



**Minutes of the Curriculum and Quality Committee meeting  
held on Wednesday 14 June 2023 at 1pm at the St Austell campus and on Teams**

<b>Present</b>	Wilf Hudson	WH	Chair
	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 John Evans and Tara Geraghty. The meeting was quorate.</p> <p>There were no further declarations of interest to those already contained on the register.</p> <p>Agenda items were taken in a different order.</p>	
<b>2</b>	<p><b>MINUTES AND MATTERS ARISING</b></p>	
<b>2.1</b>	The minutes and confidential minutes of the previous meeting on 8 February 2023 were reviewed and agreed to be an accurate reflection of the meeting.	
<b>2.2</b>	A matters arising report had been circulated prior to the meeting. Actions would be covered under agenda items; the Principal would be tasked to raise concerns around the sharing of safeguarding files with Cornwall Association of Secondary Headteachers (CASH).	
<b>3</b>	<p><b>SAFEGUARDING AND PREVENT</b></p>	
<b>3.1</b>	<p><b>Termly update</b></p> <p>The college reported that since the report has been presented, additional work has been undertaken to support young carers, noting the challenge in identifying young carers in order to be able to provide support.</p> <p>It was reported that that new KCSIE guidance has been released for 01/09/23; the College will provide an update for all staff and Governors will be asked to review the guidance and sign to say they have read, understood and agree to adhere to the guidance.</p>	
<b>3.2</b>	<b>Case study from Duchy Stoke</b>	

<p>3.3</p>	<p>A case study regarding a student from the Duchy Stoke campus had been circulated at the request of a Governor, demonstrating the impact of insufficient information received from the school and the adult social care team in order for the College to fully support the student. It was reported that the College had been instrumental in the creation of a multi disciplinary team meeting to address the issues in this scenario and that the case study has previously been shared with the adult safeguarding board.</p> <p>A Committee member proposed this paper is shared with the Principal in advance of him making contact with CASH.</p> <p><b>157 /175 Cornwall Safeguarding Audit</b>                  The Committee received the document which had been reviewed by the Lead Governor – Safeguarding. It was reported that the College are seeing an increase in students with unspent criminal convictions and students with more complex needs, with St Austell campus piloting a project whereby the campus links with alternative provision to support transition moving forward. It was noted that there is an increase in referrals to alternative provision units. The Committee received the report and agreed for the Principal and Chair of the Board to sign the report.</p>	
<p>4</p>	<p><b>LEARNER VOICE; CCSU activity and learner issues/ complaints</b>                  The Committee received the report circulated in advance of the meeting. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>▪ The College plan to undertake a full review of the Cornwall College Student Union (CCSU) due to poor student engagement.</li> <li>▪ The next round of Student Voice forums will consider the purpose of the CCSU and how students support each other.</li> </ul> <p>In response to Committee member questions the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ The College are exploring the reasons for the lack of feedback outside of formal reviews from apprenticeship students and note the impact of using tools such as Padlet in securing student feedback and improving accessibility for SEND students. The College are also exploring how to improve engagement for student feedback for HE and apprenticeships.</li> <li>▪ A deep dive of complaints will be considered at the next Committee meeting.</li> <li>▪ There has been an increase in reporting of sexual harassment incidents and the College are assured that students know where and how to gain support and report incidents, with the Committee emphasising the need to maintain the openness of the conversation.</li> <li>▪ The College recognise the need to understand the EDI data across student data to include sexual harassment.</li> <li>▪ A lengthy discussion took place on the ways in which students are supported with personal development opportunities with an overview of the tutorial offer provided. The Committee reflected on some student dissatisfaction of the tutorial offer.</li> <li>▪ A Committee member noted that some of the staff disciplinaries have been noted to be linked to language used and accepted by staff, it was reported that the College are trialling bystander training.</li> </ul>	<p>KW/RB</p>
<p>11</p>	<p><b>POLICY</b>  <b>Behaviour and Misconduct Policy – Students</b>                  The proposed changes to the policy were noted with detail of a recent ELT debate around the College adopting a ‘will not tolerate’ approach rather than ‘zero tolerance’ were shared. The Committee approved the amendments to the policy.</p>	

	<p><b>Drugs and Substance Misuse Policy – Students</b> The Committee noted the proposed changes and agreed to approve the policy.</p> <p>The Committee requested the policies be shared with the Board.</p>	
<p><b>5</b></p>	<p><b>OPERATING STATEMENT – AREAS LINKED TO COMMITTEE</b> The Committee received the relevant areas of the operating statement circulated in advance of the meeting, the following points were reported:</p> <ul style="list-style-type: none"> <li>▪ The SEND peer review highlighted the impact of reduced staffing structure due to cost savings.</li> <li>▪ The focus is now on in year retention data moving into pass rate.</li> <li>▪ The College are exploring ways in which to develop the SEND team</li> <li>▪ Details of Weston’s SEND good practice webinar were shared during the meeting with the Committee.</li> <li>▪ A similar restructure to what was implemented in English and maths will be considered for work based learning.</li> <li>▪ Early indications from November exams suggest improvements within English and maths.</li> <li>▪ The implementation of the HE Strategy and lack of direction had been explored at the HE Committee. The Committee noted the risk in HE and the absence of the Head of HE; the Committee were encouraged to review the HE Committee minutes so that they understand the associated risks.</li> <li>▪ Environment sustainability governance is being explored by the task and finish group with KPIs being developed.</li> <li>▪ The College are exploring options on how to increase group sizes, noting the impact of including the English and maths provision in the current format on timetabling.</li> <li>▪ The Committee explored student numbers and group sizes and understood the need to run some programmes to sustain future delivery.</li> </ul>	<p>ALL</p>
<p><b>7</b></p>	<p><b>QUALITY OF EDUCATION</b> <b>High needs update</b> The Group Head of High Needs and ASL joined the meeting. The Committee received the report and noted the peer review undertaken by Weston College. It was noted that the curriculum offer is not currently at the level of an outstanding provision – the College’s aim is for the foundation learning provision to be flagship provision and to achieve this further developments in the following areas are required: individualisation of offer, professionalisation of the workforce, employability of learners with the report suggesting a full review of the provision.</p> <p>It was noted that two Governors attended the ‘Your Next Steps’ event at the St Austell college; the aim of the event was to showcase the many options young people with EHCP’s and complex needs have post College education and hopefully make initial introductions between learners and potential future employers and training providers.</p> <p>In response to Committee member questions the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ Covid significantly impacted on the availability of work placements</li> <li>▪ There is improved stability in the learning support workforce; the staffing issues at the land based sites may impact achievement</li> <li>▪ The need to explore how to monitor the long term sustainability route of the students and where they progress after College was noted</li> <li>▪ The College are endeavouring to improve strong community and work place links</li> <li>▪ The College will consider improving marketing of the College to reflect they are disability confident.</li> </ul>	

	<p><b>SEND governance</b></p> <p>The Committee reflected on the impact of the SEND reforms and the emphasised importance of good governance and the ongoing succession planning required for the SEND Lead Governor role.</p> <p><b>Update on key data and report on key concerns and actions being taken in quality of education and External data re achievement rates and potential areas of concern.</b></p> <p>The Committee received the report. Following a discussion on the attendance KPI and consideration of live data, the Committee noted the data was acceptable within the sector, was not impacting on retention and that the correlation between achievement and attendance was not yet known. The College noted the need to consider the value added with this data, with the development of analysis of processes and impact, rather than just the data.</p> <p>It was reported that the College have undertaken significant work to understand early predictors for achievement data stating that the College have good data systems in place and that Ofsted are becoming more interested in data.</p>	
6	<p><b>CURRICULUM STRATEGY 2023/24, updated from the Board Strategy Day</b></p> <p>The document reflects that the curriculum is operating on the minimal level of provision in terms of time as per the work initially put in place when the College first went into intervention (previously there was large elements of over teaching)</p> <p>It was noted that the College are exploring what activities students who are not undertaking English and maths are completing with the ELT considering how to improve non qualification time, tutorial sessions, enrichment and work experience.</p> <p>The Director of Governance will explore the approval process for the Curriculum Strategy noting the Scheme of Delegation indicates a Board approval.</p>	WR
5	<p><b>LAND BASED STRATEGY PROGRESS UPDATE LINKED TO CURRICULUM</b></p> <p>It was reported that the Landex peer review process has been completed and the report will be circulated once received; the limitations of the review were noted.</p>	
9	<p><b>EQUITY STRATEGY UPDATE AND KPIS TO MONITOR STRATEGY</b></p> <p>The Committee reflected on the impact of the departure of the DPCQ and the need for Board assurance that there would be sufficient time and attention for this College value, to ensure momentum to drive forward the strategy. The Committee were keen to ensure ownership at a senior level, expressing concern that this role would be absorbed into another role.</p> <p>A Committee member reflected on other activity taking place across the College not contained within the action plan which needs to be incorporated.</p> <p>The Committee thanked the DPCQ for their lead in this area.</p>	KW/JE  KW
10	<p><b>BEYOND THE BOARDROOM (BTB)</b></p> <p>Following a discussion, the Committee expressed concern for the leadership of the land based provision and agreed the need to upskill Committee members in this area via BTB activity. It was reported that the Board continue to progress the ongoing challenge to increase land based skills on the Board, noting the</p>	

	<p>upcoming interviews following support from the DfE Fe Governor recruitment offer being delivered by Peridot Partners.</p> <p>Pat Wilde will join Wilf Hudson on the 14-16 year old BTB visit.</p>	PW/ WH
<b>11</b>	<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. A Committee member noted the future impact of technology on land based industries seeking assurance that the College were not at risk of being left behind due to insufficient resourcing in terms of staffing and the technology.</p> <p>It was agreed that the Director of Land Based Operations be invited to the next meeting to provide assurance Ed to come to next meeting to provide assurance on the demands between FE and HE courses to ensure the College are not limiting student opportunities.</p> <p>The College noted the opportunities for Future Farm and being able to demonstrate cropping principals on a regenerative basis.</p> <p>The Committee reflected on the rapid development of Artificial Intelligence (AI) and future implications for the Group.</p>	WR/ KW
<b>13</b>	<p><b>SUCCESSION PLANNING FOR GROUP DEPUTY PRINCIPAL CURRICULUM AND QUALITY ROLES AND RESPONSIBILITIES</b></p> <p>The Committee thanked the Group Deputy Principal Curriculum and Quality for their time with College noting it had been transformational.</p> <p>The areas of focus for succession planning had been considered throughout the meeting.</p>	
<b>14</b>	<p><b>COMMUNICATION WITH BOARD/ COMMITTEES</b></p> <ul style="list-style-type: none"> <li>▪ Share the two policies with Board.</li> <li>▪ Succession planning for key responsibilities of the DPCQ.</li> </ul>	WR
<b>15</b>	<p><b>DATES OF NEXT MEETINGS</b></p> <p>21/09/2023, 10am 22/11/2023, 10am 07/02/2024, 10am 12/06/2024, 10am</p>	