



MINUTES
CURRICULUM & QUALITY COMMITTEE
 Date: Wednesday 26 February 2020
 Venue: Executive Boardroom, Stratford Campus
 Time: 6:00pm

Chair	Linda Jordan
Corporation Members	Andrew Edwards, Bobby Seagull, Claire Helman, James Beckles; Paul Stephen
In Attendance	Deputy CEO: Janet Gardner
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair’s Welcome & Opening Remarks The Chair welcomed all and in particular new members of reconstituted committee.
2.	Apologies For Absence No apologies were received.
3.	Declaration of Interests <ul style="list-style-type: none"> ▪ Linda Jordan in relation to any matters concerning NewTEC ▪ Paul Stephen in relation to any matters concerning Digital Skills Solutions Limited
4.	Minutes of the Last Meeting Held on 13 November 2019 The Deputy CEO requested for the word ‘new’ to be removed from the heading of item 14, ‘Mandatory Ofsted Presentation for new governors’. 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.	Quality Improvement Plan (QIP) – Progress & Impact 2019/2020 The committee reviewed and scrutinised the progress and impact: <ul style="list-style-type: none"> ▪ There were a total of 55 actions of which 11 were rates as green, 43 as amber and 1 as red. ▪ The red action relates to the school of Construction and with the impact not yet at the required standard, whereby remaining at red to highlight high risk, with further support continuing in this area. ▪ The employment sector is an area of growth, which is really important for the locality. ▪ The coaching modelling is it a permanent model for upskilling and new staff were undertaking a targeted developmental exercise. ▪ Underperforming staff would receive intensive performance management followed by implementing the capability procedure. This procedure is currently being updated by the HR team.
7.	In Year Performance Report 2019-2020 The committee reviewed and scrutinised the performance report noting the key headlines as follows: <ul style="list-style-type: none"> • Overall college in year retention is at 97.5%, which is 6% above national rate and 3.5% above the same period in 2018/19.

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	<ul style="list-style-type: none"> • In year retention for 16-18 year olds is 97.5%, which 8% above national rate and 1.8% above the same period in 2018/19 • Retention rate for adults is 98.3%, which is in line with the same point in 2018/19 and is 4% above national rate • Attendance for English and maths classes is below that of vocational classes by around 6% and needs to improve • Overall attendance is at 89.6% which 3.6% above the same period in 2018/19. <p>A range of measures designed to further improve retention and attendance are detailed as follows:</p> <ul style="list-style-type: none"> • Bespoke attendance initiatives at curriculum level; • College celebration of learners with excellent attendance at 100%, including letters to parents/carers and recognition of most improved; • Regular review of attendance at Quality & Performance Reviews throughout the year; • Weekly attendance league tables; • Progression of performance management for persistently underperforming areas (2 teachers have recently left the college in Service Industries, following performance management process); • Telephone calls and email alerts to parents and guardians for 16-18 year olds; • Re-timetabling of FS English and maths classes in year to support attendance across a group timetable; • More detailed scrutiny of data at Quality Review meetings with revised reports from MIS; • Monitoring of in year retention and chasing of missing outcomes has been scheduled earlier this year and is in operation from term 2 for both the Quality & Performance Reviews and subcontractor meetings. • Half termly subcontractor monitoring meetings and Learning Walks of subcontractors in line with the Quality Partnership Framework. <p>Andrew Edwards requested that our English grade 9 achieving student should coach and mentor students who are having difficulty with English.</p> <p><i>Governors approved the actions taken to monitor and further improve the performance of the College against key quality performance indicators.</i></p>
8.	<p>Apprenticeship Performance Report 2019-2020</p> <p>The committee reviewed and scrutinised the apprenticeship performance report noting the key headlines as follows:</p> <ul style="list-style-type: none"> • Overall college in year achievement rate is 34.6%. In total 39 Apprentices on Standards due to end in 2019/20 with an in year achievement rate of 37.5%; to date 62% of apprentices have passed their end point assessment with a distinction grade. • There are some concerns around the performance of the apprenticeship provision as early indications suggest the monitoring and tracking on smart assessor is not yet consistently good, which poses a risk to achievement. Quality performance reviews will be increased to bi-weekly monitoring meetings and a mock Ofsted inspection is due to take place 5/6 March. • Feedback from the Apprenticeship Learner Voice Survey held in the first term was positive with 93% of respondents stating that the quality of teaching and learning is good and that they receive good support from their teacher/assessor. <p>The key actions and strategy in place is as follows:</p> <ul style="list-style-type: none"> • To continue to monitor missing results and interventions of “at risk” learners during quality performance reviews. • Increase frequency of quality review meetings to every two weeks and monitor progress and impact of actions against the rapid improvement plan. • To conduct a follow up audit to monitor the progress of updating and reporting on SMART Assessor against the target of 100% consistent use for tracking and assessing apprentices.

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	<ul style="list-style-type: none"> Review of roles and responsibilities within the Apprenticeships, Partnerships & Innovation (API) team to support improved impact on recruitment and achievement of apprentices. Mock Ofsted inspection by an external inspector which will further inform the action plan supporting improvements. The progress and impact of actions to be closely monitored by the Curriculum and Quality Committee.
9.	<p>Sub-contracted Provision Performance Report 2019-2020</p> <p>The committee reviewed and scrutinised the sub-contracted provision performance and noted report noting the key actions and strategy that is in place:</p> <ul style="list-style-type: none"> To continue to closely monitor subcontracted provision via regular formal reviews as part of Quality Partnership Review meetings with each subcontractors. Any early indications of risk to be escalated to the Executive. The minutes of meetings to be sent to Executive for monitoring and review. To continue to monitor any outstanding results and interventions of “at risk” at planned review meetings and at intervention and monitoring meetings in line with College meetings and Quality Calendars with partners. To continue with announced and unannounced partners monitoring visits throughout and the year including Learning Walks and site visits for subcontractors. Vice Principal, Quality and Student Experience to ensure all sub-contracted partners are invited to College CPD day events and attend termly safeguarding boards. The director of Curriculum with responsibility for study programmes to oversee the 16-19 provision for DSS and A1 Sports and attend all monitoring meetings with the VP Quality and Student Experience to ensure consistency in delivery of study programmes across all provision. To provide Governors with regular updates on the progress and quality of subcontracted provision to ensure they have clear oversight and are monitoring the performance of subcontracted provision throughout the year.
10.	<p>MiDES Progression Data Report</p> <p>The committee reviewed and scrutinised the MiDES progress data report noting the key headlines as follows:</p> <ul style="list-style-type: none"> The College has made good progress in improving its value added scores over the last two years, in particular with the value added for applied general qualifications which is now demonstrating a slight positive score. In 2018/19, the College recruited an additional 48 learners in scope for the performance measures at level 3 and improved its value added score to +0.02; Newham College is now ranked 35 out of 157 colleges included within Mides data and has now moved into quartile 2 and is rated as average. This has improved from a rating of below average in 2017/18 and significantly below average in 2016/17. The college performance at Level 3 and in English and maths progress value added measures is improving. This remains a key focus of further improvement and is closely monitored at performance reviews and remains a targeted area for CPD. The College invested in a new tracking system, eTrackr, for learners to allow more rigorous monitoring of progress, particularly for level 3 learners.
11.	<p>UCAS Report</p> <p>The committee reviewed and scrutinised the UCAS report noting the key headlines as follows:</p> <ul style="list-style-type: none"> 96.2% of applicants received an offer. Overall 78.1% of applicants took up a university offer in 2018 which has improved compared to 76.7% in 2018. There were 364 acceptances which has increased by 58 compared to 2018. In 2019, 64% of applicants were successful in their firm (1st) choice, 9.5% took up the insurance offer and 19% were successful via clearing. <p>In 2018/19</p> <ul style="list-style-type: none"> The College has made good progress in improving the number of applications and offers compared to the previous year, which has increased by 17% compared to 2017/18.

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	<ul style="list-style-type: none"> • Acceptances improved by 19% compared to from 2017/18 • The acceptance rate of 78.1% is 1.5% higher than the national rate of 76.6% • 35 students progressed to Russell Group Universities, 9.3% of the 364 acceptances • Each curriculum area has been given the information for their area and applications for 2019/20 are being monitored at the performance reviews in order to continue to monitor and improve progression to higher education.
12.	<p>Governor Learning Walks The Chair agreed with taking part in the learning walks. All other members to send Clerk their availability to attend a learning walk.</p>
13.	<p>Ofsted Readiness: Intent / Implementation / Impact Governors noted the 20 Key facts about Newham College for their retention and future reference.</p>
14.	<p>Glossary of Common Acronyms Governors noted the glossary of common acronyms for their retention and future reference.</p>
15.	<p>Any Other Business</p> <ul style="list-style-type: none"> • The Principal gave governors an update on the IoT scheme. The Albert Island is no longer an option for the IoT and will now become a storage and distribution park. Following intensive negotiations between the six parties with a role in funding the IoT, it was concluded that the risks of securing a new facility at Albert Island outweigh the potential benefits. • The willingness of the principal funders, DfE and GLA are currently being tested, in order to make the capital grants available for an alternative site. Whilst there is a very slim chance that The Crystal might now become available, the most realistic prospect is for the College to create a new facility at its Stratford Campus. This is consistent with partial sale of the site to build reserves to support the accommodation strategy. • The venture with BARTS – Stratford is key with the proximity of their own business into Stratford international. The High Speed Rail are the commercial lead for the rail industry; work is being undertake with the Olympic Park which is yet to land. It was noted the IoT the model has changed and the Finance and Resources Committee resolved on 25 February 2020 that an existing deal at Albert Island is extremely risky as we would not want to invest in a location that is not ideal or fit for purpose.
16.	<p>Meeting Schedule for 2019-20 The Committee noted the date of the forthcoming meeting as follows: 10 June 2020 – Stratford Campus @ 6:00pm</p>