

MINUTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON MONDAY 18TH NOVEMBER 2024

Present

Angela Briggs	Governor
Ruth Brook	Governor
Rebecca Chamley	Staff Governor
Sue Craggs	Governor
Ben Lawrance	Co-opted member (Chair)
John Rees	Governor (CEO)

The quorum for the CQP Committee is 40% of membership to include at least 3 external members.
The meeting was quorate.

In attendance

Sharon Harmon	Clerk to the Corporation
Danny Fenwick	Deputy Principal
Alison Gray	Vice Principal, Quality of Education
Julie Kaye	Vice Principal, Education Programmes for Young People
Patrik Knowles	Vice Principal Apprenticeships and Adults

The meeting was held on MS Teams and commenced at 5.30 pm.

Item	Minute	Action
1	Apologies	
	Apologies for absence were received from Karen Jackson (Governor) and Bella Burton-Mano (FE Student Governor).	
2	Declarations of Interest	
	Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.	
	There were declarations of interest made.	
3	Minutes the meeting of the Curriculum Quality & Performance Committee held on 5 June 2024 and any matters arising	
	The minutes of the Curriculum Quality & Performance Committee held on 5 June 2024 were approved as a true and accurate record.	
	Matters Arising	
	Item 5 - Members noted that a strategic curriculum developments section had been included in committee reports as requested. Members noted that a case study to illustrate the process for identifying any EDI gaps and improving achievement was included within the committee papers.	
	Item 6 - The Clerk confirmed that data protection reporting falls under the remit of the Audit and Risk Committee as advised under the post 16 ACOP and as set out in the Audit and Risk committee's terms of reference.	
	The Clerk confirmed that Governors had been invited to TeachFest.	

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4	<p>Risk Register Review</p> <p>Members received the Group Risk Register. Members reviewed the strategic risk summaries and discussed the strategic risks relating to FE curriculum and quality for which the CQP Committee has responsibility for oversight. Member noted updates to controls, assurances, mitigations and planned actions. Members considered the residual risk score for each risk noting that all remain within the target risk score and were satisfied that the risk rating remains appropriate.</p>	
5	<p>FE Performance Update</p> <p>The Deputy Principal (DP) presented a FE performance update report. Members noted and discussed the contents of the report outlining 2023/24 curriculum performance outcomes and student services performance, and 2024/25 curriculum performance year to date covering student recruitment, attendance, retention, achievement, and strategic developments across curriculum.</p> <p>Members discussed 2023/24 curriculum performance outcomes and agreed that overall, there was excellent performance across all pillars of provision. Members noted the high percentage of Apprentices achieving a distinction and congratulated the College on this achievement.</p> <p>Members discussed Maths high grade achievement and attendance. The DP outlined plans to review maths provision and set out an action plan to improve outcomes. Members discussed the context and factors impacting achievement and acknowledged the importance of recognising incremental progression achieved alongside high grades. Members discussed Maths and English condition of funding and how was it is used in Maths and English. Members noted the Tuition Fund was used as targeted intervention to improve incremental progression in Maths and English. Members noted a small gap in achievement between North Lindsey College and Doncaster College. Members agreed the gap was not significant and were assured by planned measures to support addressing any gaps and monitoring achievement across sites.</p> <p>Members discussed the update on performance to date for the 2024/25 academic year covering student recruitment, retention and attendance across provision. Members noted the high number of T-Level students on work placements and acknowledge the challenges in securing placements in some sectors. Members congratulated the College in securing placements for so many students. Members noted the update on Strategic Plan development points and curriculum developments.</p> <p>The Vice Principal Apprenticeships and Adults (VPA&A) provided an update on apprenticeships. Members discussed the National Apprenticeship Week in February, noting the College will be launching 'App Fest', a take on Teach Fest where apprentices, their tutors and employers showcase what they do, inviting learners from other curriculum types to support with progression. Members further noted that the College is currently looking to secure an apprenticeship contract to train new wind energy apprentices.</p> <p>Members discussed the College's participation in World Skills and acknowledged the achievements of the College and students and the many benefits of taking part. Member noted the raising profile of World Skills particularly amongst employers.</p> <p>Members discussed the EDI case study and process for identifying EDI gaps. Members were assured by the process and noted there were currently no gaps identified. Members noted that EDI reporting has previously been reviewed in detail</p>	

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	<p>at the People and Transformation committee but going forward learner data will be separated out to be considered in more detail by the CQP committee.</p> <p>Members considered the 2023/24 Student Services performance report. Members commented on the high level of support the College provides to students and were assured by the report and the monitoring and interventions in place to support students. Members were please by the improvement in personal development attendance and noted the changes in the programme to encourage student engagement.</p>	
6	<p>Quality Assurance Update</p> <p>The Vice Principal, Quality of Education (VPQoE) presented a Quality Assurance update report providing an update on self-assessment activities, teaching, learning and assessment, Apprenticeships, Academic Services, and quality assurance activities. Members noted the contents of the report.</p> <p>Members reviewed curriculum area self-assessment grades. The VPQoE explained the methodology for the grading against each area. Members noted that the moderation process is to be completed along with a robust validation process before final grading and overall grade is agreed. Members asked about external moderation of grading and the VPQoE confirmed that the College does invite colleagues from other colleges to be part of the moderation process.</p> <p>Members discussed changes to the Ofsted inspection framework and the VPQoE confirmed that FE provision is still subject to an Ofsted single grading until at least 2025.</p> <p>Members noted that the NLC immersive room is fully configured and operational. Members further noted that the College's Tech Board has collaboratively created and approved a new framework for AI (EMBRACE) focusing on the impact AI can have specifically on teaching but also to support and inform business support staff thinking and planning. The VPQoE explained that the principles highlight the College's dedication to delivering innovative and effective educational experiences alongside workplace enhancements for students and staff in the ever-evolving digital environment. The focus will be on ethical, responsible, and transparent use that mitigates the threat to integrity of assessments and qualifications.</p> <p>The VPQoE presented a detailed update on quality of education and a Teaching Learning and Assessment summary report for 2023/24. Members noted updates including a review of teaching using Rosenshine's Principles of instruction, LET's Teach Programme activities, Academic Services, Apprenticeship quality of education, external quality assurance activities, subcontractor quality activities, an overview of compliments, complaints and suggestions and an update on data protection.</p> <p>Members thanked the VPQoE for the detailed update report and were assured by the level of quality assurance activity across the Group.</p>	
7	<p>Review of Committee Performance 2023-24 and Terms of Reference</p> <p>Members were asked to consider the performance of the CQP Committee in 2023/24 measured against the Committee's Terms of Reference. Members agreed that the Committee had met its responsibilities set out in the Terms of Reference for the Committee and that it had been effective in carrying out its remit. Members noted reporting to the committee had improved over the course of the year and high-quality reports are receive by the committee.</p>	

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Members were asked to consider any further development which could enhance the CQP Committee for 2024/25. Members discussed areas of focus and priorities going forward and agreed, AI and digital skills, learning entitlement, strategic curriculum development plans, World Skills agenda, personal development, stakeholder engagement and target setting discussion were some of the areas in which the Committee would like a continued focus.

Members reviewed the Committee's Terms of Reference (ToRs) and agreed they remain appropriate.

Resolution: The CQP Committee approved the Committee's Terms of Reference for recommendation to the Corporation Board for approval.

8 Committee Chair's Report to Corporation Board

Members considered the business of the meeting and noted key items and any changes to strategic risks identified for feedback in the Committee Chair's Report to the Corporation Board. Members agreed to highlight:

- Work on Apprenticeships
- Committee review of self-assessment
- New AI Framework (EMBRACE)

9 Any Other Business

There were no items of any other business.

10 Date and Time of Next Meeting

Members noted that the next meeting of the Curriculum, Quality & Performance Committee is scheduled for Wednesday 12th February 2025, 5.30 pm at Doncaster College.

The meeting closed at 7.20 pm

Sharon Harmon
Clerk to the Corporation

Signed: (Chair) Date:

TABLE OF ACTIONS				
Date	Item	Action	Responsibility	Date Due