

CURRICULUM & STANDARDS COMMITTEE MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 30 APRIL 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
Philip Pearce	PP	Governor
Lewis Pepperell	LP	SU President
Josie Fryer	JF	Student 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 6:20pm)

Apologies:

Phil Gormley	PG	Governor
Laura Stewart	LS	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 Tuesday 12 March 2024

The unconfirmed minutes of the meeting held on Tuesday 12 March 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 12 March 2024

The unconfirmed confidential minutes of the meeting held on Tuesday 12 March 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 2 Action 6: ACTION COMPLETE
 C&S 2 Action 8: ACTION COMPLETE
 C&S 3 Action 3: ACTION COMPLETE

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 1: ACTION COMPLETE
C&S 4 Action 2: ACTION COMPLETE

ACTION 1: All deep dive reports to be shared on OnBoard (JK / CJ).

C&S 4 Action 3: ACTION COMPLETE
C&S 4 Action 4: ACTION COMPLETE
C&S 4 Action 5: ACTION COMPLETE
C&S 4 Action 6: ACTION COMPLETE

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 4 Action 8: ACTION COMPLETE
C&S 4 Action 9: ACTION COMPLETE
C&S 4 Action 10: ACTION COMPLETE
C&S 4 Action 11: ACTION COMPLETE
C&S 4 Action 12: ACTION COMPLETE

6. How Our Curriculum meets local and National needs

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

- The report is shared with the committee to provide reassurance that CCN are meeting national and regional skills requirements through the curriculum. Three curriculum intent presentations are shared with the committee for information.
- The report gives an overview of the curriculum planning process undertaken so far in 23/2024. However, curriculum planning is a continual process throughout the year, and future years are also being considered.
- A key focus has been to ensure the intent of the curriculum is effective and efficient financially and meets employer and well as student demand.
- Amendments have been made within the curriculum to ensure:
 - there is no duplication between L3 and apprenticeships
 - incorporate additional T-Levels courses
 - increasing the range of courses available for adults
 - reviewing the demand of HTQ's
 - incorporation of personal development coaches with face-to-face sessions
- The committee discussed the requirements around English and Maths hour allocations, enrichment activities associated with courses, HE L4 courses with associated application numbers and curriculum reform impacts.
- The committee thanked JK and colleagues for a comprehensive report and are **assured** of the curriculum planning process. It was recommended that the committee should be in receipt of this report annually going forward and for the Board to be made aware of the extensive upcoming changes to the curriculum and the systems and planning which need to be in place.

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 (ER).

ACTION 3: 'How Our Curriculum meets local and National needs' to be added to the C&S Schedule of Business annually going forward (JM / CJ).

ACTION 4: JL to make the Board aware of the extensive upcoming changes to the curriculum and the systems and planning which need to be in place.

ACTION 5: Curriculum Intent presentations to be made available to all governors on Passageways (JM / CJ).

ACTION 6: Curriculum Intent to be added to Governor induction packs (CJ).

7. T-Level Update

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

- The report is shared with the committee to provide information on the T Level reform and the challenges this poses for CCN.
- CCN have been at the forefront of implementing T Levels is currently one of the Top 10 providers nationally.
- Recruitment for T Levels is strong and CCN have excellent employer engagement to support work placements. Student outcomes and destinations following T-Levels has been excellent to date, although universities have not fully recognised the qualifications.
- The significant challenges in the delivery of T Levels such as the assessment burden and difficulty in sourcing employer placements were discussed and the need for new approaches to curriculum design and delivery were noted.

The committee thanked JK and colleagues for a comprehensive report and acknowledged the hard work of staff to deliver T Levels to date, while recognising the considerable challenges in scaling up T Levels over the next few years.

