

MEETING OF THE CURRICULUM AND STUDENT MATTERS COMMITTEE

5.00PM ON TUESDAY 23 NOVEMBER 2021

GATEWAY CONFERENCE CENTRE (ROOM A), PARSON'S WALK

PRESENT:

Andrea Ferguson (Chair)	Governor
Ann Harrison	Governor
Jenny Bullen	Governor
Tony Costello	Governor
Anna Dawe (Principal)	Principal
Rebecca Turley	Staff Governor
Jennifer Connor	Staff Governor
Andrei Gheorghita	Student Governor

IN ATTENDANCE:

Joanne Platt	Clerk to the Governing Body
Claire Foreman	VP Curriculum
Alison Rushton	VP Employment and Skills
Dave Harrison	Assistant Principal IT, MIS and Subcontracting
Vicky Madden	Head of Studies - for Item 5
Marie Tighe	Head of Studies - for Item 12

The meeting was quorate.

Item	Minute No.	Minutes
The Chair welcomed new Governors Tony Costello and Andrei Gheorghita to the meeting.		
1	CSM21-11-01	APOLOGIES Apologies for absence were received from Louise Brown

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2	CSM21-11-02	<p>DECLARATIONS OF INTERESTS</p> <p>There were no declarations of interests.</p>
3	CSM21-11-03	<p>MINUTES OF THE MEETING HELD ON 15 JUNE 2021</p> <p>The minutes of the meeting held on 15 June 2021 were approved as a correct record for signature by the Chair.</p>
4	CSM21-11-04	<p>MATTERS ARISING:</p> <p>The Committee reviewed the action sheet and noted that all actions have been completed.</p>
5	CSM21-11-05	<p>CURRICULUM PRESENTATION: Employability Programmes</p> <p>The Committee received a presentation and heard case studies on the pre-apprenticeship, Kickstart and Sector Based Work Academy (SWAPs) programmes.</p> <p>It was noted that the pre-apprenticeship programme was now in its fifth year and was created for 16-24 year olds who want to do an apprenticeship but don't have the English and Maths entry level qualifications or who lack confidence, work experience or aren't deemed to be work ready. Students attend college 2-days a week on a 24-week programme, which includes a City and Guilds employability qualification. Students also do 16-hours a week on a work placement in their chosen sector. The Team works closely with the Business Support Team and the English and Maths Team and provide wrap around tutorial support in relation to Prevent, terrorism and healthy relationships to students on the programme.</p>

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		<p>There have been more than 300 students on the programme to date. Programmes are diverse and developed to meet local needs and to address the skills gaps in the area. Approximately 80% of students go onto do apprenticeships, employment or qualification. The remainder continue to be supported by the College as appropriate.</p> <p>The Kickstart programme is a Government initiative and it was noted that this has now been extended to the summer of 2022. It is aimed at 16-24 year olds in receipt of Universal Credit for more than 6-months. Its aim is to re-engage young people to help them to get employment. It provides wrap around support over a 24-week programme. Attendees are employed and paid national minimum wage for 25-hours of work a week. The biggest challenge is that attendees are of mixed abilities – ranging from Level 1 to 23-year olds with a degree.</p> <p>Employers receive £750 to buy IT equipment for the young person, which helps the young person to develop IT skills as well. They attend college 1-day a fortnight to gain a qualification.</p> <p>85% of attendees go on to employment or an apprenticeship.</p> <p>The SWAP programme has been reshaped and relaunched since the Pandemic. It is aimed at adults on benefits, to reduce unemployment. In reality, it tackles jobs that are hard to recruit to. It incorporates a 2-6 week pre-employment training element, a work experience placement and a guaranteed job interview at the end. Travel and child care costs are paid for by Job Centre Plus and it was noted that it can impact on benefits if the attendee doesn't turn up. The College continues to support learners after the programme has ended</p> <p>The Committee found the presentations and case studies provided very helpful.</p> <p>In response to a question from a Governor, it was confirmed that referrals for each programme arise from a range of sources. For the pre-apprenticeship programme, they may be students who don't meet entry requirements for other programmes they've applied for or who drop out of qualification programmes or apprentices early.</p>

