

NOTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON WEDNESDAY 8 FEBRUARY 2023

Present

Ruth Brook	Governor
Karen Jackson	Governor (via Teams)
Ben Lawrance	Co-opted member
John Rees	Governor (CEO)

The quorum for the meeting was five Members (at least 4 external). The meeting was not quorate, but members agreed to continue with the meeting on an informal basis as there were no decisions for approval. Members agreed the quorum for the committee should be reviewed to bring it into line with other committees.

In attendance

Sharon Harmon	Clerk to the Corporation
Sharon Smith	Principal / Deputy CEO (P/DCEO)
Danny Fenwick	Deputy Principal (DP) (via Teams)
Alison Gray	Vice Principal, Quality, Teaching, Learning & Assessment (VPQTLA)

The meeting was held at Doncaster College and commenced at 5.30 pm.

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1 Apologies

Apologies received from Angela Briggs, Lee Tillman, Dolly Agoro and Rebecca Chamley (Staff Governor elect).

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.

No declarations of interest were made.

3 Minutes of the meeting of the Curriculum Quality & Performance Committee held on 9 November 2022 and any matters arising

The minutes of the meeting of the Curriculum Quality & Performance Committee held on 9 November 2022 were reviewed by the meeting. The minutes will require formal approval at the next meeting of the Curriculum Quality & Performance Committee.

Matters Arising

Item 5 – The Vice Principal, Quality, Teaching, Learning & Assessment reported that there would be an update on the review of quality of subcontractor provision in the Quality Assurance Update report under item 6.

Item 5 – The P/DCEO reported that the action relating to students' knowledge/articulation around topics of Prevent, Extremism, British Values or County Lines were ongoing.

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	<p>Item 8 – The Clerk confirmed that the nominations for Chair and Vice Chair of the Committee had been circulated and voted on electronically. The Clerk confirmed that Ben Lawrance had duly been elected as Chair of the Committee and that Ruth Brook had duly been elected as Vice Chair of the Committee.</p>	
	<p>Item 9 - The Clerk confirmed that the request for feedback on the review of committee effectiveness and the Committee’s Annual Report 2021/22 had been circulated to committee members via email. The Clerk reported that no further feedback had been received from committee members.</p>	
	<p>Item 10 - The Clerk confirmed that an email to canvass committee members for requests for committee development requirements had been circulated following the last meeting. The Clerk reported that no further requests for committee development requirements had been received from committee members.</p>	

4 Principal / Deputy CEO Report

The P/DCEO provided an update report on the college’s refreshed approach to curriculum development. The P/DCEO explained that the approach 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 P/DCEO reported that Curriculum Business Planning Cycle for 2023/24 has commenced and provided an overview of the approach and timeline for member’s information.

The P/DCEO explained that for the College’s longer-term approach to Curriculum Development a new Curriculum Vision Framework Assessment Matrix has been developed alongside an updated Curriculum Blueprint that covers all types of College provision. These build on the work done at the Curriculum Vision Away day on the 8th of November 2022 reported to the last committee meeting. The draft Framework and Blueprint was used to inform the follow up away day with the HE team on the 23rd January and will be used at the FE team away day in February. Curriculum Visions for curriculum areas for 2024-2027 are compiled and submitted for SLT approval in March as per the proposed timeline outlined. The timeline has been extended to allow teams sufficient time to develop their Curriculum Visions fully. The outcomes of the Curriculum Visions will then inform an overall FE and HE Curriculum Strategy aligned to a new Marketing Strategy and will inform the Group’s new Strategic Plan.

The P/DCEO further explained that at the same time as developing and introducing this refreshed approach to curriculum development the College have also been working with Local Stakeholder Boards (LSB) to align the Group’s curriculum development cycle of activity to the work done at the LSB meetings. At the LSB meetings in January the College presented the curriculum development cycle of activity and recommended what the aligned LSB focus should be at each meeting, then through consultation with LSB members agreed in principle the new work schedule, terms of reference and membership of the boards from May 2023. Once these are finalised and signed off by the LSBs at the next meetings in May they will be presented to the Governing Body meeting in July for approval.

The P/DCEO advised that the College plan to present the draft Group Curriculum Strategy and a sample of Curriculum Area Visions at the May meetings with LSBs which will act as a ‘mock review’ of how the College meets local needs as per the new EIF Skills Measure. In turn this could inform the new Skills Act requirement for

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Governors to review the curriculum to ensure it is meeting local needs which should then be planned into the work schedule for Governors.

