**The Corporation of Newham Sixth Form College**

**Curriculum, Quality & Engagement Committee**

**Minutes of the Meeting held on 16 June 2022**

**Members**

|  |  |  |
| --- | --- | --- |
| Julia Shelton (Chair) | Independent Member  | Present  |
| Fiona Clarke | Staff Member  | Present |
| Mandeep Gill  | Principal & Chief Executive  | Present  |
| Jane Lofthouse | Independent Member  | Present  |
| Ebby Maps | Parent Member | Present |
| Yvonne Odai | Student Member | Present  |
| Aaliyah Patel | Student Member | Present  |
| Martin Rosner  | Independent Member  | Present  |
| Mandeep Sahotay | Independent Member | Apologies – work commitments |
| Paddy Salter  | Independent Member  | Apologies – work commitments |
| Elizabeth Scott | Independent Member  | Present  |

**Non-Members in attendance**

|  |  |  |
| --- | --- | --- |
| Magdalena Johnson  | Vice Principal Student Achievement & Progress  | Present |
| Robin JonesMartin Reed | Clerk to the Corporation Assistant Principal Student Services  | Present Present |
| Mahmoud Wasame | Advice & Recruitment Manager  | Present  |
|  |  |  |

**1 APOLOGIES FOR ABSENCE**

The Committee NOTED that the following had submitted their apologies for absence:

1. Mandeep Sahotay- work commitment
2. Paddy Salter - work commitment

Ebby Maps was not present at the beginning of the meeting but joined at item 8 as a result of IT connection difficulties. .

The meeting was quorate throughout.

**2 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.

**3** **MINUTES OF THE MEETING OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE HELD ON 17 MARCH 2022**

The Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 17 March 2022 were agreed to be a correct record.

**4 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE HELD ON 17 MARCH 2022**

The Committee agreed that there no issues to be addressed from the Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 17 March 2022 which were not covered in the published Agenda or in planned actions.

**5 SAFEGUARDING UPDATE**

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

The increases in referrals over 2020/21 to the College Team were highlighted:

* Safeguarding referrals – 96% increase
* Counselling referrals – 105% increase
* Mental health referrals – 102% increase

The recruitment of the Youth Workers reported at the last meeting of the Committee was seen as already having a positive impact. They are the first point of contact for students and a way of making referrals to the most appropriate person or team by way of operating a triage system.

The wearing of ID had increased noticeably over the last couple of months and this was very much welcomed by all to support the safety of all members of the College community.

There were some negatives relating to some student behaviour. This was thought to be attributable, at least in part, to students being away from a formal education setting for large parts of the last 2 years due to the Covid pandemic with lockdowns and much use of online learning facilities.

A member asked about the arrangements for working with external agencies and it was good to hear that the relationships with others outside of the College continued to improve.

The report included a section on Child Q and the approach of the College to seek to ensure that there was absolute clarity on procedures, roles and responsibilities.

The Committee agreed, following discussion:

1. to note the report providing a Safeguarding Update
2. to look forward to hearing more on developments and experience at future meetings including an indication of how to measure success with such support services.

**6 SAFEGUARDING POLICY – 2022/23**

The Committee received and discussed the proposed Safeguarding Policy for 2022/23.

It was helpful that the Government had already published the Keeping Children Safe in Education (KCSiE) document and, unlike last year, 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 draft presented to the Committee had clearly marked changes from the current Policy which was extremely helpful to Members.

A Member asked about the arrangements in the case of an allegation against a member of staff. The Committee was advised that clear guidance was in place but as part of the current review of all HR policies and practices this would be checked.

The importance of training in safeguarding was acknowledged for staff and Members of the Corporation.

The College continued to provide training for all staff so that there was an up-to-date awareness of the arrangements in place in the College and how to make a referral to the Safeguarding Team. The College was in the process of introducing new and improved arrangements for tracking all staff training.

In terms of Safeguarding, the College had invested in a training package which provided a certificate of attendance on successful completion.

Members of the Corporation had received a comprehensive presentation on Safeguarding earlier in the year and a number had taken the Education & Training Foundation (ETF) programme. Further updates and refreshers would be provided for Members on an ongoing basis.

The Committee agreed to RECOMMEND to the Corporation on 13 July 2022 that the Safeguarding Policy for 2022/23 be approved.

**7 CAREERS STRATEGY**

The Committee received a full and comprehensive report on the Careers Education, Information and Guidance (CEIAG) Strategy. This was introduced by Mahmoud Wasame, Advice & Recruitment Manager, who joined the meeting for this item only.

