



**Minutes of the Curriculum and Quality Committee meeting  
held on Wednesday 8 February 2023 at 1pm Camborne Campus and on MS Teams**

<b>Present</b>	Wilf Hudson	WH	Chair
	John Evans	JE	Principal
	Tara Geraghty	TG	Governor
	Michael Hambly	MH	Governor
	Penny Mathers	PM	Governor
	Pat Wilde	PW	Governor
	Ellen Winser	EW	Governor
<b>In Attendance</b>	Paul Ramshaw	PR	Vice Principal Data, Funding and Compliance
	Wendy Randle	WR	Director of Governance
	Kate Wills	KW	Group Deputy Principal, Curriculum and Quality
	Various staff members joined for different agenda items as detailed in the minutes.		

		Action
<b>1.</b>	<p><b>WELCOME, APOLOGIES AND DECLARATION OF INTERESTS</b></p> <p>Apologies were received and accepted from Kathryn James. The meeting was quorate. Tara Geraghty, a Student Governor was welcomed to their first Committee meeting.</p> <p>EW reported that they were a shareholder at Pendennis Shipyard; the register will be updated. There were no further interests to declare than those previously disclosed on the members’ register of interests.</p> <p>The agenda items were taken in a slightly different order to the agenda.</p>	WR
<b>2</b>	<p><b>MINUTES AND MATTERS ARISING</b></p> <p><b>2.1</b> The minutes and confidential minutes of the previous meeting on 28 November 2022 were reviewed and agreed to be an accurate reflection of the meeting.</p> <p><b>2.2</b> A matters arising report had been circulated prior to the meeting. Actions would be covered under agenda items.</p>	
<b>3</b>	<p><b>OPERATING STATEMENT – AREAS LINKED TO COMMITTEE</b></p> <p>The Committee received the operating statement circulated in advance of the meeting, the following points were reported:</p> <ul style="list-style-type: none"> <li>▪ A restructure of wellbeing and safeguarding, specifically student support staff, is underway.</li> <li>▪ Significant time was spent on the HE curriculum offer at the recent HE Committee meeting to include land based provision.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Parent review meetings are held during the first half term with a further session held to support parents with students undertaking English and maths, the College need to ensure consistency of approach across the College.</li> </ul>	
<p><b>4</b></p>	<p><b>QUALITY OF EDUCATION</b></p> <p><b>Apprenticeships – current position</b></p> <p>The Head of Apprenticeships was welcomed the meeting. It was noted that the review of apprenticeships undertaken three years ago identified a high turnover of apprenticeship advisors due to the salary and expectations of the role. New staff have been appointed and training and development has been put in place along with a change in structure to offer progression. Achievement rates are good, with performance at St Austell a focus; the impact of staff leaving was noted.</p> <p>In response to Committee member questions the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ Business development managers are linked to campuses and are developing as a team and building relationships with employers. KPIs are in place.</li> <li>▪ The challenges linked to the current economic climate were noted.</li> <li>▪ Feedback from employers is requested every eight weeks and is positive; 91% reported good or better in terms of satisfaction with the College as a provider. The figures remain consistent with improvements around communication settled.</li> <li>▪ The apprenticeship course reviews are scheduled with termly risk panels. Achievement is not consistent, there are stronger areas i.e. Engineering and Care with weaker areas in Hospitality and Catering. There remains a risk with withdrawals in Care as reflected in the industry. In response to further Committee member questions the impact of the closure of Cornwall Care was noted; current students are able to complete their programme and the College will continue to support smaller providers.</li> <li>▪ Regarding communication of apprenticeships with the 14-16 year old academy, workshops are held in school, where able and the College are effective with the job centres.</li> <li>▪ The Committee reflected on the retention of staff in apprenticeships, provision linked incentives and potential implications on gender pay gap reporting.</li> </ul> <p>The Committee thanked the Head of Apprenticeships for attending the meeting and requested twice yearly reporting to include an update on the SAR for apprenticeships and an improved focus on curriculum and how this will meet local needs.</p> <p>The Apprenticeship Course reviews are scheduled for 20/03, the Committee were encouraged to attend as part of Beyond the Boardroom.</p> <p><b>Adult education – progress update</b></p> <p>The Vice Principal of Quality of Education (GFE) and the Group Head of Adult Learning, Employability and Personal Development were welcomed to the meeting to update on the report circulated. The following points were noted:</p> <ul style="list-style-type: none"> <li>▪ There is improved data available on the Adult Education provision.</li> <li>▪ A change to deliver methods has commenced i.e. online offers with local partners.</li> <li>▪ Adult Community Learning (ACL) has improved with links into pathways and 825 more enrolments compared to this time last year, yet cohorts are smaller; the College plan to use the full ACL funding allocation.</li> <li>▪ There is a focus on the AEB within the Camborne campus. The College need to build study programmes for adults the same as for 16-18 year olds, examples were provided.</li> </ul>	<p>KW/LM</p> <p>ALL</p>

- The College plan to bring down the AEB subcontracted and require the staffing and marketing infrastructure to support this.