The CEO noted that once the College's new Strategic Plan is in place this will also provide additional focus to the curriculum design framework.

Members thanked the P/DCEO for the detailed update. Members had a full discussion around curriculum development.

Members discussed how much curriculum development should focus on current perceived local need and how much should be driven by future development and student choice.

Members agreed that student choice should be included in measure of local need and thought should be given to future needs. Members further agreed the curriculum across areas should also include transferable / adaptable / employability skills.

Members asked how well the curriculum managers understand the 'big picture' for curriculum development. The P/DCEO advised that curriculum managers have a great deal of local knowledge and noted the importance of giving them the time they need to consider the wider picture.

Members asked how the Group takes into account the inequalities in locations. Members agreed it is important to consider the local demographic and ensure the right pathways are considered that are right for the local demographic. Members also noted it was important to give consideration to where learning takes place and the location of learners.

Members asked if university graduations might be a good place to present the college to future learners. The CEO agreed that it is an opportunity to be explored.

5 FE Performance Report

The Deputy Principal (DP) presented the FE Performance Report to the Committee.

Members noted the following points:

- Strategic Risks & Financial Implications
- Attendance for 16-18s is at 83%, which is comparative to last year and in line with national trends as reported by the AoC. Quality and Curriculum supportive reviews were taking place with areas with particularly low attendance to identify key actions for improvement.
- Adult attendance was 84% overall for those attending on site. Excellent engagement levels for adults studying online are recorded at 97%.
- Apprenticeship attendance is 83% overall which was -2% since the last update to CQP Committee. However, off the job logs averaging 23% (should be 20%), which suggests engagement is better than attendance data demonstrates.
- Overall, the attendance gap between Main aim qualification and English and maths continues to be a challenge (circa on average a 10% differential-in line with national averages). Strategies have been implemented to address these gaps including hourly floor walks and further work has been identified around increased promotion of all elements of study programmes. The gap has started to reduce in the areas identified as of concern and this is being closely scrutinised.

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- Retention overall is excellent and in line with previous years. For 16-18 learners it is 96%, 97% for adults and 97% for apprenticeships. T- Level retention is currently 90%.
- Curriculum Leaders continued to conduct risk ratings of 16-18 and adult learners and have been scrutinised at CPQR meetings week commencing 16 January 2023 to ensure relevant interventions are in place to ensure achievement.
- A higher volume of GCSE resit examinations had taken place in November with all learners given the opportunity to improve their grade. 727 learners had been submitted, for English 90% learners achieved higher grades and for maths 50% higher grades were achieved.
- Apprenticeship achievement for the year to date is currently 33% with predictions for 60% overall based on the detailed RAG rating of learners. End point assessment results in year is 99% success with 48% at merit or distinction (up 5% since last update).
- 2897 students have started work experience and 1186 have planned work experience between January and February.
- International trips have successfully taken place for example to Antigua ensuring learners have unique opportunities to widen their aspirations. Many more trips are planned to include Engineers travelling to the USA and currently Sports students are in St Lucia.
- Applications for 23/24 for 16-18 is currently 1098 compared to the same point last year of 490. Due to new interview process being implemented, this has resulted in 369 offers being made compared to 18 at same point last year.

Members noted that the work experience numbers were excellent.

Members noted the improved recruitment for 23/24 and asked about the renewed interview process. The DP explained that the College had set out a programme to engage in more contact, and ensure follow up, with potential applicants. The DP further advised that the process for getting applicants into college to interview is also much improved. The P/DCEO exemplified improved interview evenings combined with information evenings.

Members asked in relation to the GCSE resits what the 90% figure included. What proportion received a high grade. The DP directed members to appendix 1 of the report and the GCSE resits data table, noting that overall, an 18% High Grade achievement, slightly lower than National Average of 20%. Including Adults, it is 20% High Grade. The DP noted that attendance for the resits was good given the volume. Members asked if there was any news on the grade boundary remarking. The DP reported there was no news on remarking yet.

Members asked how the College keeps students engaged in maths and English resits. The DP advised that the College provides additional support to students for catch up study.

