

MINUTES OF THE MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON WEDNESDAY 9 NOVEMBER 2022

Present

Dolly Agoro	Governor (via Teams)
Angela Briggs	Governor
Ruth Brook	Governor
Jonathan Davies	Staff Governor
Ben Lawrance	Co-opted member
John Rees	Governor

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

In attendance

Sharon Harmon	Clerk to the Corporation
Sharon Smith	Principal / Deputy CEO
Danny Fenwick	Deputy Principal
Alison Gray	Vice Principal, Quality of Education
Daniel Wilson	Executive Director, Apprenticeships (Item 3)

The meeting was held at North Lindsey College and commenced at 5.30 pm.

As the chair of the committee has resigned from the Corporation Board, members agreed Ruth Brook would chair the meeting as incumbent Vice Chair.

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1 Apologies

Apologies received from Lee Tillman and Karen Jackson.

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 no declarations of interest made.

3 Presentation – Apprenticeship Improvement Plan

The Deputy Principal presented an overview of Apprenticeship achievements for the academic year 2021/22. Members noted the following points:

- Apprenticeship achievement rate at 53% which is below predictions.
- Apprenticeships achievement rates show a decline but with major factors at play that are also reflected nationally:
 - Less frameworks (which had a higher national average)
 - More standards (which have a lower national average)
 - ESFA instruction in July to withdraw framework learners by 4th August if not showing reasonable progression – meant that many learners that would have carried over were forced as 21/22 non-achieving leavers.

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- Production of QAR in July confirming EPA dates would dictate the achievement year even for learners whose end date was in a previous year.
- National decline due to introduction of Standards and concomitant way apprenticeship is assessed and achieved.

The Deputy Principal outlined the impact on the Group

- 271 apprentices on a standard that had an end date up to and including 31st July 2022, of which
- 101 actually completed before the end of the academic year but whose EPA date fell after the turn of the year.
- would have had a 65.4% achievement rate in 21/22 if above 101 learners achieve EPA and had been classified in the year they completed (note: we have a 95%+ EPA pass rate)

Members asked the Deputy Principal to clarify whether the forecasted best case achievement for 22/23 of 70% set out in his report included those learners carried forward from 2021/22. The Deputy Principal confirmed that it did.

Members discussed the potential of an ESFA intervention and agreed as this was a national picture and the group achievement rate was very close to the national average, the drop in achievement was unlikely to trigger an ESFA intervention.

The Deputy Principal assured members that several measures had been put in place to ensure more accurate forecasting.

The Executive Director, Apprenticeships, Danny Wilson presented an update on Apprenticeships. Members noted the following points:

- Apprenticeship provision continues to grow.
- In year achievement rates up.
- Retention up.
- Outstanding End Point Assessment results.
- High FS pass rate.
- Improved audit findings.
- Developed process and provided training to improve the consistency and quality of written feedback. Making better use of technology and sharing best practice.
- Improved process to ensure all apprentices benefit from their employers' joining reviews.

Member asked in relation to written feedback if the audit looked at quality as well as compliance. The Executive Director, Apprenticeships confirmed that it did and a number of measures of quality of feedback were reviewed.

Members noted the following statistics in relation to Apprenticeships:

- 73% achievement of leavers since 1st August
- 81% retention
- 99% EPA success
- 80% FS success
- 85% attendance
- 22% on average of apprenticeship learning in off the job training

