

CURRICULUM, QUALITY AND STANDARDS COMMITTEE MEETING

Draft minutes

Date	23 November 2017	Time	12.15-14.15
Venue	Station Plaza Boardroom		
Chair	Tony Campbell OBE KSG		
Membership:	Tony Campbell OBE KSG (Chair); Simon Hubbard (Vice Chair); Principal (Clive Cooke); Pat Farmer; Dr Diana Garnham; Vic Kempner; Caroline McKiddie; Steve Baldry (co-opted governor); Staff (Support) Governor (Karen Cunnington)		
Apologies:	Dr Diana Garnham		
Officers:	VP C&Q (Jim Sharpe); Vice Principal Enterprise, Employment and Skills (Dan Shelley)		
In Attendance:	Student President (Lucy Head); HE Manager (David Fowler) for item 8		

No	Item	Action
1.	Apologies were received from Simon Hubbard and Dr Diana Garnham.	
2.	Declarations of interest Pat Farmer declared an interest as a member of the Hastings and Rother Task Force.	
3	RESOLVED: the Minutes of the CQS Committee held on 22 June 2017 were agreed as a true and accurate record subject to updating the apologies list. Proposed: PF; Seconded: TC; CARRIED	
4.	<p>Matters arising The Committee considered the action list and the following areas were discussed:</p> <p>EDI – The VP C&Q reported that EDI is an agenda item on MMMs. The Chair of Corporation noted that dates of MMMs had not been circulated and the VP C&Q agreed to send dates through to the Director of Governance.</p> <p>Work Based Learning (WBL) – The VP C&Q reported that WBL was included in the QIP in 2016-17. It is not in the QIP this year based on its performance last year but members are welcome to view the WBL QIP</p> <p>CPR training – the Principal reported that three interventions are in place. All SCCH first aiders are thoroughly trained in CPR, the College has purchased two defibrillators and all staff are undertaking CPR training on the CPD day. VK asked if this can be extended to governors and the Principal noted that it could.</p> <p>E learning board development session – the VP C&Q noted that a session on T Levels and one on E Learning will be booked for CQS members</p> <p>Inspection training for governors – It was agreed there would be a session for all members of the Committee and members of the Corporation and a particular briefing on Inspection week. The Committee asked that to receive a</p>	<p>VP C&Q</p> <p>Principal</p> <p>VP C&Q</p>

No	Item	Action
	copy of the one page prompter.	
5.	<p>Self-Assessment Report 2016-17 The VP C&Q reported as follows:</p> <ul style="list-style-type: none"> • The SAR is a work in progress and it is being produced with the direct intention of Inspection • The external validator at the SAR moderation challenged a number of areas he thought could be potentially Outstanding rather than Good. Following this an HMI lead has been in College holding meetings with staff around the Common Inspection Framework (CIF) and the SAR and the College's risks. The conclusion is to go into Inspection with a Good because the areas with the possibilities for Outstanding all have areas from the CIF that are a challenge. There are specific strands from the CIF that would present a risk for the Inspection. The tactic is that all types of provision are Good and by day two the aim would be to show Inspectors areas of the College's provision that demonstrate Outstanding. The Principal noted that the recommendation is risk free and the College can push forward on Grade One during Inspection if this is feasible. The Committee questioned what the likelihood is of being moved up to Outstanding. The Principal noted that it is not likely. There was a discussion around the Leadership and Management grade and the Chair noted that there is awareness, challenge and impact on areas of the teaching and learning which would demonstrate that the L&M is Outstanding. The Principal noted the example of issues around GCSE maths which would demonstrate that L&M could not be Outstanding. The VP C&Q noted that the data is a relatively small part of what will happen during the week. The focus is on the progress of the learners that are at the College. There were significant improvements last year predominately related to processes and predicted achievement and actual achievement were very close. The quality of LAT is still a journey. He noted that it takes time to get all the teachers on board with the challenges in the new CIF and this work is on-going • The Vice Chair of Corporation noted that he was in agreement with the tactics and other Committee members agreed • The VP C&Q will send out the latest version of the SAR to the Committee before the Corporation papers are circulated • The Vice Chair of Corporation noted that the presentation of the SAR could be crisper and shorter and is not very readable. He agreed that it is difficult because there is so much to put in the document. The VP C&Q agreed that it was a fair point. He noted that one page summaries have been produced for Inspection and agreed to send these out to Committee members. <p>RESOLVED: The Committee recommended to approve the Self-Assessment Report 2016-17 subject to final amendments. Proposed:VK; Seconded: PF; CARRIED</p>	<p>VP C&Q</p> <p>VP C&Q</p>
6.	<p>Emergent Curriculum Plan principles and developments The VP C&Q reported that he and the VP EES have been working with SDC to produce a framework for curriculum planning, the number of hours for provision, tutorials and work experience. It is based on the SCCH current model. The first phase is around what curriculum managers are working on and phase 2 will look at the detail of groups. The key focus is making sure the efficiencies are in the curriculum, identifying area of over capacity or too much teaching resource</p>	

