

## Minutes of the meeting of the Curriculum and Quality Committee

on Wednesday 6 November 2024 from 3.30pm – 6.00pm via Microsoft Teams

### **1/24 Apologies and Welcome**

Apologies were received from Mrs Sandie Paice. The Chair welcomed Members to the meeting and outlined housekeeping in relation to the online mode of meeting. She thanked staff for ensuring that the agenda and papers were despatched so quickly following recent staff changes.

### **2/24 Declarations of Interest**

There were no declarations of interest.

With the permission of the Chair the agenda was taken out of order.

### **3/24 Quality Improvement Strategy**

The Principal presented the Quality Improvement Strategy.

There was some discussion regarding the Island context and a query was raised regarding the Quality Improvement Strategy alignment with the College Strategy and the Local Skills Improvement Fund (LSIF). The Principal outlined alignment and referred to the Accountability Statement, and the Government's 'Five Missions'.

A Member referred to upcoming changes to assessment in the long-term. The Principal responded that there would be annual review to ensure that the Strategy remained current and that the senior leadership team (SLT) would be responsive and amend in-year as required.

The Committee CONSIDERED the report and RECOMMENDED the Quality Improvement Strategy 2024-2030 for APPROVAL by Corporation.

### **4/24 Curriculum Strategy**

The Principal presented the Curriculum Development and Growth Strategy 2024-2030 and asked Members to consider what was missing.

Members considered that the Curriculum Strategy was consistent with the College Strategy. There was some discussion regarding the Island context and the College's contribution to the Island economy; and on horizon scanning, embracing new technology, and contribution to society in terms of engaging students in democracy.

There was also some discussion regarding dashboard data and how the Committee would see greater detail behind the data seen at Corporation level.

The Committee CONSIDERED the report and RECOMMENDED the Curriculum Development and Growth Strategy 2024-2030 for APPROVAL by Corporation.

### **5/24 Annual Marketing Impact Report**

The Principal presented the Annual Marketing Impact Report 2023/24. She considered that a key driver was to be better able to assess and monitor impact.

A Member asked whether the circle was being squared in terms of responding to employer need and using marketing to increase employer and business engagement. She said that as an employer, she did not feel that the

College's marketing reached her. The Principal thanked the Member for her feedback which would be built into the marketing plan.

The Teaching Staff Governor noted advertising for HTP Apprenticeship College on billboards and bus stops and asked whether the College should be taking a similar approach. The Support Staff Governor agreed and suggested a presence at events aligned with the College's target audience such as the Isle of Wight Festival. She also suggested improved use of social media, for example Tik Tok videos. The Student Governor responded positively to this and indicated that he would be happy to participate in such material.

The Committee CONSIDERED the report and RECOMMENDED the Annual Marketing Impact Report 2023/24 for APPROVAL by Corporation.

The Principal left the meeting at this point.

#### **6/24 In year Progress Report and 2023/24 Performance**

The Assistant Principals presented the in-year progress report and 2023/24 performance outlining information on enrolments and attendance for 2024/25 to date; retention and achievement for 2023/24 including for English and maths; current enrolment regarding English and maths and approach for 2024/25. Benchmarking with national MiDES (Market Intelligence Data Exchange Service) data was also provided.

A verbal report was also given on the College's 'swap don't drop' approach with learners to switch rather than leave courses at a timely stage to avoid post-day 42 withdrawals. There was some settling in on attendance and follow up was being undertaken area by area. Good attendance at GCSE resits was reported to date (92% English and 98% maths).

There was a query regarding 'main aim' in the report. It was clarified that this referred to vocational.

A Member requested traffic light reporting in future. The Assistant Principal (HE, Academic & Vocational) would add this to future reporting. There was also some discussion on data concerning adult learners and the Assistant Principal agreed to provide in a future report.

A Student Governor raised a query regarding late starters. The Assistant Principal (HE, Academic & Vocational) confirmed that late starters were included in the figures and would be reported on an ongoing basis.

A Student Governor commented that data from 2020 was quite old and the Teaching Staff Governor responded that updated data was awaited from the government towards the end of the year.

The Committee NOTED the report for ASSURANCE to Corporation.

#### **7/24 Projects Update**

The Assistant Principal (HE, Academic & Vocational) presented the Projects Update Report providing an overview on the Local Skills Improvement Fund (LSIF) project, the Institute of Technology (IoT) project, and the T Level rollout.

