![Stoke on Trent College logo]

Minutes of the Curriculum, Quality & Standards Committee meeting held (by Microsoft Teams) on Wednesday 20th May 2020 at 3.30pm

Present:	Stephen Sawbridge, Chair Denise Brown, Principal and CEO Sue Blake Jason Lancaster
In Attendance:	Maxine Bagshaw, Clerk to the Corporation (until 4.55pm) 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 Angela Brooks, Executive Director of MIS Mohammed Yasser, Director of IT Services Jillian Woolmer, Governance and Executive Support Assistant (from 4.50pm)

Min. No.		Action By Whom	Action By When
1	**APOLOGIES FOR ABSENCE**		
	Apologies for absence were received from Jo Mountney and Julie Obada. Before moving on to consider planned agenda items, the Chair took the opportunity to recognise the work pressures that staff are currently under and therefore thanked all report writers for the information provided.		
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 8TH APRIL 2020 & ANY MATTERS ARISING**		
	The minutes were reviewed and agreed as an accurate record of discussions. AGREED: to approve the minutes of the meeting held on 8th		

	April 2020. As a matter arising, the Committee noted the discussion point on page 4 and indicated that there is a need to know the exact degree of student engagement i.e. is it full, part or sporadic, given the known access issues for learners and Stoke on Trent generally. The Committee were advised that the College is reviewing the use of Canvas and Century Tech and assurance was given that this is something that is carefully monitored. The Canvas system had 20,000 interactions yesterday; however, the College is still trying to establish the firm numbers in terms of those students who aren't or can't access online learning. The Principal confirmed that the College is looking to access additional funding for IT equipment and gave assurance that, in year, the College has done the best that it could and indicated that staff are now looking forward to 2020/21. One member of the Committee questioned what the online assessments are telling staff. It was explained that early indications are scheduled for discussion as part of a later agenda item. A challenge from the Committee was that the College needs to be clear in terms of those students who may be left behind and the disadvantaged groups. The College will need to know exactly what is required for them when studies restart again in September. All agreed that monitoring virtual attendance is critical. The Principal advised that the College now has bespoke student accounts in place e.g. a graduate account and that it is possible through these to show the level of engagement. AGREED: to note the content of the update provided.		
4	**ACTION PROGRESS REPORT**		
	The Committee were happy to note the content of the update provided. In relation to item 8, it was explained that Canvas is an entirely Cloud based system and therefore, any inability to access would not be a College issue, but instead would likely to be person specific. A question and challenge from the Committee was whether or not the College can undertake a student survey to try and better understand the potential percentage of students that do have difficulties accessing Canvas from home. It was confirmed that the Executive Director of Adults, HE and Curriculum Support would undertake a short survey using Survey Monkey. AGREED: to note the content of the update provided.	Executive Director Adults, HE and Curriculum Support	May 2020

5	**STRATEGIC SCENARIO PLANNING AND MANAGING THE RISKS**		
	A number of different reports were considered as part of discussions for this agenda item. 1) <u>The Quality of Education – Scenarios for Teaching, Learning and Assessment</u> The Executive Director of Quality of Education introduced this item and drew the Committees attention to her detailed written report. Key matters brought to the Committees attention in discussion were: • The College has been looking at a number of opportunities for outside learning, • Staff are preparing risk assessments for every single course, • It has become clearer that there is no one single solution, • Planning is taking place to introduce face to face contact on a phased basis, • The College is looking to minimise risks at every opportunity, • Blended learning has become and will continue to be important and the College has a number of mechanisms in place to support this, including Canvas, Microsoft etc. Staff are very mindful of digital technology options. • The College was able to prepare staff well for remote learning, • The College continues to develop the Aspire programme for learners and apprentices, • All sessions are being recorded through Canvas, which will allow the College to undertake observations to ensure the quality of teaching, learning and assessment taking place. • Zoom and Teams meetings are going very well, • The senior team are looking at how staff need to be supported, including the pace of improvements required and managing pressures. • In relation to the summer assessments, awarding bodies all have different approaches, which adds to the challenge. The sector is expecting further guidance in relation to this shortly. • The College has access to Power BI, which gives rich data intelligence. Through this, the College is able to track learner progress for every single teacher. Measures monitored include attendance, CPD, resources shared etc. This allows managers to RAG rate the data and really focus on those who need support. • The Committee were given assurance that, from a		

