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**Minutes from the meeting of the Curriculum and Quality Committee**

**on the 20th June 2023 via Google Meet**

| **Present:**  J Egan (JE)  W Rowan (WR)  J Beaumont (JBe) R Hoyland (RH)  R Arora (RA)  D Bird (DB)  **In Attendance:**  D Carter - Clerk (DC)  G O’Shea - Vice Principal Curriculum (GOS) | **Apologies**:  C O’Connor (CO)  S Tinsley (ST)  P Hunter (PH) |
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|  | Meeting commenced at 6.00pm | **Action** |
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| 1 | **Welcome, Apologies for absence and disclosure of financial and/or personal interest**  JE chaired the meeting in the absence of the Chair and on behalf of the Vice Chair. Members were welcomed to the meeting. RH was welcomed as the new staff Governor and new member of the committee. Introductions were made. Apologies were received from PH, ST and CO. There were no financial or personal interests to declare. |  |
| 2 | **To agree agenda and order of business as circulated**  The agenda and order of business was agreed. |  |
| 3 | **To approve the minutes of the meeting held on 7 March 2023**  The minutes have been previously circulated by email and were approved as a true and accurate record of the meeting by those in attendance. |  |
| 4 | **Matters arising**  None |  |
| 5 | **To consider a Teaching, Learning and Assessment Report, including any feedback from Members on Learning Walk Observations;**  **an OTLA Final Report;**  **and a Full Time Student Survey Report, and Part Time Student Survey Report**  GOS presented the reports. Retention is higher than at this point last year, 16 to 18 retention is 91% and equal to national average (NA). 19+ is 95% - 2.4% higher than NA. This is a positive picture.  Attendance is better than this time last year, there is a college overarching target and individual course by course targets, so everyone has an opportunity to achieve. Vocational attendance has a 0.8% improvement on last year, Creative Industries and Horticulture are exceeding the college target. Those that fall below have action plans in place.  GCSE attendance is 82.7% which is higher than this time last year.  There was 95% attendance to the GCSE exams, this is outstanding. Those who do attend are likely to pass, which has an impact on our achievement rates.  Victoria Boardman has been appointed the new Head of Examinations, GOS can safely attribute the smooth running to her stewardship, the college also had a JCQ inspection and was 100% compliant with no action points.  88% of study programme students are meeting target grades. During the six weekly progress check we saw 15% exceeding, and 12% working towards targets.  Those working towards now have an action plan, 20 of these were sampled and 17 were deemed appropriate, and the other 3 now have support from the Head of Department to ensure the plan makes sense to the students.  84% of students engaged in the student voice, which is 1% below our target, so working on how we ensure more students engage.  There were some comments around the value of work placement, particularly around Creative Industries, and this is a challenge in most colleges, as these tend to be small businesses who are one person companies, often working from home. To temper this we have developed a new program to replace Work Experience lessons, which is called Future Employers, this is helping with work ethic. In terms of observations of Teaching and Learning, students in over 90% of lessons are deemed as making positive progress.  At the staff QI day in May, staff took part in engaging events. The most popular was a session on Artificial Intelligence and how to use this as a teaching tool. As an organisation we are trying to educate ourselves to pass knowledge onto students rather than shy away for fear of plagiarism etc.  Shipley College hosted Child Exploitation training and invited outside colleges in.  The Chair stated the new head of examinations is notable and the board of governors commend the work she has done and expressed their thanks.  A member asked within Creative Industries what the culture in FE is for setting projects by employers on an individual or class basis. DBi stated an employer visited this afternoon who had commissioned the students to create 3 videos, one for customers/clients, one to employees and one to employers. The students did this and presented back today; the work, the process, how they worked with the employer and the employer was overwhelmed and extremely pleased. This is exactly what we need, that employer got something from our students that was professional, marketable and spot on what he asked for. This is not unusual and Sipley College have been doing similar things for years.  A member asked what is the period of time in development and support time for a teacher not achieving expected standards and where might come a time it moves on to something more formal. GOS explained sometimes it is just a conversation or pointers. We want the support to have an impact. Normal protocol is if there's two consecutive observations below standard then they go on to formal support.  Members noted they want college to be a developmental and supportive culture. However ultimately students only get one chance at that academic year.  GOS states the intensity marries up to the concern.  A conversation around hard to recruit areas and incremental progress took place, it was reiterated that the college does not accept poor teaching and learning but has to balance issues around recruitment, but this is very few, it doesn't tend to be the same staff year on year.  Members thanked leaders for the comprehensive reports and the positives within them. |  |
| 6 | **To review the ‘Theme for the year’ – Meeting the Skills needs of the district**  GOS reported that of the 10 bullet points set, there are 3 areas where we made some progress, and 7 we feel we have made good progress and will continue to do so. Providing real tasks to students by employers is an area we feel has helped, so we become a service to businesses creating a shift where college is giving back not just needing support from these businesses, and staff want to continue to progress this.  A key focus has been timetabled time for staff to get back into industry. This has supported them to keep up to date and bring back that knowledge for their learners.  It is in some part a continuation of his theme moving forward but also narrowing that focus to see how we work collaboratively with employers and asking them to input into module selection, so they choose which areas to teach.  Then to develop this further to increase the amount of project briefs an assignment they write for us, so we get employers to support marking and support job readiness. |  |
| 7 | **To agree a ‘Theme’ to review in 2023/24**  GOS introduced the theme as Engage Employers in Collaborative work with the direction of the curriculum to support the local skills needs.  A discussion around the word curriculum and how this language isn't necessarily what employers use took place, it was agreed the title would be considered.  A member asked if this is what we have already been doing, GOS explained the current theme had ten bullet points but to get students the support they need this next step narrows this so employers tell college what to teach and what they need. It is continued work with a more defined name.  A member stated they support this but asked how representative the voice of a single employer is. It is important to be mindful to get a number of voices and come up with a composite as the needs of individual employers can be very fluid. GOS agreed and explained what the situation would be if they got conflicting advice. Transferable skills were noted as people move from sectors within their careers.  The title to be confirmed but Members recommend the theme of the year for 2023/24 to the Corporation for approval. |  |
| 8 | **To consider:** |  |
| 8i | **An in-year retention report & enrolment report, including Apprenticeships**  DBI explained the changes since the last time members met are not hugely significant.  As reported retention is at 95%. Retention on Functional Skills maths and English increased above the national average. The benchmarking dates back to 2018/19 due to the pandemic, the colleges data is really good and waiting for this to be in the public domain.  College is building stronger communities, managing to engage and enrol a larger number of learners in the community to 19+courses.  Two new programmes are being introduced; one particularly around anxiety, the other is around students who struggle to sit, and learn but will be developed with more movement with the sports team, although won't be a sports programme, it will enable these students to get back into education. Looking then to apprenticeships, numbers are increasing steadily, WR is doing some good work on this currently. Points 15 and 16 have been highlighted on the report for members' attention.  Leaders are at the point now where we are confident about the provision and quality of teaching, so are now looking to extend this.  Members receive the report. |  |
| 8ii | **A progress report on the Risk Register related to the Curriculum**  DBi reported that the changes are shown in red, the amber items were discussed in particular item 8c - impact on new 14-19 and 19+ national and local level policy, 11a - recruitment and 11c - industrial action.  Members receive the report. |  |
| 8iii | **A HE Update Report**  The college offers some Level 4, Level 5 and Level 7 courses, GOS explained the headlines of the 2021-23 cohort, and this year's cohort, including retention and feedback from the trainees.  100% of participants stated they would recommend their course to others. In terms of employer engagement there are incredibly strong links.  To go back to the theme of the year, GOS explained this will touch all areas of students, including the higher levels and most technical.  No issues raised from consortium for provision or quality of service.  A Member asked about the PGCE students and level they are being trained for, WR explained they are trained for 14+ so the FE sector.  Members receive the report. |  |
| 9 | **To discuss the internal review and the committees theme of Employers and Meeting the skills needs of the district as part of this**  Members discussed the committee's theme, they feel it has been a successful year and can show significant progress. It was agreed employer involvement can support realism and employability skills. Getting employers into the classroom and students out into industry has been fantastic, this has been aided by the push on marketing and use of social media.  GOS stated all sectors are asked to keep a file of all good news stories and achievements and this shows an impressive amount of engagement over this year.  A member noted the work is both productive and progressive.  Members felt the Social Media campaigns have been a good mix of fun and engaging posts. It was discussed that LinkedIn is a key place to market to engage with businesses. If a business shares a college post it then shows oher businesses there is an opportunity to collaborate there.  Other successes this year have been:   * Large portfolio of courses that marries with LMI * Strong development of non-perishable skills through PSHE and Work Experience learning * Outstanding placement opportunities for immersive learning and the relation of theory to practise * Effective employer engagement through the BD team   The action plan for next year will include:   * To work with new employers * Taking things back to basics with the Foundation Learners ensuring they know what work is and what it entails. * Working on soft skills regardless of sector. * Working on experience for all learners and creating a positive mindset to work. * Working collaboratively on module selection with Employers * Employers input on which topics to emphasise and minimise * Co-write project briefs and assignments   **Action:** DC to circulate the committees review via email for recommendation to the Corporation. | DC |
| 10 | **To consider:**  **a) the Equality, Diversity and Inclusion Policy**  A discussion took place around the length of the policy and the inclusion of the complaints procedure. It was explained the complaints procedure was mentioned in direct relation to EDI issues so multiple policies would not need to be referred to in this situation. DBi to pass on the comments for the next review of the policy.  **b) Disciplinary Policy (not applicable to**  **Senior Post-holders)**  **c) Staff Appraisal Policy & Procedure**  **d) Staff Development Policy & Procedure**  **e) Probationary Policy and Procedure**  DBi explained the changes are noted in the policies for governors attention.  **All policies were unanimously recommended to the Corporation for approval.** |  |
| 11 | **Any other business**  None raised. |  |
| 12 | **Dates of proposed meetings to December 2022:**   * 28th November 2023 (to be confirmed at July Corporation) |  |

Meeting closed at: 7.34pm

**Decision and Action Tracker**

| Date /Item | **Decision**/*Action* | Person responsible |
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| 200623 item 3 | **The minutes have been previously circulated by email and were approved as a true and accurate record of the meeting by those in attendance.** |  |
| 200623 item 7 | **The title to be confirmed but Members recommend the theme of the year for 2023/24 to the Corporation for approval.** |  |
| 200623 item 9 | *DC to circulate the committees review via email for recommendation to the Corporation.* | DC/Govs |
| 200623 item 10 | **All policies were unanimously recommended to the Corporation for approval.** |  |