

MINUTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON WEDNESDAY 7TH FEBRUARY 2024

Present

Angela Briggs	Governor
Ruth Brook	Governor (MS Teams)
Rebecca Chamley	Staff Governor
Sue Craggs	Governor
Spencer Hibbins	(Student)
Karen Jackson	Governor (MS Teams)
Ben Lawrance	Co-opted Member (Chair)

The quorum for the meeting was 40% of membership (at least 3 external members). The meeting was quorate.

In attendance

Sharon Harmon	Clerk to the Corporation (MS Teams)
Danny Fenwick	Deputy Principal (DP)
Alison Gray	Vice Principal, Quality of Education (VPQoE) (MS Teams)
Julie Kaye	Assistant Principal, Education Programmes for Young People
Patrick Knowles	Assistant Principal, Adult Education and Apprenticeships (APAE&A)

The meeting was held at Doncaster College and via 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), Lee Tillman (Governor), Aaron Eagles (Student Governor) and John Rees (CEO/Principal and 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 6 November 2023 and any matters arising

The minutes of the Curriculum Quality & Performance Committee held on 6 November 2023 were approved as a true and accurate record.

Matters Arising

Item 3 - The Clerk to follow up with SLT to identify ideas and format for presentations to the committee.

Item 5 - The Clerk confirmed the learner enrichment activities presentation had been shared with the Corporation Board at the development day on 18th December 2023.

Item 6 – Members noted that available data on complaints and compliments is included within the Quality, Teaching & Learning update report.

Item	Minute	Action
4	Risk Register Review	
	<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. Members noted the controls, assurances, mitigations and planned actions around each risk and were assured by the update.</p>	
5	FE Performance Update	
	<p>The Deputy Principal (DP) presented a FE performance update report. Members noted and discussed the contents of the report covering attendance, retention, achievement, student recruitment and an overview of strategic plan projects focused on curriculum.</p>	
	<p>Members discussed achievement and noted some areas where there were gaps in achievement. Members were provided with an explanation of potential reasons for any gaps and given an overview of strategies and planned actions aimed at addressing any gaps in achievement. Members were assured by the approach taken to identify and address gaps in achievement.</p>	
	<p>Members discussed curriculum planning and sought further detail on planning for future skills needs in both the local and the national context. Members were provided with a detailed overview of the College's approach. Members noted the example of the College working with local NHS trusts to deliver training. Members asked about feedback from current and perspective students and confirmed this was considered as part of the planning process. Members were assured by the College's well considered approach to curriculum planning and development.</p>	
	<p>Members discussed the Local Skills Improvement Plans (LSIPs) and sought further detail on how the College is responding. Members were provided with an update on LSIPs and a detailed overview of the College's response.</p>	
	<p>Members discussed the College's recent apprenticeship awards and congratulated the College on a successful event, members who had attended agreed it was an excellent and positive event.</p>	
	<p>Members thanked the DP for an informative update report.</p>	
6	Quality, Teaching & Learning	
	<p>The Vice Principal, Quality of Education (VPQoE) presented a Quality, Teaching & Learning update report providing an overview of planned quality assurance reviews and quality improvement activities. Members noted the contents of the report providing a detailed update covering, quality improvement plan, induction surveys, EQA reports summary, lesson visits, access to HE review, Compliments/complaints report, curriculum area self-assessment report, HE Apprenticeships, Let's Teach and framework for Artificial Intelligence.</p>	
	<p>Members discussed updates on the quality improvement plan covering apprenticeships, adult education, English and Maths and Teaching and Learning. Members were assured by progress made and that actions and improvements were being proactively addressed.</p>	
	<p>Members discussed the induction surveys responses and were pleased to note that overall student satisfaction was high and above the sector benchmark. Members were</p>	

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assured that any areas where responses showed satisfaction was lower were being followed up.

Members discussed the College’s approach to the use of Artificial Intelligence (AI) and noted the College was developing a framework for AI which would be shared with the committee at the next meeting.

Action: The VPQoE to share the framework for AI at the next CQP committee meeting. **AG**

Members thanked the VPQoE for the detailed update report.

7 Governance Development Plan

Members reviewed the spring term update to the Governance Development Plan noting progress against targets for which the committee has oversight. Members were satisfied progress against targets was on track.

8 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:

- No change to residual risk score for the risks for which the committee has oversight. The committee received a high level of assurance against those risks.
- Full discussion on curriculum planning including stakeholder engagement, skills agenda and response to LSIPs.
- Update on approach to use of AI and framework for AI to be share at next meeting.

9 Any Other Business

There were no items of any other business.

10 Date and Time of Next Meeting

The next meeting of the Curriculum, Quality & Performance Committee is scheduled for Wednesday 5th June 2024, 5.30 pm, North Lindsey College

The meeting closed at 7.10 pm.

Sharon Harmon
Clerk to the Corporation

Signed: (Chair) **Date:**

TABLE OF ACTIONS				
Date	Item	Action	Responsibility	Date Due
07/02/24	6	The Framework for AI to be shared with the CQP committee at the next meeting.	VPQoE, A Gray	May 24