	performance perspective, the College is not standing still. On day 1, there were 6,000 log ins on to the Canvas system, whereas yesterday this figure reached 13,000. Day 1 engagement with Century Tech was 500, whereas yesterday it was 1473 for English provision alone. • The data available helps with planning for return to learning. • There have been some challenges for staff, particularly working at home for those who also have to manage a family i.e. school age children at home. • Health and wellbeing is a priority In relation to the login information provided, a question from the Committee was how this relates to the number of students who are and aren't accessing the systems available. It was agreed that, at the next meeting, percentages would be provided rather than just numbers. A challenge from the Committee was that the College needs to pull all this information together to get a real sense of where learners are at. The Committee also made the observation that the College needs to have individual ILPs in place to ensure that any gaps are addressed. All agreed that no learner should be left behind and suffer because of the current challenges. In general discussion, the Committee all agreed that there would be new learners who will enter the market because of the current circumstances and therefore better utilising online resources is an opportunity to be grasped. The Committee were given assurance that every contact with a learner is known through the ProMonitor system. This information is tracked on a weekly basis and it is used to focus efforts and attention. It was explained that deadlines now given by Pearsons have been a positive trigger for BTEC students to re-engage. It is possible to assess incremental gains at course level through the data available. It was confirmed that the College is now ready to support practical learning on site, having completed all risk assessments and mitigating action plans. The Committee took the opportunity to commend the student services work undertaken and particularly the article prepared by the staff governor, Dave Hopley. The Committee asked for an explanation as to the level of support in place for staff. It was confirmed that support is provided in a number of ways, including: • Wellbeing weeks, • Wellbeing warriors, • Extensive use of social media,	Executive Director of Quality of Education	July 2020

- Maintaining the Stoke on Trent College community,
- Keeping in touch meetings with staff,
- Regular contact,
- A significant number of wellbeing initiatives,
- Coffee mornings,
- Counsellor engagement.

It was confirmed that a lot of staff have adapted very well to home working and that this is supported by a structure devised by the College and shared with them.

In relation to planning for September, a number of matters were noted:
- The College does have a return to learn plan in place,
- A booklet is being prepared for all staff and students, which sets out expectations and site etiquette.
- Staff are all now working on new schemes of work,
- Staff are working on learning journals to ensure that the College can get the best out of students,
- There will be flexible timetables for learners,
- Lots happening in the background, including options regarding the use of outdoor space and managing the pinch points.
- The College is aiming to have at least 25% of activity as online learning,
- Learners need to be able to dip in and out of sessions.

The Committee acknowledged that learners will all have different starting points in September and it was explained that utilisation of learning logs will capture this. The College will have very specific learner profiles and support can be adapted in relation to this.

2) Strategic scenario planning

The Executive Director of Adults, HE and Curriculum Support drew the Committees attention to document 5.1 and confirmed that the College is now well in to the curriculum planning process. She confirmed that staff are now working with the Finance department to agree all establishment requirements for September. Whilst there is still more work to do in terms of the practicalities for September, there is confidence that the College is making good progress. It was explained that the College has a Covid-19 working group in place, who report directly to the Executive Board. The team are currently looking at Health and Safety site requirements and to support this there are 10 students who will form part of a pilot group.

