

MINUTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON MONDAY 6 NOVEMBER 2023

Present

Angela Briggs	Governor
Ruth Brook	Governor
Rebecca Chamley	Staff Governor
Sue Craggs	Governor
Karen Jackson	Governor (MS Teams)-
Ben Lawrance	Co-opted member
John Rees	Governor
Lee Tillman	Governor (MS Teams) (for items 1-6)

The quorum for the meeting was five Members (at least 3 external). The meeting was quorate.

In attendance

Sharon Harmon	Clerk to the Corporation
Danny Fenwick	Deputy Principal (DP)
Alison Gray	Vice Principal, Quality of Education (VPQoE)
Rachel Maguire	Chief Operating Officer, People and Information (COOP&I)
Patrick Knowles	Assistant Principal, Adult Education and Apprenticeships (APAE&A)
Barrie Shipley	Chief Operating Officer, Finance and Resources (COOF&I)

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

Item	Minute	Action
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1 Apologies

Apologies for absence were received from Dolly Agoro, 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 of a meeting of the Curriculum Quality & Performance Committee held on 26 June 2023 and any matters arising

The minutes of the Curriculum Quality & Performance Committee held on 26 June 2023 were agreed as a true and correct record to be signed by the Chair.

Matters Arising

The Clerk confirmed that Governors had been invited to the TeachFest Training Days on 5th and 6th July. Members who had attended the event fed back that it was a very informative and useful event.

Members discussed the reinstatement of presentations to committee. Members agreed the timing within meeting was a challenge. Members agreed to explore other options.

Item	Minute	Action
	<p>Action: The Clerk to liaise with SLT to identify ideas and format for the committee to receive presentations.</p>	Clerk
4	<p>Risk Register Review</p> <p>Members received the Group Risk Register. Members reviewed the strategic risk summaries and discussed the strategic risks for which the CQP Committee has responsibility for oversight. Members considered the residual risk score for these risks noting that all sat within the target risk score and agreed to review again at the end of meeting.</p>	
5	<p>FE Performance Update</p> <p>The Deputy Principal presented a performance update report.</p> <p>Members reviewed the final achievement data for the academic year 2022/23.</p> <p>Members noted the achievement data for 2022/23 identifies maintenance of very good performance for 16-18 learners of 88%, a reduction for 19+ to 82% primarily due to Access to HE achievement and a small improvement Apprenticeships to 54%. Members agreed overall performance was good. Members were assured that an action plan to improve Apprenticeships & Access to HE has been designed and developed and is now being implemented by the new Assistant Principal for Apprenticeships with support from the Vice Principal for Quality.</p> <p>Members noted that English & maths high grades have dropped, primarily as a result of grade boundaries being increased. Members were assured that an action plan to improve is in place to support students to achieve higher grades and to bring the Group in line with Yorkshire & Humber GE colleges. Members noted an approximately 40% increase on previous year for learners requiring resits resulting primarily because of increased grade boundaries. The Deputy Principal explained the planned approach to support the increased number of learners. Members discussed strategies for improvement.</p> <p>The Deputy Principal provide an update on in-year performance for the academic year 2023/24 looking at attendance and retention of learners, and strategies to support learners.</p> <p>Members noted extensive activities relating to Personal Development, Behaviour and Attitudes have enriched the experience and induction of learners across curriculum. Work Experience teams actively supporting all students with sourcing work experience and higher-level placement for T-Level students.</p> <p>Members asked for further detail around strategies for improving achievement in apprenticeship provision. The DP and the AP&EA provided a detailed overview of activities to improve achievement. Members were assured appropriated strategies and planned actions were in place to support a higher achievement rate. Members noted that overall apprenticeships achievement is above national average of 53.4%</p> <p>The DP provided a presentation on learner enrichment activities. Members were impressed with the extensive range of interesting and exciting enrichment activities and thanked the DP for the inspiring presentation. Members agreed the presentation should be shared with the Corporation Board.</p>	
	<p>Action: The Clerk to share the presentation on learner enrichment activities with the Corporation Board.</p>	Clerk

Item	Minute	Action
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Note: Lee Tillman left the meeting.

6 Quality, Teaching & Learning

The Vice Principal, Quality of Education (VPQoE) presented a Quality, Teaching & Learning update report. Members noted the contents of the report. Members noted and discussed the following areas:

- External Quality Assurance
- Lesson visits
- Apprentice reviews
- Compliments/complaints
- 2023/24 QDP Student Induction Survey
- Quality Review
- Curriculum Self-Assessment Reporting
- Access to HE curriculum review
- Introduction of HE quality activities
- Focus for apprenticeships in 23/24
- TLA Focus

Members discussed the compliments/complaints report and noted a comparatively low number of complaints. The VPQoE explained in more detail the complaints handling process. Members asked if further data could be provided on complaint resolution and number of complaints upheld.

Action: The VPQoE to provide additional data on complaint resolution in future reports were available.

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Members discussed the results of the 2023/24 QDP Student Induction Survey noting strengths and areas for development.

Members discussed the Curriculum Self-Assessment report noting Curriculum SAR grades. Members who had attended review panels commented on the rigour of the process.

Members noted the 'Let's Teach' programme was well attended and congratulated the team on the success of the programme.

Members discussed the report on the Access to HE curriculum review. Members noted the findings and were assured by the detailed actions plan to support areas for improvement.

Members thanked the VPQoE for the detailed update report and agreed they felt assured by the level of activity to support Quality, Teaching & Learning.

7 Review of Committee Performance 2022/23

Members considered the performance of the Committee in 2022/23 and the committee Terms of Reference and cycle of business. Members considered any improvements which could enhance the Curriculum Quality & Performance Committee effectiveness for 2023/24.

Members agreed the committee had been effective in meeting its responsibilities. Members noted that committee membership has been increased to strengthen committee effectiveness. Members agreed the cycle of business focused on the appropriate priorities and noted that following the establishment of the Strategic Plan

06/11/23	6	The VPQoE to provided additional data on complaint resolution in future reports - were available.	V PQoE – Alison Gray	Feb 24
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