The Support Staff Governor enquired whether there was an appetite for short higher education (HE) courses and the Assistant Principal responded that she believed there was. She also outlined the value of modularised delivery.

The Committee NOTED the report for ASSURANCE to Corporation.

#### **8/24 College SAR Draft 2023/24**

The Assistant Principals presented the draft College Self-Assessment Report (SAR) and welcomed any questions. It was outlined that validation had been provided by the Ofsted inspection in September 2023 and that since then further work had been undertaken to focus on apprenticeships and this was aligned with the (QIP).

The Chair paid tribute to the amount of work that had gone into the draft SAR and appreciated the quality of the contextual information. Following a query, the Assistant Principal (HE, Academic & Vocational) confirmed that the measures were aligned to the Enhanced Inspection Framework (EIF).

A Member paid tribute to the comprehensiveness of the document and the work that had gone into distilling this as much as possible. She also praised the College for being brave in undertaking its own assessment of apprenticeship provision.

The Committee CONSIDERED the report and RECOMMENDED the Draft College Self-Assessment Report 2023/24 for APPROVAL by Corporation.

#### **9/24 College QIP Final Report 2023/24 Progress and 2024/25 QIP**

The Assistant Principals presented the College Quality Improvement Plan (QIP) Final Report 2023/24 Progress and the 2024/25 QIP. Areas for development were outlined as attendance and student engagement; skills development, competitions and enrichment; curriculum design and stakeholder engagement; adult education provision; apprenticeship provision; student achievement; and staff recruitment and retention.

A Member commented that she considered the report clearly articulated what the College wanted to improve. There was some discussion regarding the detail underlying the QIP with the Assistant Principal (SEND & Foundation Skills) confirming that there were QIPs that sat underneath this drilling into the detail in particular areas, for example, English and maths. There was also a discussion regarding pedagogical development and the Assistant Principal (SEND & Foundation Skills) referred to the Teaching, Learning and Assessment Report that this Committee receives. She provided assurance that she considered teaching and learning to be at a good level across the board with some outstanding elements. A Member asked whether there was anything included on long term memory and retrieval practice. The Assistant Principals welcomed the feedback and would include this.

It was agreed that the impact measure recorded in relation to attendance on page 2 row 2 of the QIP was misleading and would be amended to clarify.

The Committee NOTED the report for ASSURANCE to Corporation.

#### **10/24 Performance Improvement Progress Report**

The Assistant Principal (HE, Academic & Vocational) presented the Performance Improvement Progress Report and provided an update on progress on actions identified in the FE Commissioner reviews on Curriculum Efficiency and Apprenticeships.

A Member, noting that this was a report tracking progress from external reports, queried whether the Ofsted report should be included. The Assistant Principal (HE, Academic & Vocational) responded that actions identified from Ofsted were in the QIP and had been actioned with any remaining issues included.

The Committee NOTED the report for ASSURANCE to Corporation.

#### **11/24 Teaching, Learning and Assessment Report**

The Assistant Principal (HE, Academic & Vocational) presented the Teaching, Learning and Assessment Report. She outlined progress in and outcomes of observations of new members of teaching staff in 2023/24 and the approach for 2024/25.

It was noted in discussion that the College has a high number of teachers in professional practice and aims to move more staff into advanced practice. Approaches to continuing professional development (CPD) were discussed. The Assistant Principal (HE, Academic & Vocational) confirmed that every teaching staff member has a personal development plan. The report also referred to findings from the 2023/24 Student Survey in relation to feedback on quality of teaching. These measures were part of the triangulation process added the Assistant Principal (SEND & Foundation Skills).

The Committee NOTED the report for ASSURANCE to Corporation.

#### **12/24 OIA Compliance Report**

The Assistant Principal (HE, Academic & Vocational) presented the Office of the Independent Adjudicator (OIA) Annual Report assuring that the compliance procedure was being followed and that no completion of procedures (COP) letters have been issued during 2023 and none to date during 2024.

The Committee NOTED the report for ASSURANCE to Corporation.