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		<p>Some students are put onto the programme if they have missed the September enrolment window due to personal circumstances. Referrals for Kickstart come from Job Centre Plus.</p> <p>Governors asked what the generic skills are for Kickstart and it was confirmed that it is mostly to build confidence, how to put together a good CV and how to perform well in interviews. It re-builds confidence.</p> <p>Governors commended the Team for the work they do to engage care leavers with the programmes.</p> <p>Governors commented that there was a need to engage and promote the programmes with employers to grow engagement and it was noted that some employers boost the hours to full time, for attendees on the Kickstart programme.</p> <p>It was confirmed that funding is from the AEB (for SWAPs) and from the full study programme for the pre-apprenticeship programme. Kickstart is Government funded and is paid by the local authority.</p> <p>Governors noted that a number of employer events to promote the programmes are planned, including breakfast meetings, to which Governors will be invited.</p> <p>The Committee noted the report and agreed that the curriculum presentation to the next meeting of the Committee should be on Apprenticeships.</p>
6	CSM21-11-06	<p>SAR AND QUALITY IMPROVEMENT PLAN (QIP)</p> <p>An overview of the annual SAR process was provided for the benefit of new Governors. It was noted that the SAR was structured around the Ofsted inspection framework and developed involving all departments and quality assured through critical friends. Individual ratings are then consolidated into overall ratings for each theme. The SAR and the QIP are then reviewed in a separate meeting with the Chair and Vice Chair of the Governing Board and the Chair of the Committee.</p>

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		<p>It was noted that an extra section on COVID has been added this year and Governors welcomed this as it provides strong evidence of the College's response to the Pandemic.</p> <p>The Committee noted that the overall rating given was 'Good' and Governors reviewed an additional table showing the individual ratings from each department which enabled them to see the trajectory of change over time.</p> <p>The Committee agreed that the SAR was a very comprehensive document, with clear justification provided for the ratings given and providing a high level of assurance to Governors.</p> <p>It was noted that student satisfaction is very good. Although the Pandemic had slowed down progress on actions identified in last year's SAR, for example trips abroad and retention in construction, the Student Governor said that teachers on his course had been creative in addressing the inability to practice practical skills on his public services course.</p>
<i>Anna Dawe joined the meeting at 5.47pm</i>		
6 cont'd	CSM21-11-06	<p>In response to a question from a Governor, it was confirmed that the timescales for the actions in the QIP are realistic, providing another lockdown doesn't occur. In this regard, it was noted that the QIP is reviewed every 3-months so timescales can be reviewed if necessary.</p> <p>The Committee expressed its thanks to staff and the Quality Manager for the work they have done on the SAR.</p> <p>RESOLVED: to recommend approval of the College SAR and Quality Improvement Plan to the Governing Body at its meeting on 7 December 2021.</p>

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7	CSM21-11-07	<p>HE ANNUAL MONITORING REPORT AND HE SAR</p> <p>The Committee considered the HE Annual Monitoring Report which provides assurance that methodologies used are robust and appropriate and the standards of the awards have been appropriately maintained in line with the OfS Conditions of Registration.</p> <p>The Committee also considered the HE annual self-assessment report, which provides assurance that HE provision is meeting required standards with evidence of student involvement and external peer review. It was noted that outcomes for students improved for retention, pass rates, high grades and student satisfaction in 2020-21.</p> <p>An action plan (QIP) has been developed for 2021-2022, to address areas for further improvement and reflect the requirements of the awarding body University of Central Lancashire (UCLan) and the recommendations from the professional body for the BEng (Hons) qualifications, Institute of Engineering Technology (IET).</p> <p>In response to a question from a Governor, it was confirmed that risk ratings are either subjective judgements based on the parameters set out in the Conditions of Registration, or where appropriate, based on OfS published numerical benchmark targets.</p> <p>It was noted that HND in business wasn't running this year due to difficulties in recruiting suitable teachers. This has now been resolved and the programme will be re-launched accordingly.</p> <p>RESOLVED: to recommend approval of the HE Annual Monitoring Report and SAR to the Governing Body at its meeting on 7 December 2021.</p>
8	CSM21-11-08	<p>CURRICULUM REPORT: Study Programme and Higher Education</p> <p>The Committee considered the KPI dashboard for Study Programme and Higher Education for 2021-22 and outcomes for 2020-21.</p>

