



**Minutes of the Meeting of the Curriculum and Quality Committee Held on
Tuesday 9 February 2021**(via MS Teams)

Members Present

Terry Butland (Chair) (TB)
Sarbdip Noonan (Principal) (SN)
Jan Doust (Vice Chair) (JD)
Simon Radford (SR)
Ramin Hashemian (RH)
Amiah Hutton-Ebanks (AHE)
Azita Obaydi (AP)
Caros Ibrahim (CI)

In Attendance

Bob Pattni (Deputy Principal) –BP
Joanna Swindells (Vice Principal) (JS)
Naomi Shoffman (Director of Governance)(NS)

1. Chair's Opening Remarks

TB checked that all were able to hear each other and welcomed everyone to the first meeting of the 2021 year and in particular JS the new VP and CI the new student Governor.

TB reminded everyone that JD had been appointed as Vice Chair of the Committee and also informed them that an additional member, Ramya Vadivel, had been appointed to the membership of the Committee and she will attend the next meeting.

TB said he would take papers as read, and asked presenters to stick to key points they wished to emphasise.

2. Apologies for Absence

Apologies for absence were received from Carlton Downie and for lateness from Jan Doust.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the meeting held on 24 November 2020

The minutes were accepted as a true record, and a hard copy will be signed in due course

5. Matters Arising

TB asked what had been done to seek encouragement from the Student Parliament for the Annual Survey. Joanna said the Student Parliament had met recently but this hadn't been picked up. SN said the student survey will be going out soon so we can ask that question in there.

TB then asked what had been done about improving connectivity for the Committee meeting. NS said that the technical issues largely addressed through better use of MS teams and all participants attending remotely. The main issues seem to be when hybrid meetings are held where a group of people attend in one room, such as the boardroom, and others are online. It is planned to provide more microphones and speakers in the board room to address that issue.

6. Report from the Student Governors

The three student Governors agreed students were generally happy about the College's response to the Covid pandemic and online provision but raised the following:

- The amount of coursework students are being asked to complete with tight deadlines and also not knowing what is happening about exams as some teachers as well as Pearson's website say they're going ahead is causing a lot of stress– SN emphasised the need for all students to meet deadlines and complete every piece of work set as grades will be based solely on teacher assessment, as she very much doubts there will be exams despite mixed messages being given out. BP said that the boards only just met last week to discuss the matter so he was not sure why Pearson's website is saying exams will be held.
- Although online learning is going well, it was noted that support when online was less than when in class in College and there have also been issues around teachers not knowing who is attending – SN said this is a pastoral issue so will ask the team to follow up on this
- It was very difficult to learn how to use physical equipment when online, and so could a College visit be organised to learn about equipment - SN said the Engineering Department was– planning to bring cohorts on site to do this.
- The toll of being at home and online learning on students' mental health – this was noted

RECOMMENDATION

NOTED

VERBAL REPORT FROM THE STUDENT GOVERNORS

7. Strategic Operational Plan monitoring

SN spoke to the report advising that the Strategic Operational Plan combines together the Strategic Action Plan and Quality Improvement Plan. The plan, which is prepared annually and updated termly throughout the year, brings together the progress against the strategic objectives and links all individual operational plans under one umbrella.

The Strategic Operational Plan 2020/21 embarked on a path to sustain "outstanding" status and to continue to bring about further improvements during the unprecedented COVID situation and the after-effects of the pandemic. However, due to the latest further lockdown, the Senior Leadership Team have maintained the Business Continuity Policy (BCP), and detailed Action Plan, with clear priorities to safeguard staff and student lives, to maintain students' achievements, and to ensure that students have a place in College in September 2021.

This Strategic Operational Plan ensures a single point of reference for all improvement actions. It is updated quarterly throughout the academic year. Clear targets are set within the Plan, against which the Governors can monitor progress in the coming year.

