**The Corporation of Newham Sixth Form College Curriculum, Quality and Engagement Committee**

**Minutes of the Meeting held on 9 March 2023**

**Members**

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| Julia Shelton (Chair) | Independent Member | Present |
| Mandeep Gill | Principal & Chief Executive | Present |
| Jaydn Benneh | Student Member | Present |
| Emma Bibi | Student Member | Apologies |
| Fiona Clarke | Staff Member – Teaching  | Present |
| Jane Lofthouse | Independent Member | Present |
| Ebby Maps | Parent Member | Present |
| Martin Rosner | Independent Member | Present |
| Mandeep Sahotay | Independent Member | Present |
| Elizabeth Scott | Independent Member | Present |
| Yolanda Valery | Independent Member | Present |

**Non-Members in attendance**

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| Rena Rani | Interim Vice Principal Curriculum | Present  |
| David Francis | Executive Director, Student Services  | Present |

###### APOLOGIES FOR ABSENCE

Apologies were received from Emma Bibi and Robin Jones, Clerk to the Corporation, (who was off sick following an operation). Exceptionally, because of the absence of the Clerk to the Corporation, Martin Rosner drafted the minutes.

The meeting was quorate from the beginning.

###### DECLARATION OF INTERESTS

Rena Rani declared that she was an Independent Member of The Henley College Corporation

**3. WELCOME AND INTRODUCTIONS**

Rena Rani, the interim Vice Principal Curriculum, was welcomed to the meeting and briefly set out her background and experience.

**4. Action Points from the meeting held on 17 November 2022**

In the absence of minutes, it was NOTED that the key items from the last meeting were approved by the Corporation namely the Self Assessment Report and the Quality Improvement Plan (QIP). The Committee had approved the QIP on the understanding that a column would be added setting out the outcome expected from each action. This had been done.

**5. Quality Presentation**

The Interim Vice Principal Curriculum gave a detailed update of the following developments since her appointment:

* Working with the Head of Quality, the policies and procedures relating to learning walks and how TLA in the classroom takes place had been reviewed. This had resulted in the engagement of a consultant, a recently retired OFSTED inspector, to carry out about 50% of the learning walks. A report and proposed actions, submitted by the consultant confirmed some of the issues identified by the Interim Vice Principal and the Head of Quality.
* Working Groups had been set up to review: (i) the Curriculum Strategy; and (ii) the observation policy. Both groups included members of staff.
* More work was being undertaken around the new Common Inspection Framework (CIF) including, in particular, “Intent, Implementation and Impact”. Work was being done with Curriculum Team leaders due to their involvement in any future OFSTED inspection.
* Work was also being taken forward on progression, the student journey and the holistic student experience.

In reply to members questions it was noted that:

* The distinctions between observations for assessment purposes and staff development were conflated at present but that peer learning walks were being developed to focus on staff development.
* The intention was to continue with members’ link visits after Easter.
* There had been some reservations about involving an external consultant in learning walks but, after the reasons were explained, all went ahead.

The Principal commented that the College did have issues with quality as could be seen from the KPI report but that steps were being taken to address the issues. He reported that the Executive Director of Student Services was running two groups: managing student behaviour (including attendance and punctuality); and Safety in the classroom and across the whole college.

He reported that the Vice Principal Finance and Operations was also heading up a group to enable data to be used more effectively, focusing in five areas ranging from entry to progression.

The Principal informed the Committee that all areas were expected to report by Easter.

After further discussion, the Committee AGREED that:

1. The report and actions submitted by the external consultant would be circulated to all members
2. A draft of the report covering the proposed Curriculum Strategy would be shared with the Chair of the Committee and the Chair of the Corporation and the full report would come to the next meeting of the Committee for approval.
3. That a summary of the outcome of issues discussed by the various groups (including the report from the consultant looking at observations), together with the proposed actions and progress, would be presented to the next meeting of the Committee.

###### KPIs

###### In presenting the report, the Interim Vice Principal Curriculum informed the Committee that achievement outcomes were based on assessments during the first term and that predicted outcomes would be more accurate following consideration of the assessments this term. She also reported that the closing date for the student survey had been extended to increase the participation rate.