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	<p>Members acknowledged the hard work of the Executive Director, Apprenticeships, and his team and thanked him for his presentation.</p>		
	<p>The Executive Director, Apprenticeships left the meeting.</p>		
4	<p>Minutes of a meeting of the Curriculum Quality & Performance Committee held on 9 February 2022 and any matters arising</p>		
	<p>The minutes of the Curriculum Quality & Performance Committee meeting held on 9 February 2022 were agreed as a true and correct record and signed by the Chair.</p>		
	<p>Matters Arising</p>		
	<p>There were no matters arising. Members noted that all the actions from the previous minutes were completed.</p>		
5	<p>Quality Assurance Update</p>		
	<p>The Vice Principal, Quality of Education presented a Quality Assurance Report. Members noted the following points:</p>		
	<ul style="list-style-type: none"> • Curriculum SAR Interviews have all been held and recorded on Teams. • The draft SAR went to SLT on the 9th November 2022. The final SAR will be presented to governors and SLT for ratification on 30th November 2022. The provisional grades are in line with the most recent Ofsted report (March 22) with the exception of adults which has been moved from good to outstanding. Final grading is still under discussion. • Overview of the LET's TEACH Programme which is a TLA induction programme for tutors new to DN Colleges. • Overview of the LET'S BLOOM Programme which is a development programme for experienced/innovative tutors who aspire to develop their potential and pedagogical practice even further. • FE Quality Review Schedule for 2022/23. • Overview of the process for reviewing quality of subcontractors' provision. • Update on Quality Review 1. Findings are generally very positive. • Quality Review 2 currently underway. Reviewing the quality of the apprenticeship provision. • Update on Stakeholder Voice surveys. Student induction surveys currently out. Feedback will be provided at next meeting. • To date 17 External Quality Assurance reports had been received for 2022/23. Of the 17 reports 5 reports contained actions. • Since the last report, 3 formal complaints, 35 informal complaints, 2 comments and 1 compliment have been received. • Apprenticeship Quality update. 		
	<p>Members asked that as part of the Quality Review Schedule for 2022/23, when conducting quality reviews of subcontractor provision, that the governors be involved in the process where possible. It was noted that it is a target in the Governance QIP to seek assurances in this area.</p>	AG	Feb 23
	<p>Members discussed the findings in Quality Review 1 relating to students' knowledge/articulation around topics of Prevent, Extremism, British Values or County Lines. The Principal / Deputy CEO agreed to look into to this area</p>		

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	in more depth and consider how the Group feedback findings to the Local Authority Education Director.	SS	Feb 23

Members thanked the Vice Principal, Quality of Education for the comprehensive report.

6 Deputy CEO / Principal Report

The Deputy CEO / Principal presented a report on Curriculum Development and Meeting Local Needs. Members noted the following points:

- The approach proposed builds on the work done last year on Curriculum Development and embeds the new EIF Skills Measure and the Governor Review of meeting local needs as per the Skills and Post 16 Education Act 2022.
- The new approach was launched last year at an Away Day on 25th January. Curriculum Directors and Leaders then consulted with their teams, considered the Labour Market Intelligence (LMI) presented at the Away Day and then presented their Curriculum Vision (short term and longer terms plans) in March to all members of SLT to ensure capital, estates, business development, HR and IT needs were considered.
- The priorities and expectations of this new approach were 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
 - consider all types of provision (pillars) equally
 - ask the question – what are we good at and what are the Unique Selling Points (USPs) and what should we stop doing?
 - consider further refresh of curriculum offer and progression pathways
 - Identify growth opportunities supported by a strong business and capital case
 - look ahead for development opportunities linked to The Skills for Jobs White Paper, the Education Inspection Framework, Levelling Up and other national priorities and developments such as IOTs and HTQs.
 - Also, to consider local stakeholder needs – LSB input, Doncaster Council Education and Skills, South Yorkshire Combined Authority and North Lincolnshire Council strategies
 - To also consider curriculum reforms and other initiatives including transition programmes, applied generals, T Levels, and apprenticeship standards.
 - 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.
- To follow up on launch last year a Curriculum Development Away Day took place on 8th November 2022. The agenda was shared with the committee. All FE and HE, SLT, Heads of School and Heads of Business Support were working together on curriculum strategy. All stakeholders that we are currently engaged with were captured to inform how we meet local needs and to shape role of Local Stakeholder Boards moving forward.
- Next steps are for CDs/CLS/HoS/DHos to review/assess and produce vision/1+3 plans at half day/full day in December (separate days for HE/FE) against needs, outcomes, quality, costs/benefits then come back

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to together (FE/HE) early Jan to complete visions to submit to SLT mid Jan.

Members discussed present needs and future skills of students. Thinking about the purpose of FE and posed the question should provision be there to just be responsive to local need or to be innovative. Considering, for example the top 10 jobs for the future. Members asked how the Group are approaching curriculum planning for future careers.

The Principal / Deputy CEO relayed that conversations were taking place around digital skills and future skills and how the Group develop these. Considering how to involve employers. How enrichment opportunities develop skills. Members acknowledge the challenge of designing a responsive and innovative curriculum offer within the parameters of funding / regulatory / accreditation.

Members thanked the Principal / Deputy CEO for the comprehensive report.