SN highlighted the good progress being made against all targets. Some elements of the Plan have a themed action plan that cover the element in more detail than is possible in this single document, for example, the annual Teaching and Learning Action Plan. These further action plans are noted, in blue, in the text of the document.

The Committee discussed attendance, noting it was worse in English and maths. SN and JS referred to the various steps being taken to deal with this, and said that the % attendance overall was good and that adult attendance much better than last year. SN also said that the Government's message that there would be no exams this year, was leading to some students not bothering as much, so as discussed earlier under the student governors' report, the College was having to point out that the expected teacher assessments required that students completed their assignments and attended sessions.

RECOMMENDATION

NOTED

THE STRATEGIC OPERATIONAL PLAN MONITORING REPORT

8. i. Key performance indicators (KPI's)

SN spoke to the report which shows the progress of the College against agreed Key Performance Indicators (KPI's) to date. KPI's are rag rated to inform the direction of travel and to gauge likely achievement to target at the end of the Academic and Financial year and is monitored monthly. This report summarises the new set of KPIs and the progress to date. The data included has been extracted from the Student, Finance and Human Resource systems. Please note cells that are not RAG rated or in white, are based on data which is still to be gathered or the target can only be assessed annually.

SN then highlighted the following **Key Changes in the KPI's:**

The overall attendance for college has been split

Line 4.4 shows Overall college attendance (everything including Online)

Line 4.41 shows attendance on site only

Line 4.41 shows attendance online only

Line 4.43 shows learner engagement

- Overall College Attendance Rate at the end of January is 84.1% against a target of 85%
- Overall College Punctuality at the end of January is 93.1% against a target of 90%
- Number of 2020/21 learner applications for 16-18 is 412 & 19+ is 170
- ESFA 16-18 Enrolment Target is 1471 at the end of January our 16-18 funded headcount is 1548, that's an increase of 77 over our allocation
- ESFA 16-18 Funding allocation is £7,682,780 at the end of January our 16-18 funding is £8,273,936.
- ESFA 19+ & GLA Target is 2000 enrolments (900 heads) at the end of January our 19+/GLA enrolment is 2123 (874 heads)
- ESFA & GLA Funding Target is £1,719,658 at the end of January its £1,588,807.
- ESFA ER Apprenticeship Funding Target is £80,000 at the end of January our apprenticeship funding is £99,794.
- ESFA 19+ Loan funding Target is £300,510, our income at the end of January is £107,994
- Key Financial Indicators are RAG rated Outstanding, and the Forecast Surplus is £32k, staff cost/cash ratio 64.89% for the end of December.

TB commended the very good set of KPI's and invited questions.

TB asked that the meeting take a moment to focus on attendance and asked what actions are being taken to improve this? SN and JS reiterated the actions being taken including writing to parents, and following up at Parents evening

SR asked whether it was worth using just the threat of writing to parents and whether the college has considered using league tables and students' positions in the class. SN said there are many initiatives around attendance, but that the College has to focus on the lowest possible areas and monitor these more closely. She explained league tables might be difficult to produce as they could give rise to GDPR issues but there may be a way of doing something anonymously.

TB observed that a lot of action is being taken and SN suggested the focus should be on the worst areas.

SN said that attendance and punctuality is mentioned regularly through the tutorials. She observed that engagement is a really positive way to measure attendance and it may turn out to be something to take forward once this period is over.

RECOMMENDATION

NOTED

THE KEY PERFORMANCE INDICATORS REPORT

8. ii. RISK REGISTER REVIEW

BP spoke to this item and highlighted the movement the College is making against the detailed risks as per the report.

The College is making good progress against the identified risks and has been assured through the positive outcomes of recent internal audit reviews, that the College has made progress in terms of compliance and risk mitigation, allowing more areas to be RAG rated as GREEN from AMBER for the January 2021 review.