No	Item	Action
	<p>for next year.</p> <p>The VP EES reported SCCH has average class sizes of 18 for 16-18s. At SDC there are differing class sizes. The plan is also looking at adult provision with adult learner loans. A list of courses the Colleges want to deliver is being developed and there will be discussions around where courses will be delivered. The aim is to increase the volume of provision for adults mainly cross sector and with some specific Level 3 courses.</p> <p>The Committee questioned how staff and managers feel about the curriculum plan. The VP EES noted that for SCCH there are some small changes and staff are comfortable with them. The Principal noted that at the SDC launch there were a few good questions but the next three weeks will be telling.</p> <p>The VP EES noted that the curriculum plan looks at staff predictions and uses three year trends and the number of applications received. Three year trends are in place at both Colleges. The VP C&Q and VP EES are sitting in curriculum planning meetings over the next few weeks.</p> <p>The Chair asked about destinations from feeder schools and CMC noted that emerging data shows a drop in enrolments for 16-18 and an increase in young people going into jobs without training. Many are going into college for one year and then straight into employment. She explained that unless the young person was both in education and training they are classed as NEET.</p>	
7.	<p>Safeguarding and Prevent report</p> <p>The Link Governor for Safeguarding, VK, reported that he had been concentrating on the Single Central register this year. 7 or 8 checks on each member of staff are carried out by HR and they check every few weeks on outstanding returns. Outstanding returns have declined dramatically by over a half. The main difficulty HR face is the second reference for the new member of staff. VK noted that this is not critical but requires a lot of chasing. He noted that the process is secure and robust.</p> <p>VK reported on a historic issue with the Border Agency who had carried out identification checks on ten members of staff. The staff members started their employment at the College before the checks came into force so the issue was reconciled.</p>	
8.	<p>Higher Education: quality report (DF arrived 13.30)</p> <p>The Head of HE, DF, reported as follows:</p> <ul style="list-style-type: none"> • An Annual Report is produced for the Corporation and the statement is then signed by the Principal and sent to HEFCE for quality assurance for the year <p>DF raised five key points:</p> <ul style="list-style-type: none"> • The HE provision has full confidence from the QAA and their report provides no recommendations • The College validated 7 new degree courses this year • National Student Survey results were good this year, in some cases 20% above national benchmark • Retention and achievement is 96% • Income for this year is up by £600k <p>An action from last year was for a governor to sit on the HE Board and DF suggested that VK is invited to attend as he has worked with the HE team. The Chair explained that he wanted to know more about the constitution of the HE</p>	