It was explained that this was a 3 year approach but, as the end of the first year was approaching, the next scheduled review date is Summer 2024 for the period starting on 1 August 2024.

A number of aspects were highlighted and discussed by Members including:

* The expectation that every further education institution should use the Gatsby Benchmarks to develop and improve their careers education (Careers Strategy: making the most of everyone’s skills and talents – Department for Education December 2017)
* The Gatsby Benchmarks provide a clear framework for good career guidance to support schools and colleges in providing students with the best possible careers education, information, advice and guidance
* The vision and intent associated with the Careers Strategy which included a “whole student development” approach which was regarded as being essential in gaining the momentum and capabilities for the College to deliver an outstanding and truly impactful approach to careers
* The development of the NewVIc Explore, Develop and Apply Framework which had been introduced to simplify the implementation process and make it easy to understand for both staff and students
* Careers was an integral part of Study Programmes undertaken by students

The detailed report concluded with the following:

* The current state of CEIAG at NewVIc (position as at January 2022) with an indication of performance against the Gatsby Benchmarks in percentage terms and the areas to be addressed
* The Strategic Action Plan for the period ending on 31 July 2024 with targets and actions
* The proposed Careers Team structure with the Vice Principal Finance & Operations having the strategic leadership and a number of other specific roles including the suggested creation of Careers Champions who would champion the role of careers learning within their individual curriculum areas.

The Committee agreed after discussion:

1. To note the report on CEIAG and to thank Mahmoud Wasame for the presentation
2. To APPROVE in principle the CEIAG Strategy for the period ending 31 July 2024 on the basis presented
3. To ask that the report be reframed and set out as a strategy document so that this may be considered at a forthcoming meeting of the Committee and then reviewed as and when appropriate
4. That an Annual Report on CEIAG should be presented to the Committee as from the Autumn 2023 so that Members had the opportunity to track and comment on progress.

*Note: Mahmoud Wasame and Yvonne Odai left the meeting and Ebby Maps joined the meeting – the delay in arrival being due to IT network difficulties*

*The meeting remained quorate*

**8 LEARNER SURVEYS**

The Committee received the report on Learner Surveys prepared by the Vice Principal Student Achievement & Progress.

The Principal & Chief Executive took the opportunity to inform the Committee that the Department for Education had recently announced that the annual FE learner satisfaction survey had been scrapped.

The Committee agreed after discussion:

1. To receive and note the report on Learner Surveys carried out by NewVIc
2. To request that the full surveys are made available to Members
3. To ask that a report be presented to a future meeting of the Committee summarising the actions taken and planned in response issues raised via the Learner Surveys.

**9 READY TO LEARN POLICY**

The Committee received and discussed the Ready to Learn Policy for the period 1 August 2022 to 31 July 2024.

Members were pleased to hear about the approach of the College which focussed on being a positive enforcement for good behaviour rather than concentrating on the disciplinary aspects which may be applied in given situations. One Member expressed the view that it was a pleasure to read such a policy document.

The Committee agreed to APPROVE the Ready to Learn Policy for the period 1 August 2022 to 31 July 2024.

**10 STUDENTS’ UNION CONSTITUTION**

The Committee received the proposed updated College Students’ Union Constitution for the period 1 August 2022 to 31 July 2025.

The Constitution had been prepared with regard to the provisions of the Education Act 1994.

The Committee agreed to APPROVE the updated Students’ Union Constitution for the three period 1 August 2022 to 31 July 2025 subject to the correction of the spelling of “Counsellor” (ie not Councillor in this context).

**11 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 there had been an impact on the performance of the College of the Covid 19 pandemic, staff absences and the industrial action on the part of members of the NEU.

The points highlighted included the following:

* The view of the Executive that staff across the College had worked hard to support students
* There had been an adverse impact on learning from so much disruption in 2020/21 and 2021/22 and as a result outcomes would be lower than in the recent past
* It will take some time for outcomes to return to “normal”
* Online learning had worked to some expect but for most it was not as effective as face to face situations
* Gaps in learning had become apparent

The Committee AGREED following discussion:

1. To note the updated KPI report as presented and the comments made by the Executive
2. To look forward to receiving at the next meeting the updated KPIs

**12 QUALITY IMPROVEMENT PLAN – 2021/22**

The Committee received the up-to-date Quality Improvement Plan (QIP) for 2021/22 as approved by the Corporation on 15 December 2021 and now including the progress to June 2022.

It was recalled from the discussion at the meeting of the Committee on 18 November 2021 that the Key Areas of Development were set out with seven priorities to be addressed:

* Students make insufficient progress from their starting points on a significant number of Level 3 vocational programmes
* Achievement of students with high needs is low
* Achievement rates on pre-GCSE English and maths courses are below the national average
* Attendance on the majority of study programmes need to increase
* Staff satisfaction levels are low
* IT infrastructure is in need of investment to support effective curriculum delivery and to meet learners’ needs
* Student accommodation requires improvement

The Committee noted with interest that a priority for the College concerned student attendance particularly those identified as being at risk. Much time and effort had been devoted to getting students to attend scheduled examinations at the right time. There had been many examples of students and parents / carers asking for dates of examinations to be changed.

High Needs Students were highlighted during the discussion of the updated QIP. It was pleasing to hear that the engagement with the London Borough of Newham was improving which enabled the College to receive funding in a more timely way than in the past.

The College had split the High Needs area into two covering Inclusive Learning and Foundation Learning. New managers with the appropriate background experience had been appointed; one was now in post and the other would join the College shortly.

The intentions set out in the QIP relating to IT area would be addressed by the Finance & Resources Committee.

A Member asked about the outcomes from the recent Staff Survey. The Clerk confirmed that this was an item for the meeting of the Finance & Resources Committee on 29 June 2022 and the Corporation would be advised of the outcomes from that discussion on 13 July 2022.

Finally it was noted that an appointment had now been made to the post of Executive Director of HR and Organisational Development and various intentions set out in the QIP such as the development of a workforce development strategy were now being addressed.

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 2021/22 at the next meeting of the Committee

**13 COURSES CAUSING CONCERN**

The Committee received the report of the Vice Principal Student Achievement & Progress relating to the courses causing concern and noted in particular:

* There are currently 9 courses of concern due to achievement and low Value Added (VA)
* Assessment schedules have been standardised to include more opportunities for targeted learning checks in Humanities and Social Sciences
* A new assessment and internal verification Schule is in place for the Foundation Learning Department
* There are significant attendance issues particularly on Level 3 programmes
* A Level Religious Studies and Level 3 Mechanical Engineering are not on track to improve significantly
* Entry and Level 1 English and Maths courses are on track to improve significantly

The Committee AGREED following a review of the report:

1. To note the courses currently causing concern including the actions taken to bring about improvements
2. To note, in particular, the progress being made to bring about improvements in Foundation Learning
3. To note that one of the factors impacting on delivery concerned staffing difficulties such as in STEM related areas of the College which it was appreciated was a sector wide challenge
4. To look forward to receiving an update at the next meeting of the Committee.

**14 LESSON OBSERVATIONS**

The Committee received the report on Lesson Observations presented by the Vice Principal Student Achievement & Progress.

A number of points were highlighted to raise awareness of the College approach and priorities including:

* The expectation is that all teachers are observed once a year in line with the arrangements set out in College Observation Policy (the small number of exceptions to this arrangement such as Early career Teachers were noted)
* 121 lesson observations were carried out in the period February to May 2022
* 13 joint lesson observations were carried out by appropriate managers with the support of an external consultant as part of the observation and re-observation process and in order to provide training and standardisation
* 9 observed lessons were considered to be of being below the expected standard and learning coaches were assigned to these staff 2 of whom would be leaving the College later this term
* 6 re-observations had taken place with 1 still be completed – 5 of the 6 were joint observations – major improvement was seen in three cases with the other 3 teachers moving to informal capability arrangements
* Staff who are Early Career Teachers (ECTs) are observed on a termly basis as part of their training process.
* Staff on probation and those on fixed term contacts are observed once per term and are not part of the observation schedule

Members had the opportunity to clarify and comment on the College arrangements when it was confirmed that the Lesson Observation Policy was being reviewed to focus on supporting the continuous improvement of teaching staff.

The Committee agreed following discussion:

1. To receive and note with interest the report on Lesson Observations
2. To look forward to receiving further updates on Lesson Observations including in terms of training and changes in approach at future meetings
3. To note that at the meeting in October 2022 the Corporation would be reviewing the Link Member arrangements when involvement in Learning Walks would be considered and put in place.

**15 CURRICULUM PLAN – OVERVIEW**

The Committee received and discussed at length the overview of the College Curriculum Plan.

The key aspects were noted to include:

* The Curriculum Plan identifies the provision types, qualification types and the levels that the College aims to provide
* The arrangements for reviewing and updating the Curriculum Plan on at least an annual basis to address such factors as:
	+ national and local priorities
	+ changing requirements of awarding organisations
	+ local employment market and opportunities
	+ having regard to the needs, ambitions and priorities of the College stakeholders
	+ the changing requirements of the Government
* The Curriculum Plan outlines the College’s curriculum intent and the planned implementation of the curriculum at a College level
* The impact of the Curriculum Plan was monitored via the Quality Improvement Plan and Self-Assessment Report

The Curriculum Plan is key to the College management processes as it informs staffing requirements and the Annual Budget.

