

**CURRICULUM & STANDARDS COMMITTEE MEETING**

**CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 11 JUNE 2024 AT 4:30PM IN THE NORWICH BUILDING, ROOM A49**

**Present:**

Jill Lanning	JL	Chair
Jerry White	JW	Principal
Andrea Blanchflower	ABI	Governor
Marcus Bailey	MB	Governor
Laura Stewart	LS	Governor (from 5:06pm)
Lewis Pepperell	LP	SU President
Josie Fryer	JF	Student Governor (until 6:45pm)
Philip Pearce	PP	Governor

**Attendees:**

Seb Gasse	SG	Vice Principal
Jo Kershaw	JK	Vice Principal
Ed Rose	ER	Assistant Principal HE and Adult
Helen Richardson-Hulme	HRH	Assistant Principal, Student Services
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant, minutes (until 6:30pm)

**Apologies:**

Phil Gormley	PG	Governor
John Pollitt	JP	Director of IT Services

**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 Tuesday 30 April 2024**

The unconfirmed minutes of the meeting held on Tuesday 30 April 2024, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

**4. Unconfirmed confidential minutes of the meeting held on Tuesday 30 April 2024**

The unconfirmed confidential minutes of the meeting held on Tuesday 30 April 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 3 Action 10: ER to include themes from External Examiners reports as part of the HE Report going forward. *Reports from External Examiners are expected again at the end of the academic year. ER will provide a summary of themes at C&S in September 2024.*

**ACTION ON-GOING** (Due September 2024).

C&S 4 Action 7: JK / JW to provide an update on the TeacherMatic software trial and potential use across the College. **ACTION ON-GOING** (Due September 2024).

C&S 5 Action 1: All deep dive reports to be shared on OnBoard. **ACTION ON-GOING** (Due September 2024)

C&S 5 Action 2: HE Scrutiny Group to be supplied with an analysis of HE student numbers and the Group to provide an update at the C&S Meetings on 11 June 2024. *Figures not received by Scrutiny Group, to be present to Board on 02.07.2024.* **ACTION ON-GOING** (Due **June 2024**)

C&S 5 Action 3: 'How Our Curriculum meets local and National needs' to be added to the C&S Schedule of Business annually going forward. **ACTION ON-GOING** (Due September 2024)

C&S 5 Action 4: ACTION COMPLETE

C&S 5 Action 5: ACTION COMPLETE

C&S 5 Action 6: ACTION COMPLETE

C&S 5 Action 7: ACTION COMPLETE

C&S 5 Action 8: Audit and Risk Committee to be informed of the Committee's position on the internal audit recommendation relating to the recording students leaving early. *To be added to next A&R Agenda.* **ACTION ON-GOING** (Due September 2024)

C&S 5 Action 9: ACTION COMPLETE – *It was noted that the Appendix to the MoU had not yet been finalised and will be presented to Board next month - See Board 6 Action 6.*

C&S 5 Action 10: ACTION COMPLETE

C&S 5 Action 11: When appropriate, 'critical friend' feedback about the challenges of the DfE Market Review process to be presented to the DfE. **ACTION ON-GOING** (Due September 2024).

It was confirmed that CCN have now received written confirmation from the DfE regarding the completion of the Stage 2 of the ITT Market Review, details are to be shared with Board.

**ACTION 1: Stage 2 of the ITT Market Review confirmation to be shared with the Board on 2 July 2024.**

C&S 5 Action 12: ACTION COMPLETE

C&S 5 Action 13: To include within the Residential report any lessons learnt from an analysis of the reasons for leaving the residential accommodation and any follow up actions. This was included in the papers for this meeting and will be included in papers in future as appropriate **ACTION COMPLETE.**

C&S 5 Action 14: To include within the Complaints and Appeals report, commentary as to lessons learnt and any follow up actions, if appropriate. **ACTION ON-GOING** (Due September 2024)

## 6. Strategic Framework Updates

The following reports were circulated prior to the meeting and taken as read:

- Strategic Framework
- Strategic Target Monitoring for 2024-25
- CCN Accountability Agreement

The following points were discussed:

- The following events have been organised and Governors are welcome to attend:
  - Stakeholder briefing – 28 June
  - Staff briefings – w/c 17 June
- All Strategic documents will be presented to each committee during the coming weeks and a finalised version will be presented to Board on 2 July 2024.
- Strategic Target Monitoring for 2024-25 is a draft document with some KPI's still to be set. The committee noted that following on from recommendations from the EBR, this approach will give good visibility to the monitoring of targets.
- An extension to the submission date of the Accountability Agreement has been granted by the DfE, to the 4 July 2024 to allow for Board sign-off on 2 July 2024.
- The Committee requested that an update on performance against the targets within the Accountability Agreement 2023-24 be presented to Board.

**ACTION 2: JW to present to Board an update on the achievement of the 2023-24 Accountability Agreement targets.**

**ACTION 3: The 2024-25 Accountability Agreement is to be presented to Board for approval on 2 July 2024.**

LS joined the meeting 5:06pm.

## **7. Climate Action Plan**

The report was circulated prior to the meeting and taken as read. The following points were discussed:

- The draft climate plan was presented to the Business Committee and is shared for information. It was noted that this is still work in progress and a finalised version will be presented to Board for approval in due course.
- The plan will aid the setting of KPI baselines, as identified in the Accountability Agreement.
- Governors queried how the AoC Climate Statement and the UN Sustainability goals feature within the plan.
- Any additional feedback regarding the Action Plan is to be shared with JM.

**ACTION 4: Governors to share any feedback on the Climate Action Plan with JM by 9 July 2024.**

## **8. Governance Matters**

### **8.1. Annual Review of Committee Terms of Reference**

The current and revised Terms of Reference was circulated prior to the meeting and taken as read. Governors discussed the review of the Terms of Reference and recommended changes to drafted Terms of Reference, for recommendation to RemGov for approval.

The committee agreed that they had addressed all of the current Terms of Reference over the year with the exception of Safeguarding, which is covered in the Wellbeing report to Board and the TLA policy which has been subsumed into the wider approach to quality improvement.

It was agreed that Safeguarding matters should come to this committee in future and that reference to a TLA Policy should be removed. With these amendments, the committee recommended the revised version to RemGov for consideration.

**ACTION 5: Consideration of the revised C&S Terms of Reference is required at the next RemGov committee meeting, noting the requirements around Safeguarding reporting.**

It was noted that there is currently no Vice Chair of this committee and that the position of Chair will be vacant from 1.8.2024. Members were asked to contact JM if they were interested in taking on the Chair's role.

#### 9. IAG Update

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

Governors noted that further details on home countries of our international students would be useful, and this information could be utilized for other events, such as Culture Day within the SU.

**ACTION 6: HRH to provide the C&S Committee with a summary on home countries of our International students.**

#### 10. Residential Report

The report was circulated prior to the meeting and taken as read. Governors discussed and welcomed the detailed overview of the academic year provided within the report and the development of the student community within the residential provision.

It was confirmed that the value-added recommendation in the Internal Audit report relating to residential lanyards will not be taken forward, due to the strict management of the residential access already in place.

#### 11. Quality and Curriculum Report

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

- MiDES data comparator data graphs were reviewed and discussed.
- Attendance is marginally down across the College but positively there has been a significant increase in attendance to English and Maths sessions.
- English and Maths exams are now completed for 2023-24; some concerns around the examination process and capacity within the Registry team were noted.
- The Apprenticeships Data Dashboard was reviewed and discussed, particularly noting the position on PEED apprenticeships. It was noted that the college expected to move out of DfE's At Risk category very soon, given the real progress made on completions and an expected change by DfE in the category definitions.
- QRM meetings took place prior to May half term however the next GRID meeting takes place week commencing 10 June. The overview of SAR grades and any movements were discussed.
- JK outlined a Curriculum Planning and Awarding Organisation update for the committee.

**12. Student Survey 2024**

The report was circulated prior to the meeting and taken as read. It was noted that the report included reference to more than the college's own survey, particularly the FLOURISH survey. SG confirmed that the data is in the process of being analysed and that the data will form part of the SAR process.

Survey analysis reports will be added to OnBoard for information.

**ACTION 7: CJ to add the student survey analysis reports to OnBoard for information.**

**13. TLA Report**

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

It was noted that Ruth Jarvis-Easter will be retiring at the end of July 2024. The committee noted her dedication and hard work to improve the quality of teaching and learning and asked that their thanks be passed to RJ-E..

**14. HE Report**

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

- The final course committee meetings will be taking place over the next 2-3 weeks
- NSS data publication is expected in July 2024
- End of semester surveys are now being distributed to students'
- Development of the HE Website continues and the HE Prospectus is now available in hard copy

The committee noted that the report included target recruitment figures for 2024/25 but omitted any data on actual recruitment to date. It was asked that this should be available at the Board meeting.

JL noted that the briefing on OfS regulation in October 2023 had been intended to provide baseline information against which to consider the college's on-going compliance. She noted that the committee had failed to do this in 2023/24 and requested that, going forward, an OfS compliance update is provided within the HE Report.

**ACTION 8: ER to provide an OfS compliance update within the HE Report going forward.**

**ACTION 9: ER to present to Board on 2 July 2024 the actual HE Recruitment figures.**

**16. SEND Report**

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

**17. Students Union Update**

It was noted that this will be LP's last C&S meeting as SU President. The Committee thanked LP for his contribution over the last 2 years, noting the strong input he has made to the student voice and the significant changes made to the SU.

**17. Other Urgent Business**

JW acknowledged that it was JL's last meeting as Chair of C&S and ABI's last C&S meeting as Governor. Both JL and ABI have made a massive contribution to the College, and in

particular to this Committee and the Leadership Team. Governors thanked JL and ABI for their service to the College.

**18. Meeting Review and Summary**

It was agreed that the meeting had included useful discussion and that everyone contributed.

**19. Date of next meeting**

The next Curriculum and Standards Committee meeting will take place on Tuesday 1 October 2024 at 4:00pm.

All formal business having been concluded the meeting closed at 7:02pm.

Signed ..... Date .....

**(Governor, Chair of Curriculum and Standards Committee from August 2024)**