No	Item	Action
	<p>Board and how it fits into the governance structure. He congratulated DF and his team for the superb work and thanked them for their hard work. The Principal noted that at a time when national enrolments are down the College has done incredibly well. It does have a HE Board and this is an effective management meeting and a requirement from the UoB. He noted that DG was the HE rep but there has been little attendance from the Corporation. Moving forward HE will significantly increase and the strategic intent is to run HE at Station Plaza and at Eastbourne under the UoB banner if the UoB will allow this. If not it will run under the Professional and Technical College for SDC. The Chair reported that there should be enhanced governance arrangements for HE, either a committee or its own or a subcommittee at Corporation and local board level. Connectivity should be underlined. The Committee asked for IJ's views and he noted that there is a synergy and it does make sense and needs to be explored further.</p> <p>The Committee asked that the HE QIP comes to CQS. The Chair requested that a structure around HE is proposed to the Corporation and he asked DF and the VP EES to develop this with a view to the merger of the College. VK added that governors need to have a meaningful and appropriate involvement to support and challenge HE as they do with other areas of College business.</p> <p>The Committee agreed that DF had done a great job and with a 4.5% national drop in HE the UC is holding its numbers. IJ noted that SDC has held its HE numbers as well and has a confident report from the QAA.</p> <p>RESOLVED: The Committee reviewed and agreed that the Principal can sign off the HEFCE Annual Quality return. Proposed: VK; Seconded: PF; CARRIED</p> <p>RESOLVED: The Committee recommended to approve that the QIP is formally signed off by the Corporation for overview and oversight by the HE Board. Proposed: CC; Seconded: PF; CARRIED</p> <p>(DF departs 13.51)</p>	VP EES/DF
9.	<p>Quality Improvement Plan</p> <p>The VP C&Q noted that the QIP is an evolving document and an update will be sent out today with new aspects included. Last year there were very clear focus areas on weak curriculum areas and accountability and tracking and monitoring. These have now come off the QIP but continue to be checked to ensure they are working and effective. This year it is about improving LAT in the classroom, in year progress and destinations and English and maths. The CPD goes in to drive up quality. Improving progression is another key area. The Chair reported that he and VK had met with the Investors in Careers yesterday which had gone well. The VP EES noted that there is ENCOP support for students in deprived wards and additional ENCOP support for students in HE. The Chair asked if there is an external quality assurance taking place on observations and learning walks. The VP EES noted that a HMI Inspector is working three days a week with the College looking at how teachers can own</p>	VP C&Q

No	Item	Action
	<p>their own CPD and is providing support and challenge. He confirmed that there is data to back up this assurance. The Chair noted that governors have not been invited to lesson observations for some time and asked that this is picked up.</p> <p>The Vice Chair noted that he was surprised to see that 45% of learners in English and Maths do not meet their targets and the VP EES noted that this is correct.</p> <p>There was a detailed discussion about progression and retakes of E&M. (12.45 - the Chair welcomed Ian Jungis the Curriculum and Standards Chair and SDC governor to the Committee)</p>	VP C&Q
10.	<p>Key Performance Indicators relating to CQS – agree Strategic Targets for 2017-18</p> <p>The VP C&Q reported on the proposed targets for CQS for this academic year. The Vice Chair of Corporation noted that the targets were too conservative and asked why no improvement was suggested for Value Added. He noted that it is the same on internal progression. The VP C&Q noted that all achievement targets have improvements apart from those with over 90%. The Committee questioned why the targets are not stretched. The VP C&Q reported that for destinations there is no benchmarking, it is about the quality of the destination rather than the destination. Tracking the destinations effectively and showing progress to higher levels of training or employment is key. It is only the first year to focus on destinations. The Vice Chair of Corporation noted that if the item cannot be controlled what is the point of having the target.</p> <p>The VP C&Q reported that the College can look at internal progression or wanting more students to go into apprenticeships. It was agreed that a target is not appropriate in this sense. The Committee wants to know what is going on, but if it can't have a really material impact on working towards a target there is no point in putting a target in. The VP C&Q noted that 80% plus should be progressing into FE or employment and it was agreed that this would make a better target. The VP C&Q reported that the way the inspectorate analyse destinations is complicated and needs to be understood. The VP C&Q agreed to send out a revised set of KPIs for review and recommendation from Committee member's tomorrow morning.</p> <p>RESOLVED: The Committee recommended to approve the strategic targets relating to CQS subject to the updates. Proposed: VK; Seconded: CMc. CARRIED</p>	VP C&Q
11.	<p>Enrolment 2017-18</p> <p>The VP EES reported that 16-18 learner numbers are on target to achieve enrolment numbers. There have been a few withdrawals but these are not material. The Committee asked about the Right Choice period and the VP EES/VP C&Q agreed to send out a copy of the report.</p> <p>Adults are on track to achieve, HE is also on track to achieve. Attendance is running at 86-87% which is meaningful. English and Maths is the biggest challenge in the first few weeks with only 75-80% attendance. Report cards have been produced for students whose attendance is a challenge. The Chair reported on all the work that Hannah King is putting in around grants and financial arrangements. The VP C&Q noted that it is almost the end of applications for bursaries and there is still some money left. The Chair reported that it would be very useful for the Corporation to receive information on the needs of students and the bursaries available.</p> <p>The Committee questioned whether learners needed to be present at the</p>	<p>VP EES/VP C&Q</p> <p>VP C&Q</p>

