DN COLLEGES GROUP

MINUTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON MONDAY 26TH JUNE 2023

Present

Angela Briggs	Governor
Ruth Brook	Governor
Ben Lawrance	Co-opted member
John Rees	Governor (CEO)
Mark Swales	Governor (via Teams)

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

In attendance

Sharon Harmon	Clerk to the Corporation
Danny Fenwick	Deputy Principal (via Teams)
Alison Gray	Vice Principal, Quality, Teaching, Learning & Assessment (via Teams)

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

Item	Minute	Action

1   Apologies

Apologies for absence were received from Dolly Agoro, Lee Tillman, Karen Jackson, Rebecca Chamley (Staff Governor) and Daniel Wilson (Vice Principal, Business Growth, Skills & Partnerships).

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   Minutes of the meeting of the Curriculum Quality & Performance Committee held on 9th November 2022 and notes of the meeting on 8th February 2023 and any matters arising

The minutes of a meeting of the Curriculum Quality & Performance Committee held on 9th November were agreed as a true and correct record to be signed by the Chair.

Members noted the notes from the meeting held on 8th February 2023.

There were no matters arising. Members noted all actions from previous meetings would be covered in reports at this meeting.

4   Curriculum Development Plans

The CEO provided an update on curriculum development plans. Members noted work on curriculum development to date. Members noted the curriculum strategy is being developed as part of the whole college strategic plan and stakeholder engagement is underway. The CEO provided an overview of planned curriculum development activities.

Members noted the draft Strategic Plan will be present to the Corporation Board on 5th July with final draft and cycle of activity to be presented at the October Corporation Board meeting. It is planned that Stakeholder Board activity will resume in the later part of the Autumn term with a deliberate purpose and response curriculum plan in place.

5   FE Performance Report including Applications

The Deputy Principal presented an FE performance update report including update on applications.

Members noted contents of the report and highlighted the following key points for discussion:

- Attendance is slightly lower overall compared with previous year; however, this is consistent across colleges, Secondary & Primary educational establishments.
- Retention for 16-18 is slightly up compared to closing position of last academic year. Adult retention is lower primarily due to adults leaving to secure employment and second jobs due to cost-of-living crisis. There is a particular issue with the Access to HE programmes and how this is set up. In year retention for apprentices (93%) is strong and an improvement on previous years.
- Achievement forecast for 16-18 is broadly in line with previous year at 88/89%. For Adults this is lower than previous year due to lower retention and is currently forecasted at 81% vs 83% 21/22. For apprenticeships we are forecasting 58%, an improvement on last year's 53%, however, to get to the 70% levels where we need to be, this will more likely be 23/24 due to the impact of historic retention.
- Business & budget planning completed for 23/24. Currently reviewing all predicted student numbers and associated staffing needed and timetabling is well underway.
- A Curriculum Strategy is being developed as part of the whole college strategic plan and stakeholder engagement is underway. A key part of this is an Entitlement for every learner at every level which will make the 'DN difference' to our learners' lives.
- DN Colleges identified good practice and experience of T-Levels has been shared at various events and is helping other providers support students undertaking T-Levels.

Members noted the following points in relation to learners Personal Development
- All learners completed a Digital Skills Scan and have worked on an individualised programme to upskill their digital skills to support them into employment.
- 5740 extra mile qualifications have been taken by students to support them to have the skills employers ask, for example, Care to Learn Health passport -all learners have completed Manual Handling that will support them to be work ready for their sector.
- 71% (2800) of students have undertaken and completed meaningful work experience with the remaining 29% at different stages with their work experience.
- In 22/23 for the first time the college has a run a female football team with successful outcomes -winning – The Hull Female League Tournament.
- Approximately 300 students have participated in the Duke of Edinburgh Programme and DN Colleges have been invited to The Palace of Holyrood House Garden Party with HRH The Duke and Duchess of Edinburgh to celebrate this achievement.

Members congratulated the College on the number of students participating in the Duke of Edinburgh programme.

Item	Minute	Action

Members noted and discussed an ongoing risk in Engineering relating to unfilled vacancies in across the group. The Deputy Principal assured members that a number of strategies around recruitment and retention are on-going and this issue is discussed in detail at People & Transformation Committee.

Members noted that reform to L2 qualifications will pose a potential risk to the sector, however, it is difficult at this very early stage to forecast what that will mean for DN Colleges. Members were assured that the Vice Principal, Quality, Teaching, Learning & Assessment is monitoring this and will update the committee accordingly in the future.

6   Quality of Education

The Vice Principal, Quality, Teaching, Learning & Assessment present a quality of education update report. Members noted the contents of the report. Members noted updates and discussed the following areas:

- LET's Teach Programme
- LET's Bloom Programme
- LET Top Trumps – Peer to peer support
- Professional Development week – Monday 3-6 July 2023
- Reviewed Stakeholder Voice/surveys strengths and weaknesses. Members discussed how the data from the survey is utilised.
- Subcontractor quality visits.
- Compliments, complaints and suggestions report.
- Barret Survey results.
- Awarding Qualifications update. The 2 issues raised by NCFE are now closed.
- Summary report on Deep Dive activities.

Members agreed it would be helpful to attend the TechFest event.

Action: Clerk to organise with the COOP&I to forward an invite to TechFest event to all Governors.

7   Committee Terms of Reference and Workplan 2023/24

Members reviewed the Terms of Reference for the CQP Committee. Members agreed there were no changes required to the Terms of Reference. Member agreed it should be made clear that quoracy for external governors should be 40% of the external governor membership of the committee.

Resolution: The CQP Committee approved its Terms of Reference for 2023-24 for recommendation to the Corporation Board for approval at its meeting on 5th July 2023.

Members considered the proposed Cycle of Business for the CQP Committee for the forthcoming year 2023-24. Members agreed the Cycle of Business noting flexibility to update according to current issues.

Members requested consideration be given to the reinstatement of presentations to the committee at the start of committee meeting.

Action: The Clerk and Chair to discussed ideas for presentations to the committee with the SLT.

Clerk /Chair

Resolution: The CQP Committee approved the proposed Cycle of Business for recommendation to the Corporation Board for approval at its meeting on 5th July 2023.

8   Risk Register Review

Members received the Group Risk Register. Members noted the revised risk reporting format which has been redesigned for easier tracking of risk, levels of assurance and actions being taken to manage and/or reduce risks. Members noted the strategic risk summary and discussed the strategic risks for which the CQP Committee has responsibility for oversight. Members agreed the new format of the Risk Register was an improvement and was well thought out.

9   QIP

Members noted updates on progress against targets set out in the Governance Quality Improvement Plan**.**

10   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 to the Board in the Committee Chair's Report to Corporation Board. Members agreed to highlight:

- Curriculum development plans.
- Achievement forecasting – improvement in apprenticeships.
- Number of students participating in the Duke of Edinburgh programme.
- Quality and format of reports to committee improved.

11   Any Other Business

There were no items of any other business.

12   Date and Time of Next Meeting

The date of the next meeting is to be confirmed.

The meeting closed at 7.35 pm

Clerk to the Corporation

Signed: …………………………………… (Chair)   Date: …………………….

TABLE OF ACTIONS				
Date	**Item**	**Action**	**Responsibility**	**Date Due**
26/06/23	6	Send all Governors an invitation to the TeachFest Training Days on 5 and 6 July.	Clerk	June 2023
26/06/23	7	Committee members asked for the reinstatement of presentations to committee. Clerk to liaise with SLT to Identify ideas for presentations.	Clerk	September 2023