In response to Committee member questions the following points were noted;

- The College needs adults to have positive experiences so that they share these with friends and family. The College offer a good customer service yet expansion still required.
- It was noted that a Governor has liaised with Vice Principal of Quality of Education (GFE) on social prescribing.
- The College need to unpick why students are not applying for adult programmes and continue to invest and grow a suitable infrastructure to remove barriers to learning, using bursaries and the ACL budget to support learners i.e. with laptops; a Committee member noted that some people may prefer to use phones rather than laptops.
- The mixture of ages in a class were noted, it was understood that maturer adults driving expectation and behaviour in the class and that the age differences were not significant.

The Committee thanked the Vice Principal of Quality of Education (GFE) and Group Head of Adult Learning, Employability and Personal Development and requested a termly update in order to monitor the adult provision.

**Quality of Education: update on key data and a report on key concerns and actions being taken in quality of education.**

The Group Deputy Principal, Curriculum and Quality provided an update on the progress made against the SAR outcomes.

Reflecting on the attendance overview data in Power Bi shared with the Committee, it was noted that attendance is below the College target yet broadly in line or slightly above other institutions, with campuses where there are less distractions reporting improved attendance. The College noted the lack of understanding of using the 'remote learning mark' which impacted on attendance data and are therefore not encouraging comparison to last year's data. It was noted St Austell had a challenging start with attendance and although significant work has been completed it is unlikely that the target will be met; this is monitored and reviewed at group level with particular focus on high needs and specific curriculum areas.

Retention is holding with a slight dip in Golf and a level 3 programme at Rosewarne with a detailed rationale to support, yet the College remain concerned as the potential for impact on the pass rate was noted. It was noted that course review three will be key and will result in target setting where needed.

In response to Committee member questions the following points were noted:

- A Committee member noted that although retention is good, there is a risk that students have withdrawn; the College plan to review persistent absence at course review three.
- The process for what happens if a student does not attend College was shared; contact is made with a student if they do not attend within fifteen minutes and there is a follow up with the relevant Curriculum Area Manager (CAM). Action plans, under the Student Misconduct policy, are impacted on within ten days.
- The College have enough information on the reasons for poor attendance and reported that English and maths attendance is not impacting on overall data. It was noted that the College have not put in place incentives for attendance.
- Parental engagement has declined as has been seen nationally.

<p>5</p>	<p><b>PROGRESS AGAINST THE SAR; LAND BASED AND GFE</b></p> <p>The Committee received the report circulated in advance of the meeting and noted the following;</p> <ul style="list-style-type: none"> <li>▪ Cornwall Council are undergoing a Send inspection of pre primary to post 16 which the College have been asked to contribute to.</li> <li>▪ The Committee noted the variance in the movement of improvements in some of the land based provision to include resourcing, staffing and improving of quality and specifically the high needs attainment gap which was significantly lower on the land based campuses.</li> <li>▪ The ongoing focus required in English and maths was noted.</li> </ul>	
<p>6</p>	<p><b>LEARNER VOICE</b></p> <p>The Student Governor provided an update on CCSU activity:</p> <ul style="list-style-type: none"> <li>▪ Students appreciate learner voice and are learning how they can influence how they are taught.</li> <li>▪ There are challenges to ensure that student union meetings are not just complaints session.</li> <li>▪ Mental health needs to be talked about more freely with more casual conversations rather than when it has reached a critical point.</li> <li>▪ Students are keen to positively impact on sustainability on campuses; the College are supporting this. Examples include making decorations out of student lanyards when students leave reviewing water usage in Equine to include reduction and reuse.</li> <li>▪ The CCSU plan to support EDI, noting that some EDI conversations in Personal and Professional Development (PPD) lessons can get side tracked and that lecturers are not always equipped to answer questions.</li> </ul> <p>A Committee member explored the comments regarding EDI and it was noted that the College have activities planned for the next Group Development Day to share knowledge on lived experiences to improve student support. The Committee requested that the progress against the issues raised and the staff training be included in the next EDI update to Committee for the next meeting.</p>	<p>KW</p>
<p>7</p>	<p><b>ENGLISH AND MATHS STRATEGY UPDATE AND IMPACT</b></p> <p>The Head of English and maths joined the meeting to update on the report circulated. The following points were noted:</p> <ul style="list-style-type: none"> <li>▪ All teaching posts have been filled; one member of staff is on maternity leave and another on long term sick.</li> <li>▪ Larger groups have been reshuffled; although there are still some which are not as desired.</li> <li>▪ Ongoing observations of staff and learning walks continue; a massive change in the atmosphere is evident.</li> <li>▪ There were less enquiries received from staff than expected for completing their English and maths qualifications, this is likely due to a reluctance to request support. In response to a Committee member question on how the College plan to resolve this, it was noted that a less formal approach will be adopted, by getting to know staff and visiting staff teams and CAMS.</li> <li>▪ Online tuition has started.</li> <li>▪ Following a discussion on grades and levels it was understood that the area of development is with functional skills, where the College are 20% lower than the National benchmark, rather than GCSE achievement.</li> </ul> <p>The Committee requested to revisit progress against the English and maths strategy at a future meeting.</p>	<p>KW</p>