Top Key Risks that remain as Amber are:

AIM 1: Ensuring excellent learning, teaching and assessment leading to higher student achievement. Risks 1.1, 1.3, 1.5, 1.6, **1.2 changed to AMBER**

AIM 2: Excellent learner support providing a high level of satisfaction for learners and stakeholders. Risk 2.1, **2.2, 2.5 changed to AMBER**

AIM 3: Organisational excellence in all that we do. Risks 3.2, 3.3, 3.6

AIM 4: Taking the Curriculum Strategy to the next level in 2019/20 and securing a sustainable future for the college. Risks – none in Amber or Red

AIM 5: Aligning Human Resources with the College's strategic direction. Risk 5.1, 5.6, **5.2, 5.4, 5.5 changed to GREEN**

AIM 6: Establishing sound financial health for the College. Risks 6.2, 6.5, 6.6, **6.3 changed to GREEN**

The College has comprehensive insurance policies in place and financial risks are covered subject to restriction in the insurance schedules.

RECOMMENDATION

NOTED

THE RISK REGISTER REVIEW

9. In year Retention Report and predicted achievement 2020/21

JS spoke to the report which contains an analysis of attendance, retention and predicted achievement by school, age group, level, and individual programmes of study. The report shows a very positive picture and that we are above benchmark in many areas.

The overall headline for attendance is that it remains a key area for concern. Attendance for 16-18s and adults is below the College's minimum target of 85% at 81.3% and 84.3% respectively. However, attendance for adults has improved significantly from the previous year, increasing from 76.7% in January 2020 to 84.3% in January 2021.

Overall, College retention is currently at 98.6%, 0.5% above the same period in 2020. Retention for 16-18s is 97.9 % and 99.6% for 19+, and for all learners, 98.6% against the college target 96.5%.

The overall headline for predicted achievement can be calculated in different ways, but at the moment our best estimate of predicted achievement is that it is likely to be between 84.1% and 91.2%.

The College will be providing students with catch up lessons half term and Easter holidays

The Committee was pleased with the results.

RECOMMENDATION

NOTED

IN-YEAR RETENTION REPORT

10. Teaching, Learning and Assessment and CPD Interim Report-

JS spoke to this midyear report which contains a summary and analysis of the outcomes of all Quality Monitoring and Improvement activities including: formal observations, Learning Walks, Curriculum reviews, Work Scrutiny and staff CPD; carried out to date in the academic year 2020/21.

The overall picture is one of improving teaching and learning especially with regard to online delivery.

The key strengths and the most commonly occurring areas for development in teaching, learning and assessment across the college are summarised in the bullet points below.

Strengths

- Maintained, high levels of student satisfaction with TLA and the college as a whole – an average of 85% agreement to all questions in the 'Experience So Far' survey (Oct 2020)
- Successful transition to online lesson delivery as a result of covid-19 restrictions
- Improved quality of online delivery since the first lockdown in March – in the cross-college review, the majority of online lessons observed were assessed as of a good standard
- Willingness of staff to upskill themselves in order to provide the best online TLA possible
- Assessment for Learning and Questioning Strategies in online lessons
- Stretch and challenge strategies and meeting the needs of all learners
- Improved enhancement of English and numeracy skills in vocational teaching

Areas identified for further development

- Student attendance, whilst some improvements from previous years have been achieved. Attendance is not yet meeting college targets
- Further staff training in the use of digital tools and the implementation of innovative approaches to Blended learning delivery.
- Further development of the 'Digital Literacy' of learners
- Further improving the timeliness and quality of feedback in assessment practices in some curriculum areas
- Further development of independent learning skills in learners
- Further strengthen the link between maths and English teams and vocational teachers / Curriculum Managers
- Incorporating reviews of progress against assignment deadlines in all group tutorials
- Smarter target setting for students by teachers and PT's, linked to the subject specific progress, attendance and punctuality. To be reviewed in a timely fashion.
- Marked work audits (work scrutiny) to include discussions with learners whose work is sampled to ensure feedback has been shared with the learners and is understood by them.
- Further staff development on subject updating for curriculum / qualification change.
- Maximising opportunities to promote Equality and Diversity within lessons.