7 FE Performance Report

The Deputy Principal presented the FE Performance Report. Members noted the following points:

- Excellent performance in Education Programmes for Young People (EPYP) at 88% in line with predictions.
- Good performance for Adults at 85% in line with predictions.
- Achievement gaps between the two colleges are closed for EPYP, however, there remains a gap of 3% for Adults and 6% for Apprenticeships.
- The only significant gap in terms of equality gaps is the 19+ cohort in 21/22 performed below the National Averages of 18/19.
- For Maths and English, the unforeseen grade boundary changes in the summer of 21/22 have affected all Colleges in the country, and all have reported a significant drop in pass rate, but our own English results have been more negatively affected – although in both English and Maths cases, we are in line with Yorkshire results. The College still managed 19% high grades in English and 13% in Maths.
- In November 2022, the College entered just over 1000 learners for GCSE resits, significantly more than any other years. Attendees and attendance have significantly improved as a result of strategic decisions and a clear plan of implementation to improve.
- Update on enrolment numbers which is currently above the ESFA allocation.
- Update on attendance EPYP 84.3% Main Course.
- Retention levels remain high with fewer withdrawals in the 42-day period in comparison to the same time last year.
- Extensive activities relating to Personal Development, Behaviour & Attitudes have enriched the experience and induction of learners.
- DNCG has been successful in bidding for international funding through the Turing Scheme.

Members asked, in relation to international trips, how do you measure the impact of the opportunity. The Deputy Principal explained this can be captured through feedback from students and staff and how that impacted

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	<p>them. The Deputy Principal outlined the application process for students for international trips.</p> <p>Members noted that DNCG catering students had served King Charles III and Camilla, the Queen Consort on their visit to Doncaster on Wednesday 9th November.</p> <p>Members thanked the Deputy Principal for the detailed report.</p> <p>Dolly Agoro, Sharon Smith, Danny Fenwick, Alison Gray and Daniel Wilson left the meeting at 19.38 pm. The meeting was not quorate beyond this point.</p>		
8	Election of Committee Chair and Vice Chair		
	<p>The Clerk to the Corporation informed members that as the Chair of the Committee, Tom Burton, had resigned from the Corporation Board it was necessary to appoint a new Chair. It was agreed that the Vice Chair for 2022-24 be appointed at the same time.</p> <p>Ben Lawrance was nominated as Chair of the Curriculum, Quality and Performance Committee for a two-year term.</p> <p>Ruth Brook was nominated as Vice Chair of the Curriculum, Quality and Performance Committee for a further two-year term.</p> <p>As the meeting was not quorate at this point, members agreed that the appointment of both the Chair and the Vice Chair of the committee would be voted on electronically following the meeting to allow all members of the committee to vote on the appointments.</p>	SH	Dec 22
9	Review of Committee Effectiveness and annual Report 2021/22		
	<p>As the meeting was not quorate at this point, members agreed that the review of committee effectiveness and Annual Report 2021/22 be circulated via email for consideration following the meeting to allow all members of the committee to provide feedback.</p>	SH	Dec 22
10	Committee Development Requirements		
	<p>As the meeting was not quorate at this point, members agreed that requests for committee development requirements be circulated via email for consideration following the meeting to allow all members of the committee to provide feedback.</p>	SH	Dec 22
11	Committee Chair's Report to Corporation Board		
	<p>Members considered the business of the meeting and recorded key items and any changes to strategic risks identified for feedback to the Board in the Committee Chair's Report to Corporation Board.</p>		
12	Any Other Business		
	<p>There was no other business recorded.</p>		

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13 Date and Time of Next Meeting

The next meeting of the Curriculum, Quality & Performance Committee is scheduled for Wednesday 8 February 2023, at 5.30 pm at Doncaster College

The meeting closed at 7.48 pm.

Sharon Harmon
Clerk to the Corporation

Signed: (Chair)

Date:

TABLE OF ACTIONS				
Date	Item	Action	Responsibility	Date Due
09/11/22	5	Explore possibilities to involve governors in the review of quality of subcontractor provision.	Alison Gray Vice Principal, Quality of Education	February 2023
09/11/22	5	Look into students' knowledge/articulation around topics of Prevent, Extremism, British Values or County Lines and how the Group feedback to the Local Authority Education Director on this area.	Sharon Smith, Principal/ Deputy CEO	February 2023
09/11/22	8	Circulate nominations for Chair and Vice Chair of the Committee for election to be voted on electronically.	Sharon Harmon, Clerk to the Corporation	1 st December 2022
09/11/22	9	Circulate review of committee effectiveness and Annual Report 2021/22 via email for consideration following the meeting to allow all members of the committee to provide feedback.	Sharon Harmon, Clerk to the Corporation	1 st December 2022
09/11/22	10	Circulate requests for committee development requirements via email for consideration following the meeting to allow all members of the committee to provide feedback.	Sharon Harmon, Clerk to the Corporation	1 st December 2022