

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 1 OCTOBER 2024 AT 4:00PM IN THE HAPPISBURGH BUILDING, ROOM HB0-04

Present:

Marcus Bailey	MB	Chair
Andrew Barnes	AB	Governor
Freddie Simpson	FS	SU President (<i>to 6:53pm</i>)
Jerry White	JW	Principal
Jock Downie	JD	Governor
Karen McCullagh	KM	Governor
Laura Stewart	LS	Governor (<i>from 4:43pm</i>)
Lucy Sydney	LSy	Governor

Attendees:

Ed Rose	ER	Assistant Principal, HE and Adult
Helen Richardson-Hulme	HRH	Assistant Principal, Student Services (<i>until 4:57pm</i>)
Jo Kershaw	JK	Vice Principal
Jodie Mitchell	JM	Director of Governance and Legal
Seb Gasse	SG	Vice Principal

Apologies:

Phil Gormley	PG	Governor
Philip Pearce	PP	Governor

1. Apologies for Absence

Apologies were received and noted as above.

2. Declarations of Interests

No new declarations were made.

3. Unconfirmed minutes of the meeting held on 11 June 2024

The unconfirmed minutes of the meeting held on 11 June 2024 were taken as read. Philip Pearce was in attendance, and it was agreed to add his name to the minutes. The unconfirmed minutes were otherwise agreed as a true record of the meeting and once amended, will be signed by the Chair at the next available opportunity.

4. Unconfirmed confidential minutes of the meeting held on 11 June 2024

With the addition of Philip Pearce as attendee, the unconfirmed confidential minutes of the meeting held on 11 June 2024, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Matters Arising

C&S 5 Action 1: All deep dive reports to be shared on OnBoard. *JM to pick up with JK outside of the meeting.* **ACTION ON-GOING** (Due **October 2024**)

C&S 6 Action 7: CJ to add the student survey analysis reports to OnBoard for information. SG will share Student Survey Analysis Report with JM for upload to OnBoard. **ACTION ON-GOING** (Due **October 2024**)

C&S 6 Action 11: JW to consider the likelihood of NCC being fined as a result of late Annual Reviews and report this to the Board. JW advised that the likelihood of the College being fined by NCC due to late annual reviews is low. He will confirm this to Board. **ACTION ON-GOING** (Due **October 2024**)

6. Student Union Update

The report was circulated prior to the meeting and taken as read. FS highlighted the following:

- Tom Denney started in post as Student Union Liaison Officer on 9 August.
- Three nominations have been received to date in the Executive Officer elections.
- Week commencing 16 September was welcome week - there was positive engagement overall and good uptake of the One-College app. Norwich and Easton sites were successful but Norfolk House and Paston less so, thought due to Norfolk House events being held on a Friday and lesson time restrictions at Paston. This will be considered when planning next year's events.
- Students have asked for better food labelling for diets and allergies, so FS has worked with Caterlink to make improvements.

SG reported the following:

- The Student Voice dashboard has been updated.
- National Student Survey results are going in the right direction.
- Feedback is being monitored and improvements are being made.
- Around 560 students provided feedback on their enrolment experience with the overall rating coming out at a positive 4.59/5.00.
- Staff feedback was less positive, and comments will feed into the onboarding project this year.

It was noted that 16-19 enrichment is red on the dashboard. It was highlighted that although the College is keen to make progress in this area, there are challenges with resource to run or supervise programmes.

7. IAG Update

HRH informed the Committee that two audits will be conducted this term:

- A Home Office compliance check will be carried out in relation to the College's international sponsor status next week.
- An audit of the 2023-24 bursary fund will be carried out, which will include 16-19 vulnerable and free meals funds. The Committee noted that the date of the audit on the paper should read 14/11/2024.

