



**Minutes of the Curriculum and Quality Committee meeting
held on Thursday 21 September 2023 at 10am at the St Austell campus and on Teams**

Present	Wilf Hudson	WH	Chair
	Michael Hambly	MH	Governor
	Penny Mathers	PM	Governor
	Pat Wilde	PW	Governor
	Kathryn James	KJ	Governor
	John Evans	JE	Governor
In Attendance	Paul Ramshaw	PR	Vice Principal Data, Funding and Compliance
	Louise Whiteman	LW	Note taker
	Mark Wardle	MW	Group Deputy Principal, Curriculum and Quality
	Various staff members joined for different agenda items as detailed in the minutes.		
Apologies	Ellen Winsor		

		Action
1.	<p>WELCOME, APOLOGIES AND DECLARATION OF INTERESTS</p> <p>Apologies were received and accepted from Ellen Winsor. The meeting was quorate. Welcome issued for the new academic year. The Committee welcomed MW back to the College as the new Group Deputy Principal of Curriculum and Quality.</p> <p>No declarations of Interest declared.</p> <p>It was agreed that the Data supplied in the pack for the meeting would be discussed after Matters Arising as not included on the agenda.</p>	
2	<p>MINUTES AND MATTERS ARISING</p> <p>Minutes of the meeting 14 June 2023. Request to amend Page 3 Item 7 SEND Governance – please remove these lines – “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.”</p> <p>The committee also noted that whilst the SEND Governance was not on the agenda this needed to be addressed.</p> <p>WH confirmed that he visited the Camborne campus on 20th September 2023 to carry out a Beyond the Boardroom visit focusing on 14-16 and Home Educated Learners.</p> <p>Matters Arising The Committee reviewed the Matters Arising Report and advised the following;</p> <ul style="list-style-type: none"> • Item 11 has been completed, to be removed • Item 5 to be removed but kept under review • Item 10 – Completed, noted that PW was not able on this occasion to join the visit. 	

	<ul style="list-style-type: none"> • Item 11 – Local Safeguarding contacts to be added • Item 9 – MW advised that in regard to the lead for the Equity Strategy for the Group, the Director of People and Culture will lead. Areas of Student focus will be overseen by the Group Deputy Principal of Curriculum and Quality. • Item 2.2 14-16 visit has been completed. <ul style="list-style-type: none"> • Items 2.2 and 11 are related and have been raised with the local authority and our Deputy Principal of Growth and Director of Student Experience will look to improve this academic year. The Committee requested that the Director of Student Experience reports back. <p>Audit of learner numbers:</p> <ul style="list-style-type: none"> • Committee were happy to see that the college continues the process previously required by Audit of learner numbers as a matter of best practice • Committee commended the outcome of the recent audit – with 7 Low Level and 1 Medium action as a strong outcome and thanked the Vice Principal Data, Funding and Compliance • Committee agreed that the standard of data that is now produced allows a clarity and understanding of the College positions and the audit outcome illustrates that they are able to rely on the data. 	
<p>3</p>	<p>SAR Progress Update</p> <p>The process starts at RAID, where staff focus on the previous year and review how we can continue to improve and develop. The outcomes of RAID feed through to the SAR and the Operating Plans. Curriculum Area Managers (CAMs) have been working through first drafts of their SARs, including meeting with MW at support and development meetings throughout September. These meetings have not only allowed MW to meet all CAMs across the group, but to provide support and allow any issues to be addressed and ensure consistency. A validation process has been planned, where the Group Deputy Principal of Curriculum and Quality will carry out Deep Dives (similar to Ofsted) at the end of Oct and Start of November. External Validation and challenge will be carried out by Pat Denham. The process will then culminate in the draft SAR being submitted to ELT on 7 November, OLT Away Days and then C&Q Committee on 22nd November.</p> <p>Please be advised of tight time line for submission to this committee.</p> <p>In response to Committee member questions the following points were noted in regards to data provided in the report.</p> <ul style="list-style-type: none"> • Governors confirm that they were happy with the format of the SAR. 	
<p>4</p>	<p>QUALITY OF EDUCATION</p> <p>College is currently in a positive position in regards to enrolments, currently sitting 250 above allocation and 100 above target. (104%.)</p> <p>Areas of particular growth include Hospitality and Construction at Camborne and Construction and Creative and Digital in St Austell.</p> <p>“Swap not Drop” Panels are currently underway twice a week with learners to ensure that they are on the right course. Follow ups being carried out with learners that had enrolled but subsequently not attended, the follow up will ensure that these learners even if they don’t join us still have a positive outcome.</p> <p>The Committee thanked the Group Deputy Principal of Curriculum and Quality for the update and confirmed that they are happy with the current overall position.</p>	

