

**MINUTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON WEDNESDAY 9 FEBRUARY 2022**

**Present**

Angela Briggs	Governor
Ruth Brook	Governor
Ben Lawrance	Co-opted member
Mick Lochran	Governor
Lee Tillman	Governor

The quorum for the meeting was five Members (at least 4 external)

**In attendance**

Jo Garrison	Director of Governance / Clerk to the Corporation
Sharon Smith	Principal / Deputy CEO
Danny Fenwick	Deputy Principal
Alison Gray	Assistant Principal, Quality, Teaching, Learning & Assessment

The meeting was held at on MS Teams and commenced at 4.32pm.

Item	Minute	Action
<b>1</b>	<b>Apologies</b>	
	Apologies were received from T Burton. R Brook informed members as Vice Chair she would chair the meeting in T Burton's absence.	
<b>2</b>	<b>Declarations of Interest</b>	
	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.	
<b>3</b>	<b>Minutes of a meeting of the Curriculum Quality &amp; Performance Committee held on 22<sup>nd</sup> November 2021 and any matters arising</b>	
	The minutes were agreed as a true and correct record and signed by the Chair.	
	22.11.21 – Item 5 - Item actioned and closed.	
	22.11.21 – Item 6 - Item closed, low level of attendance data now captured in the report and will continue to be monitored in the balance scorecard.	
	22.11.21 – Item 6 - Item closed and actioned, HE students (DC) engaged in a student experience session with governors on 07 February 2022 and HE students (NL) have a replicated session on 30 March at UCNL. FE students will have face to face interaction with members in the final term and S Smith working on the details with the DoG.	
	22.11.21 – Item 6 – Free school meals data capturing continues as a work in progress	
	22.11.21 – Item 9 – Item closed – Waterfront restaurant continues to be promoted. Burned Chef evening presented to members to attend.	
	B Lawrance joined the meeting at 4.35pm	
<b>4</b>	<b>FE Performance Update</b>	
	D Fenwick provided a summary of the three different funding streams, the young people study programmes, apprenticeships, and adults. The update given provides a succinct overview of the whole provision and breaks down EDI data also.	

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	<p>Members were informed that SLT have asked directors of curriculum to produce their own report to enable deeper scrutiny at a curriculum level.</p>	
	<p>Members were assured that EDI data is available that reports a strong improvement to reducing the gap between male and female students but recognises there are still gaps between white British and BAME students. S Senior (EDI lead) is engaging with different working groups to ascertain some of the reasons why. A Briggs enquired if there are any early indications to the gaps and D Fenwick informed members that data is still being collated and analysed and the gaps may be more than ethnicity and personal situations over the past 12 months; once the data is available members will be informed.</p>	
	<p>Enrolments have seen around 50 additional students engage including 11 waiting to commence the Prince's Trust and whilst recognising this does not negate the shortfalls in allocation, it is positive progress. Members were assured the recruitment activity continues in year and there was a big push in January into early February and being closely monitored. Also, members were informed that apprenticeship numbers have increased for 16-18 students.</p>	
	<p>A Briggs raised the potential grade inflations and students continuing in sixth forms rather than FE Colleges and is there any anecdotal reports of students dropping out of sixth form. Members were advised there is no such data, but the usual trend is during the first half term there would be transitional data particularly at North Lindsey College but based on previous experiences, rather than data at this time.</p>	
	<p>S Smith raised the work being done with the Frenchgate Centre to get young people back into education and the positive relationships and support being offered to these young people who are not in education, employment, or training. Members were informed of the good links so far and working with people in terms of safeguarding gang culture. Members were informed that the group are looking to try and replicate this in Scunthorpe as well.</p>	
	<p>Members were updated about the risk relating to the Sheffield City Region allocation and the engagement with their executive director in terms of profiling to have an accurate end of year position. D Fenwick informed members that many colleges in the region are achieving the desired outputs for L3. However, much activity is underway to reduce those risks to achieve the best possible outcomes. A Briggs requested D Fenwick outline some of the data and concerns and members were informed there are complexities around linking students to postcodes in the area and it does not count towards the allocation which is quite challenging in terms of engagement with workforce development and employers to engage new learners.</p>	
	<p>A Briggs suggested in her link governor role for adults to schedule a meeting with L Berges and discuss the position in more detail. S Smith also suggested the slides from SLT that L Berges presented be circulated to A Briggs to provide context and further detail.</p>	AB
	<p>A Briggs also raised concerns about the data for Sheffield City region Level 3 National Skills Fund at 14% and referrals have been almost non-existent from a process that have been put in place. Members were informed that the group has an allocation value of £870,000 and figures have increased to 15%. Only 100 students have been generated so far and recognise this is an area of concern about the targets. D Fenwick informed members of some initiatives to mitigate this risk such as the utilisation of associates in different delivery methods as an example. Members were assured whilst a high risk SLT and the teams know exactly where the issues are and the mitigation to resolve and continue to manage the resolutions.</p>	
	<p>Members were advised overall around funding streams for adults, young people, and apprenticeships the group are currently performing at 84% and this is broadly in line with</p>	