In terms of applications, she indicated that the College was still getting a lot of applications and was using online open events to maximise this. In addition, the College is

simplifying the online enrolment processes.		
The Committee were advised that the College is taking a proactive approach in relation to the current Year 11's to try and tackle potential apathy. A call centre approach is being considered to support this.		
Internal progression figure is currently 74%. 3% have indicated that they are 'not sure' about their future plans and 8% have indicated that they would wish to go in to employment. The College is taking a proactive approach with both of these sets of learners.		
The Committee were then provided with an update in relation to adult delivery and it was explained that a new offer has been created and that Marketing are working on this now. Distance learning enquiries continue to increase and the College intends to capitalise on this. A virtual open event has been scheduled for June.		
In relation to the HE strategy, the Colleges strategy to grow its numbers and work with an additional partner is progressing with Coventry University. They have confirmed that they are working on the Colleges proposals and we expect to hear more about the next steps in week commencing 18th May 2020. We continue to work with Staffordshire University who will be undertaking a review of the provision that the College runs in Foundation degrees Early Childhood Studies, Education and Science. The review is very much like an inspection and will involve a range of staff and students across the College and within those courses in particular.		
In relation to pre-16 provision through the Foundation Bridge Academy, the team will be taking steps to de-register the school and the local authority have been advised of the strategic changes in this area.		
One member of the Committee asked what the level of employer engagement is like in relation to the College offer. It was confirmed that staff have been working proactively to keep apprentices engaged and that there has been a big push for those apprentices who have been furloughed. The College is promoting other services to employers, with a view to having something in place to upskill all staff. It was confirmed that curriculum design takes place with employer input to ensure that there is the right offer. The Committee indicated that, going forward, they would wish to see a termly update on employer engagement.	Executive	Termly
In relation to employers and apprentices, the Committee all agreed that it was important for the College to be able to		

fully support them in thinking about a 'plan B'. It was confirmed that employers are very positive in terms of the Colleges response to the current situation. The College seems to be comparing very well against other providers. The College has been able to adapt its offer but remains conscious of the economic uncertainties, including furlough, redundancy etc. A challenge from the Committee was that, wherever possible, the College ought to celebrate and market its successes. The Committee discussed continuing challenges and it was explained that circumstances are constantly shifting, as is guidance, and that staff therefore need to plan for all scenarios e.g. when end point assessments can take place. 3) <u>Progression and Destinations</u> The Executive Director of Quality of Education and Executive Director of Adults, HE and Curriculum Support drew the Committees attention to document 5.8, which gives a summary of the current position. A challenge from the Committee was that good internal progression was critically important and that clear targets in relation to this for 2020/21 need to be established. In terms of the statistics, it is 70% for 16-18 year olds and 10% for apprentices. All agreed that it was important for the College to look at this 10% and the potential need for them to have College as a plan B. All agreed that if the College could get to the 80% overall figure, then it would be in a positive position. 4) <u>English and Maths</u> Committees attention was drawn to the report by the Executive Director of Adults, HE & Curriculum Support at document 4.1 and key matters noted and discussed were: • The College is going to have to work really hard to understand starting points, • The College is developing provision via Stepping Stones, • College is assuming that every Level 2 and Level 3 learner will be completing GCSE resits, • It is important to have student engagement and attendance, therefore the College is planning to do something completely different. • Maths and English will be provided in 2 hour sessions, • Vocational staff will support delivery, The Committee asked what the view of staff was in relation to these changes. It was explained that, whilst there were some questions on the specifics, there was general support.	Executive	September 2020

5) Enrolment

The report prepared by the Executive Director of MIS and Exams at document 5.2 was considered and all agreed that there was a critical link to internal progression, as discussed earlier in the meeting. There is an Enrolment working group in place, who are looking at the 'nuts and bolts'. The College does know the intended destinations for a high number of existing students and, for those where there is internal progression, enrolments will start in June. The aim is to deal with a significant number of enrolments early so that far few need to be dealt with in September. 20th August is the GCSE results date and the College needs to be in a position to deal with an increased number of enquires at that point in time. September will focus on brand new learners. IAG will be really important and therefore the College is planning for onsite meetings to undertake this, with social distancing in place. The College will use as much space as possible, which will help to promote facilities.

The Committee were advised that adult provision will now need to be a focus and the College is expecting to complete online enrolment as far as possible, but with IAG support in place. In terms of systems, the College is looking to avoid 'signatures' being an issue and a barrier to enrolment and these will be accepted later in September, at the first point that a student comes on to site.

