



**Minutes of the Curriculum and Quality Committee meeting
held on 21 September 2022 at 1pm via MS Teams**

Present	Wilf Hudson	WH	Chair
	John Evans	JE	Principal
	Kathryn James	KJ	Governor
	Penny Mathers	PM	Governor
	Pat Wilde	PW	Governor
	Ellen Winser	EW	Governor
In Attendance	Rebecca Barrington	RB	Director of Student Experience (agenda item 7)
	Sarah Houghton	SH	Vice Principal Quality of Education, Land Based (agenda item 6)
	Paul Ramshaw	PR	Vice Principal Data, Funding & Compliance
	Wendy Randle	WR	Director of Governance
	Wendy Williams	WW	Head of English and Maths (agenda item 8)
	Kate Wills	KW	Group Deputy Principal, Curriculum and Quality

		Action
1.	WELCOME, APOLOGIES AND DECLARATION OF INTERESTS Apologies were received and accepted from Ian Tunbridge and Mike Hambly. 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	
2.1	The minutes of the previous meeting on 20 June 2022 were agreed to be an accurate record and were approved by the Committee.	
2.2	A matters arising report had been circulated prior to the meeting. Actions would be covered under agenda items. In response to a Committee member question it was noted that the College have two home schooled students, both on vocational programmes at Camborne and St Austell campuses.	
3	RISK REGISTER REVIEW/FURTHER ASSURANCE REQUIRED In response to a request from the Audit and Risk Committee, the Committee did not require any further assurance from an internal audit. It was noted that the operating statement for the academic year is being developed to which the risk register is mapped.	
4	SAR PROGRESS WITH DRAFT The Committee reviewed the draft Self Assessment Report (SAR) received in advance of the meeting, and proposed the following amendments: <ul style="list-style-type: none"> ▪ Include within the context, reference to the preparation of SEND students for independence. ▪ Review the wording related to the number of 16-18-year olds achieving basic English and maths skills. 	KW

	<ul style="list-style-type: none"> ▪ Include an explanation on fluid targets, for example, for Foundation learners the targets should be clear and demonstrate progression. ▪ The Quality of Education section will be expanded. ▪ Include data on High Needs learners' progression. ▪ Inclusion of work being undertaken in social prescribing to demonstrate a stronger approach to wellbeing within adult education. ▪ Include within the context, staff responses to students' mental health issues and their own challenges. <p>In response to Committee member questions the following points were noted:</p> <ul style="list-style-type: none"> ▪ The College have used security staff previously to manage behaviour and would adopt this approach again if needed. ▪ The College have made funds available for enrichment activities and are exploring funding streams to support additional activities. ▪ The SAR grading will be reviewed at the Operational Leadership Team (OLT) away days. ▪ The skills bootcamp has been launched and the College have linked with industry, yet have been unsuccessful in recruiting participants. ▪ The Committee were pleased that 94% of learners felt safe at College, and requested that the College explore how best to support learners reporting that they do not feel safe. <p>It was agreed that a report on progress made in Adult Education will be prepared for the November Committee meeting and that a Committee member will review the final draft of the SAR report prior to review at the November Committee meeting, at which the SAR will be recommended to Board for approval.</p>	KW PM/ KW
5	<p>Quality of Education</p> <p>It was reported that the Executive Leadership Team (ELT) have agreed a position statement in response to the data, noting the impact of Covid 19 and its legacy, teacher assessed grades and the redundancies restructure in English and maths staffing following the mid year the Ofsted inspection. A lengthy discussion took place alongside the presentation of Power Bi; the data dashboard used by the College. Further detail contained in the confidential minutes.</p>	
6	<p>CURRICULUM STRATEGY UPDATE</p> <p>The Vice Principal Quality of Education - Land Based joined the meeting to update on the paper circulated. The following points were noted;</p> <ul style="list-style-type: none"> ▪ The delivery of the Animal Care T Level will be postponed for one year to ensure quality of provision. Agriculture will be the only other land based T Level the College could offer; the College will retain horticulture and forestry as apprenticeships. ▪ The balance between apprenticeships and full time provision is impacted by cost of programmes, staffing, existing good quality training providers and industry need. ▪ That RHS skills are delivered at Dartington. ▪ HE programme development has taken place in line with expectations. ▪ HE enrolments have been disappointing; small numbers for some programmes have impacted and the College have stopped some programmes. ▪ Recruitment for the new degree programmes at Newquay has been disappointing despite an increase in applications and acceptances; all courses will run as planned. ▪ Eden recruitment has been positive and further provision might be added to meet demand. 	