#### **13/24 Annual Complaints Report**

The Assistant Principal (SEND & Foundation Skills) presented the Annual Complaints Report 2023/24. There were seven formal complaints during 2023/24 and all complaints were resolved within 30 days of submission. She explained that the complaints policy was currently under review with new approaches under consideration. The aim was to flag and settle complaints at a more informal level. There was some discussion regarding the benefit of picking up 'low level rumbles'.

The Committee CONSIDERED the report and RECOMMENDED the Annual Complaints Report 2023/24 for APPROVAL by Corporation.

#### **14/24 Governor Learning Walks approach and plans for 18-29 November 2024**

Members were reminded that Governor Learning Walks were taking place during November. The Chair encouraged Members to participate and to respond confirming participation and any preferences by the deadline provided.

#### **15/24 EDI Report (Summary report of EDI activity to date)**

The Assistant Principal (SEND & Foundation Skills) presented the Equality Diversity and Inclusion (EDI) Report. She provided a summary of progress against the EDI objectives 2020-2024 and advised on the objectives for 2024-2028. The approach was to have overarching objectives for the period with a one-year action plan for implementation. There was also some discussion on the forthcoming Public Sector Equality Duty (PSED) Report and how the new HR system CIPHR would feed into that in future.

It was confirmed that the new SEND and EDI Designated Lead Governor had met with Head of Foundation Learning and High-Needs to discuss ideas and approaches.

External links, for example with the NHS, were also discussed.

There was also some discussion on the role of the Student Executive Committee and it was noted that Ms Morisini was a Member.

A Student Governor raised the issue of improving the accessibility of facilities and the Assistant Principal confirmed that the College was considering accessibility across a range of areas including the website, new buildings, and how older buildings can be made more accessible. She spoke of the new sensory room provision that was being developed, and the new inclusive toilets on campus.

A further question was raised regarding student access to laptops. The Assistant Principal noted provision through bursaries and through additional learning support and stated that the College aimed to ensure students had access in College if not at home.

There was also some discussion regarding utilising the role of student focus groups in relation to EDI.

A Student Governor enquired whether staff mentoring was to be available across all areas and the Assistant Principal confirmed that it was.

The Committee NOTED the report for ASSURANCE to Corporation and RECOMMENDED the 2024-2028 EDI Objectives for APPROVAL by Corporation.

#### **16/14 Annual Safeguarding Report**

The Assistant Principal (SEND & Foundation Skills) presented the Annual Safeguarding Report 2023/24. MyConcern was now fully operational. It was noted that incidents had been reported across two systems last year, ETrackr and MyConcern. The report included a pie chart of categories of data reported in MyConcern. There were more online safety referrals with the introduction of FastVue. There would also be investment in mental health, for example through an app providing access to clinician support. The Support Staff Governor and Student Governors welcomed this.

The Designated Safeguarding Lead Governor confirmed that she continued to meet with the safeguarding team on a half-termly basis and assured Members of the significant amount of work going on in this area.

It was suggested that information on compliance with mandatory training be included in the report going forward and there was also some discussion on new sexual harassment training and whether this was required for Governors. The Director of Governance would follow up with the Human Resources.

The Committee CONSIDERED the report and RECOMMENDED the Annual Safeguarding Report 2023/24 for APPROVAL by Corporation.

#### **17/24 Draft 3As report to December Corporation**

The Director of Governance explained that this would form the Committee's report to Corporation of those items that the Committee wished to alert Corporation to, assure Corporation on, and recommend for approval or action. The report would be drafted in consultation with the Chair and SLT lead and circulated to Members for comment and approval prior to inclusion in the board pack.

#### **18/24 Any Other Business**

A Student Governor enquired regarding future recruitment plans following the departure of the Vice Principal. The Chair responded that the Principal was taking time to consider how to best fill this role within the leadership structure and that replacement would not necessarily be like for like.

#### **19/24 Self-Assessment of Meeting**

The Chair led Members in a self-assessment of the meeting. The detailed focus on curriculum and quality was welcomed and it was considered that the right amount of time had been allocated to do this. The Chair was commended for her excellent chairing of a long and detailed agenda. The Student Governors were thanked for their significant contribution to discussion. A Governor commented that she had felt appropriately listened to and assured and that Governors had drilled down where necessary to do so. It was noted that there were some problems with technology and that this would need to be monitored.

#### **19/24 Date of Next Meeting**

Wednesday 5 February 2025 @ 4pm