A challenge from the Committee was that IAG will be critical in ensuring that the right learners are on the right course and there will be a need to be flexible in relation to this. The Committee all agreed that staff monitoring needs to be effective in the early part of the year to ensure that students are at the right level and on the right course. The Committee were advised that the College is expecting a bigger variance in terms of ability in 2020/21 and therefore appreciates the need for flexibility.

6) Self-Assessment Report

The report prepared by the Executive Director for the Quality of Education at document 5.12 was considered and key matters noted were:
- The College has created a flow chart to ensure there is clarity in relation to timescales and expectations,
- A lot of progress has been made but the College needs to ensure that the details of Project Ofsted appear in the SAR,
- Behaviours and attitudes are now much more positive and indeed current circumstances have forced change,
- Leadership and management has done really well in

	terms of the pace of improvements, • The use of Canvas has been a real step change, • Microsoft badges have been really inspirational for staff and has created a one team approach, • Staff are the Colleges greatest asset and all have gone above and beyond in the current circumstances. • The College currently has ungraded observations and this will continue within the SAR, • The College is currently at the stage of gathering all information, • The College has really pulled out 'all of the stops' and is now better than good and in some areas is starting to see areas of outstanding practice. • The College is looking towards becoming a centre of excellence for teaching and learning, • The College is getting to be at the forefront if educational practice, • Pace of progress is very positive. In general discussion, a challenge from the Committee was that every negative point made in the last inspection report needs to be tackled head on and evidenced in the SAR. (Jillian Woolmer joined the meeting at 4.50pm and Maxine Bagshaw left the meeting at 4.55pm) The Executive Director of Quality of Education said that, from a leadership and management perspective, the College is more than good. She said that they are taking a whole College approach to teaching and learning and they are currently looking at the Berry Street Model in relation to social and emotional learning strategies for learners and teachers. She advised that they are looking to make the College a Centre of Excellence – put the College at the forefront of education practice. She added that there is a lot of work going on in the background to change staff mindset, so that, when the College is next inspected, staff talk about learners from a social and emotional perspective. The Committee were pleased with the update provided and one governor commented that, if every negative is met head on under the self-assessment, then this will save a lot of questions at inspection. The Executive Director of Quality of Education said that Project Ofsted had a huge impact within teaching at the College and they have looked at areas where they knew a lot of work needed to be done. She added that the aim is to be globally recognised, making sure all learners achieve and are not left behind, especially those from disadvantaged backgrounds. IT Capacity and Capability The Director of IT Services directed the Committee to his		

report and confirmed that, over the next 6 months, IT capital investment will focus on three of the following areas: • Staff – staff devices are currently 6 years old and experience issues in performance and reliability. IT investment in September 2020 will replace all staff devices across the College. • Students – over the summer, the IT department will be focusing on students. He advised that the network core needs to be refreshed, as it comes to the end of its life in September 2020. He confirmed that the College is in the process of procurement, which went live today with Tenet and IT Services will hopefully be able to refresh the network core before enrolment; however, this depends on timescales and this may be delayed by when the College receives the equipment. The Director of IT Services said that, for the start of the new academic year, IT Services will be focused on replacing another 92 student computers, along with a new IT lab in the Lifestyle building for the Hair and Beauty students to utilise, instead of the current laptop provision, which has multiple issues. • Classroom – The Director of IT Services advised that classroom projectors at the Burslem campus are often complained about by staff and students due to their age and functionality. This summer, 12 new SmartScreen's will be installed into classrooms. He said that the College will be focusing on key classrooms at Burslem for the start of term. The Director of IT Services then moved onto discuss the College's Digital Transformation Strategy. He said that, at the moment, the College doesn't have an IT roadmap for the next 3-5 years, so this is what he has been working on. He confirmed that his next step is to have conversations with various departments in order to get plans and ideas together, so that a strategy can be formulated. In terms of challenges for the IT department, the Director of IT Services said that Covid-19 will bring a number of challenges – he said that the setup for IT for staff will be a lot more spread out than before due to social distancing and there is a need for a lot of equipment to be moved around. Distance Learning is more of a requirement and students using their own devices, for which there is some funding available. Another challenge is staff working from home – the Director of IT Services said that there were initially some issues around Broadband connection for some staff; however, staff have now got used to working from home In terms of opportunities for IT Services, the Director of IT Services said that Microsoft Teams has been rolled out to all staff and, during lockdown, all members of staff appear to		

have embraced this – this has been the main platform for collaboration. He also said that there is an opportunity to introduce new technology and new ways of working.