The DP provided a full update on T Levels. Members noted that the Group began T-Level delivery in Wave 2 (2021/22 academic year) delivering the Education, Health, Digital and Construction Level 3 T-Levels. During that academic year they also delivered the T-Level transitional programme in Education, Health and Digital. During that time, the Group were able to secure funding to provide industrial standard teaching spaces and specialist equipment to use in these spaces to ensure that delivery of the T-Levels was to a very high standard.

The DP further reported that in September 22/23 the Group continue delivering the Education, Health, Digital and Construction T-Levels but have also added the

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	Engineering and Business T-Levels to the Curriculum. For both these T-Levels the Group secured some specialist equipment funding.	
	Members noted that in September 23/24 the Group is planning on adding Hair and Beauty, Catering, Law and Accounting and Creative Media T-Levels to the Curriculum.	
	Members noted that previously T-Levels were out of scope for Ofsted visits, however, this is now not the case, and they are now in scope.	
	Members noted the current retention rate for T-Levels is 90%. This compares to 94% for all other 16-18 qualifications. However, other qualifications have a 1-year enrolment, whereas T-Level students are enrolled onto a 2-year qualification (exacerbating the risk of drop off due to circumstantial changes).	
	Members noted that the Group has one of the highest numbers of T Level students nationally and acts as a national point of best practice.	
	Members thanked the DP for the detailed report.	

6 Quality Assurance Update

The VPQTLA presented an update report on the quality of education. The report included details on survey results, support for teachers, external quality activities, complaints, quality reviews, Group Quality Improvement plan (QIP) and subcontracting.

The VPQTLA reported the current TLA priorities in line with the DN College QIP are, improving TLA for Adult programmes and improving the quality of written feedback.

The VPQTLA explained that each curriculum area has a link Lead Practitioner who is working closely with staff to identify training needs for development and support. Currently focussing on providing support to staff on; Effective feedback; Retrieval practice and Questioning technique.

The VPQTLA explained the LET's Teach Programme is a bespoke teaching, learning and assessment induction programme for teaching staff new to the college. A new cohort started Wednesday 18 January 2023 on both sites. 11 new participants on each site (including 2 HE tutors joining the programme). Changes to the programme include monthly/termly support for SoL, Marking, Assessment Trackers, Lesson Planning, ProMonitor Essentials. New digital and teaching survey to complete on first week of employment to provide quicker intervention from LET and Academic Services.

The VPQTLA explained the LET's Bloom Programme is designed to connect qualified and experienced tutors. There are currently 52 on the Programme and the programme is prioritising new teachers and Curriculum Areas. The programme is continuing to offer sessions after February half term.

Members asked if staff could self-refer to the programme. The VPQTLA confirmed that staff can self-refer but are assessed to ensure they are on appropriate programme.

Members reviewed the results of the stakeholder voice surveys.

The VPQTLA reported the student Induction survey results (2022) are again very positive. A total of 3,858 (3,725 in 2021) students completed the survey and their

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	<p>results were compared to 499,558 learners from 75 colleges by QDP, an external company. A 92% satisfaction rate compared to 95% in the previous year.</p> <p>The VPQTLA reported the Parental Perception survey went out digitally with the invitations to Progress Evening (which took place week commencing 21st November). Hard copies and digital facilities were available during these events to promote participation. The survey closed at the end of December, there were only 216 responses. Overall positive findings except for informing parents/carers of progress, lowest result at 78%. The highest result was 97% of parents said their child is safe at the college.</p> <p>The VPQTLA reported the Apprenticeship Employer survey was issued to 600 employers via e-mail on 18th May. Uptake/responses are being monitored and reminders sent. Current responses are low at 129.</p> <p>The VPQTLA reported the 6-month post completion Apprenticeship survey has been reconfigured onto the QDP platform and messaging refreshed. This rolling survey for apprentices who have completed has now been sent to 549 individuals. Responses are monitored and reminders sent frequently; the current responses are low at 111. Noting that 95% have retained their job after the end of the apprenticeship.</p> <p>The VPQTLA provided an update on the Quality schedule 2022/23. The VPQTLA reported the position statements and Quality Improvement plans for each curriculum area have been completed in December 2022. The QIP was a feature of Curriculum, Quality & Performance reviews (CQPR) in January 2023.</p> <p>The VPQTLA provided an update on subcontractor quality visits. The VPQTLA reported that the college is working with 5 subcontractors in 2022/23. Through recent termly quality visits, there are no concerns with the quality of education at these providers.</p> <p>Members asked what evidence is used to evaluate sub-contractor provision. The VPQTLA provided an outline of the process for evaluating sub-contractor provision in line with the College metric.</p> <p>The VPQTLA provided an overview of compliments, complaints and suggestions received between 1st December 2022 and 31st January 2023.</p> <p>Members asked for a more detailed breakdown. The VPQTLA agreed to circulate a breakdown table to members following the meeting.</p>	
	<p>Action: The VPQTLA / Clerk to circulate the table with a breakdown of complaints to the committee following the meeting.</p>	
	<p>The VPQTLA notified members that the College had received a NCFE centre maladministration notice. The VPQTLA explained that NCFE have carried out an investigation into suspected maladministration in relation to lost student work and a subsequent claim for certificates made by the college. The investigation by NCFE concluded that maladministration did occur, and the outcomes were as follows:</p> <ul style="list-style-type: none"> • 12-month written warning • Termination of your Direct Claim Status (DCS) for 603/0634/8 NCFE Principles of Warehousing and Storage & 601/2530/5 NCFE Lean Organisation Management Technique (until satisfactory EQA visit is completed) 	AG/SH

