

MINUTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON WEDNESDAY 5TH JUNE 2024

Present

Angela Briggs	Governor
Ruth Brook	Governor
Rebecca Chamley	Staff Governor
Ben Lawrance	Co-opted member
John Rees	Governor

The quorum for the CQP Committee is 40% of membership to include at least 3 external members. The meeting was quorate.

In attendance

Sharon Harmon	Clerk to the Corporation
Danny Fenwick	Deputy Principal
Alison Gray	Vice Principal, Quality of Education
Julie Kaye	Assistant Principal, Education Programmes for Young People
Patrick Knowles	Assistant Principal, Adult Education and Apprenticeships
Barrie Shipley	Chief Operating Officer, Finance and Infrastructure
David Wright	External Governance Reviewer

The meeting was held in the Boardroom at North Lindsey College and on MS Teams and commenced at 5.30 pm.

Item	Minute	Action
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1 Apologies

Apologies for absence were received from Sue Craggs (Governor), Karen Jackson (Governor), Lee Tillman Governor and Aaron Eagles (Student Governor).

2 Declarations of Interest

Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

There were declarations of interest.

3 Minutes of a meeting of the Curriculum Quality & Performance Committee held on 7th February 2024 and any matters arising

The minutes of the Curriculum Quality & Performance Committee held on 7th February 2024 were approved as a true and accurate record.

Matters arising

Item 6 – The Vice Principal, Quality of Education (VPQoE) updated the committee on the development of the Framework for AI and advised that it was still in draft format and that it would be shared with the committee for information once complete. The Deputy Principal explained the objectives and process for developing the framework.

Item	Minute	Action
	<p>Members agreed AI is an important area to monitor and discussed the potential benefits and challenges of using AI. Members agreed it was a fast and ever evolving area and were assured the Group were looking to integrate AI effectively and to ensure process is in place to mitigate any risk to integrity posed by AI. Members were assured the Group were utilising guidance from JISC and ensuring the latest guidance is share with staff.</p>	
4	<p>Risk Register Review</p> <p>Members received the Group Risk Register. Members reviewed the strategic risk summaries and discussed the strategic risks for which the CQP Committee has responsibility for oversight. Members considered the residual risk score for these risks noting that all remain within the target risk score. Members noted updates to controls, assurances, mitigations and planned actions relating to each risk.</p> <p>Members asked for further update on the Adults Skills Team. The DP outlined what was planned and the rationale behind the remit and structure of the team. Members were assured by the update against each risk and that the residual risk scores remain appropriate.</p>	
5	<p>FE Performance Update</p> <p>The Deputy Principal (DP) presented a FE performance update report. Members noted and discussed the contents of the report covering attendance, retention, achievement, student recruitment and an overview of developments across curriculum.</p> <p>Members noted that overall attendance is good across provision. Members noted that attendance for EPYP was slightly below target but were assured it was still a good and reasonable position given the significant challenges in education sector post-covid for young people.</p> <p>Members noted that retention across provision was strong. Members sought further clarification on the retention figure and forecast completion rate for apprenticeships and asked for more detail on the monitoring support meetings. The APAEA explained the formular for calculating the retention and forecast completion figure and outlined the purpose of the monthly monitoring meetings for learners at risk of withdrawal.</p> <p>Members asked for more detail about work experience for young people to provide context to the figures on work experience completion rates. The DP explained what is included within the figures and at what stage completion is recorded. Members asked about the availability of work experience placements particularly in deprived economies. The DP explained that the Group had built strong relationships with local employers but noted some sectors are more difficult to find placements than others. Members agreed the value of work experience for learners.</p> <p>Members discussed curriculum developments and were impressed by the amount of learner entitlement opportunities including additional qualifications, work experience, community projects, competitions, World Skills and agreed these opportunities are preparing students for their next steps. Members asked about the balance of student enrichment activity between college sites. Members were assured that there is a balance of opportunity across both sites and sharing of opportunities across sites. Members discussed strategic curriculum developments and the DP agreed to provide further detail in future update reports.</p>	
	<p>Action: The DP to include strategic curriculum developments section in future reports to the CQP committee.</p>	<p>DP</p>