No	Item	Action
	<p>College in terms of their attendance. The VP C&Q reported that there are virtual maths and English sessions but from an audit and inspection point of view it is hard to evidence learning unless the learner is in the College. Ofsted almost exclusively looks at how many students are on the register and are in the classroom but if there is a group profile which evidences barriers to attendance such as caring responsibilities the College will defend their decisions.</p>	
12.	<p>Work Experience and Social Action progress report</p> <ul style="list-style-type: none"> • The VP EES reported that last year there were 86% of 16-18 undertaking work experience and 96% of vocational learners which is a very positive outcome • 15% of work experience has been completed already and learners have an agreed time for going out. This has become a key priority for curriculum teams and is supported by Hayley Robertson and her team. The College is encouraging Level 3 learners to find their own work placements and to think about careers and employment opportunities. A few more visits are planned in December and most work experience takes place from February onwards • A level students, are to focus on getting the best results that they can and the College is giving them additional workshops and applications to UCAS. For year 1 A level students will go out after mocks in June and have one period of work experience which is satisfactory in the funding rules • At the Investors in People session the Chair talked about the skills base and preparation for work experiences and employability for learners. In the summer term the College sets the dates for each class to ensure each class prepares. A letter to the employer and parent/carer the week before is set up and satisfaction surveys to employers and young people are circulated and data is recorded on ProMonitor to link employers to learners • Some learners that aren't yet ready, which is an exception rather than rule, are provided with internal opportunities. For SEND students there are opportunities with the Fruit and Veg service, internships in the hospital, Hastings Borough Council and the Hospice and the provision is expanding next year with ESCC. The implementation of T levels is starting over the next 2-3 years to replace all vocational provision in Level 2 and 3. The expectation is that instead of work experience from 2020 Level 3 learners in particular will undertake 50 days per year. An application for capacity building funds to develop those work placements has been submitted by the VP EES. 	
13.	<p>Employer Survey results</p> <p>The VP EES reported that the main FE Choices Employer Survey results are based on the likelihood of recommending the provider. The results have dropped from 89% to 84%, although the majority of questions slipped back by 1%. There were 400 responses (compared to 200 last year). The rating is still above the medium which is 83%. The Committee agreed that the doubling of responses is very good. The VP EES reported that SDC's rating has gone up to 89%.</p>	
14.	<p>Review and agreement of risks delegated to the Committee</p> <p>The VP EES noted that the proposed risks link to the SAR and the QIP overall.</p>	

No	Item	Action
	<p>Last year there were the same numbers of risks. For 2017-18 there is a specific re focus from E&M to GCSE due to the improvements in functional skills. Prevent has been added to the safeguarding risk. Two new risks around on going merger work and management capacity and the collection of accurate destinations data have been included. The VP EES explained that the updated risk register will generate the board assurance update for this year. The Committee agreed that the risks were appropriate.</p>	
15.	<p>PPR update The VP C&Q reported that the PPRs took place at the beginning of October and fed into the SAR. Each CAM area has its own QIP and looks at areas of improvement. The College has just been through a round of MMMs which will feed into the next round of PPRs. Specific interventions in attendance, underutilised staff and students at risk of achievement were the focus of the first round. The next round is focused on predicted achievements. The Chair asked that the Corporation is provided with dates for MMM's. VK asked about whether the action to include Equality and Diversity at MMMs was in place and the Principal confirmed that it was. VK to be invited to attend going forward. The Principal reported that there was real growth in the Directors performance, and huge differences in the ownership and the proactivity and offering interventions by Directors.</p>	<p>VP C&Q VP C&Q</p>
16.	AOB	
17.	CQS informal meetings –there are no meetings to date and the VP C&Q agreed to send out a schedule.	VP C&Q
	<p>Meeting Dates for 2017-18 CQS meetings: 29 March 2018 21 June 2018 (14.00 start with governor session at 13.00)</p>	
	Meeting close	

Meeting closed at 14.00

Meeting length: 1hr 45mins
Attendance for 2017-18: