



**MINUTES**  
**CURRICULUM & QUALITY COMMITTEE**  
 Date: Wednesday 10 June 2020  
 Time: 6:00pm  
 Via Microsoft Teams

<b>Chair</b>	Quintin Peppiatt
<b>Corporation Members</b>	Andrew Edwards, Bobby Seagull, Claire Helman, James Beckles, Paul Stephen
<b>In Attendance</b>	Deputy CEO: Janet Gardner
<b>Clerk to the Corporation</b>	Judith Nelson

<b>Item No</b>	<b>Item of business</b>
<b>PRELIMINARY PROCEDURAL MATTERS</b>	
<b>1.</b>	<b>Chair’s Welcome &amp; Opening Remarks</b> The Chair welcomed members and advised that Linda Jordan tendered her resignation as a governor of the Corporation Board. Quintin would therefore be taking on the position of Curriculum & Quality Committee Chair until the Corporation Board recruits new governors.
<b>2.</b>	<b>Apologies For Absence</b> None received
<b>3.</b>	<b>Declaration of Interests</b> <ul style="list-style-type: none"> <li>▪ James Beckles in relation to any matters concerning the London Borough of Newham</li> <li>▪ Quintin Peppiatt in relation to any matters concerning Learning Revolution Trust</li> <li>▪ Paul Stephen in relation to any matters concerning Digital Skills Solutions Limited</li> </ul>
<b>4.</b>	<b>To formally note the resignation of Linda Jordan</b> The Committee noted the resignation of Linda Jordan. Linda was a long-standing member of the Corporation Board and on behalf of the Committee the Chair extended his appreciation for her continued commitment to Newham College.
<b>5.</b>	<b>Minutes of the Last Meeting Held on 26 February 2020</b> The minutes were signed as a true and accurate record.
<b>6.</b>	<b>Matters Arising and Action Points from the Meeting</b> Item 7: The Deputy CEO advised the student who achieved grade 9 GCSE results was unable to coach and mentor students who were having difficulty with English due to COVID.
<b>ITEMS FOR CHALLENGE, MONITORING &amp; REVIEW</b>	
<b>7.</b>	<b>Quality Improvement Plan (QIP) – Progress &amp; Impact</b> The committee reviewed and scrutinised the progress and impact: <ul style="list-style-type: none"> <li>▪ The report summarised the progress and impact to date of actions within the College quality improvement plan (QIP) for 2019/20.</li> <li>▪ The actions are RAG rated: red indicates poor progress or not enough impact to date; amber indicates the actions were on track with progress and impact being monitored and green indicated completed actions.</li> <li>▪ There were a total of 58 actions of which 20 rated as green, 38 as amber and no actions identified as red.</li> <li>▪ The impressive virtual student attendance during COVID. Taking into consideration that not all learners were able to access virtually because they did not have a device or were sharing devices. Teachers used a number of mechanisms i.e. video catch up link; being flexible with times, all student the work is auditable and available for external scrutiny.</li> <li>▪ DSS Quality Assurance: DSS achievement will have an adverse impact on the overall College achievement; DSS are included on the College books from a funding point of view. With effect from September 2020, DSS study programmes will transfer into the College.</li> </ul>

