



MINUTES
CURRICULUM & QUALITY COMMITTEE
 Date: Wednesday 02 December 2020
 Via Microsoft Teams
 Time: 4:00pm

Chair	Quintin Peppiatt
Corporation Members	Andrew Edwards, Bobby Seagull, Claire Helman, James Beckles; Paul Stephen
In Attendance	Deputy Principal: Jamie Purser Executive Director, Strategy & Innovation: Matt Fawcett Chief Operating Officer: Judith Abbott
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks The Chair welcomed all members.
2.	Apologies For Absence None received.
3.	Declaration of Interests <ul style="list-style-type: none"> ▪ Quintin Peppiatt in relation to any matters concerning London Borough of Newham and Learning Revolution Trust ▪ Paul Stephen in relation to any matters concerning Learning Revolution Trust
4.	Minutes of the Last Meeting Held on 30 September 2020 The minutes were signed as a true and accurate record.
5.	Matters Arising and Action Points from the Meeting There were no outstanding items to report.
ITEMS FOR CHALLENGE, MONITORING & REVIEW	
6.	College Key Performance Indicators (KPIs) 2020-2021 Governors noted the following pertinent points: <ul style="list-style-type: none"> ▪ "Business as usual" indicators will monitor progress against the Quality Improvement Plan (QIP) and budget, and continue to consolidate improvements made in recent years. ▪ The current College strategic plan runs from 2017-2020 and the new plan will cover 2021-2025). The College intends to take advantage of the extreme circumstances of Covid-19 to bounce forward in becoming more responsive and agile. ▪ The KPIs are designed to provide measurable targets to assess progress towards new ways of working i.e. blended learning: <ol style="list-style-type: none"> a. Sharpened pedagogy and improved the technology to enable curriculum to be delivered through a blend of remote and face to face learning b. Curriculum more responsive to economic need, introducing new provision designed to address the economic challenges thrown up by the pandemic and with a measurable rebasing of the curriculum offer from supply-side to demand-side drivers

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	<ul style="list-style-type: none"> c. Developed a range of collaborative approaches that transcend simple supply chain management and address the skills challenges of the sub-regional economy d. Restored the College's financial resilience to support investment and improvement over the course of the next strategic plan e. Tackled infrastructure backlogs and created an investment strategy so that our infrastructure meets the skills and learning challenges of the future <ul style="list-style-type: none"> ▪ Governors raised their concern that '<i>Positive feedback from at least 65% of teachers that they feel confident in delivering simultaneous face to face</i>' 65% was very low. The Deputy Principal confirmed the feedback received from teaching staff is that they are feeling more confident in delivering blended learning.
7.	<p>Final Achievement Report 2019/2020 Governors noted the following pertinent points:</p> <ul style="list-style-type: none"> ▪ Overall achievement for the College remains strong at 92.4%. The current, overall achievement rate for 19+ cohort is 94.6% which is +5.5% above the national rate (NR). The 16-18 cohort achievement rates are 85.6%, +3% above published NR. ▪ The final outturn on achievements shows slight improvements to some areas from that of 2018/2019. Areas for improvement in achievement and pass rates remain within AAT from level 2 to level 4, across Construction and Functional Skills for 16-18-year old study programmes. ▪ College Apprentices is an area of close monitoring, focus and is targeted for improvement. The Executive Director is thoroughly reviewing Apprenticeship at the College and is working through a comprehensive plan to 'reset', refocus and improve Apprenticeship provision. This is a large piece of detailed work that encompasses the transfer of DSS Apprentices into the College provision. ▪ Subcontracted Adult Education Budget (AEB) provision achievement rates are broadly in line with the internal College's learners apart from 16-18 DSS provision. ▪ Finalised College curriculum SARs and QIPs will inform the College's strategy when focusing on areas to develop and improve. A robust programme of quality and performance reviews for close monitoring of curriculum in 2020/2021, alongside rigorous observations of teaching and learning and ongoing Continued Professional Development (CPD) will form the cornerstone of the College's preparations for any future OFSTED inspection.
8.	<p>In Year Performance Report Governors noted the following pertinent points:</p> <ul style="list-style-type: none"> ▪ Good progress made in getting learners settled back into education. ▪ Attendance, retention and staff utilisation are all stronger than at the equivalent period last year. Attendance is currently at 90%, however, attendance is slightly lower in English and Maths. Covid continues to impact learning and learners. ▪ Unmarked registers stand at 190. This is far too high but has been caused in part from the updating of the College's servers from an outdated ORACLE database, to a modern SQL server. This will better support the learners through a variety of different teaching methodologies. These include remote, face to face and blended learning approaches. Although not yet fully embedded. ▪ The amended timetabling implemented to mitigate social distancing and Covid restrictions, has largely been effective. ▪ Much work has taken place to improve overall staff utilisation and this has been reflected in high attendance; high staff utilisation and high retention. The curriculum team continue to reflect and amend teaching, learning and assessment strategies in terms two and three, in order to ensure that learners achieve highly in 2021.