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	<p>the rest of the sector's attendance. The AoC has published an attendance report and the group's apprenticeship attendance is higher than the sector's average. Another concern is the gap between English and maths in Engineering as one example and a significant gap from North Lindsey 76% to Doncaster 85%. Members were advised that some issues are hygiene related in terms of the data and classroom number sizes due to Covid as an example. There has also been staffing challenges to cover English and maths at Doncaster due to Covid related staffing issues. Members were assured this is now improving.</p>	
	<p>D Fenwick informed members that whilst achievement rates are lower, for apprenticeships this has been impacted significantly due to the pandemic, apprentices being furloughed, not being able to complete the end point assessment to achieve their apprenticeship in year etc and the reason the forecast is a 65% achievement for the year.</p>	
	<p>A Gray informed members that it is important to understand that the national rates fell by 10% when the country moved from frameworks which were competency based to the standard which were endpoint assessed. Members were assured there is confidence within the team to ensure the impact is minimal and the group should now start to recover and see a year-on-year improvement in the data recorded. Members discussed withdrawals and the appropriate strategies in place to support students, whether the needs are financial or pastoral the teams are in place to aid retention.</p>	
	<p>A Gray also advised members that apprenticeship destinations data is also monitored and revisited with apprentices who left the group within six months. Whilst the students may not have achieved their apprenticeship qualification 86% of those students are still in employment. Members were informed the Business Development team is undertaking a CPD session with staff for 100 apprenticeships and how to improve the learner journey. Members were advised there is a separate QIP for apprenticeships and a road map to monitor improvements and progress made. S Smith suggested this be presented to members at the next meeting.</p>	<p>S Smith</p>
	<p>A positive update to members was 4,300 students completed the student survey with a high return of 97%. It was very reassuring for members to hear students felt safe and that their health and wellbeing was a priority of the college. Students are also being encouraged to develop British values and understand the issues associated with radicalisation and how to feel safe online. Members were also informed in terms of student disciplinaries there are none to report at this current time. D Fenwick informed members of the procedure should a disciplinary be necessary.</p>	
	<p>In terms of behaviour across the college, members were assured this is very strong, however there has been a heightened sensitivity at Doncaster due to the recent stabbing which staff are supporting. A Briggs echoed the point that student behaviours were exceptional. Whilst visiting sites recently, A Briggs commended students and their engagement with her and S Smith during the visit. B Lawrance endorsed multiple points raised in discussions also confirming teaching assistant positions in secondary schools is also an issue and the recruitment of staff in subjects such as science and maths. D Fenwick also noted that the staffing challenges are not restricted to curriculum and it is across the group including business services and cleaning and catering roles too.</p>	
	<p>Members were assured that Construction staffing is improving and a much stronger position, however Engineering positions remain challenging. Members were assured that the CPO and her team are working on staff terms and conditions to improve retention of staff to provide a more attractive offer in terms of market forces. L Tillman praised SLT for the data broken down in the appendices and asked if common themes are emerging such as particular cohorts etc and how these will be addressed. L Tillman further added it is about the prioritisation in terms of where the group focus and</p>	

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	<p>target to secure improvements and if SLT could report this at a future meeting. He requested more data breakdown around places and achievement levels where possible and whether this could highlight multiple barriers and issues to some students as an example that may need more focused support.</p> <p>B Lawrance raised international trips and how this is being managed with the Group. M Lochran acknowledged this and informed members it is one of the hardest decisions SLT had to make in COVID to suspend the trips, understanding for those students it is an opportunity they will not get again. But it was imperative to ensure the safety of students and staff above everything during the pandemic.</p> <p>Discussions led to positive positions currently with the Group's engagement in renewables, the sustainability agenda, working with key employers across both regions and some incredible links. Members were also informed about the open evening at Doncaster and the positive feedback along with updates of students undertaking the Duke of Edinburgh Awards.</p> <p>Members thanked SLT for a robust update and open, honest discussion and the assurance this have provided to the committee.</p>	<p>R Brook left the meeting at 5.31pm R Brook joined the meeting at 5.33pm</p>

## 5 Quality Assurance Update

A Gray provided an update to members on Quality, Teaching, Learning and Assessment activities. Apprenticeships' quality review has taken place; several positives were concluded however, there were rapid actions required for some aspects of the curriculum to improve the overall experience for apprentices. As advised earlier in the meeting a QIP and improvement plan have been implemented. A Gray pointed out due to staffing issues members were advised whilst the quality reviews have many positives, there are areas to improve.

The student induction survey overall had a good response rate and extremely high level of satisfaction compared to over 100 other colleges. A key area for improvement is the process of enrolment however this was disrupted by the pandemic and moved online which did not meet the needs of all students. In the responses 72 students gave a negative response to feeling safe. Members were assured that all 72 student follow ups have taken place with the Safeguarding team. Many confirmed they hit the wrong button, and where issues were highlighted with the team this has been addressed but A Gray reported no significant issues or concerns.

Employer survey (apprentice) had a very low response rate with mostly positive feedback. For apprentices, employers did not all feel they had sufficient information about the training, many staff did not visit the workplace as they did pre-pandemic.

Apprentice destination survey, 6 months after completion. A high response rate with mostly positive destinations recorded. Members were informed that 86% of Apprentices are still in the same job and 81% of those still with the same employer, and 54% of them had been promoted in the workplace. A third of the Apprentices have moved on to higher education. Let's Teach programme, Let's Bloom, Let's Teach, Lead Practitioner support, summary of the varied TLA activities were provided to members. EQA activity, number of reports and action points were detailed. The Group QIP was presented to inform members of the progress made across the group.

A Briggs enquired of the 14% of students that did not retain a job on completion are they unemployed. A Gray assured members that work continues with apprentices that are six

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months beyond and an update will be provided at a future meeting. A Briggs requested commentary be added to the report to provide the assurance on viewing the data.

A Gray informed members of the programme called Let's Bloom, which is for experienced teachers to really upskill and be outstanding. Currently 24 staff members are engaged. The programme supports upskilling in terms of innovative technology and being dynamic in the in the classroom.

Postcard peeps in sessions are underway, which are being welcomed by staff in support of the training and development. A Gray also informed members of CPD training for schools that the group is leading on and designing modules and material for the group's staff to deliver. 432 teachers are accessing the training with positive feedback. A Gray informed members that the whole culture of assessment has changed across the group and staff now welcome the new approaches and welcome the support. Members were delighted to hear that most staff self-refer to obtain support to improve their knowledge and expertise and embrace CPD.

Members were informed that a new monitoring system has been introduced called Action Live, which is a purchase software system which allows staff to put all the group's quality monitoring into one place. The quality curriculum improvement plans at area level are all in the system. This will track against deadline and notify key staff to address. This will also help identify barriers to completion and achieving targets. Members also reviewed the complaints and compliments data and were informed there are differences across campuses and mainly due to the numerous ways to submit a complaint at Doncaster college. There are currently 11 complaints at Doncaster and 1 at North Lindsey each is investigated within 20 working days.

Members were assured the Quality team and staff are prepared for a pending Ofsted inspection, and there is a Quality Improvement Plan to support the visit with five substantive items. Governors have had oversight of these that have been identified for the visit. This is continually reviewed and updated through CLT, and one master version owned by A Gray to manage. S Smith also assured members that the key areas for improvement have been identified in the SAR which has had board approval and validation. There is also a development plan that sits within the QIP.

## **6 Curriculum Planning / Future Planning**

S Smith informed members about the refreshed approach to curriculum development and planning that was proposed to CQLT members. The new approach gave Curriculum Directors/Leaders and wider members of CQLT an opportunity to review and feedback.

In response to the feedback the new approach was refined and then launched at an away day in January. The priorities and expectations of this new approach are to:

- To build on the current Curriculum Planning process considering in more detail – targets vs actuals, areas of growth/decline, recruitment trends and the financial context
- To consider all types of provision (pillars) equally
- To ask the question – what are we good at and what are the Unique Selling Points (USPs) and what should we stop doing?
- To consider further refresh of curriculum offer and progression pathways
- Identify growth opportunities supported by a strong business and capital case
- To look ahead for development opportunities linked to The Skills for Jobs White Paper, the Education Inspection Framework, and other national priorities and developments such as IOTs and HTQs. Also, to consider local stakeholder needs - North Lincolnshire and Doncaster Council Education and Skills strategies

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	<ul style="list-style-type: none"> <li>To also consider curriculum reforms and other initiatives including transition programmes, applied generals, T Levels, and apprenticeship standards.</li> <li>To provide marketing intelligence on which to base curriculum development including demographics, competitor analysis, market share and other LMI including LEP priorities and employer feedback.</li> </ul>	
	<p>This new approach to curriculum development and work is being complemented by a focus on curriculum development at the Local College Stakeholder Board (CSB) meetings and external facing projects with key partners at both a strategic and operational level in a cohesive manner towards the end of this academic year and produce a Curriculum Strategy which will be underpinned by a new Marketing Strategy. Members agreed to have a presentation of the Curriculum and Marketing Strategy at the next meeting.</p>	S Smith
	<p>A Briggs explored whether the CSB meeting notes could be shared with members to provide a further layer of assurance and understanding around the FE White Paper, local needs for curriculum planning. The DoG advised members the minutes are published, and this will be discussed with CSB members to agree the sharing of minutes and information. S Smith would also review the option to invite CSB members to a future meeting to align the two committees collaboratively in the future to provoke discussion for future skills for jobs etc. L Tillman added the CSBs are a positive board circulating information that provides key input at a local level to work on the curriculum design.</p>	DoG
	<p>The DoG informed members the CSB provide an annual report to the Board in July to capture the activity and impact from the academic year.</p>	
<b>7</b>	<b>Link Governor Update</b>	
	<p>R Brook asked members to provide link governor updates to the committee. R Brook informed members she is the link governor for IAG and has no further updates since the Christmas period. R Brook had been on site and visited UCNL and was most pleased to feel the passion within the campus and praised the staff and facilities stating it would be brilliant to replicate some of the facilities in Doncaster.</p>	
	<p>L Tillman, data link governor, informed members he continues discussions with S Smith to enable data blending with wider data sets to provide more robust intelligence to compliment the market strategy and market sector analysis. Also, the potential of targeting data around particular communities or certain demographics.</p>	
<b>8</b>	<b>Governance QIP and Emerging Risks</b>	
	<p>Members were advised that the Governance QIP had been reviewed alongside the risk appetite session with governors in January 2022. The QIP had been updated with additional objectives to monitor assurance on sustainability.</p>	
	<p>The strategic risks and scorecard will strengthen board assurance and committee objectives will underpin these improvements. The CEO, CFO, Chair, Vice Chair and Chair of the A&amp;R Committee have a meeting scheduled in March to explore how risks can be monitored at a committee level and feed into the strategic risks. Once the scorecard is implemented, the QIP can be aligned to the KPIs for 2022/23 oversight, monitoring and enhanced assurance.</p>	
<b>9</b>	<b>Any Other Business</b>	
	<p>L Tillman requested that the appendices be tabulated and provided data against national data against previous years etc to identify any gaps. D Fenwick thanked members for the feedback and will ensure reports and appendices reflect the suggestions for future meetings.</p>	

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Members took the opportunity to thank SLT for the detailed appendices to the reports and the deeper layer of data and assurance provided by them.

**10 Date and Time of Next Meeting**

The next meeting of the Curriculum, Quality & Performance Committee is scheduled for Wednesday 20 June 2022, 5.30 pm, at Doncaster College/North Lindsey College.

The meeting closed at 6.15pm

**Jo Garrison**  
**Director of Governance / Clerk to the Corporation**

**Signed:** ..... (Chair)

**Date:** .....

<b>TABLE OF ACTIONS</b>			
<b>Date</b>	<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
09.02.22	4	Schedule Adult Link Governor Meeting with L Berges S Smith to circulate L Berges SLT slides to A Briggs	A Briggs S Smith
09.02.22	4	Presentation – Apprenticeship QIP, road map, improvements, and progress	S Smith
09.02.22	6	Curriculum and Marketing Strategy Presentation to CPQ members June 2022	S Smith