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		<p>It was noted that the College has continued to improve throughout 2020-21 despite the disruptions arising from the Pandemic. In particular it was noted that disadvantaged groups in 16 -18 education were effectively supported during the Pandemic, which is reflected in high attainment rates. There was however lower retention rates of those in such groups in HE.</p> <p>High grades for 16-18 students have been adversely affected but not significantly and English and Maths added value improved albeit at a lower rate than elsewhere in the sector.</p> <p>HE high grades improved with some excellent results from the first cohort of finishing degree apprentices in engineering and student satisfaction has remained high in both FE and HE, improving again in HE despite the Pandemic.</p> <p>However, the Committee noted that internal progression at Levels 1 and 2 has reduced during the Pandemic.</p> <p>2021-22 has started well with good attendance and the 16-18 pre-census dropout declined for the third year running and was just 5% this autumn. T levels have been successfully launched and there is a raft of new initiatives and programmes in place to enrich and support both staff and students.</p> <p>The Committee agreed that it was an excellent report and that splitting the KPIs into separate dashboards provides greater transparency, enabling Governors to identify areas to challenge.</p> <p>The Committee noted the report.</p>
9	CSM21-11-09	<p>CURRICULUM REPORT: Adult and Apprentices</p> <p>The Committee considered the KPI dashboard for Adults and Apprentices for 2021-22 and outcomes for 2020-21.</p>

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		<p>It was noted that achievement rates are good in the vast majority of areas despite the Pandemic. However, Adult Functional skills in Maths requires improvement.</p> <p>Internal progression has improved compared to pre-Covid rates and the vast majority of adult learners on long programmes achieved a positive destination. Adult student satisfaction has a three-year improving trend and 2021-22 attendance is good and improving. There is significant curriculum development underway in Adult Learning informed and shaped through stakeholder engagement and by local need.</p> <p>In relation to Apprenticeships, it was noted that overall achievement rates have improved slightly since 2019-20; however, some sectors including Health, Hospitality, Hairdressing, Leadership and Construction have been disproportionately affected by the Pandemic, which has resulted in lower achievement rates.</p> <p>The Committee noted that 89.5% of employers recorded the College's Apprenticeship service as Good or Excellent in 2020-21 and that attendance in classroom sessions is excellent and currently stands at 92.6%</p> <p>In response to a question from a Governor, it was noted that timely achievements had been impacted by the Pandemic and the inability for students to complete work-based assessments and / or end point assessments. It was noted however, that this should improve in the future.</p> <p>Governors asked if the delay in completions had a financial impact on the College and it was confirmed that it would delay receipt of funding. It was also noted that the College had continued to provide the taught elements of programmes for apprenticeships in accordance with national guidance, with the result that funding for some had run out, leaving the College to continue funding itself.</p> <p>The Committee was reassured by the College's commitment to get learners through their programmes, irrespective of the lack of funding.</p>

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		The Committee noted the report.
10	CSM21-11-10	<p>ANNUAL COMPLAINTS REPORT</p> <p>The Committee considered the Annual Complaints Report, noting that there has been a year on year decrease in complaints over the last five years for the first part of each academic year from August to January and an overall general trend of decreasing complaints (with the exception of 2019-20) with a decline in 2020-21 as a result of a significant reduction in complaints received during the second period between January and July 2021.</p> <p>The Committee noted the analysis of the types of complaints and the actions taken to address complaints that are upheld. It was also noted that the Executive team review and discuss complaints on a regular basis and where necessary, agree actions to be taken.</p> <p>The College Complaints Procedure was last reviewed in May 2021 and it was noted that a further review will be undertaken in May 2022.</p> <p>The Committee noted the report.</p>
11	CSM21-11-11	<p>ANNUAL SAFEGUARDING REPORT (INCL. UPDATE ON SEXUAL HARASSMENT)</p> <p>The Committee received a presentation in relation to sexual harassment, noting that an important part of the role of teachers is to reiterate to students the importance of healthy relationships built on trust, respect, honesty and open communication.</p> <p>The legal basis for sexual harassment was considered and it was noted that addressing inappropriate behaviour, however low level this may seem, is an important intervention to prevent abusive / and or violent behaviour in the future.</p>

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		<p>It was noted that students at the College receive tutorial sessions around Healthy Relationships delivered by the local Children and Young People's Independent Sexual Violence Advisers (ChISVA).</p> <p>The Committee noted that the latest version of Keeping Children Safe in Education (KCSIE) published in September 2021 provides updated guidance to schools and colleges and places greater emphasis on the subject of Sexual Violence and Sexual Harassment, and how this should be managed.</p> <p>Part 5 of the document – 'Child on Child Sexual Violence and Sexual Harassment' focuses solely on this issue and should be read alongside the DfE publication 'Sexual Violence and Sexual Harassment between children in schools and colleges', which provides detailed information on what sexual violence and sexual harassment constitutes, what is consent, power imbalances, and developmental stages, harmful sexual behaviour (HSB), including that a child displaying HSB may be an indication that they are a victim of abuse themselves, related legal responsibilities for schools and colleges, advice on a whole school or college approach to preventing child on child sexual violence and sexual harassment, and a reminder of the need to support both victim and alleged perpetrator (if applicable).</p> <p>.</p> <p>Part 1 of KCSIE, which all staff and Governors are required to read, along with the College Safeguarding Policies, advises staff to maintain an attitude of 'it could happen here'.</p> <p>The Committee noted that all staff are trained to manage a disclosure and wherever possible, two members of staff are present (preferably the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). All staff are also aware that they must never view or forward illegal images of a child if this is presented to them as evidence.</p>

