

## **CURRICULUM AND STANDARDS COMMITTEE**

### **CONFIRMED MINUTES OF THE MEETING HELD ON 19 NOVEMBER 2024 AT 4:00PM, HELD AT CITY COLLEGE NORWICH, ROOM HB0-04**

#### **Present:**

Marcus Bailey	MB	Interim Chair
Freddie Simpson	FS	Governor, SU President
Jerry White	JW	Principal, Governor
Jock Downie	JD	Governor
Laura Stewart	LS	Staff Governor
Lucy Sydney	LSy	Governor ( <i>remote via Teams</i> )
Phil Gormley	PG	Governor

#### **Attendees:**

Ed Rose	ER	Assistant Principal HE & Adult ( <i>from 5:02pm</i> )
Helen Richardson-Hulme	HRH	Assistant Principal Student Services
Jodie Mitchell	JM	Director of Governance and Legal
Seb Gasse	SG	Vice Principal
Claire Harber	CH	Governance and Legal Officer, Minutes

#### **Observers:**

Hazel Thomas	HT	Student Governor ( <i>from 4:08pm</i> )
Josie Fryer	JF	Student Governor ( <i>remote via Teams from 4:16pm</i> )

#### **Apologies:**

Andrew Barnes	AB	Governor
Jo Kershaw	JK	Vice Principal
Karen McCullagh	KM	Governor
Philip Pearce	PP	Governor

#### **1. Apologies for Absence**

Apologies were received and noted as above.

#### **2. Declarations of Conflicts**

No new declarations were made.

#### **3. UNCONFIRMED Minutes of the Meeting Held on 1 October 2024**

The unconfirmed minutes of the meeting held on 1 October 2024 were, after minor amendment, 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 1 October 2024**

The unconfirmed confidential minutes of the meeting held on 1 October 2024 were, after minor amendment, agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

*HT joined the meeting at 4:08pm.*

#### **5. Matters Arising**

C&S 5 Action 1: ACTION COMPLETE  
 C&S 6 Action 7: ACTION COMPLETE  
 C&S 6 Action 11: ACTION COMPLETE

C&S 1 Action 1: ACTION COMPLETE

C&S 1 Action 2: Check outstanding internal audit actions linked to attendance and revert within the next week (JK). *JW advised that this will be completed by the next C&S meeting.*  
**ACTION ON-GOING** (Due **November 2024**)

C&S 1 Action 3: ACTION COMPLETE

C&S 1 Action 4: ACTION COMPLETE

C&S 1 Action 5: ACTION COMPLETE

C&S 1 Action 6: ACTION COMPLETE

C&S 1 Action 7: ACTION COMPLETE

## 6. Students' Union Update

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

The following points were highlighted:

- The Student Induction Survey showed improved enrichment rating.
- Interims are in place where Officer roles remain unfilled.

*JF joined the meeting at 4:16pm.*

- Committee meetings are taking place fortnightly.
- The SU are running a Culture Day on 11 December.
- Update emails are now circulated weekly, with longer newsletters issued monthly.
- Student Forums are running every half term on each campus. Issues raised so far this year include timetabling and a lack of awareness around Welcome Week.
- There are new clubs and societies running including a Music Appreciation Club at Easton and a Debate Club and Islamic Society at Norwich. The Disability Society has re-started.

SG reported that the Student Induction Survey results are an improvement on last year in most areas, but there is some variation across sites. The Curriculum Management Team will be looking at each of the surveys next week. Enrichment is still a challenge.

Data on the variation across sites was requested. SG agreed to include campus-specific data in the next update.

**ACTION 1: SG to include campus-specific data from the Induction Survey in the next Students' Union update (SG).**

## 7. Wellbeing and Inclusion Report

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

The following points were highlighted:

- Multi-Agency Safeguarding (MASA) – the voice of education is now being formally included in arrangements with the Safeguarding Children Partnership. The first meeting is due to take place in December with the College of West Anglia, East Coast College and East Norfolk Sixth Form College in attendance.
- The top ten referral reasons have been included as requested at the last meeting.

The Committee asked how the long waiting times for wellbeing services is affecting achievement and attendance. HRH responded that the main concern is where mental health or anxiety is impacting attendance, and the students are not in College to receive support.

Safeguarding Officers have highlighted waiting times as being an issue and the College is working to raise awareness among partners.

#### 8. IAG Update

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

The following points were highlighted:

- Careers fairs are currently taking place across all sites.
- Bursary and international audits were conducted recently - there are a few resulting follow up actions, but no significant issues were raised.

#### 9. Residential Report

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

The following points were highlighted:

- Students are reporting good residential experience.
- No incidents have been reported.
- The College is overdue a residential inspection.
- The Residential Report includes a RAG rating on the National Minimum Standards.
  - Points 13.1 and 13.2 are 'G'.

#### 10. Quality, Curriculum and TLA Report

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

This item was presented by JW in JK's absence. The report was summarised as follows:

- Achievement data for 2023-24 has shown an improvement overall, but there are a few areas of concern.
- L3 has moved from a two 1-year block model to a 2-year model, which has made retention more challenging.
- Recruitment is broadly in line with allocation, but it is disappointing there has not been more growth.
- There has been greater demand for L3 courses than expected, but lower demand for entry level, L1 and L2 courses. One reason cited was high schools over-estimating predicted grades.

The Committee asked whether there are budgetary concerns as a result of enrolment numbers. JW responded that no growth has been budgeted for in-year. The longer-term financial recovery plan was predicated on continued growth in the 16-18 allocation, however significant growth in this allocation seems unlikely. JW added that the R04 return which drives funding is due to be submitted in December, and the financial recovery plan will be re-modelled based on that data.

