

CURRICULUM AND STANDARDS COMMITTEE

CONFIRMED MINUTES OF THE MEETING HELD ON 21 JANUARY 2025, AT 4:00PM, HELD AT CITY COLLEGE NORWICH, ROOM B63

Present:

Marcus Bailey	MB	Chair
Jerry White	JW	Principal (<i>Remote via Teams, until 5:28pm</i>)
Karen McCullagh	KM	Governor
Philip Pearce	PP	Governor
Hazel Thomas	HT	Student Governor (<i>Remote via Teams, from 4:11pm</i>)
Josie Fryer	JF	Student Governor (<i>Remote via Teams</i>)
Laura Stewart	LS	Staff Governor

Attendees:

Ed Rose	ER	Assistant Principal HE and Adult
Helen Richardson-Hulme	HRH	Assistant Principal Student Services
Jen Eves	JE	Chief Operating Officer
Jo Kershaw	JK	Vice Principal
Jodie Mitchell	JM	Director of Governance and Legal
Seb Gasse	SG	Vice Principal
Claire Harber	CH	Governance and Legal Officer, Minutes

Apologies:

Andrew Barnes	AB	Governor
Freddie Simpson	FS	Student Governor, SU President
Jock Downie	JD	Governor
Lucy Sydney	LSy	Governor

1. Apologies for Absence

Apologies were received and absence noted as above.

2. Declarations of Conflict

No declarations were made.

3. DRAFT Minutes of the Meeting held on 19 November 2024

The draft minutes of the meeting held on 19 November 2024 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. DRAFT Confidential Minutes of the Meeting held on 19 November 2024

The draft confidential minutes of the meeting held on 19 November 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 1 Action 2: Check outstanding internal audit actions linked to attendance and revert within the next week (JK). *JK to revisit this and report back to next meeting. Due date changed to March 2025. ACTION ONGOING* (Due: March 2025)

C&S 2 Action 1: ACTION COMPLETE

C&S 2 Action 2: ACTION COMPLETE

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C&S 2 Action 8: ACTION COMPLETE
C&S 2 Action 9: ACTION COMPLETE

5.1 Chair's Remarks

The Chair informed the Committee of the intention to change the name of the Curriculum and Standards Committee to the Curriculum and Quality Committee. This will be recommended by the Remuneration and Governance Committee to Board on 11 February 2025.

6. Strategic Target Monitoring

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

It was reported that reasonable progress is being made on targets and that further updates will be reported into Committees. The following updates were given:

- Target 1 (increase L4 provision) – satisfactory progress. There will be a clearer picture of progress after the 29 January deadline. It was confirmed that the College will continue to work on this after the deadline has passed.
- Target 2 (mapping curriculum cohorts) – good progress.

HT joined the meeting at 4:11pm.

- Target 3 (people) - training and development plans, including budgets, are being devised for each department and a deeper review covering appraisals, sickness and recruitment processes is being carried out via the People Strategy. It was reported that the Senior Management Team have a clear direction on how the College is moving forward in this area. The Governor Strategic Group is meeting this week, and Governors will be involved in the most appropriate way to bring this all together.
- Target 6 (sustainability) – carbon literacy training is planned for staff via a phased roll out beginning in the summer term. There is a significant financial investment required to train all staff and cascade training is being considered to minimise costs.
- Target 8 (systems) – clear Terms of Reference now exist for stakeholder groups and good progress is being made via these groups. The IT team are investigating the compatibility of the e-tracker system and a decision as to next steps is expected by the end of February 2025.

ACTION 1: Consider ways to report back to Governors on targets and whether this should be on the agenda for the March 2025 Strategy Day (JW/JM).

ACTION 2: Consider how the College can ensure that the various College plans are reported effectively to Governors for monitoring (JW/JE/JM).

A comment was made that it would be useful to see a 3-5-year plan with measurable targets.