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	<ul style="list-style-type: none"> • DN College Group must review their processes when transporting learner portfolios/workbooks from different sites and create a robust written 'Transportation Policy'. (Policy sent to NCFE, 27/1/23) 	
	<p>The VPQTLA confirmed that the certificates received from NCFE have been voided and their status on the NCFE portal changed to registered status and that the College is working closely with the students to find alternative methods to evidence the completion and achievement of these 2 qualifications. The VPQTLA also assured members that the college is also conducting an internal investigation to understand better how this error was made in order to improve procedures over and above the corrective action required by NCFE.</p>	
	<p>The CEO assured members that external quality assurance in all other circumstances is very strong. However, in this case there are lessons to be learned and a follow up on process and checks and balances will be completed.</p>	
	<p>Action: The VPQTLA agreed to provide an update on the position at the next meeting.</p>	AG
	<p>The VPQTLA provided an update on quality reviews. Members noted the review of 'Access to HE student journey' and asked for a further update at the next meeting.</p>	
	<p>Action: The VPQTLA agreed to provide a further update on 'Access to HE student journey' at the next meeting.</p>	AG
7	Risk Register Review	
	<p>Members reviewed the sections of the Risk Register for which the Committee has oversight. Members noted the current risks were recruitment and finance focused and that there were no risks relating to quality. Members suggested an additional risk be added to the risk register relating to quality - 'failure to meet sustain high quality'. Members noted that the Risk Register is currently under review by the SLT.</p>	
	<p>KJ left the meeting.</p>	
8	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. Members noted the following points:</p>	
	<ul style="list-style-type: none"> • Highlight the continued work of curriculum teams in curriculum planning. • Work placement numbers exceptional. • Quality risks and recruitment risks – missing risk descriptors • T Levels range and good practice. • Quality assurance sub-contractor assurances received and note risk of maladministration. 	
9	Any Other Business	
	<p>Members provided feedback on the new method of circulating meeting papers via the Governors Portal. Members commented that they had found it easier to navigate the papers and digest the information. Members also requested that the appendices data be tabulated and where possible provide data against national data and previous years to identify any gaps/trends.</p>	

Item **Minute** **Action**

10 Date and Time of Next Meeting

The next meeting of the Curriculum, Quality & Performance Committee is scheduled for Monday 26 June 2023, 5.30 pm at North Lindsey College.

The meeting closed at 7.38 pm.

Sharon Harmon
Clerk to the Corporation

Signed: (Chair) **Date:**

TABLE OF ACTIONS				
Date	Item	Action	Responsibility	Date Due
08/02/23	-	Review quorum of the committee to bring it in line with other committees.	Clerk	June 2023
08/02/23	6	The VPQTLA / Clerk to circulate the table with a breakdown of complaints to the committee following the meeting.	Alison Gray / Sharon Harmon	Feb 2023
08/02/23	6	The VPQTLA to provide an update on the position with the NCFE investigation and student work at the next meeting.	Alison Gray	June 2023
08/02/23	6	The VPQTLA to provide a further update on 'Access to HE student journey' at the next meeting.	Alison Gray	June 2023
08/02/23	9	Report appendices data to be tabulated and where possible provide data against national data and previous years to identify any gaps/trends.	All	June 2023