There was a discussion around the new tightening of rules in relation to the distribution of bursary funds and the following points were made:

- It is now more difficult to distribute all the money received to assist students (JW).
- There is national lobbying around this (JW).
- The ESFA's response to requests for guidance in particular scenarios has been largely unhelpful (HRH).
- The audit will be a test of proper interpretation of the guidance (JW).
- There is risk of financial clawback if the College's interpretation proves incorrect (JW).
- This is high risk, so the College is working tightly within the guidance (JW).

- Evidence should be kept showing how and why decisions are made to assist any potential challenges to the College's interpretation (AB).

LS joined the meeting at 4:43pm.

8. Residential Report

HRH shared highlights from the report and invited questions. She highlighted that the College is overdue a Social Care Common Inspection Framework inspection. There was discussion surrounding whether the College is 'inspection ready' and how potential problems would be known. HRH agreed to include a copy of the post inspection action plan from the previous Ofsted inspection in future reports. HRH suggested that Governors look at the National Minimum Standards and advised that the report is structured in line with the annex within that guidance.

SG left the meeting at 4:52pm.

In response to a question from LSy around the current number of residents, HRH advised that numbers are usual but low with the current number at 45 verses an ideal of 75. She went on to explain that the former Easton & Otley College had a 24/7 residential provision but took a strategic decision, mainly for safeguarding reasons, to reduce the provision to five days. This has had an impact on recruitment as a five-day provision is an issue with some students. A suggestion was made that the College reach out to Suffolk/Cambridgeshire schools to see what the demand is among students in those areas. HRH reported that although the numbers are low, students are having good residential experiences.

SG rejoined the meeting at 4:56pm.

HRH left the meeting at 4:57pm.

9. Quality, Curriculum and TLA Report

The Quality, Curriculum and TLA Report was circulated prior to the meeting and taken as read.

JK introduced the report, highlighting the following:

- The report contains the initial headlines as data is still coming through.
- It is already clear that the College pass rate is exceeding the national pass rate in A Level English and Maths.
- Retention is lower than ideal at 88.7%, but there is a QIP this year detailing how the College will address this.
- Enrolment numbers are an increase on last year and above the ESFA contract target.

ACTION 1: Add Market Intelligence Data Exchange Service (MIDES) English and Maths summary report to Board agenda (JM/JW).

FS left the meeting at 5:06pm.

JK reported that additional enrolments are expected during October for English, Maths and employability skills courses. There is a strong demand for ESOL and basic skills courses.

JK informed that Committee that attendance is below the target 90% but the College has made changes to register marks this year and students now receive a neutral rather than positive mark if they are not actually taking part in learning. JW stressed that there is no way of comparing national attendance for post-16 learners.

FS rejoined the meeting at 5:11pm.

The Committee acknowledged that attendance will appear lower due to the new neutral mark but that this is part of the improvement plan and there is now better oversight and clarity in this area.

ACTION 2: JK to check outstanding internal audit actions linked to attendance and revert within the next week (JK).

JK drew the Committee's attention to the number of apprentices past their planned end date. She made clear to the Committee that all apprentices will go past their planned end date since the end point assessment date will always be after the end date of learning (planned end date) but the DFE are now asking colleges to have no more than 15% of learners more than 179 days past their planned end date. CCN is currently at 10%, which is a significant improvement on last year. Challenges to compliance with this include external assessor and internal technician availability.

The Committee noted the College's improvement in this area.

Regarding the TLA, JK reported the following:

- The new Head of Teaching and Learning is due to start Monday.
- Four Quality Leads are already in place.
- Deep dives will now take more of a thematic approach, but a curriculum based deep dive would still be possible as and when necessary.

LS is now a Curriculum Lead and gave a positive overview of the Curriculum Lead training.

The Committee noted that the addition of Curriculum Leads is still in delivery phase but recognised that this is expected to improve staff retention and will result in further benefits once fully embedded. JK reported that benefits are already evident in terms of enrolment experience, return to work processes and mandatory training, in particular.

The Committee took a break at 5:45pm and reconvened at 5:54pm.

10. Curriculum Strategy

This item was deferred to next meeting.