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

- The uplift seen in 16-19 across the group is due to the change of reputation of the college. The change in reputation takes time to have impact, our events such as CareersFest are now becoming embedded in the local community. Level 1 and Level 2 learners may not have achieved the grade they needed this year which may have played to our strength in curriculum offer.
- Ability to market with hard hitting strap lines – Top College in South West will have had an impact.
- Behaviours and Attitudes of our students has changed, you can see and feel the difference as you walk around campus.
- Committee pleased with the upturn in learner numbers at St Austell.
- Across the board this is the first time in a number of years that we are above target.
- Feedback from WH visit to Camborne detailed that learners had commented how friendly both staff and students were. Staff understood the challenged faced with the Penhaligon building and commented on how well it had been handled by the Estate’s team.
- Challenge from the Committee Members on Landbased and in particular on Animal and Equine numbers, analysis has been carried out, South Devon have lowered the entry requirements. We have been able to track this trend as it emerged in February from the Application data.

Attendance

Attendance was discussed for learners across the group, currently the group is sitting 5% below the headline target level. Covid behaviours were discussed, such behaviours have been highlighted in the media in recent weeks. Schools are reporting a drop in attendance post covid, with a negative shift in parental attitudes and mindset. Learners behavioural development has suffered from the covid and post pandemic eras. In order to help tackle these issues, we are changing the way that we RAG rate the learners. Unlike previous years the focus will be on assessing the likelihood of a student (achieving) each enrolment, rather than an overall student level RAG rating. As a result, it will not be necessary to assign a rating to each student, but instead focus on each element of their programme. The revised BRAG ratings are:

- **Red:** Highly unlikely to achieve without significant support;
- **Amber:** Unlikely to achieve without ongoing support;
- **Green:** On track to achieve (including GCSE grades 1-3);
- **Blue:** On track for a high-grade achievement (including GCSE grades 4-9);

This will allow us to understand if each learner is on track or if interventions are required, it will help predict achievement.

- Points raised supported the difference that attendance makes on achievement. Residential data further supports that if learners attend their performance is significantly stronger.

Performance data

- Best Case prediction for 16-18 is 80% which is a real improvement. Best Case overall 83.5%
- Retention Strong – 92.4%
- Level 1 and Level 2 achievement at St Austell being lower. MW is looking at underlying causes. Transport problems had caused impact at Rosewarne.
- English and Maths did suffer at the start of the last academic year which was difficult to recover in year.
- Unknown Outcomes – delay caused by delay in RHS results.

	<p>Quality Cycle Change As part of the Quality Cycle and following feedback, Course Reviews will now take place before Lesson Observations, so if there is anything that we need to check as a matter of urgency this can be address in a timely manner.</p> <p>Safeguarding Team Structure We are also changing the Safeguarding Team Structure, we will be separating Safeguarding from Student Experience. This will allow each team to focus on their speciality, allowing us to focus on enrichment activities outside of lessons with the desired knock-on effect on their behaviours in lessons. The Governing body agreed that this change to team structure was a positive move. It was noted that outstanding colleges have a rich and diverse experience both inside and outside of the classroom. We need to strengthen our enrichment offer in order to develop confidence outside of the classroom. Enrichment is a key focus area, need to ensure we are outward looking, look to contribute to the local community and the sense of well being that this can bring.</p> <p>Elected Home Educated Learners have risen form 2 learners to 50 this year. The demand in Cornwall for this provision is strong. Need to ensure it is reported back to the committee how these learners are progressing. Agreed that 14-16 Report on Growth should be included in the spring term meetings.</p> <p>Committee would like to understand why the learners are in this cohort and if there are underlying issues.</p>	
5	<p>CURRICULUM</p> <p>10 Year Plan Currently working on a 10-year plan which dovetails our 10-year financial plan, in order to understand where we target and grow. Much change within the sector means that we need to understand and adapt our strategy.</p> <p>Artificial Intelligence Artificial Intelligence (AI) Policy is being updated. Not only do we need to understand when learners have used this technology but we need to understand how it could assist staff within their roles. The committee agreed that it would be a good agenda item for Board, to ensure that we understand how AI is being used in education and how we benefit but understand issues the technology brings.</p> <p>Landbased Strategy We are now in a position where we are moving away from the Advisory boards towards Curriculum Area groups, this is to allow increased focus and to disseminate down to the Curriculum Area Managers. This will in turn enhance our Curriculum Planning process, with working groups across curriculum areas allowing a shift away from the campus centric approach. We need to look at where we base provision in order to improve the experience.</p> <p>Questions to consider as we move forward.</p> <ul style="list-style-type: none"> • Do we run Higher Education courses in Bicton – this will be driven by working groups. • Ensure that we have strong marketing with in feeder schools which highlights our working in the UK. • Understand why we are not converting applications to enrolment. Find a way for people to come and spend time to understand what we offer in terms of Landbase. 	

	<ul style="list-style-type: none"> • Agric tech to be linked to T level outcome and to broaden scope by bringing in engineering elements therefore allowing the pathway to be broaden to fit with local requirements. <p>The committee supported the move to Curriculum Area Groups, seen as a positive step forward. Curriculum Area Managers owning the Curriculum Planning process has supported the development but has also brought a sense of energy.</p> <p>Challenge presented on Research Elements and Employers</p> <ul style="list-style-type: none"> • Make sure projects are meaningful and will have real life impact. We need to make sure research links back and enhances our curriculum, and is not just for research purposes. • Landlord at Duchy – larger environmental projects that support both the learner and community. • Ensure we have internal placements • RBS – ensure this links back and helps create a stronger curriculum. • Soil Science Degree – how will this be delivered moving forward now this has been developed. It was confirmed that this will be delivered and offered in bespoke modules and co delivery offering. Ensure we have a strong scrutiny process for new programmes. • North Wyke – ensure strong links as strong synergy with Future Farm. North Wyke is a beneficial organisation for us to be linked too. Look to see if there are CP groups to link their staff too. Please ensure governor support is sought for North Wyke or other landbased industries. • Contract with Eden has been signed. This is a 10-year contract with 5-year break clause. • Priority is staffing resource, salaries are key in such specialist areas, this will be reflected in the recruitment strategy. <p>Committee request that Landbase becomes a standing agenda item. Not required for the next meeting in November but full update in spring in order to see progress. Update to be provided in the December Board.</p>	
<p>5</p>	<p>LANDEX PEER REVIEW</p> <p>Report has been received. VS will be attending peer review of fellow college therefore gaining an insight into the full process and allow us a better understanding of the reporting process. It would be good to understand if we are able to dictate more of our requirements and areas of focus to ensure we benefit fully from their expertise.</p> <p>Committee look forward with interest to VS’s findings.</p>	
<p>7</p>	<p>Learner Voice</p> <p>Deep Dive on Complaints</p> <p>Highest number of complaints were seen at Eden (14). These fell into three categories</p> <ul style="list-style-type: none"> • What had been offered- the learners have thought they would be embedded into Eden • Quality of delivery – In terms of teaching and learning and subject expertise for HE. • Changes – communications – timetables etc <p>In two situations we have given two partial refunds, these were in cases where associates delivered modules. Two complaints have been escalated to the University of Plymouth in dispute of the outcome of investigation. To note where we have a complaint in place, no fees have been chased resulting in outstanding amounts.</p>	

	<p>There has been a change in Management within the team, Kate Wills has stepped in as interim Head of Eden University Centre.</p> <p>As part of continual improvement and learning from feedback from the Complaints Process, practices and processes will be updated following lessons learnt.</p> <p>Beneficial to have an ELT presence at all sites allowing a level of consistency and equity.</p> <p>Board and Committee to look at locations when they visit and to make sure that they understand the provision on offer.</p>	
<p>8</p>	<p>Safeguarding Staffing Update and Policy</p> <p>Policy Update Annual update to Keeping Children Safe in Education includes filtering and monitoring update which is more challenging. RB is meeting with our IT department in order to confirm what is currently in place and to review what is available. We are awaiting feedback from Truro and Callywith on a system that they have been reviewing. Operational Updates included in this year’s update include safeguarding requirements when you hire out your space. This process is currently being mapped.</p> <p>Policy Reviewed and discussed. 6.1.6.2 and 6.3 – need to ensure prevention – ensure people are aware of the change of legislation around (Sex Texting). Personal Development Timeline has mapped out all the prevention elements. Safeguarding Policy does not currently cover pastoral and well-being. Agreed that this Policy would be kept for this academic year but that a full re-write will be written in year ready for launch Sept 2024. Committee recommend that the policy goes to board and we move forward with the changes.</p> <p>Staffing Updates DSL will retire at Christmas, rather than re-appoint RB will add DSL to her role. The more operational side of the role will be given to a deputy. One new appointment required for Mid and East (Deputy already in place in West)</p> <p>Proposal presented to separate Student Experience and Safeguarding. Governors confirm that they support this change.</p> <p>Lead for Mental Health to be appointed. This will be an enhanced role for existing staff member.</p> <p>Committee support both staffing and policy changes.</p> <p>Review Data Captured Discussion around data and what we are capturing, reporting system to be looked at this academic year. Need to understand why we capture and how we use.</p>	
<p>9</p>	<p>RESIDENTIAL PROVISION INSPECTION UPDATE We are ready! The work undertaken in the last year on our estate has improved our offering. We have a clear development and maintenance plans in place. Self-Assessment has been carried out. Aware that these are tough inspections. Committee advises is governor support is needed please engage – key members would be WH, PM and KJ.</p>	

	Key data will be shared once SAR has been completed.	
10	<p>BEYOND THE BOARDROOM</p> <p>This will be on the board agenda for 16 October 2023. Board to decide on focus and who goes where. Need to ensure that Course Reviews and Employer Advisory boards are factored in. Board to agree the topics for review and what should be included in the visit.</p> <p>TOR for committee and how we report – to be reviewed. Reports to committee – and what do we do with the data.</p>	
11	<p>DATES OF NEXT MEETINGS</p> <p>22/11/2023, 10am 07/02/2024, 10am 12/06/2024, 10am</p>	
12	<p>COMMUNICATION WITH BOARD/ COMMITTEES</p> <ul style="list-style-type: none"> • SEND Governance – Still to be addressed • Elective Home Educated Learners – Report with progress in spring 2024 • Safeguarding Policy to be put forward for board. Re-write to be written in- year for 2024-2025 academic year. • Beyond the Board Room – Focus and locations to be understood • Artificial Intelligence – Board Agenda item • Elective Home Educated Learners – Report Spring 2024 • Land Based – To be standing agenda item for C&Q Committee • Land Based Update – request for the Board in December 2023 	