

MINUTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON WEDNESDAY 12TH FEBRUARY 2025

Present

Angela Briggs	Governor
Ruth Brook	Governor (via Teams)
Bella Burton-Mano	Student Governor
Rebecca Chamley	Staff Governor (via Teams)
Sue Craggs	Governor
Ben Lawrance	Co-opted member (Chair)

The quorum for this meeting is 40% of membership to include at least 3 external Governors. The meeting was quorate.

In attendance

Sharon Harmon	Clerk to the Corporation
Danny Fenwick	Deputy Principal
Julie Kaye	Vice Principal, Education Programmes for Young People
Patrik Knowles	Vice Principal Apprenticeships and Adults

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

Item	Minute	Action
1	Apologies	
	Apologies for absence were received from John Rees, Governor/CEO, Karen Jackson, Governor and Alison Gray, Vice Principal, Quality of Education.	
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.	
3	Minutes of the meeting of the Curriculum Quality & Performance Committee held on 18th November 2024 and any matters arising	
	The minutes were of the meeting of the Curriculum Quality & Performance Committee held on 18th November 2024 were agreed as a true and accurate record of the meeting.	
	There were no matters arising.	
4	Committee Risk Register	
	Members received the Group Risk Register. Members reviewed the strategic risks relating to FE curriculum and quality for which the CQP Committee has responsibility for oversight. Members noted and considered updates to controls, assurances, mitigations and planned actions. Members were assured by progress against planned actions and newly implemented actions. Members noted and discussed the future tutors scheme which has been developed to strengthen the recruit and retention of engineering staff. Members noted that the scheme is working well and were assured	

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	<p>that a similar scheme could be considered for other areas. Members asked about findings from the recent Ofsted inspection and if any actions should be included in the risk register. The Deputy Principal confirmed that actions resulting from the inspection would be fed into the quality improvement plan and considered for inclusion on the risk register if appropriate.</p> <p>Members considered the residual risk score for each risk noting that all remain within the target risk score. Members were satisfied that the risk ratings for each risk remain appropriate.</p>	
5	<p>Ofsted Update</p> <p>The Deputy Principal (DP) provided feedback to the committee following the recent Ofsted inspection. Members reflected on the feedback and had a full discussion of the many strengths identified and reflected on actions in relation to areas for further development.</p> <p>Members thanked the DP for the feedback and looked forward to receiving the completed report.</p>	
6	<p>FE Performance Update</p> <p>The Deputy Principal (DP) presented a FE performance update report. Members noted and discussed the contents of the report outlining curriculum performance year to date covering student recruitment, attendance, retention, achievement, and strategic developments across curriculum and across all provision types.</p> <p>Members noted the new format for the performance and targets report. The DP explained the new report setting out performance targets and progress against targets. Members noted the new report provides annual measurement against targets year on year and includes RAG rated updates throughout the year. Members considered the metrics, KPIs, and curriculum developments.</p> <p>Members noted that attendance overall was good but dropped slightly in some areas. Members noted and discussed strategies and supports for improving attendance in areas for further improvement. Members were assured by the planned strategies and supports.</p> <p>Members discussed retention and supports in place for students at risk of not achieving. Members noted that overall retention was strong and were assured by the interventions and supports implemented for students identified as at risk of not achieving.</p> <p>Members noted and discussed the management change in Maths. Members discussed engagement with staff in the area and guidance in place.</p> <p>Members noted and were impressed with the number of students engaged in work experience.</p> <p>The Vice Principal Apprenticeships and Adults provided an update on progress in apprenticeships. Members noted that overall attendance is consistent and good. Achievement continues to improve and is ahead of same point last year. Risk rating now implemented to help better identify apprentices who may not achieve. The number of overdue reviews has overall decreased, and members discussed strategies in place to improve further. Members were advised that the Group is tendering for a contract with a green energy provider for the development of renewable energy. The</p>	

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	<p>Vice Principal Apprenticeships and Adults confirmed that Governors would be advised on the outcome of the tender.</p> <p>Members were assured that the Student Induction survey demonstrates an improved return rate which is very good compared to national comparators and improved very high levels of overall satisfaction. Members were assured that there are actions in place to follow up on areas with lower satisfaction scores.</p> <p>Members noted and discussed the update on Strategic Plan development points and were assured by the significant curriculum developments underway across all pillars of curriculum.</p>	
7	<p>Quality Assurance Update</p> <p>The Deputy Principal presented the Quality Assurance update report. Members noted the contents of the report providing an overview of quality assurance and improvement activities across the Group.</p> <p>Members discussed the strengths and areas for development identified following teaching and learning assessments, including full lesson visits and formal learning walks. Members were assured by plans for follow up and continued quality assurance activities.</p> <p>Members discussed the Learning Enhance Teaching (LET's) programme and asked for more detail on the new Step In and See initiative. The DP explained the programme and the benefit it provides for teaching staff. Members asked if similar taster lessons could be made available for students. The DP agreed to look into a similar initiative for students.</p> <p>Members noted the results of stakeholder surveys and discussed the Parent and Carers Survey results. Members were assured by the largely very positive results and reflected on areas for development. Members discussed engagement with parents and carers and noted the development of a Parent and Carers handbook.</p> <p>Members discussed the updates on AI and digital. Members discussed the safeguards in place for staff and students using AI and had a full discussion around online safety generally. Members noted that the Tech Board has collaboratively created and approved a revised framework for AI (EMBRACE) focusing on the impact AI can have specifically on teaching but also to support and inform business support staff with planning. Both with consideration to workload. The initial AI training launch for tutors includes how to build a scheme of learning using CoPilot. Members noted that Academic Services & Safeguarding had also collaboratively created and approved an E-Safety Handbook for staff and students and updated the E-Safety Policy. Members were assured that both the AI guidance handbook and the E-Safety handbook had been circulated to staff and students.</p> <p>Members were further assured by updates on external quality assurance activities, subcontractor quality activities, the compliments, complaints and suggestions summary report and a data protection update.</p>	
8	<p>Committee Chair's Report to Corporation Board</p> <p>Members considered the business of the meeting and noted key items and any changes to strategic risks identified for feedback in the Committee Chair's Report to the Corporation Board. Members agreed to highlight:</p> <ul style="list-style-type: none"> • Full discussion covering Ofsted Inspection and feedback. 	

Item

Minute

Action

- The new reporting mechanism to the committee is working well.

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 11th June 2025, 5.30 pm, North Lindsey College.

The meeting closed at 7.20 pm.

Clerk to the Corporation

Signed: (Chair)

Date:

TABLE OF ACTIONS				
Date	Item	Action	Responsibility	Date Due