A question was asked regarding course costings. It was confirmed that there has been progress on this, particularly in terms of staff utilisation and that an update will be included in the Financial Recovery Plan paper due to be considered by the Business Committee next week.

HRH left the meeting at 4:23pm and rejoined the meeting at 4:25pm.

In response to a comment around the importance of partnerships, it was confirmed that the College is well represented in stakeholder groups by members of the Senior Management Team and Central Leadership Team, and that a formal mapping of this information is being re-formulated.

6.1 Climate Action Plan Update

The Climate Action Plan Update was circulated prior to the meeting and taken as read.

The following four key commitments were highlighted:

- Minimise environmental impact of buildings and land – the Eastern Energy Hub are due to assess the Easton campus and advise on how the College can improve sustainability at that site.
- Community – promote a culture of sustainability (to include contractors).
- Embed sustainability into the curriculum to provide learners with the skills and knowledge required.
- Leadership and governance – the College will work with community, businesses, partners and the voluntary sector.

The following additional points were made:

- The establishment of an Environment and Sustainability Board is intended.
- College 'Climate Change Champions' have already received carbon literacy training and will assist in promoting the Climate Action Plan across the College.
- The College is creating partnerships (e.g. Eastern Energy Hub).
- Plans to recruit a Sustainability Manager are on hold until there is more certainty surrounding College finances.

There ensued a conversation on how the Climate Action Plan is budgeted for. It was noted that there is currently no 'carbon budget', but that this may need to be considered as the College heads out of financial recovery. An outline of the costs involved in implementing the Climate Action Plan is expected by the summer term.

It was agreed that Governors would be approached to identify those interested in joining the Environment and Sustainability Board.

ACTION 3: Approach Governors to identify those interested in joining the Environment and Sustainability Board (JM).

7. Risk Register Review

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

Two risks to be monitored by the Curriculum and Standards Committee were highlighted. It was noted that the regulatory compliance risks are outlined in the paper to be considered by the Business Committee, but it was agreed that curriculum-related elements of such risks should be extracted for consideration by the Curriculum and Standards Committee. Governors also requested clarification on the number of identified risks.

ACTION 4: Extract curriculum-related risks within the 'Regulatory Compliance' area of the risk register and ensure they are monitored by the Curriculum and Standards Committee (JW).

ACTION 5: Confirm number of identified risks and provide detail of additional risk if there are nine (JW).

8. Students' Union Update

The Students' Union Update was circulated prior to the meeting and taken as read.

The following points were highlighted:

- The Students' Union are continuing to promote uptake of the One-College App.
- The survey dashboard has been updated to reflect autumn term survey results. A campus-specific breakdown has been included as requested by Governors.

One Governor reported having recently met with a group of students. During that visit, students fed back that they have found meeting with alumni inspiring and encouraging and also that there should be more seating areas across campus. It was agreed that the Strategic Governor Group for the Student Voice provided important triangulation for Governors.

9. Wellbeing and Inclusion Report

The Wellbeing and Inclusion Report was circulated prior to the meeting and taken as read.

The following points were highlighted regarding sexual harassment:

- A working group is now in place to assist in monitoring compliance with OfS conditions.
- The working group is considering staff and student policies as well as training and development needs. It is also considering tools required to assist in raising awareness, monitoring and reporting incidents.
- The Students' Union are being consulted on the student-facing messaging.
- It is recognised that raising awareness may result in a rise in reporting, and there needs to be consideration of how this would be dealt with.
- As reported incidents are so low, it is not possible to identify themes at this stage, but it may be possible to include themes in future annual reports.

The following additional points were made:

- It is likely that educational providers will now be classed as agencies in the Multi Agency Safeguarding Arrangements (MASA) meaning there will now be an educational voice at meetings going forward.
- An Occupational Therapy pilot project in partnership with the UEA has begun to assist in supporting struggling students.
- The internal audit outcome for Wellbeing was significant assurance with one recommendation.