In response to a question surrounding the plan to improve Easton College English achievement, JW agreed to ask JK to include an update in the next Quality, Curriculum and TLA Report. The Committee asked to see the number of students against the percentages in future reports.

**ACTION 2: Include information on Easton College English achievement plan in next C&S meeting (JW/JK).**

**ACTION 3: Include student numbers against percentages in future Quality, Curriculum and TLA Report data (JW/JK).**

It was recognised that the main barriers to student retention are mental and physical health and wellbeing. The College is seeing an increase in students leaving to go into paid work, thought largely due to increased living costs and demand for workers. The Committee were informed that over 15% of ESOL students have left due to being relocated by the Home Office.

Conversation ensued surrounding attendance challenges. The Committee were advised that figures do not show the improvement that has taken place due to the more rigorous way in which attendance is counted. The leadership team are confident the figures more accurately reflect attendance, and that attendance rates are moving in the right direction. The main challenge to attendance was cited as wellbeing concerns.

**ACTION 4: Include national benchmarking against the data from the College's R14 return in the next Quality, Curriculum and TLA report to Board (JW/JK).**

*ER joined the meeting at 5:02pm.*

#### **11. College Self-Assessment Report**

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

The Committee were asked to scrutinize the report and make a recommendation to the Board for approval. The Committee were informed that the report had been shared with Ofsted.

The percentage figures relating to GCSE grades on page 4 of the CCN SAR 2023-24 – Executive Summary were questioned. JW agreed to re-word the paragraph to make information clearer.

**ACTION 5: JW to amend the wording on page 4 of the CCN SAR 2023-24 – Executive Summary to make the data clearer before presenting to Board in December for approval (JW).**

The Curriculum and Standards Committee agreed to make a recommendation to the Board to approve the College Self-Assessment Report and QIPs after the wording on page 4 of the Executive Summary has been amended as above. It was noted that there may be an additional QIP to add once the final Ofsted report is received and that any additional QIP would come through the Committee for agreement.

**ACTION 6: Add SAR to December Board agenda (JM/CH).**

**ACTION 7: QIPs to be reviewed after Ofsted report is received and additional QIPs brought to next C&S meeting for agreement (JW/JM).**

*The meeting took a break at 5:10pm and reconvened at 5:20pm.*

#### **12. Curriculum Strategy**

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

The Committee were informed that there have been no significant changes to the strategy, but it has been aligned with the new strategic plan mission statement and updated with new terminology.

The Curriculum and Standards Committee agreed to make a recommendation to the Board to approve the Curriculum Strategy.

**ACTION 8: Add Curriculum Strategy to December Board agenda (JM/CH).**

### 12.1 How CCN's curriculum meets local and national needs

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

JW highlighted that the Terms of Reference of the Curriculum and Standards Committee includes reflection on curriculum and how the College meets the needs of the community. He added that the paper seeks to direct the Committee to where assurances can be found.

After a question from the Committee around student destination post-completion, SG made the following points:

- Destination data is measured by the government.
- Destination data collecting been supported by an external company to improve internal reporting.
- Response rates are disappointing, but in line with the sector.
- Additional work surrounding this will be supported by Chris Caddamy which will reduce the need for external support.
- The College receives sector feedback on vacancy levels (NCC, previously New Anglia LEP) but complete destination tracking is still some way off.

### 13. HE Report

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

The following points were highlighted:

- The Youth Worker Degree Apprenticeship curriculum is being co-created with local and regional employers ready for launch next year.
- The Professional Aviation Engineering Practice course is being re-launched next year after consultation with partner KLM and others to ensure the needs of employers are more effectively met.
- BA Psychology, Sociology and Professional Policing degrees are being reviewed. The police no longer require Officers to be degree qualified, so intent will be reconsidered.
- The College is working to ensure that it will be compliant with the new OfS Condition E6 on harassment and misconduct for the beginning of the next academic year. Internal training for staff and students is the largest piece of work in this area.
- The College received a letter from the Education Secretary sent to registered providers outlining an increased fee cap and the introduction of a lower fee limit for foundation years, as well as reaffirming the lifelong learning entitlement.

The Committee asked whether there have been any complaints around sexual misconduct and harassment. The Committee were informed that data for HE would be captured in HE complaints and concerns and JW agreed to check data for related reports from recent years.

**ACTION 9: JW to include sexual misconduct and harassment report data from the last three years in the next HE Update (JW).**

#### 13.1 The Future for HE at CCN

The Committee were informed that the focus group is yet to be set up and plans for the meeting to go ahead before Christmas, if possible.

### 14. SEND Report

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

The following points were highlighted:

- The College has increased staffing to assist in bringing Educational Health and Care Plan reviews up to date.

- Exam access arrangements are significant and are a challenge to the College.
- The College is involved in the Local First Inclusion initiative led by NCC.
- The Centres for Excellence programme finishes in March unless it is renewed.
- The College is still working on the internship pilot.

**15. Strategic Target Monitoring**

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

The Committee were informed that some targets are not at a stage to be reported on, but a full picture will be available for the next meeting and that there has been satisfactory progress so far.

**16. Other Urgent Business**

**16.1 Ofsted Inspection**

The discussion was confidential and is included in the confidential minutes.

**16.2 End of Year Celebrations**

JM reminded Governors about the end of year celebrations and referred them to her email containing further details.

**17. CONFIDENTIAL – Meeting Review and Summary**

The discussion was confidential and is included in the confidential minutes.

**18. Date of Next Meeting**

The next Curriculum and Standards Committee meeting will take place on Tuesday 21 January 2025 at 4:00pm.

All formal business having been concluded; the meeting closed at 6:30pm.

Signed ..... Date .....  
(Chair)