8. CONFIDENTIAL ITEM – Proposed Accountability Agreement Strategic Targets for 24/25

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

9. Quality and Curriculum Report

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

- Attendance and retention figures were discussed. It was noted that the latest MiDES reports were received today, and an update will be provided at the next meeting.
- Retention is slightly better than last year and the national picture, however attendance remains a concern in common with schools and colleges nationally.
- Apprentices PPED numbers are improving, and overall apprenticeship numbers are increasing also.
- No GRID information is included on this occasion due to the focus on Curriculum Planning. However, it was noted that QRO (Quality Review Opportunities) activities continued and have been captured.
- The committee noted that Zero unmarked registers were achieved for the first time on 28 March 2024 which has resulted from a concerted effort to improve this over the last 18 months.

ACTION 7: JW to provide an update on the latest MiDES reports at the next C&S meeting on 11 June 2024.

10. TLA Report

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

- Interviews for the new management level of Curriculum Leads are currently underway.
- Staff induction is well established and understood but evolving with mandatory training a key focus.
- Additional training is being provided to HoA to aid difficult and professional discussions to support a culture of openness and curiosity.

10.1 Student Attendance and Retention – Early Withdrawal from Class

The report was circulated prior to the meeting and taken as read. JW confirmed that the recent recommendation from Internal Audit ‘to introduce a new register mark to indicate learners who leave class early’ has been investigated. Due to the current register processes and recent work undertaken to resolve unmarked registers, CCN management is proposing that this recommendation is not feasible and that no changes to the register process are made.

The committee were **assured** the internal audit recommendation had been fully investigated and **accepted** the decision to not change current practice and that this should be communicated to the Audit and Risk Committee

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 (ABI / JM).

11. HE Report

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

- Headline application numbers for September 2024 are up slightly on last year and work continues to increase enrolment numbers.
- The CCN / UEA Memorandum of Understanding has been signed by CCN and we are awaiting a response from the UEA. ABI noted that Appendix 1 which supports the MoU was not included in the committee papers and requested that these be made available to governors.
- Currently the NSS is on track to achieve an 80%+ response rate which is an improvement on previous years.

ACTION 9: Appendix 1 of the CCN/UEA MoU to be made available to governors. (JW/JM)

16. Students Union Update

The report was circulated prior to the meeting and taken as read. LP updated the Committee, advising that the election for SU President had now closed and a new President has been elected, who will start in the role in July, together with a newly elected Environmental Officer.

The visits from the local MP candidates for the husting events were well received and had good student engagement. There is a further event this Friday at Paston. JW advised that

this event was mentioned on a national AoC call and the College were praised for holding such an event.

ACTION 10: CJ / JM to invite the new SU President to the next C&S Committee Meeting.

12. NTTC Report

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

13. SEND Report

The report was circulated prior to the meeting and taken as read. The challenges, particularly in respect of the required annual EHCP review consultations undertaken on behalf of the NCC was discussed in further detail. It was confirmed that this is a national issue. It was noted that the number of reviews which are overdue (187) is significant and queried the level of associated risk, given that this is a statutory requirement. SG advised that the risk is relatively moderate, explaining that reviews are often triggered out of time, if things are not progressing as expected. There is a risk that parents could complain about the delays and any subsequent tribunal action against NCC, would also relate to the College..

JL questioned whether this has become more than an operational risk and as such this will be highlighted to the Board as an area which requires focus and support. JW agreed that consideration will also be given to what further support is required to move forward.

ACTION 12: JL to highlight the risk and possible need for further support for the delay in EHCP reviews, to the Board on 21 May and for this to be referred to the A&R Committee in terms of being a Strategic Risk.

14. IAG Update

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

15. Residential Update

The report was circulated prior to the meeting and taken as read. HRH confirmed that the updates to the Inspection Guide are not significant. HRH advised that the team are getting prepared for the next Ofsted Inspection, which is imminent. It was noted that some students leave residential accommodation during the year, and it was suggested that it would be useful to analyse any lessons learnt that could improve the process and approach in future.

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. (HRH).

17. 2023/24 Term 2 Complaints and Appeals Report

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

ACTION 14: To include within the Complaints and Appeals report, commentary as to lessons learnt and any follow up actions, if appropriate (JW).

18. Other Urgent Business

No items were raised under this section.

19. 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 11 June at 4:30pm.

All formal business having been concluded the meeting closed at 7:12pm.

Signed Date
(Chair of Meeting)