**The Corporation of Newham Sixth Form College**

**Curriculum, Quality & Engagement Committee**

**Minutes of the Meeting held on 15 June 2023**

**Members**

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| --- | --- | --- |
| Julia Shelton (Chair) | Independent Member  | Present  |
| Jayden Benneh | Student Member | Present  |
| Emma Bibi | Student Member | Apologies – College commitments  |
| Mandeep Gill  | Principal & Chief Executive  | 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**

|  |  |  |
| --- | --- | --- |
| Shadavia Bucknor | Interim Principal and Interim Vice Principal Curriculum & Quality Student | Present  |
| David Francis | Executive Director Student Services | Present |
| Robin Jones | Head of Governance  | Present  |
| Rena Rani | Interim Vice Principal Curriculum  | Present |
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**1 MEMBERSHIP OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE**

The Clerk advised the Committee that Fiona Clarke, Teaching Staff Member, had resigned from membership of the Corporation and, therefore, the Curriculum, Quality & Engagement Committee.

It was intended to seek nominations for a new Teaching Staff Member at the beginning of the new year in September 2023.

**2 APOLOGIES FOR ABSENCE**

The Committee NOTED that Emma Bibi, one of the Student Members, had submitted her apologies for absence due to College commitments.

To provide an additional student voice Shadavia Bucknor (known as Dai) had been invited to attend the meeting.

The Chair welcomed Dai to the meeting and thanked him for his attendance.

The meeting was quorate throughout.

**3 DECLARATION OF INTERESTS**

The Members confirmed that there were no declarations of interest to be recorded on this occasion at this stage of the meeting based on the published Agenda.

**4** **MINUTES OF THE MEETING OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE HELD ON 9 MARCH 2023**

The Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 9 March 2023 were agreed to be a correct record.

**5 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE HELD ON 9 MARCH 2023**

The Committee agreed that there no issues to be addressed from the Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 9 March 2023 which were not covered in the published Agenda or in planned actions.

**6 AGENDA FOR THE MEETING**

The Chair proposed and the Committee agreed to reorder the Agenda in recognition of the availability of Members and the Executive.

Note: Jane Lofthouse arrived during the following item on the Safeguarding Update

**7 SAFEGUARDING UPDATE**

The Committee received the Safeguarding Update which prompted a wide ranging discussion.

It was confirmed that the Executive Director of Student Services in his role as ?? met the Safeguarding Link Member on a monthly basis to review the Action Plan and emerging issues. In addition the Link Member was now meeting the Safeguarding Team to hear first hand about the range of issues being addressed.

A key statistic was that in the current year to date 174 Safeguarding referrals had been made of which 66 had been closed and 9 withdrawn. This left 108 live cases currently being supported by the Safeguarding Team.

Mental health conditions continued to be a major reason for safeguarding referrals although homelessness and housing issues were showing a large increase over the last few months.

The update to the Safeguarding Action Plan was highlighted – at the outset there were 25 key actions of which 15 had been completed with progress being made on the others.

One innovation was that when staff now log on to their computer there is a pop up which reminds then of the action to be taken when a Safeguarding issue was raised / identified.

The Safeguarding Update also covered:

* E Safety with the College policy to be updated in the light of new duties
* Use of College premises by external organisations with the College reviewing responsibilities given the need for absolute clarity as to how safeguarding issues may be raised

A Member raised the issue of security in College as it had been suggested elsewhere that the changes to the Security Team had created safeguarding risks. This was not thought to be true. Indeed the College had increased the number of staff with a security role with the 4 designated Security Officers wearing orange vests and the 8 Youth Workers wearing blue vests. A comprehensive tour of the College buildings and grounds was conducted throughout the day by the security personnel although the times were varied so that these were not known to others.

It was acknowledged that there was a point in the year that there was a perception for some that there were less security personnel in College which is why the blue vests were introduced for the Youth Workers.

The intention of the Executive was to review the number of security personnel in October 2023.

What had been found was that the role and approach of the Youth Workers had enabled a number of interventions to be made which as a result deescalated potential issues.

In response to a question from a Member the Executive Director Student Services was pleased to advise the Committee that relationships with the Local Authority were positive in terms of safeguarding issues relative to what they were previously. Furthermore, the College had particularly good relationships with third sector organisations providing the College with appropriate help where possible.

The Committee agreed, following discussion:

1. to thank the Executive Director Student Services for the presentation of an extremely comprehensive report providing a Safeguarding Update
2. to look forward to hearing more on developments and experience at future meetings.

**6 SAFEGUARDING POLICY – 2023/24**

The Committee received and discussed the proposed Safeguarding Policy for 2023/24.

It was helpful that the Government had already published the Keeping Children Safe in Education (KCSiE) document and, unlike in some previous years, it would not be necessary, therefore, to review the Policy again in the Autumn Term as the requirements have been addressed in the updated Policy.

The Committee was advised that in addition to the draft updated Safeguarding Policy for 2023/24 as circulated with the published Agenda there was a version available which had been “marked up” to show the proposed changes. This had already been shared with the Link Member for Safeguarding.

The Committee agreed:

1. To note the proposed updated version of the Safeguarding Policy for 2023/24 which had been prepared with regard to the Government document Keeping Children Safe in Education
2. To note that the “marked up” version of the Safeguarding Policy had been shared with the Link Member for Safeguarding and would now be forwarded to the Chair of the Committee for review
3. to RECOMMEND to the Corporation on 12 July 2023 that the Safeguarding Policy for 2023/24 be approved.

**9 STUDENT REPORT**

The Committee received a comprehensive report setting out the range of student related initiatives and activities progressed in 2022/23.

Student Member Jayden Benneh confirmed, as the current President of the College Students’ Union, that this had a successful year from the viewpoint of the Students’ Union.

The item prompted a discussion on how best the Corporation and, specifically, the Chair of the Corporation and the Chair of the Curriculum, Quality & Engagement Committee could engage more with the student body including the Students’ Union and Student Council. It was suggested that this would be best achieved via an early discussion with the recently appointed Students’ Union President and the College Team supporting the various student activities. This would be arranged so that a Member could attend, from time to time, meetings with the student body and hear first hand the issues of interest and concern to them.

The Committee agreed, following discussion:

1. to note the Student Report which on this occasion had been written entirely by the College Team and not the students with the support of the College Team
2. to suggest that the Student Report be proof read so that the typos may be removed from the final version for the file and future reference
3. to look forward to receiving the Student Report from the new Students’ Union and Student Council at the November meeting of the Committee by which time it was hoped that the Corporation Chair and or the Committee Chair would have had the opportunity to attend meetings with the student body.

**10 JAYDEN BENNEH – STUDENT MEMBER ON THE CORPORATION**

The Committee took this opportunity to thank Jayden Benneh for all that he done in the past year as the President of the College Students’ Union, Member of the Corporation and Vice Chair of the Curriculum, Quality & Engagement Committee. Members wished him well in his future career.

**11 ACCOUNTABILITY STATEMENT**

The Committee recalled that the background to the requirement to publish an Accountability Statement had been provided for Members at the meeting of the Corporation on 22 March 2023.

The purpose of the Statement was to outline how each College met the local skills needs as set out in the Local Skills Improvement Plan (LSIP).

To meet the nationally determined timetable of events the working draft of the NewVIc Accountability Statement was uploaded to the DfE portal by 31 May 2023. This version was presented to Members as part of the Agenda pack for this meeting.

It was explained that the final LSIP for London was still to be published but this was expected shortly and hopefully in time for the NewVIc Accountability Statement to be reviewed for presentation to the Corporation on 12 July 2023 for approval.

The Committee agreed following discussion:

1. to note the requirement to publish via the College website and DfE portal the Accountability Statement for the period to 2024/25
2. to note the working draft of the Accountability Statement will be reviewed further in the light of the final Local Skills Improvement Plan for London prior to presentation to the Corporation on 12 July 2023
3. to support the current draft of the Accountability Statement subject to a final proof read and a reflection of certain points identified during the discussion such checking if the most up-to-date data was being used and the use of such terms as “innovate” and “innovation” in the context of the NewVIc Curriculum Strategy
4. whilst it was hoped that it would be possible for the Corporation to consider and approve the Accountability Statement on 12 July 2023, if the London LSIP was not available it was intended to seek approval to publication via a Written Resolution.

*Note: Ebby Maps joined the meeting at this point – unfortunately he had experienced IT communication difficulties which had prevented him from joining the online discussion earlier*

**12 DESTINATION DATA**

The Committee received and discussed the comprehensive report on Destination Data for 2022 (ie the 2021/22 student cohort).

The Committee agreed after discussion:

1. To receive and note the report on Destination Data for 2022
2. To congratulate the staff of the College engaged in the collection of the data which covered over 97% of the NewVIc learners – a far greater number of known destinations than in the past

**13 KEY PERFORMANCE INDICATORS APPROPRIATE TO THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE**

The Committee received the updated report relating to the Key Performance Indicators (KPIs) for the College which fell within the Terms of Reference to be tracked by the Curriculum, Quality & Engagement Committee on an ongoing basis.

It was recognised that 2022/23 had been a challenging year for the College as a result of the industrial action which had impacted on the teaching and learning of students. It was thought that the NewVIc achievement rates would be lower than the national benchmarks – around a 10% reduction was thought to be a realistic out-turn position. This would, no doubt, sound alarm bells on the part of external agencies including Ofsted.

The Committee agreed, following a wide ranging discussion:

1. To note the up-to-date KPI report including the explanation that, due to the lost learning opportunities for students as a result of the industrial cation by many teachers, the achievement outcomes for 2022/23 will be lower in previous years which was bound to have consequences for the College
2. To note that the Executive had a number of plans in place for 2023/24 to bring about improvements in the learner experience and student achievement outcomes
3. To look forward receiving updates at future meetings of the Committee so that Members had a clear understanding of the actions being taken to improve outcomes for students

**14 QUALITY IMPROVEMENT PLAN – 2022/23**

The Committee received the up-to-date Quality Improvement Plan (QIP) for 2022/23 as approved by the Corporation on 14 December 2022 and now including the progress to June 2023.

The Interim Vice Principal – Curriculum took the Committee through the QIP with a focus on the different RAG ratings.

The particular attention of the Committee was drawn to the interventions to bring about improvements in student attendance. This included the enagment of 2 Attendance Officers who track attendance. These posts are to continue in 2023/24. The College was also engaged with the London Borough of Newham to pick up best practice from other organisations in terms of student attendance.

Finally, the Committee noted that the proposed drafting of the College Workforce Strategy had been delayed due to vacancies in the HR Team and the impact of the industrial action by members of NEU. The Workforce Strategy would be presented to an early meeting of the Finance & Resources Committee in the new year. :

The Committee agreed following discussion:

1. To note the progress on the Areas for Development as set out in the College Improvement Plan
2. To look forward to receiving the updated Quality Improvement Plan as at the end of 2022/23 at the next meeting of the Committee scheduled for 28 September 2023.

**15 CURRICULUM STRATEGY**

The Committee received the draft of the Curriculum Strategy which had been prepared with contributions from staff via a College Working Group. There had also been feedback from external stakeholders.

It was recognised that the intention was for the Curriculum Strategy to inform decisions over the next 5 years.

As noted during the discussion on the Accountability Statement earlier in the meeting Members asked about the use of the terms “innovation” and “innovate” in the context of the Curriculum Strategy.

The Committee agreed after discission:

1. To note the current draft of the Curriculum Strategy which it was understood would be proof read, reformatted and updated to take into account feedback from Members
2. To recommend to the Corporation on 12 July 2023 that the Curriculum Strategy be approved subject to the document being updated following this meeting of the Committee.

**16 CURRICULUM PLAN**

The Principal & Chief Executive presented an overview of the various stages in the process and the evidence used to determine what is removed from the curriculum and what is introduced. He shared the various folders and documents used to support the process:

* Curriculum plans and business plans were shared early in the academic year together with the planning timetable.
* Each team was provided with the relevant data and managers were given data specific to their area, including LMI data and a competitors’ analysis.
* Meetings were held with managers to discus proposals in detail and to identify actions required.
* Curriculum plans were then finalised by the relevant curriculum lead prior to presentation to the Corporation.

The Committee agreed following discussion to note the proposed changes to the Curriculum Plan for 2023/24, including the recent proposals covering construction and engineering.

 **17 TEACHING, LEARNING & ASSESSMENT ACTION PLAN**

The Committee received the Teaching, Learning & Assessment Action Plan which was introduced by the Interim Vice Principal - Curriculum.

It was explained that that the purpose of the Plan was to bring together the various actions from quality procedures during the year and put them into one document separate from the QIP. The Head of Quality was responsible for implementing and monitoring the Plan.

The Committee agreed, following discussion, to note the Teaching, Learning & Assessment Action Plan.

**18 LESSON OBSERVATIONS**

The Committee received and discussed the report of the Interim Vice Principal – Curriculum on Lesson Observations who stressed the importance of implementing the Plan taking into account issues identified during 2022/23.

The Committee agreed:

1. to note the report on Lesson Observations
2. to look forward to receiving an update during the coming year on developments in terms of progressing the issues identified in the Plan.

**18 INTERIM VICE PRINCIPAL – CURRICULUM**

The Committee thanked the Interim Vice Principal - Curriculum for her work during the year especially taking into account the impact of the industrial action.

**19 CALENDAR OF MEETINGS – 2023/24**

The Corporation NOTED that the Corporation would consider on 12 July 2023 the proposed Meeting Calendar for 2023/24 which included the following dates for the Committee:

* Thursday 28 September 2023
* Thursday 16 November 2023
* Thursday 7 March 2024
* Thursday 13 June 2024

It was recognised that other meetings will be arranged if and when thought to be appropriate to address issues falling within the Terms of Reference of the Committee.

The start time would be either 9 am or 10 am. The Clerk would check with the new Student Members on what time would be best for them given their College timetables.

**20 GOVERNANCE REVIEW**

The Committee was invited to review the operation of the Committee during the past year and consider if any changes were appropriate to be made in the future.

Members thought that the current arrangements worked well and it was not necessary, therefore, to recommend any changes to the current Terms of Refernce of the Committee.

**21 MEMBERSHIP OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – STUDENT MEMBERS**

As indicated in item 10 above, this would be the last meeting of the Committee to be attended by Jayden Benneh.

The Committee noted that the 2023/24 Student Members were Aleeza Hassan and Matthew Odeyemi.

**22 IMPACT OF INDUSTRIAL ACTION ON THE ANTICIPATED OFSTED INSPECTION**

The Principal & Chief Executive took the opportunity to stress to Members that the industrial action over the last year was bound to have an adverse impact on student achievement to the extent that it was possible that the College would be found to be “inadequate” (ie Grade 4) following the anticipated forthcoming Ofsted inspection.

**23 CONFIDENTIAL MINUTES OF THE MEETING OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE HELD ON 9 MARCH 2023**

The Confidential Minutes of the meeting of the Committee held on 9 March 2023 were agreed to be a correct record.

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