Minutes of the Curriculum, Quality & Standards Committee meeting held (by Microsoft Teams) on Wednesday 8th April 2020 at 2pm

Present:	Stephen Sawbridge, Chair Denise Brown, Principal and CEO Jo Mountney Julie Obada Sue Blake Jason Lancaster
In Attendance:	Maxine Bagshaw, Clerk to the Corporation Nicky Birch, Executive Director of Adults, HE and Curriculum Support Heather Marks, Executive Director of Quality of Education Anth Brannen, Director of Campus Cauldon Ryan Johnson, Director of Campus Burslem Sibgha Amin, Governor David Rogers, Governor Georgia Fletcher, Student Governor Rhiannon Buccheri, Student Governor

Min. No.		Action By Whom	Action By When
1	**APOLOGIES FOR ABSENCE**		
	There were no apologies for absence, with all members of the Committee present. Governors in attendance were warmly welcomed to the meeting.		
2	**DECLARATIONS OF INTEREST**		
	The Chair reminded those present to declare any interests that they may have on matters to be discussed. Standing declarations were noted.		
3	**MINUTES OF THE COMMITTEE MEETING HELD ON 11TH FEBRUARY 2020**		
	The minutes were reviewed and it was agreed that they were a true and correct record of discussions. AGREED: to approve the minutes of the meeting held on 11th February 2020.		

	There were no matters arising.		
4	**ACTION PROGRESS REPORT**		
	The Committee considered the update provided and a number of lines were specifically discussed; • Line 1 – this will be picked up as part of the Covid-19 impact review. Currently everyone is assuming that the start of the year will still be September. • Line 4 – the cross-College approach to maths and English is still being formulated • In relation to line 5, the Executive Director of Adults, HE and Curriculum Support explained that she was currently working through the Shrewsbury Ofsted inspection report and will pick out any actions from this that the College can learn from. She confirmed that a Safeguarding Committee meeting would be arranged via Teams. • In relation to line 8, the Principal advised that there is an Executive month by month work plan in place and that April includes a financial review of the 14-16 provision. She advised that formal proposals will go to the Board meeting in May 2020. AGREED: to note the content of the update provided.		
5	**CURRICULUM IMPLICATIONS OF THE CORONAVIRUS**		
	The Executive Director of Quality of Education introduced this item and confirmed that it would cover a number of aspects, including; • Continuity of learning • Staff development • Curriculum development • Scenario/contingency planning She drew the Committees attention to the detailed report provided at item 5.1 and key matters considered were; • This is a detailed paper in terms of where the College currently is, • It provides detail of the remote tasks since remote working commenced, • Page 2 provides the engagement statistics, • There are lots and lots of meetings taking place via Microsoft Teams, • 11,000 new log ins, • There were some small pockets of staff not initially logging on or using different systems that don't capture the data; the College is working hard to improve this and ensure consistency, • Page 4 provides detail on activity undertaken through the use of Canvas,		

| | | A CPD day was undertaken on Friday and all staff were given training on how to best use Canvas, Page 5 sets out the good news in terms of the most proactive teams using the digital learning platform and also summarises the areas still requiring more to do. Apprenticeship provision was initially using Smart Assessor and Smart Screen; however, the 685 apprentices have now all been moved to Canvas and this gives a more detailed overview of learning and progress. The Apprenticeship team have had intensive training and the senior team are confident that they are catching up and improving. The Quality team will pull through the Canvas data to Power BI; this allows a better understanding of staff and student access and gives real visibility. On Canvas, there are Bronze, Silver and Gold user standards. The target for Gold is 20% and the current position shows 60% at Silver. It is critically important to ensure that the quality of teaching and learning remains good and, to check this, staff will dip in and undertake virtual learning walks. Following this, the College will offer support and coaching. Page 7 provides detail on Century Tech utilisation, which focuses on English and maths. There is still more work to do in terms of recall, as there are not enough increases being seen in the data. Time spent on the system has significantly improved. Maths is a strong team and are using both Century Tech and iMath. In terms of risk management, the College now needs to be preparing for 2020/21, including targeting those at most risk of not engaging. In terms of lessons learned, these include making sure that there are helpful 'how to' guides in place, including details on access, resources, strategies, links to pedagogy and CPD. The College is supporting staff to upskill in terms of their digital abilities. ETF have released 50 projects, which have been shared with staff. A lot of work is being done but there is more to do Critically important to capture utilisation, including feedback, as this was an Ofsted area requiring improvement Information has to be captured for all areas of provision, an example given was High Needs In terms of an overview, she explained that there were some small pockets of staff identified originally who were not engaged on the learning platforms; however, with support and training, they now are.
One member of the Committee questioned whether there was | | |

any sense of how many students are not engaging. The Committee were advised that this is a relatively small amount and that, in some areas, paper packs had to be provided, for example ESOL. The College is ensuring that all staff keep in touch with students. There is a review underway in terms of student access to kit and broadband/internet. She explained that the College was adapting as best it can.

A question and challenge from the Committee was in terms of the measures in place to assess quality and quantity. The Committee were advised that staff are starting to look at feedback from learners and are completing surveys. There are also some AoC recommendations regarding the tracking of progress. All agreed that the College needs to know;

- How many students are fully engaged,
- How many students are partly engaged,
- How many students are not engaged at all.

In terms of the move of apprentices to Canvas, the Committee questioned whether it would still allow progress measurement across the whole standards/framework, given that two systems would be used. The Executive Director of Quality of Education expressed the view that Canvas is a much better system and that, in the past, some Assessors were simply using Smart Assessor for uploading materials rather than tracking.

A challenge from the Committee was to maintain and motivate students after Easter. They expressed the view that this was likely to be a challenge in terms of routines being disrupted.

In terms of Apprenticeship provision, it was acknowledged that there is the possibility for a number of apprentices to be furloughed and all agreed that, in these circumstances, it is important to keep students engaged. It was confirmed that the College, during this period, will focus on off the job skills and, to support this, the College has launched the INSPIRE programme early. The Committee were given assurance that the teams are looking at planning to keep apprentices engaged and this includes the fact that Skills Coaches have specific tasks to support engagement. It was confirmed that the Assessor team are now really engaged with the Canvas system and it is a 'business as usual approach' for the Apprenticeship team.

The Committee asked what the position was in terms of the content that cannot be delivered online. It was acknowledged that this a particular issue at Burslem regarding the practical applications. There are some aspects that can be made more theoretical and this is being worked on. The Committee were advised that staff, knowing lockdown was coming,

	accelerated a number of practical aspects to get them completed before lockdown. There are still some risks regarding the trades and it is anticipated that, when the College can open again, there will be extended time in the workshops available/needed.
	
	It was confirmed that standardised documentation is completed by all lecturers, including progress and details of any at risk students. This is a learning curve for everyone; however, staff are fully engaged. Business continuity plans are in place and it is now important to keep the momentum going.
	
	The Committee were advised that it was known that some students would not have access to IT equipment and, where possible, the College has loaned equipment or provided paper packs as an alternative. There are some students who are unlikely to use Canvas, an example given was Art and Design where it is a more practical based activity. Evidence in relation to this is via paper and pictures. Some of the units have been developed for online delivery, where possible. Some awarding bodies e.g. UAL have removed the requirement for final projects, which really helps in terms of the practical aspects.
	
	The Committee were given assurance that it is very easy to monitor what has and hasn't been done on a weekly basis. Action plans are in place and there is strong evidence that staff remain engaged. The Principal expressed the view that the Level 3 year 1's are the most at risk and they will need some motivating. Level 1 and Level 2 students currently seem keen to progress.
	