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	<p>This will be advantageous to the College, as it currently does not have an IT specialism, with the need to embed all digital skills into study programmes. The Finance &amp; Resources Committee are closely reviewing the strategic priorities of DSS.</p> <p><i>The Committee noted no actions identified as red; all other actions were complete or making good progress.</i></p>
8.	<p><b>In Year Performance Report 2019-2020</b></p> <p>The committee reviewed and scrutinised the performance report noting the key headlines as follows:</p> <ul style="list-style-type: none"> <li>▪ Overall College in year retention is at 97% this 5.5% above national rate, 2.5% above the retention rate for the same period in 2018/19</li> <li>▪ In year overall achievement is at 89.5% which is 3.5% above national rate and 17.3% above the same period for 2018/19</li> <li>▪ In year retention rate for 16-18 year olds is 95.4% which is 2.7% above the same point in 2018/19</li> <li>▪ Retention rate for adults is 97.6% which is slightly below the same period in 2018/19 by 0.2%</li> <li>▪ Attendance is at 87.3% which is 1.9% above the same point in 2018/19 (new online learning register marks are included in this calculation)</li> </ul> <p>The Committee noted their concerns regarding 36 DSS student achievements potentially at risk. This was due to a lack of robustness in the quality assurance process in DSS. DSS Managing Director is working closely with College management and the awarding body with a view to considering an extension timeframe.</p> <p>Governors requested that the students be offered additional tutoring in supporting them to complete their learning and to ensure they are not penalised.</p> <p>A range of measures designed to further improve retention and attendance are detailed as follows:</p> <ul style="list-style-type: none"> <li>▪ Continue to closely monitor attendance and review of attendance and retention at Quality &amp; Performance Reviews especially after Lockdown to review levels of learner engagement since March 20th 2020 and monitor effectiveness of attendance strategies</li> <li>▪ Updated and distributed register marking from early May to include “R” mark to capture where learners are actively engaged in online or remote learning during this period to record attendance</li> <li>▪ Maintain College integrity through internal standardisation and moderation linked to estimated assessment grades</li> <li>▪ Achievement boards to review and update predicted and actual passes and likely achievements rates to start in mid-June and continue until ILR submission in autumn to support and maximise college Achievement rates.</li> </ul> <p><i>Governors noted the overall continued strong performance of the College in-year and approved further actions to take place, in order to continue to support achievement, whilst closely monitoring performance through to the final outturn for 2019/20.</i></p>
9.	<p><b>Learner Voice Survey – Term 2 Results Summary</b></p> <p>The committee reviewed and scrutinised the learner voice survey:</p> <p>This report gives an overview of QDP Learner Voice Survey results from February 2020. QDP data provides an overview of the student feedback at overall level and compares responses and approval rates to questions against national data from FE providers. In this spring survey a series of questions across all provision were completed. In total 5,277 learners were surveyed, of which 4,098 responded, which represents a response rate of 78%.</p> <p>Overall satisfaction rate is 89% which is -1% below the sector average but +4% on the same survey indicator from the previous year in February 2019.</p>

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	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>▪ Head of Student Services to undertake cross College focus groups to further identify common themes which will help inform improvement strategies</li> <li>▪ QDP data to be used as supportive evidence in Quality &amp; Performance Reviews for monitoring in year on key questions</li> <li>▪ Heads of School to analyse at course level and group level responses in course reviews</li> <li>▪ Quality to upload data to enable managers and individual teachers to analyse data at course level and include in course reviews and lead questions on in year focus groups</li> <li>▪ To share and review EDIM data at Equality &amp; Diversity and Safeguarding Committees to agree actions going forward</li> <li>▪ To maintain use of same questions set to maintain distance travelled indicators for February 2021</li> </ul> <p>The Chair noted there was some disparity between learners by sexual orientation in the key question on feeling safe with gay/lesbian, bisexual, learners feeling less safe than others. This was quite concerning as these particular students may not be willing to come forward as a group. The Chair recommended to monitor this within the safeguarding group.</p>
10.	<p><b>Further Education National Achievement</b></p> <p>The Committee congratulated the Deputy CEO on the National Rate Achievement Tables (NART) released in March 2020, compared o all GFE colleges, Newham College is now ranked as the top performing college in London for overall achievement rates with an achievement rate of 90.9%.</p>
11.	<p><b>Any Other Business</b></p> <p>The Chair thanked Janet Gardner, Deputy CEO for her continued commitment and hard work during her tenure as Deputy CEO of Newham and wished her every success with her new appointment.</p>
12.	<p><b>Meeting Schedule for 2020-2021</b></p> <p>The Committee noted the schedule of forthcoming meetings as follows:</p> <ul style="list-style-type: none"> <li>▪ 30 September 2020 @ 6pm</li> <li>▪ 11 November 2020 @ 6:00pm</li> <li>▪ 02 March 2021 @ 6:00pm</li> <li>▪ 16 June 2021 @ 6:00pm</li> </ul>