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		<p>The Committee considered the procedure for handling disclosures and the need for all disclosures to be supported by an immediate risk and needs assessment relating to the victim, the alleged perpetrator and any other possible victims to ensure their protection and support. It was noted that professional risk assessments by social workers and other professionals are used to inform the College risk assessment.</p> <p>The Safeguarding team works closely with the local ChISVA to ensure support for both parties is appropriate.</p> <p>The Committee thanked the Head of Studies for her presentation, which gave assurance that processes are in place to safeguard young people from sexual harassment.</p> <p>The Committee also considered a report giving an update and trend data in relation to safeguarding reports and the support in place to safeguard students from harm. The Committee noted that engagement had reduced during the Pandemic and it was confirmed that during the lockdown, virtual support was in place to ensure that students were able to engage as necessary in counselling and wellbeing sessions and to report any concerns or incidents.</p> <p>It was noted that Ofsted has added a section in relation to sexual harassment in its inspection framework.</p> <p>In response to a question from a Governor, it was confirmed that 'healthy relationships' runs through all curriculum areas, tutorial provision and enrichment and support programmes.</p> <p>The Committee noted the report.</p>
12	CSM21-11-12	<p>THE NATIONAL STUDENT SURVEY (NSS) RESULTS</p> <p>The Committee considered a report on the outcome of the NSS, which had been carried out between January and April 2021. 134 students were eligible to complete the survey and the response rate was 84%, which is above the sector average of 69%.</p>

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		<p>It was noted that results are above national benchmark in every category of the NSS (teaching, learning opportunities, assessment and feedback, academic support, organisation and management, learning resources, learning community and student voice).</p> <p>The College has improved in every area with the exception of 'Learning Community' and 'Learning Resources, compared to a falling national rate across all questions.</p> <p>There has been a 10% increase in overall satisfaction over the last 2 years (82.61% compared to a falling national average of 74.89%).</p> <p>In the areas of teaching, learning, assessment and academic support, the College has increased student satisfaction for two consecutive years (an average increase in each area of 6% year on year).</p> <p>93% of the College's students stated that staff are good at explaining and 89% of students stated the course has provided them with opportunities to bring information and ideas together from different topics.</p> <p>Engineering feedback has improved across all areas with 92.31% overall satisfaction. CYPS has improved across all areas with the exception of 'learning resources' with 93.75% overall satisfaction.</p> <p>The Committee noted that Sport still had a high level of satisfaction (92.86%), albeit not as high as in the previous year (100%).</p> <p>Creative has seen a dip in quite a few areas and the comments also show some dissatisfaction. Overall satisfaction last year was 91.67% compared to 69.23% in the recent survey.</p> <p>The College supplements the national survey with its own in internal survey for years 1 and 2 students, the results of which show improvements in satisfaction continue year on year.</p> <p>The Committee noted the report.</p>

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13	CSM21-11-13	<p>COMMITTEE TERMS OF REFERENCE</p> <p>The Committee considered its Terms of Reference which have been reviewed alongside all other Committee Terms of Reference. It was noted that for ease of reference, the policies relevant to the Committee's Terms of Reference have been set out in a table at the end, which is aligned to a revised Scheme of Delegation also to be submitted to the Governing Board for approval in December 2021.</p> <p>RESOLVED: That the draft Terms of Reference for the Committee are recommended to the Governing Board for approval at its meeting on 7 December 2021.</p>
14	CSM21-11-14	<p>ANY OTHER BUSINESS:</p> <p>There were no items of other business.</p>
15	CSM21-11-15	<p>DATE OF NEXT MEETING:</p> <p>Thursday 8 March 2022 at 5pm</p>
		The meeting closed at 6.48 pm

ACTION LIST

Date of meeting	Minute No.	Action	Responsibility	Timescale
23-11-21	CSM21-11-05	Curriculum presentation to next meeting of the Committee to be on Apprenticeships.	Clerk to arrange	8 March 2022