10. Residential Report

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

The provisional Ofsted rating resulting from the recent inspection of the residential provision was reported to be 'Good'. The report is due to be published on Friday. It was noted that comments from the feedback meeting are contained in the Residential Report.

The Committee asked whether there is any update regarding LADO procedures and were informed that the College is awaiting guidance from the LADO team.

ACTION 6: Chase LADO regarding feedback on referral procedures and report back to next C&S Committee (HRH).

11. Quality, Curriculum and TLA Report

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

The following points were highlighted:

- The College has moved to a new system to record attendance and there has been some improvement in attendance rates.
- The College is 92% against target on enrolments. The main area of concern is retention for L3 16-18.
- Withdrawals are still higher than is ideal. Withdrawals relating to health issues (particularly mental health) are high, and the College is seeing a significant number of students withdrawing to move into employment, which is thought to be due to current pressures around living costs.
- Achievement for the November 2024 GCSE re-sits were strong against the national average.
- Staff absence has been a concern, but stability is returning.

JW left the meeting at 5:28pm.

Conversation ensued on staff absence affecting teaching cover. It was reported that timetables have been re-drafted to enable greater cover. It was also highlighted that due to new rules around learning hours, three more teachers are needed for each subject.

Further points were made as follows:

- The College is making good progress in many apprenticeship areas.
- The number of apprentices passed their planned end date is creeping towards the tolerance level. JK is taking ownership to avoid the situation deteriorating.
- Artificial Intelligence will be a focus at the upcoming staff development day in February.

12. Ofsted Report

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

The Curriculum and Standards Committee noted the report.

The Committee took a break at 5:54pm and reconvened at 5:57pm.

13. HE Report

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

The approval for the College's Access and Participation plan for 2025/26 to 2028/29 was noted.

It was highlighted that there is a requirement for the College to evaluate its own access and participation plan, and this will be built into the Committee annually.

ACTION 7: Add Access and Participation Plan Evaluation to C&S Schedule of Business (JM).

The Committee were reminded of the upcoming OfS Compliance Training for Governors.

13.1 The Future for HE at CCN

The Future for HE Report was circulated prior to the meeting and taken as read.

Some background information on the draft HE Strategy was provided.

The following points were made:

- The College has secured external funding to support HE, in particular, funding for HTQ courses and capital funding from the Office for Students.

- The marketing team have been working on a new website to be launched in the spring.
- The College has partnered with the UEA, and a Memorandum of Understanding is now in place to support this work.
 - Current projects include looking at how the College and the UEA can work together to meet the needs of the NHS.
- In terms of recruitment, maximising the progression of L3 students is a strategic aim for 2024/25.
- The College's TEF rating has been upgraded to 'Silver'.

The Committee were informed that a small group of Governors are meeting later this week to discuss 'The Future for HE at CCN'. Governors will continue to be updated.

ACTION 8: Confirm when 'The Future for HE' report is expected to be available for the C&S Committee (JM).

14. NTTC Report

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

The following points were highlighted:

- Recruitment is slightly behind last year, particularly secondary places, which have been under-recruited nationally for several years.
- The College is modelling and costing the addition of a PGCE offer, which could assist in improving secondary recruitment rates if implemented.
- There have been a high number of distinctions in end point assessments.
- Pressures within the wider primary and secondary sector have meant challenges around trainee placements. New relationships with Multi-Academy Trusts will ease the pressure, and more students are being placed internally.

15. 2024/25 Term 1 Compliments, Complaints and Appeals Report

This item was deferred to the next meeting.

ACTION 9: Add 'Term 1 Compliments, Complaints and Appeals Report' to March C&S agenda (CH/JM).

16. Other Urgent Business

No matters were raised under this item.

17. CONFIDENTIAL – Meeting Review and Summary

No matters were raised under this item, so this item is not minuted separately.

18. Date of Next Meeting

The next Curriculum and Standards Meeting is scheduled to take place on 11 March 2025 at 4:00pm

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

Signed Date
(Chair)