Item	Minute	Action
	<p>The Link Governor for apprenticeships fed back from recent engagement visits and reported that they were very impressed with provision and the education taking place. The Link Governor noted that feedback from students was very positive and that they were impressed by the commitment from staff.</p>	
	<p>Members discussed learners at risk of non-completion or low achievement and the DP outlined support activities to improve their level of achievement and explained where extra support is provided. Members reviewed the EDI data analysis of students in-year who have been identified high risk of not achieving across all areas of provision and were assured there are no discernible EDI gaps in the students at risk of low achievement profile data. Members ask for a brief case study to illustrate process for identifying any gaps and improving achievement.</p>	
	<p>Action: DP to include a brief case study in a future report to the committee.</p>	<p>DP</p>
	<p>Members agreed that performance overall is strong across all funding streams and were provided with high levels of assurance that all targets will be met.</p>	
<p>6</p>	<p>Quality Assurance Update</p>	
	<p>The Vice Principal, Quality of Education (VPQoE) presented a Quality Assurance update report providing an update on quality assurance reviews, quality improvement activities, Academic Services and the focus for teaching, learning and assessment aligned to the Group Quality Improvement Plan (QIP) and the Strategic Plan. Members noted and discussed the contents of the report covering, quality review activity, EQA reports summary, student surveys, QIP update focused on apprenticeships, compliments/complaints report and teaching and learning development programmes.</p>	
	<p>Members noted that the responsibility for oversight of data protection now sits within the remit of the VPQoE and update on data protection will be included within future reports. Members discussed where data protection reporting should sit within committee structure. The Clerk advised that the Audit and Risk committee would be the most appropriate committee to receive data protection reports and agreed to discuss reporting structure at the Search and Governance committee. Members sought clarity on what is categorised as a data breach. The VPQoE and COOFI explained what is classified as a data breach.</p>	
	<p>Action: The Clerk to discuss data protection committee reporting structure at the Search and Governance committee.</p>	<p>Clerk</p>
	<p>The VPQoE provided an overview of quality review activity and the summary of findings, outlining actions to improve and provided support if required. Members noted the positive step to extend consistent quality review across all provision. Members discussed subcontractors quality review visits and remarked on the positive achievements of Trackworks placements. The VPQoE provided an update on External Quality Assurance activities. Members noted that many EQA reports cite good practice and there is no provision currently set at high risk. Members noted the update on student surveys and planned response to closed survey results. Members discussed the Task and Finish Group activity update focused on Apprenticeships and the VPQoE explained purpose of task and finish group.</p>	

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	<p>Members noted the update on Teaching, Learning and Assessment activities including the LET's Teach Programme, Taking Teaching Further Programme and the planned TeachFest event. Members agreed the positives of the quality investment in staff in supporting professional development and the value this provides in terms of quality delivery, retention of staff and recruitment of staff. Members asked that an invite to TeachFest be shared with Governors.</p>	
	<p>Action: The Clerk to forward an invite to TeachFest to Governors.</p>	Clerk
	<p>Members noted the Academic Services update and in particular discussed the creation of two immersive classrooms. The VPQoE and the COOFI explained the Immersive Classrooms Project and the capabilities and range of immersive classrooms. Members were given examples of the many applications for the immersive classrooms. Members discussed how this reflects the work world and the expectations of future students.</p>	
	<p>Members asked about the Reading Ahead programme. The VPQoE explained the Reading Ahead programme which is voluntary and reported take up had been strong.</p>	
	<p>Members discussed the report on compliments and complaints and asked for further clarity on the metric for measuring level of complaints. The VPQoE explained how complaints are categorised and the process for receiving, responding to and tracking complaints. Members commented that they felt assured by the process.</p>	
	<p>Members thanked the VPQoE for the detailed update report.</p>	
7	Cycle of Business 2024/25	
	<p>Members considered the committee's proposed cycle of business for 2024/25. Members agreed the cycle of business for the three meetings in the academic year 2024/25 for recommendation to the Board for approval.</p>	
	<p>Action: The Clerk agreed to explore opportunities for the committee to receive student presentation to at least one meeting of the CQP Committee. Members suggested the first presentation cover adult provision.</p>	
8	Committee Chair's Report to Corporation Board	
	<p>Members considered the business of the meeting and noted key items and any changes to strategic risks identified for feedback in the Committee Chair's Report to the Corporation Board. Members agreed to highlight:</p>	
	<ul style="list-style-type: none"> • No change to risk rating. • Overall performance across provision is strong. Considerable work and improvement in apprenticeships and positive feedback from link governor. • Teacher Development programme. 	
9	Any Other Business	
	<p>There were no items of any other business.</p>	
10	Date and Time of Next Meeting	
	<p>Members noted that the date and time of the next meeting is to be confirmed.</p>	

The meeting closed at 7.15 pm

Clerk to the Corporation

Signed: (Chair)

Date:

TABLE OF ACTIONS				
Date	Item	Action	Responsibility	Date Due
05/06/24	5	The DP to include strategic curriculum developments section in future reports to the CQP committee.	D Fenwick, Deputy Principal	Nov 2024
05/06/24	5	The DP to include a brief case study to illustrate process for identifying any EDI gaps and improving achievement.	D Fenwick, Deputy Principal	Nov 2024
05/06/24	6	The Clerk to discuss data protection committee reporting structure at the Search and Governance committee.	S Harmon, Clerk	Sept 2024
05/06/24	6	The Clerk to forward an invite to TeachFest to Governors.	S Harmon, Clerk	June 2024