ACTION 3: JM to add Curriculum Strategy to the agenda for the November meeting (JM)

11. Teaching and Learning Strategy

The Committee **approved** the recommendation to continue using the current version of the Teaching and Learning Strategy.

ACTION 4: JK to circulate the current version of the Teaching and Learning Strategy to C&S Committee members (JK)

ACTION 5: JM to upload the Teaching and Learning Strategy to the Strategy Documents section of OnBoard (JM)

ACTION 6: JM to add TLA to the Board agenda for October 2024 (JM)

12. Risk Register Review

JW reported that the Audit and Risk Committee are recommending a new process for how risks are considered and reported to Committees. It was therefore agreed by the Committee that the Risk Register Review will be deferred to the next meeting.

13. Strategic Target Monitoring

JW reported that 6 of the 11 Strategic Targets for the year are for the Curriculum and Standards Committee. Subsequent reports will include references to where and how the College is addressing these strategic targets.

The Committee **approved** the proposals in the Strategic Target Monitoring paper.

The Committee agreed for the Strategic Target Monitoring paper to be presented to the Business Committee.

14. HE Report

The reports for this item were circulated prior to the meeting and taken as read.

ER introduced the National Student Survey Report and highlighted the following:

- The College has performed above provider benchmark in the National Student Survey.
- Although there has been improvement in organisation management, the College is still below benchmark.
- The Learning Resources section of the report includes actions for the College to take to improve in this area.

ER introduced the OfS Governance Oversight paper. He highlighted that the recording of the webinar he and Simon Rhodes ran in response to Governor requests for assurance that the College is compliant with OfS conditions is available on OnBoard. He confirmed that both he and Simon are happy to repeat the session for new Governors.

ACTION 7: JM to liaise with ER to set up webinar for new Governors to run through OfS compliance (JM/ER)

MB asked whether there is anything of concern regarding compliance that the Committee need to be aware of. ER responded that there is not and added that the College does not consider itself to have great risks in terms of the quality of HE provision. He further assured the Committee that the College is monitored by the UEA as validating partner through the twice-weekly Joint Board of Study meetings - nothing has been flagged through that, and performance remains above benchmarking in those areas.

ER reported that HE recruitment is similar to last year but L4+ provision continues to be a challenge for the College as well as for universities. He added that some courses will be reviewed this year due to declining recruitment, but solid delivery continues despite there being less students.

ER reported that the College's Access and Participation Plan has been submitted to the OfS. He informed the Committee that the Plan sets out measures the College will take to reduce gaps in terms of the access, continuation, achievement and destination of students. Feedback is expected in a few weeks. ER reported reasonable confidence.

14.1 The Future of HE at CCN

The discussion was confidential and is recorded within the confidential minutes.

15. NTTC Report

ER introduced the NTTC Report and highlighted the following:

- Recruitment to NTTC is marginally up on last year, particularly for secondary training which is positive due to local competition in that area.
- There is a new Director of NTTC.
- Work is being carried out to make recruitment more robust.
- Achievements for last year are below that which would be ideal, especially regarding the achievement of secondary trainings.
- It should be noted that Post Graduate Teacher Apprenticeship remains the most effective route to qualified teacher status.

16. Governance Matters

The paper was circulated prior to the meeting and was taken as read.

The Committee noted the need for a Vice Chair. JM reminded Governors interested in the appointment to forward their expressions of interest by the end of the week.

17. CONFIDENTIAL – Annual Compliments, Complaints and Appeals Report 2023/24 to include – 2023/24 Term 3 Data

The discussion was confidential and is recorded within the confidential minutes.

18. Other Urgent Business

No urgent business matters were raised.

19. CONFIDENTIAL – Meeting Review and Summary

The discussion was confidential and is recorded within the confidential minutes.

20. Date of Next Meeting

The next Curriculum and Standards Committee meeting will take place on Tuesday 19 November 2024

All formal business having been concluded; the meeting closed at 7:10pm.

Signed Date

(Chair of Meeting)