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	<p>Actions to improve attendance are:</p> <ul style="list-style-type: none"> ○ Learner attendance monitoring is an agenda item on all team, management and Executive meetings. ○ Poor attendance is tackled by follow up monitoring, student disciplinarys, interventions, parental involvement and additional resources devoted to missed lessons including E tracker resources, work packs and online/ blended packages.
9.	<p>Enrolment Position Update Governors noted the following pertinent points:</p> <ul style="list-style-type: none"> ▪ The College has a current total of 1970 16-18 study programmes enrolments. The College's ESFA allocated number of study programmes in 2020/2021 is 2,025 learners, therefore achieving 97.3%, which is 55 short of the allocated target. ▪ The College is working closely with colleagues at the London Borough of Newham to recruit young people Not In Education, Employment or Training (NEETs) early in 2021, in order to raise the number of Hair & Beauty, Construction and Engineering provision. ▪ Adult enrolments are currently at 5,002, this total figure represents enrolments, rather than physical head counts, as adults often and typically enrol on more than one learning aim, whilst studying at College. ▪ The very late opening of community-based outreach venues since September has adversely affected the adult recruitment at the College, with recruitment running at approximately 70% of a normal year at Newham. ▪ Despite recruitment being lower than expected, largely owing to the Council decision not to open outreach centres until after half term, the Curriculum management team is confident that budgeted income will be met through a range of activities delivered in year.: <ul style="list-style-type: none"> ○ Increase in adult Rail numbers in Construction and Engineering. ○ Adult ESOL learners at both sites will be undertaking, where appropriate an essential digital qualification in semester 2. ○ Several adult Access learners are undertaking English and maths qualifications in term 2. This will increase income, as each adult qualification carries additional funding. ○ All Departments have been asked to develop adult courses, in response to Newham residents who have been made redundant or unemployed through Covid challenges. It is envisaged that several of these courses will be commencing in January and February of 2022, bringing in additional income streams.
10.	<p>Self-Assessment Report Judgements 2019-2020 Governors noted the following pertinent points:</p> <p>The recommendation is to award the following grades:</p> <ul style="list-style-type: none"> ▪ Quality of Education: Grade 2 ▪ Behaviours & attitudes of learners: Grade 2 ▪ Personal development & welfare of learners: Grade 2 ▪ Leadership & management: Grade 2 ▪ Overall Effectiveness of the college: Grade 2 (GOOD) <p>Governors also noted the key areas of improvement identified.</p> <p><i>RESOLVED: Governors recommend the SAR judgements for approval by the Corporation Board, noting the full SAR will be sent under separate cover.</i></p>
11.	<p>Governors noted the following pertinent points:</p> <p>a. Safeguarding & Prevent Update Governors reviewed and noted the safeguarding and prevent update.</p> <p>b. Safeguarding Policy The updated version of the safeguarding policy is reflective of change of staff details and ensuring the College is up to date with all the risks and current legislation.</p>

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	<p>RESOLVED: Governors recommend the updated safeguarding policy for approval by the Corporation Board</p> <p>c. Prevent Strategy The Prevent Strategy was updated in line with external guidance and other lead providers. RESOLVED: Governors recommend the updated Prevent Strategy for approval by the Corporation Board</p> <p>d. Safeguarding Annual Report: Submission to the London Borough of Newham RESOLVED: Governors recommend the Safeguarding Annual Report: Submission to the London Borough of Newham for approval by the Corporation Board</p>
12.	<p>The Committee noted the date of the forthcoming meeting as follows:</p> <p>Meeting Schedule for 2020-2021</p> <ul style="list-style-type: none"> ▪ 03 March 2021 @ 6:00pm ▪ 16 June 2021 @ 6:00pm