	<p>The Committee requested a regular update on the impact of provision, with information by campus to increase Committee's understanding of the campus offer.</p> <p>A further report for the November Committee meeting was requested on lessons learnt from recruitment processes, in terms of keeping students warm and converting acceptances into enrolments.</p>	<p>SH</p> <p>SH</p>
7	<p>QUALITY OF RESIDENTIAL PROVISION</p> <p>The Director of Student Experience and the Residential Manager were invited to update on the report circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> ▪ The College expect a no notice residential inspection this academic year; the College need to achieve a minimum of a Good grading. ▪ Staffing at Bicton remains a challenge; the College have interviews scheduled for three roles. ▪ A maintenance plan is in place for the residential provision at Bicton. ▪ The availability of landlords willing to house under 18s is a challenge. <p>It was agreed that the Committee will incorporate a visit of the residential accommodation when they attend the November Committee meeting scheduled to take place at Bicton.</p>	
8	<p>ENGLISH AND MATHS</p> <p>English and maths strategy</p> <p>The Head of English and maths was invited to present on the paper circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> ▪ An overview of student assessments was provided. ▪ Group sizes are being reviewed to ensure these are manageable for both staff and students. ▪ A cautious approach is being taken when identifying students who can undertake the GCSE retakes in November with an additional session to support exam preparation. ▪ Staff engagement with learners is excellent, with CAMs and SPMs supporting learners. <p>In response to Committee member questions the following was noted:</p> <ul style="list-style-type: none"> ▪ Some of the newly appointed lecturers could not start at the beginning of term; cover has been provided with interviews scheduled for two vacancies. ▪ Timetabling and delivery varies by campus, but is generally delivered in one and half hour slots consecutively for each subject. ▪ Dedicated support workshops and virtual support is being explored <p>The Committee requested a report requested for the November meeting on the impact of the new staffing, retention, attendance and plans for virtual activity.</p>	<p>KW/ WW</p>
5	<p>ENROLMENTS</p> <p>The Committee revisited Power Bi, the Data Dashboard. Following discussion, the following was noted with some further detail contained in the confidential minutes:</p> <ul style="list-style-type: none"> ▪ Tournament Golf College has recruited well. ▪ Counselling at Camborne has been a success. ▪ The College are committed to retaining learners. ▪ South West Principals have requested that the AoC undertake a review of HE in FE, noting the decline in HE students in Colleges. 	

9	<p>BEYOND THE BOARDROOM (BTB)</p> <p>A report was shared prior to the meeting outlining plans for the Autumn Term. It was noted that the next Curriculum and Quality Committee meeting will take place at the Bicton campus and Committee members were encouraged to complete their feedback reports on visits.</p> <p>In response to a Committee member question the Deputy Principal Group Curriculum and Quality will prepare some common questions to ask during course reviews.</p> <p>The Committee propose to Board that all Governors complete two BTB visits a year.</p>	<p>KW</p> <p>WH</p>
10	<p>LANDEX PEER REVIEW OUTCOMES</p> <p>The Committee received the Landex peer review report and noted the recommendations including closer involvement with the Rural Business School.</p>	
11	<p>IMPACT OF THE CURRICULUM AND QUALITY MEETING</p> <p>The Committee reflected on the impact of the Committee and noted the good balance held between challenge and support. It was noted that the ELT have been asked for feedback on the impact of governance as part of the Board self assessment process.</p>	
12	<p>DATES OF NEXT MEETINGS</p> <p>The dates for the next academic year had been circulated and are contained below.</p> <ul style="list-style-type: none"> ▪ 28 November 22 - Bicton Campus. The Committee requested that a programme for the day be developed to incorporate 2/3 groups of students to include residential students, a farm tour and involvement in lesson observations as these are scheduled. ▪ 8 February 23 - St Austell Campus. ▪ 14 June 23 - St Austell Campus. 	<p>WR</p>