	The Student Governors in attendance were asked for their view; feedback provided was;
	  • Students are seeing lots of work being set and staff are being completely supportive,
	  • Some students cannot access Canvas at home e.g. Health and Social Care; however, work is being emailed to tutors and feedback is being provided. The Principal confirmed that she would investigate the home connection issue.
	
	A challenge from the Committee was to drill down in to the Canvas data to see where there are any pockets of students who are not accessing the system, as this may help to show trends, which could be linked to IT.
	
	The Committee acknowledged that this was an evolving situation and commended all of the hard work and effort taking place.
		Principal	April 2020

CPD

The Executive Director of Quality of Education drew the Committees attention to her detailed report on CPD/staff development at item 5.2. Key matters noted were;

- Big CPD push on Friday, which was well received,
- Improved Safeguarding training compliance, as is the position on all of the mandatory training,
- Equality & Diversity training is a focus,
- Teaching, learning and assessment – using Power BI data, it is clear that there have been increases since February, with the College moving ahead.
- In terms of metacognition, the Committees attention was drawn to the screenshots taken from Canvas and Century Tech. It was explained that there are a lot of face to face virtual learning meetings taking place.
- Page 4 sets out planned future CPD, which will be delivered online. A key element includes 'off the job recording' for Assessors.
- Further training is planned re. Century Tech and how to videos
- Still a lot of work to do but good progress so far.

A question from the Committee in terms of the mandatory training, which sits at circa 90%, was whether or not there are any particular blockages. It was explained that those who had not completed it were mainly new staff and this will have been addressed at the CPD day on 3rd April.

For vocational staff, the College is looking to upskill them, particularly where they will be delivering brand new qualifications next year. All staff have been involved in curriculum planning and this includes using technical expertise through awarding bodies. The intention is to look at peer support, once staff can again get out and about. For Tech and/or vocational qualifications, there was a summer schedule of industrial updates planned; however, it is not now known what the Covid-19 impact will be on this. Industrial updates have been undertaken in relation to District Heat and electrical vehicles.

The Committee asked where the College is in terms of scenario planning. The Principal indicated that there has been some delay in relation to this and that one of the reasons is that the sector needs clarity from awarding bodies in terms of concluding the 2019/20 academic year; this is more so in the vocational areas.

The focus of staff has been on keeping learners in learning, as the College currently doesn't yet know what the impact will be on achievements, ILR funding etc. Once the sector has clarity, it can really then start to work on plans for

	engagement and progression. The Principal expressed the view that staff were not yet at the stage where they could bottom out what the options will be. The Executive Director of Adults, HE & Curriculum Support advised that staff continue to work to the College timetable, albeit remotely, an example given was that progression discussions with all learners are due to be completed by the end of April. Staff are not veering away from the plans in place and therefore there should be a clearer picture in May. The Committee acknowledged that there was a strong sense that there will be ongoing disruption and therefore challenged in terms of capitalising on what can be done now regarding distance learning. The Principal confirmed that the target is to expand this in 2020 and the offer will be taken to employers, as well as learners. The College is looking at a different delivery model and it is felt that this could help with attendance and also lead to higher achievements. AGREED: to note the content of the update provided.		
6	**SANDWELL COLLEGE VISIT & 16-18 RECRUITMENT**		

	The Principal provided a verbal update following the recent College visit that she and the Committee Chair undertook. Key matters brought to the Committees attention were;
	• Sandwell is now part of a group structure,
	• They are regionally known as being secure in terms of 16-18 recruitment and this has been attributed to;
	  a) Support structures to support and manage recruitment,
	  b) Culture,
	  c) Group structure itself – with differential products available in terms of the Sixth Form and general FE, with each product provider playing to their strengths.
	• In terms of culture, there is a very strong focus on internal progression and in fact there is almost a demand/expectation of progression. To support this, there is a 'on your head be it' if students don't progress or any member of staff rebuffs a desire to progress.
	• In terms of new learners, the enrolment and engagement process is very slick and welcoming. They have a very customer-based approach.
	• No-one is turned away
	• Students are supported to enrol on higher level qualifications.
	• In terms of the structure, recruitment retention and progression is a separate function from delivery. This group has the authority to monitor, track and		

	intervene. There are five members of staff within the organisation whose job it is to keep learners and ensure they progress. • They have a different approach to each product and marketing (i.e. Sandwell College, Cadbury, Central St Martins). They have different branding and different publications. • They promote the extensive support available • Real emphasis on internal progression • Excellent start of year arrangements • Clear firm plans in place It was confirmed that there is the potential to collaborate with them re. CCF; however, this is on hold at the minute nationally. In terms of Stoke on Trent College, it was confirmed that there has been a greater focus on internal progression this year and that it will be possible to set progression targets for staff. This will need to take place in May this year but the plan for 2020/21 is much earlier, with targets set in September 2020. The Principal advised that staff have been considering campus differentiation, for example the Burslem site becoming the 'City Centre of Excellence for Science and Technology'. She explained that the references to Cauldon and Burslem don't necessarily mean anything for learners and therefore there is the option to consider something different. She described Sandwell College as very open and willing to share. A challenge from the Committee was to make sure that all students are on the right and not the next course. All agreed that there needed to be a careful balance. AGREED: to note the content of the update provided.		
7	**CURRICULUM PLANNING NUMBERS FOR THE NEXT 3 YEARS**		
	The Executive Director of Adults, HE and Curriculum Support drew Governors attention to her detailed report, including the attachments covering; • Curriculum planning timeline, • 16-18 3-year numbers, • HE growth projection. She confirmed that staff have been looking at what can be delivered in September but also beyond this in to 2021/22. She confirmed that each area of the curriculum has been reviewed on a line by line basis to validate the numbers		

	within the plans. The plan for September includes 1695 students, against an allocation of 1612. She advised that the College has purposely planned over the allocation figure and this is on the basis of market analysis and demographics. Staff are reviewing; • New courses • Class sizes • Contributions She confirmed that the last elements of the review are being completed and then there will be a strong push through Marketing. All agreed that it was critically important to 'keep the foot on the pedal'. The Committee were advised that the College is offering a new GCSE package for students. This will give them an opportunity for resits if their grades awarded through assessment, rather than exams, are not what they had hoped for. This will be mainly in the areas of Science and Humanities. The branding at Burslem is being reviewed and the intention is to move the IT provision to that site. Foundation learning is moving to Cauldon and will be provided for within curriculum areas, rather than a discreet cohort. The College is looking at the Cauldon campus to develop a Centre of Excellence for SEND. The Executive Director of Adults, HE & Curriculum Support described these as quite exciting times, with lots of work happening and the College forging ahead. The College is looking at Traineeships and the transition to Apprenticeships. In addition, it is looking at how it can increase the adult offer; this will be to respond to furlough and/or job losses. Professional studies is being extended and will include Law, HR and CIMA. HE offer – it was agreed that discussions on this area would be recorded on a separate basis. AGREED: to note the content of the update provided.		
8	**AOB**		
	There were no items of additional business.		
9	**DATE AND TIME OF NEXT MEETING**		
	It was agreed to cancel the planned meeting on 28th April 2020 and hold the next meeting on 20th May 2020.		

	In terms of matters to be discussed at the next meeting, it was agreed that these would be; • Progression • Awarding organisation clarification on qualifications for 2019/20 • 2020/21 enrolment The Committee Chair indicated that he would like to see a mix of reports focusing on; a) The here and now, b) The medium term and particularly start of 2020/21 year, and c) The longer term i.e. curriculum planning discussions.		
10	**CONFIDENTIAL ITEMS**		
	It was agreed that confidential items would be recorded on a separate basis. (Students and Staff left the meeting at 3.25pm) Meeting closed at 3.30pm		