The Committee appreciated that the Government now required the preparation of Local Skills Improvement Plans (LSIPs) and the College would be expected to have to hand evidence of the contribution of NewVIc to meeting the needs of the community. The role of Ofsted in evaluating such aspects of provision as part of inspections was being addressed.

The annual timetable of events for the preparation of the Curriculum Plan was outlined and when it was appropriate for Members to have an oversight and possibly making a contribution. It was thought that this could be early in the Summer Term via a Special Meeting of the Committee or a small group drawn from the membership of the Committee.

It was noted that the New Build Task & Finish Group had received a presentation on the Curriculum Plan on 14 June 2022 given the direct relevance to the planning of the proposed capital project on the College site.

The Committee agreed after a wide ranging discussion:

1. To note with interest the update on the arrangements for the preparation of the Curriculum Plan
2. To ask the Executive to consider how best to engage with Members whilst appreciating that there are numerous background documents that support the Curriculum Plan and so it is not a matter of simply sharing the whole set
3. That a session should be arranged for early in the Summer Term 2023 when the Curriculum, Quality & Engagement Committee or, possibly, some Committee Members could have an update on the development of the Curriculum Plan for 2023/24

**16 DESTINATION DATA**

The Committee received a report on student destination data and noted in particular:

* The internal progression rate of Level 2 students to Level 3 programmes has increased by 6% in the last 3 years
* The internal progression rate of Year 1 A level students has increased by 5.6% in the last 3 years
* 92% of applicants to Higher Education were placed in 2021 with around 14% progressing onto Russell Group universities and around 40% of the learners progressing to post 1992 universities
* The number of unknown destinations had decreased to 2.3%

The Committee agreed to note the report on destination data with much interest including the aspect of widening participation for NewVIc students to terms of which Higher Education institutions they apply to and attend.

**17 CALENDAR OF MEETINGS – 2022/23**

The Corporation NOTED that the Corporation would consider on 13 July 2022 the proposed Meeting Calendar for 2022/23 which included the following dates for the Committee:

* Thursday 6 October 2022
* Thursday 17 November 2022
* Thursday 16 March 2023
* Thursday 15 June 2023

It was recognised that other meetings will be arranged if and when thought to be appropriate to address issues.

The Chair asked if Thursday at 9am was the best time for Members and the Executive if attendance was to maximised given other commitments. A range of views were expressed and it was recognised that it was important that the availability of the new Student Members were taken into account.

The point was also made that, with advanced notice, most people could plan their commitments so as to attend 4 or so meetings a year.

The Clerk was asked to liaise with Members of the Committee and the Executive at the beginning of the Autumn Term to set the date and time for the first meeting.

The option was open to the Committee to meet in College or online depending on the wishes of Members. At present the intention was to continue meeting online.

**18 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 looking to next year it would be useful to have the planned additional meeting in late September / early October so as to make early progress on appropriate issues.

The key aspect to be addressed concerned the day of the week and starting time for meetings so as to maximise attendance and engagement. As noted earlier the Clerk would review options, in liaison with Members and the Executive, and confirm the preferred date and start time for meetings in 2022/23.

**19 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – TERMS OF REFERENCE**

The Clerk outlined the proposed additions to the Terms of Reference of the Committee which were meant to add further clarification to the role and responsibilities such as giving examples of the policies delegated for approval.

The Committee agreed to RECOMMEND to the Corporation that the Terms of Reference of the Curriculum, Quality & Engagement Committee be amended as from 1 August 2022.

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

The Committee noted that this was the last meeting to be attended by the current Student Members Aaliyah Patel and Yvonne Odai.

The Chair thanked Aaliyah and Yvonne for their contributions to the Corporation and Committee and wished them well in the future.

The Committee noted that the 2022/23 Student Members were Jadyn Benneh and Hannah Hajwane. The Chair of the Committee and the Chair of the Corporation planned to have an early introductory meeting with the two new Student Members.

**21 MARTIN REED**

The Committee noted that Martin Reed would be leaving the College very shortly.

The Chair and others present thanked Martin for his significant contribution to NewVIc over his time with the College particularly in terms of safeguarding. It was agreed that Martin would be a huge loss to he College.

Martin thanked Members for their best wishes and his hopes for NewVIc in the future which he regarded as a special College.

 Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_