In terms of risks, not all students have a device of their own – the Director of IT Services commented that, if the College plans to promote distance learning, then we need to be mindful that students will need their own devices. If the College doesn't invest, then students won't have the equipment for distance learning to be delivered. Cyber security was also noted as a risk, as the College is mindful of protecting data, especially when there are multiple devices off campus.

The Chair of the Committee commented that the Digital Transformation Strategy needs to tie in closely with the Digital Teaching, Learning and Assessment Strategy. The Director of IT Services commented that he had already spoken to the Executive Director of Quality of Education in relation to the Digital Teaching, Learning and Assessment Strategy and both agreed that this would be a collective process, as both strategies need to interlink. The Director of IT Services confirmed that he would be working closely with the Executive Director of Quality of Education once the Digital Transformation Strategy had been written up.

(The Director of IT Services left the meeting at 5.09pm)

Apprenticeship Provision

The Director of Campus for Burslem drew the Committees attention to his report. He confirmed to the Committee that there is a shift from Frameworks to Standards. Currently, for 2019/20, 79% is Frameworks but there is a significant need to move to Standards from September 2020. From September 2020, 41% of Apprenticeships will need to fall under Standards.

The Director of Campus for Burslem directed the Committee to the graph relating to Assessor Staffing Levels over a 5-year period and commented that there are plateaus in years 3 and 4, whilst the College maintains income; however, there will be a boost in numbers in year 5. He then directed the Committee to the Current End Point Assessment status table. He commented that they need to decide where some end point assessments are going to take place. He said that the income standards generate still meets the sales targets and KPI targets that the Managing Director Commercial is working with but the College does need to grow ICT/Hospitality but this may be affected by Covid-19.

The Committee asked whether the change from Frameworks

	to Standards has an effect in terms of achievement rates and outcomes. The Director of Campus for Burslem said that, as part of the process, we are reviewing all the tech content being delivered and how we are supporting Apprentices in workplaces. Another member of the Committee said that the percentage seems high in terms of the location of end point assessments, she asked if this was within the College's control. The Director of Campus for Burslem said that the College has had a lot of new standards start this year, so in terms of having an end point assessment location, we are looking at two years' time. In terms of having premises setup, there are some standardisation needed in terms of setting up workshops – he confirmed that staff will go in to do a mock setup of the end point assessment. The governor queried if there were any financial implications with a high percentage not being 'nailed down'. The Director of Campus for Burslem said that he was not concerned, as he was working closely with the delivery team.		
	The Chair noted that the Committee had not looked at Apprenticeships for some time and, for the next Committee meeting in July, it was agreed that a deep dive in relation to employers and Apprentices should be scheduled in order to discuss risks and issues that may arise in September. It was also suggested that the Managing Director Commercial be invited to the next meeting to discuss this item.	Director of Campus Burslem / Managing Director Commercial	July 2020
	AGREED: to note the content of the updates provided.		
6	**CORPORATE RISK REGISTER – CURRICULUM AND QUALITY ITEMS**		
	The Principal introduced this item and confirmed that this Risk Register was being brought to each Committee in order to sense check both the Board Assurance Framework and the mitigating actions, especially where areas have not changed much. The focus for this Committee will be on the teaching and learning areas of the Risk Register.		
	The Chair commented that Ofsted is one of the main risks for the College. He said that they are assured about what is taking place with teaching and learning and asked why the residual risks are so high. The Executive Director of Quality of Education said that they are erring on the side of caution – she said that they have got confidence that the College will get a Good. The Principal queried whether the Risk Register should reflect what would happen if mitigating actions were not met or should it reflect the College's confidence that the mitigating actions will work. The Chair said that finding some sort of independent view/external assurance on actions in place would be useful from the Board's perspective in order to confirm things are on track. The Principal said that a mock		

	inspection has been discussed, which would give some independent perspective to this. The Principal added that she could ask the Luminate Group to help with this, as they are the NLFE lead, so it might be good to work with them on external assurance in relation to the Risk Register. The Chair asked if there were any other risks the Committee needs to be aware of. The Principal advised that the Committee needs to be aware of the risk around student numbers, due to the Covid-19 outbreak, as the College does not know the impact this will have and the importance of student numbers to finance. The Principal advised that a working group will be setup to look at this. AGREED: to note the content of the update provided.	Principal / CEO	July 2020
7	**DIGITAL TEACHING, LEARNING AND ASSESSMENT STRATEGY**		
	It was agreed that the Digital Teaching, Learning and Assessment Strategy presented to the Committee be considered as a draft at this meeting and then revisited at the next Committee meeting in July 2020. The Executive Director of Quality of Education directed the Committee to page 7, which provides an outline of the purpose. She acknowledged that the College also needs to make sure that none of our learners are disadvantaged and the College needs to make that difference for them. The Executive Director of Quality of Education then directed governors to page 10, section 2.3, which talks about the purpose of the Digital Teaching, Learning and Assessment Strategy: • Inclusive and develops our learning community to achieve excellence through a digital skills toolkit that ensures we are not only meeting but exceeding all our customers' expectations; always being at the forefront of all that we do. • Revolutionary and meets the ever-changing needs of the education and skills sector and expectations of all our stakeholder groups; leading to the realisation of individual goals, ignites aspirations and ultimately realises positive impacts for our business communities and civic society • Supporting teachers through continual professional development to become digital citizens who will drive innovation across all aspects of the student journey through the use of digital technology • Extending the areas of excellence in digital education that already exists and to ensure that all academic staff engender challenge and risk taking in our teaching and learning practices to ensure the	Executive Director of Quality of Education	July 2020

	achievement of aspirational outcomes through digitalisation. • Supporting remote and mobile learning opportunities by ensuring that the College's virtual and blended learning environment is highly effective and engaging. The Executive Director of Quality of Education said that, in addition to this, the College needs to think about the percentage of digital learners, which is embedded into the learner journey. She said that 25% would be delivered online but there is a possibility that more than 25% will be delivered but this will be covered as part of the strategy for Star Practitioners. The Executive Director of Quality of Education said that, when the College was last inspected, we hadn't launched Star Practitioner. The College has now developed a Star Practitioner award for all teachers to go through and work towards advanced Star Practitioner. The Executive Director of Quality of Education then directed the Committee to section 2.4, which discusses intent, implementation and impact. The Chair asked the Committee to provide the Executive Director of Quality of Education with feedback on the Digital Teaching, Learning and Assessment Strategy outside of the meeting in order for this to be discussed in more detail at the next Committee meeting AGREED: to note the content of the update provided.	Committee	July 2020
8	**CONFIDENTIAL MINUTES OF THE COMMITTEE MEETING HELD ON 8TH APRIL 2020**		
	The minutes were reviewed and agreed as an accurate record of discussions. AGREED: to approve the confidential minutes of the meeting held on 8th April 2020 There were no matters arising.		
9	**AOB**		
	The frequency of Committee meetings in the next academic year was discussed. It was agreed that, due to Covid-19, for the first half of the year meetings should take place on 6 weekly basis, as the College does not know what will happen and the College needs to keep the Committee up to date with how the pandemic is impacting on teaching and learning. The Principal noted that the papers/documents prepared for the Committee meetings are what the Executive team are already preparing.		

	It was agreed that Employer Engagement and Apprenticeships will be discussed at the next Committee meeting. The Committee asked for a presentation instead of a detailed paper.	Director of Campus Burslem / Managing Director Commercial	July 2020
9	**DATE AND TIME OF NEXT MEETING**		
	It was confirmed that the next scheduled meeting was the 1st July 2020 at 11.00am. Meeting closed at 5.40pm		

Signed : _____ Chair   Date: