ Learner survey data indicates learners understand where to go with any concerns</li> <li>▪ There were no surprises in the data, this was reinforced by the learner voice sessions.</li> <li>▪ The College plan to provide further personal development activities for the wider student body</li> <li>▪ Learning walks into tutor groups will take place.</li> <li>▪ Further work is required to support students prior to joining the College to ensure they are prepared.</li> <li>▪ The quantity of learner voice activities delivered during the first term will be reviewed.</li> </ul> <p>A Committee member reported that they had attended the student voice forum and noted learner confidence considering it was early in the year.</p> <p>In response to a Committee member question it was understood that apprenticeships are asked to score the College for support every twelve weeks as are the apprenticeship providers; a formal survey is planned with apprenticeships.</p>	
<p><b>9</b></p>	<p><b>SUSTAINABILITY to include Curriculum Learner voice and College response</b> Sarah Houghton (SH), the Vice Principal Quality of Education, Land Based, joined the meeting to update on the paper circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>▪ Having reviewed the College’s practice the current focus is on understanding next actions.</li> <li>▪ Development of staff in terms of embedding knowledge.</li> <li>▪ Sharing of practice from the Rural Business School across the campus.</li> <li>▪ Two members from FE staff will join the sustainability subcommittee to strengthen the focus in FE.</li> <li>▪ The College aim to ensure sustainability is embedded within the curriculum as well as on campus, as detailed in the paper. In response to a Committee member question the College is confident this will be achieved due to staff interest.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ There are some good initiatives are in place on some campus and curriculum areas.</li> <li>▪ The College await the national developments that could come through in level 2 and 3.</li> <li>▪ The next update will focus on developments in curriculum.</li> </ul> <p>A Committee member noted the need to be able to measure the impact of the activities, suggesting the College explore tools like the carbon footprint and global sustainability model which will be shared following the meeting.</p> <p>In response to a Committee member question, the challenge of embedding green issues across the curriculum is acknowledged by the College. The support from the sustainability consultant was significant and there is huge enthusiasm amongst staff to deliver in this area with responses from staff and students indicating some good practice in place.</p>	SH/ KW
<b>10</b>	<p><b>SUBCONTRACTING</b></p> <p>A paper had been circulated prior to the meeting. It was reported that the fit of subcontracting within the organisation is being reviewed.</p> <p>A Committee member stated that they were keen to understand the level of risk associated with subcontracting; it was noted that the Internal Audit report had been reviewed by the Audit and Risk Committee on 29/11/2021. Following a discussion on the delivery of subcontracting, the impact of the Ofsted grading on not being able to change the subcontract levels, and the need to ensure compliance, the Committee requested a more comprehensive report on subcontracting for the next Committee meeting to include increased focus on curriculum, the quality of providers and provision, financial detail and the management of subcontracting.</p> <p>The Committee were informed of a potential new subcontract arrangement with a Dance provider for Level 3 Performing Arts in St Austell town centre and the lack of performance with Cornwall Marine Network numbers was noted.</p>	KW
<b>11</b>	<p><b>EQUALITY, DIVERSITY AND INCLUSION UPDATE</b></p> <p>It was reported that a Group development day is planned for 4/01/2022, which will incorporate E,D&amp;I.</p> <p>It was noted that E,D&amp;I will likely form part of the January Board Strategy Day; it was noted that the College have recently used external trainers who might be able to support this.</p>	KW/ WR
<b>12</b>	<p><b>BEYOND THE BOARDROOM</b></p> <p><b>12.1 Attendance at Course Reviews (w/c 06/12/2021)</b></p> <p>Details for the planned Course Reviews will be shared with Board once finalised; Governors are encouraged to attend.</p> <p><b>12.2 Other Beyond the Boardroom activity for the Spring term</b></p> <p>The Committee agreed the need to meet with learners, requesting questions for learners be included on the Beyond the Boardroom feedback form. It was noted that the pre Board session on Safeguarding will provide the opportunity for Board to meet learners and ask questions relevant to safeguarding.</p>	KW/ WR
<b>13</b>	<p><b>LANDEX PEER REVIEW REPORT</b></p> <p>The report had been circulated prior to the meeting. A Committee member noted the student accommodation limitations and the need to enhance the student experience at some campuses.</p>	

<b>14</b>	<b>DATES OF NEXT MEETINGS</b> 9 February 2022 16 June 2022	