TB commended the good report and said it showed significant activity and a very positive position. The Committee agreed.

RH complained about teacher observations being sometime within a 3 day window, saying this meant teachers had to prepare for observation in several sessions, which was very hard work. SN suggested that RH was misunderstanding the position, which, in any case, had been fully discussed at a recent meeting with the unions. SN said the College would not reduce or compromise on quality monitoring because of the Covid pandemic. JD supported this position, as did other Committee members. After a lengthy discussion between RH and SN, which did not resolve the differences, TB said that this meeting was not an appropriate forum for such a discussion and he placed an action on SN and RH to discuss the matter outside the meeting.

**RECOMMENDATION
NOTED**

TEACHING, LEARNING AND ASSESSMENT REPORT

11. Annual Report on Safeguarding

JS spoke to the report which is in a standard format and provides an overview of the College's arrangements relating to safeguarding and a summary of the number and types of disclosures recued during the previous year. JS explained there had been an increase in the number of referrals due to staff having a better understanding of when and what to report. The new Head of Student Services is very proactive and a good lead for the team.

The Committee was happy with the report. TB agreed it was a good report, and asked if Covid had led to any particular issues. JS said there were no particular issues associated with Covid.

RECOMMENDATION

NOTED

ANNUAL REPORT ON SAFEGUARDING

12. Annual Report on Equality and Diversity-

JS spoke to the report which contains:

- An analysis of learner outcomes relating to equality and diversity indicators
- participation by different groups of students
- narrowing the achievement gap - Achievement by different groups of students
- a summary of equality and diversity within teaching and learning
- promotion of equality and diversity outside the classroom
- anti-harassment and anti-bullying measures
- analysis of staff profile
- progress on equality objectives
- progress on the 2019/20 action plan
- recommendations for the 2020/21 Action Plan.

JS reported that good progress had been made against the majority of the Stanmore College Equality Objectives in 2019/20 and on the 2019/20 action plan.

The Committee were happy with the report. TB said that he could not see any particular equality or diversity concerns in the result, and asked if that was a correct interpretation. In response, JS referred to the higher achievement of female students compared to male student, the causes for this will be investigated further as part of this year's action plan. Other than that in terms of gender gap all other indicators are good

RECOMMENDATION

NOTED

THE ANNUAL REPORT ON EQUALITY AND DIVERSITY

13 Policy for Governors approval/ratification:

JS presented the Assessment Policy and Complaints Policy for approval/ratification; in each case there were no major changes just a bit of tidying up and changes of title /contact details. TB said it would be useful to track any changes in future.

The Committee asked and it was agreed that online assessment be added to the Assessment Policy

Other than that the Committee was happy with the minor changes to both policies.

RECOMMENDATION

**I. TO APPROVE ASSESSMENT POLICY-SUBJECT TO THE AGREED ADDITION
II. TO RECOMMEND TO THE BOARD APPROVAL OF THE COMPLAINTS POLICY**

14. Meeting Review, Learning and Reflection

TB asked each member in turn if they wished to provide any feedback, observations etc.

SR thanked TB for chairing the meeting which went very smoothly. All agreed it was a good meeting.

NS said she will be sending out the forms following the meeting for members to complete.

15. Date of Next Meeting - Date of next meeting Tuesday 11 May 2021 at 6pm
The meeting closed at 7.20pm.

Signed

Chair

Date

Action Points

Item	Action	Responsibility	Timescale	Status
6	Report from the Student Governors – Exec will follow up with relevant departments re pastoral issues and practical lessons	SN/BP/JS	March 2021	
10	Teaching, Learning and Assessment and CPD Interim Report - SN and RH to meet to discuss lesson observation protocols	SN	March 2021	
13	Policy for Governors approval/ratification: Complaints Policy to Board for approval	NS	March 2021	