<p><b>9</b></p>	<p><b>SAFEGUARDING AND PREVENT UPDATE</b></p> <p>The Group Head of Safeguarding and Prevent and the Deputy Designated Safeguarding Lead &amp; Student Welfare Lead joined the meeting; the Committee received the report circulated and the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ There has been a noticeable increase in safeguarding interventions.</li> <li>▪ An increase in 40% of school student safeguarding files have been received, yet a decline in 18 year old plus safeguarding files.</li> <li>▪ There remains ongoing engagement with the safeguarding governor.</li> </ul> <p>In response to a Committee member question the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ The definition of mental health and therefore the classification bracket in the report includes the following; pre existing condition/ diagnosis i.e. anxiety, depression, suicidal. Also, those students who present with emotional upset which has not been diagnosed; i.e. eating disorders, struggling with day to day activities.</li> <li>▪ It was noted that progress had not been made against the action linked to school safeguarding files. A Committee member suggested going to a MAT CEO as a quicker option.</li> <li>▪ The College are much improved relating to Prevent as reflected by the Ofsted yet plan to complete a new risk assessment template in this area.</li> <li>▪ The Cornwall LA Safeguarding 157 audit has changed with no formal report provided by the College; the College completed a peer review with Callywith and Truro and Penwith College which provided assurance on safeguarding practices.</li> </ul>	<p>KW/JE</p>
<p><b>8</b></p>	<p><b>RESIDENTIAL ACCOMODATION</b></p> <p>It was noted that the College continue to await the residential accommodation inspection and that there have been some staff changes.</p>	
<p><b>10</b></p>	<p><b>BEYOND THE BOARDROOM</b></p> <p>The Committee considered the potential for Beyond the Boardroom visits for the Spring term, noting receipt of the dates for the various Quality Cycle sessions planned. It was noted that a Governor plans to meet with Ukranian students and will include the ESOL (English as a Second Language) provision as part of this visit.</p>	<p>WH</p>
<p><b>11</b></p>	<p><b>RISK REGISTER REVIEW/ FURTHER ASSURANCE REQUIRED</b></p> <p>The Committee reflected on the risks identified in the report circulated in advance of the meeting. In response to a Committee member’s question it was reported that the College have reversed the decision not to replace the lead for foundation learning and plan to recruit.</p> <p>The Committee noted the challenges and risks presented yet also noted the need to focus on good practice and opportunities.</p>	
<p><b>12</b></p>	<p><b>IMPACT OF THE CURRICULUM AND QUALITY MEETING</b></p> <p>The Committee reflected on the impact of the meeting on the cross cutting themes of the Governance Action Plan:</p> <ul style="list-style-type: none"> <li>▪ EDI – considered as part of the CCSU update.</li> <li>▪ Sustainability – none.</li> <li>▪ Health and Safety – the Committee noted an increased concern in H&amp;S and request that when reviewed at A&amp;R H&amp;S is considered in respect of both curriculum and infrastructure/ estates.</li> <li>▪ Safeguarding – agenda item</li> </ul>	<p>WH/ KW</p>

<b>13</b>	<b>COMMUNICATION WITH BOARD/ COMMITTEES</b> Ensure that Health & Safety is considered from both curriculum and infrastructure/ estates at A&R.	WR
<b>14</b>	<b>DATES OF NEXT MEETINGS</b> <ul style="list-style-type: none"><li>▪ 14 June 23</li></ul>	