###### In reply to questions, the Interim Vice Principal commented that:

###### The difference between data for A levels and Vocational Level 3 courses was wider because of when the assessments were carried out.

###### It was normal for achievement to be lower at this stage in the year, ie before mock examinations for A levels because the mock examinations were taken more seriously by students.

###### There was still some concern about inflated entry grades which would affect this year’s students and also some for 2023/24.

###### The data around achievement gaps needed further explanation which would be provided at the next meeting.

###### The Committee NOTED the report and AGREED that, from next year, the tables would include a comparison with the previous year’s data at the same stage in the year.

###### SAFEGUARDING UPDATE

###### The Executive Director of Student Services highlighted three important aspects of the report:

###### The Action Plan had been updated and that good progress was being made towards achieving the outcomes.

###### The biggest areas for safeguarding referrals were domestic abuse and mental health. He pointed out that there was concern across the sector because of a 40% increase in the number of referrals and 1 in 4 16-19 female students facing mental health challenges. The College now had 2 mental Health Advisers in addition to the 1 in house and 2 external Counsellors. The College had also developed links with other organisations. He reported that the College had received a training grant which enabled access to resources and support.

###### From the recent safeguarding training, the report identified the specific duties of members in relation to safeguarding.

###### In reply to a question from a member about how the College would respond to a terrorist incident, the Executive Director of Student Services advised the Committee that the College’s Business Continuity Plan included the procedures to follow covering a range of situations. He also reported that there was new legislation that would require Colleges to establish procedures covering “Protect” as well as “Prevent”. These would include the worst possible scenarios. A report on this would come to the next meeting of the Committee.

###### In reply to a further question, the Executive Director of Student Services said that there were no particular concerns relating to the Action Plan.

###### The Committee NOTED the report.

###### Student Report

###### In introducing the report, the Student Representative informed the Committee that there was ongoing consultation with the Students’ Union Executive and students around the Student Hub. The Executive was preparing for elections and the Student Council was working well with preparations in hand for the next meeting.

###### There was some disappointment from students around the “You Said, We did” answer relating to the replacement of staff. The Principal said that filling vacancies was a major concern for both students and the SLT and that this was an issue for the sector as a whole. The Committee NOTED the report.

###### QUALITY IMPROVEMENT PLAN UPDATE

The Interim Vice Principal Curriculum commented that many of the issues covered by the Plan had been covered by the earlier discussion around quality.

In reply to questions from Members:

1. it was confirmed that “Amber” meant work in progress. Because how work in progress could vary a lot, it was AGREED that future reports should summarise areas of concern in the cover sheet;
2. the Committee was advised that rewards for attendance included individual awards and group awards. These were awarded throughout the year. The Group awards included cash for group activities;
3. in relation to concern that we might be overloading staff, the Interim Vice Principal said that under the item relating to curriculum reports, managers were no longer required to prepare these because actions and proposed actions were already addressed at the review meetings.

Following a discussion over whether the QIP should be amended to cover the issues raised earlier in the meeting, it was AGREED that the document would be amended with a draft sent to members of the Committee before the next meeting.

###### EQUALITY AND DIVERSITY REPORT

The Executive Director of Student Services said that the report had been prepared because of the need to provide an overview to members of the Corporation. The report used Strategic Objective 6 to frame the report. It covered 5 areas and included areas for development and an action plan. In the future, with better reporting facilities, it was intended to cross reference multiple factors.

In reply to questions around the poor performance of white students, the Executive Director said that this was an area where cross referencing was important as the concern was with male students and those on Level 2 programmes. Various actions were being considered to address these concerns including literacy support (suggested by a member of staff) and a greater focus on early intervention. The report was noted.

1. **ANY OTHER ITEMS OF URGENT BUSINESS**

The Interim Vice Principal Curriculum reported that the College had been selected by OFSTED for a thematic review covering the Level 2 T level transition programmes for Health and Social Care and Science. The review had just been carried out but no feedback could be given as this was not allowed.

1. **CALENDAR OF MEETINGS – 2022/23**

The Committee NOTED that the next meeting was scheduled to be held on 15 June 2023 at 10.00am

1. **CONFIDENTIAL ITEM OF BUSINESS**

Due to the nature of the confidential item still to be discussed, staff and student members left the meeting at this stage.

Chair: Date: