

Minutes of the Curriculum and Quality committee held on Tuesday 21st June 2022

Present: Emma Jarman (Chair)
Carole Kitching, Monica Lawson, David Panes, Shereen Sameresinghe, Tim Thurston

With: Lynne Plested, Vice Principal Higher Education and Curriculum
Pat Denham, Interim Vice Principal Curriculum and Quality
Mary Prince, Interim Vice Principal Business Development, Marketing and Student Recruitment
Thom Young, Director of Student Services (minutes 78 - 80)
Charlotte Best, Student Experience Manager (minutes 78 - 80)
Carole Horton, Mental Health and Wellbeing Manager (minutes 78 - 80)
Darren Cass, Interim Quality Manager
Tracy Scaife, Head of Governance

78. Welcome and apologies – the Chair welcomed everyone to the meeting. Apologies were received from Simon Cove.

79. Disclosures of Interest – none received.

80. Presentation: wellbeing and mental health support – the chair welcomed staff from the Student Services department to the meeting.

An outline of the areas covered by the staff present and the support that they offer to students was received. It was noted that there is often joint working between the various teams. Latterly students have been suffering high levels of exam stress, this is understandable as the cohort have not sat exams for the past two years. A lot of the work undertaken by the teams is private and confidential and is therefore unseen.

81. Safeguarding Action Plan update and Prevent policy – documents from Director of Student Services received and noted.

The current number of staff required to complete safeguarding and Prevent training was noted. The team are working with HR on this. The chair asked for a refresh of the number of staff still to complete safeguarding and Prevent training to be presented to the next meeting.

With regard to policies, there have been a number that have needed reviewing or putting in to place since the merger and most of these have now either been completed or are on track for completion. The meeting received details of the progress for individual policies.

The Director of Student Services advised that he sits on the local Prevent Board and Channel Panel. Locally very low numbers of referrals are made to the Prevent Board compared to other areas. This is reflected within the college with one referral made in the past year.

ACTION: update on number of staff still to complete safeguarding and Prevent training to be presented to next meeting.

82. Minutes of the last meeting held on 28th February 2022 and matters arising – agreed as a correct record subject to the title of Deputy Principal Curriculum and Quality being amended to Vice Principal Curriculum and Quality.

The Head of Governance advised that the committee terms of reference would be presented to the next meeting of the committee.

ACTION: *TS to present committee terms of reference to the next meeting of the committee*

83. Vice Principal's report – received and noted.

It was further noted that some task and finish work is still ongoing. With regard to curriculum planning, staff at manager level are now being involved.

The predicted achievement rate (PAR) was noted. The Vice Principal advised that the process for this is different this year as students have not sat exams in the past two years. There has been a high level of access requirements for exams this year and concern for attendance for some exams. It was noted that the final attendance figures are still being calculated. Learner attendance generally is low across all levels of education in Swindon, falling below the national average. Attendance has been a concern throughout the year. A number of students have been disengaged for a variety of reasons.

Processes for monitoring and developing teaching and learning are being refined to make them more effective and to draw out main themes. More focus is needed on structuring learning across study programmes, particularly the timing of activities such as work experience. Key areas for development were noted. The Chair stated that it would be interesting for the committee to hear some feedback in six months on the impact of new processes being introduced.

ACTION: *report on the impact of new processes for learning observations to be presented to committee in February 2023.*

84. Final Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) – received and noted.

The meeting noted that the process for validating the SAR had gotten out of kilter this year due to delays and the Ofsted Monitoring Visit however the committee still needs to approve it and recommend it to the Corporation for approval.

The QIP will be presented to the committee in October to be closed off.

The Chair asked for the QIP to include more data e.g. baseline, current and targets. There is also no update on achievement gaps for those with additional or high needs and this needs to be included in future versions of the document.

RESOLUTION: that the SAR be recommended to Corporation for approval.

ACTION: SAR to be presented to next Corporation meeting for approval; draft SAR to be presented to committee in October 2022; feedback to be presented to committee achievement gaps for those with additional or high needs; future documents to include more data – baseline, current and targets.

85. Curriculum planning – report by Vice Principals received and noted.

The curriculum planning process was outlined. The process appeared to be significantly improved, but with ongoing developmental work with managers required over time, particularly in understanding LMI and working collaboratively with employers.

The Chair thanked the Vice Principals for their work on the curriculum planning process.

86. Student recruitment – report by Interim Vice Principal Business Development, Marketing and Student Recruitment received and noted.

The meeting noted that the report shows a picture in time and that the figures will move. 50% of learners at the college are returners. There is an action plan in place to run alongside enrolment to focus on retention. The number of student applications against the target number for the 2022/23 academic year was noted. A summer recruitment campaign is planned for HE.

87. Committee self-assessment/performance review – report by Head of Governance received and noted.

The committee felt that the inclusion of a concise summary of reports on the cover paper would be useful and asked for this to be included in all future reports.

ACTION: all to include summary of report on cover paper

88. Committee cycle of business – report by Head of Governance received and noted.

The committee asked for early sight of emerging achievement rates to be included on the agenda for the first meeting of the Corporation in the academic year. It was also suggested that with inspection probable in the next academic year governors should receive training on the new inspection framework. Future presentations of the Vice Principals' report should also include an Ofsted update.

The second meeting of the year needs to have student recruitment added as an item for the agenda.

ACTION: TS to add achievement rates to meeting one of the Corporation and student recruitment to meeting two.

89. Any other business – none.

90. Date of next meeting – to be advised.

91. Ofsted mock inspection – considered under Vice Principals report.