**The Corporation of Newham Sixth Form College**

**Curriculum, Quality & Engagement Committee**

**Minutes of the Meeting held on 18 November 2021**

**Members**

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

**Non-Members in attendance**

|  |  |  |
| --- | --- | --- |
| Magdalena Johnson | Vice Principal Student Achievement & Progress | Present |
| Robin Jones  Martin Reed | Clerk to the Corporation  Assistant Principal Student Services & Human Resources | Present  Present |
|  |  |  |

**1 MEMBERSHIP OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE**

The Committee NOTED the membership of the Curriculum, Quality & Engagement Committee as determined by the Corporation on 6 October 2021:

* Julia Shelton (Chair)
* Fiona Clarke
* Mandeep Gill
* Jane Lofthouse
* Ebby Maps
* Hafsa Naeem
* Yvonne Odai
* Martin Rosner
* Mandeep Sahotay
* Paddy Salter
* Elizabeth Scott

As this was the first meeting of the Committee for 2 of the Members all those present introduced themselves.

**2 APOLOGIES FOR ABSENCE**

The Committee NOTED that Fiona Clarke had a College commitment arranged before she was appointed to serve on the Committee and, therefore, was unable to attend on this occasion.

Elizabeth Scott had a business commitment but planned to join the meeting at 10am.

**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** **APPOINTMENT OF VICE CHAIR OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – 2021/22**

Jane Lofthouse was appointed as Vice Chair of the Curriculum, Quality & Engagement Committee for the year 2021/22.

**5 ENGAGEMENT WITH THE STUDENT MEMBERS**

The Chair of the Committee noted that neither of the Student Members were present which was disappointing given the importance for the Committee to hear directly what learners thought of the various issues considered by the Committee. The question posed – what could be done to improve on the current level of engagement with the Student Members?

The Chair of the Corporation reported that he was due to have a discussion immediately after the end of this meeting with the President of the Students’ Union who also served as a Student Member on the Corporation and this Committee.

The intention was to support the Student Members to engage more actively in the discussions at both the Corporation and this Committee.

It was suggested that the attendance of one or two Corporation Members at meetings of the Students’ Union and the Student Council may enhance the links and communication. The Assistant Principal Student Services & Human Resources was asked to facilitate contact between Corporation Members and the students and their various groups and structures.

The Principal & Chief Executive confirmed that there was an open invitation to the Student Members to meet with him and other members of the Executive to address issues and support them to prepare for Corporation and this Committee.

The Committee AGREED to look forward to hearing developments at the next meeting by which time it was hoped that there would be a number of engagements with the Student Members.

**6 MINUTES OF THE MEETING OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE HELD ON 17 JUNE 2021**

The Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 17 June 2021 were agreed to be a correct record subject to an amendment to the end of item 11 which would now read as follows:

The Committee AGREED following discussion:

1.      To note the position with regard to the course offer for 2021/22

2.      To note that the earlier suggestion that the Corporation Link Members should discuss with the responsible Curriculum Managers how the changes to their areas had been identified was not now thought to be the most appropriate approach

3.      To look forward to receiving further updates on proposed changes to the course offer so that Members had a clear understanding and could be reflected in future reviews of policy falling within the remit of the Corporation and the Standing Committees – whilst appreciating that this was a complex area involving large amounts of data it was thought that 4 or 5 key points could be identified for each course.

**7 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE HELD ON 17 JUNE 2021**

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 June 2021 which were not addressed in the published Agenda.

**8 AGENDA FOR THIS MEETING**

The Committee AGREED to bring forward the reports to be presented by the Assistant Principal Student Services & Human Resources to enable him to leave the meeting to address other College business.

**9 STUDENT REPORT**

The Committee noted that the Student Report had not been included in the published Agenda for this meeting but would be circulated for information and comment as appropriate.

This item provided the opportunity for Members to reiterate the importance of engagement with the Student Members and the wider student body, possibly via the Students’ Union and the Student Council.

**10 SAFEGUARDING ANNUAL REPORT – 2020/21**

The Committee received and discussed the comprehensive Safeguarding Annual Report for 2020/21.

The Assistant Principal Student Services & Human Resources highlighted the improvements in networking in Newham which provided invaluable opportunities to share information and experience. It was also good to make known the improved relationship with the Metropolitan Police with a designated Officer spending time in College on a regular basis which built up relationships between them and students/staff.

The College was in process of implementing new software which would give designated staff to much better data relating to safeguarding referrals.

Members were invited to comment on the report and ask related questions.

A Member acknowledged that 2020/21 had been a challenging year for everyone due to the Covid-19 pandemic but this was particularly so for those involved in safeguarding with trying to maintain contact with individual students with more making known the impact on their mental health and wellbeing. It was appropriate to ask, therefore, what more did the College need to do to address the range of safeguarding issues now known.

The Assistant Principal Student Services & Human Resources responded by looking at a positive from the last 18 months or so. The College had opened up new ways of communicating with students to keep in touch and now online contact was seen as integral to the way of working. This was used with relative ease by students to maintain contact with the designated staff at the College.

The Committee AGREED:

1. To receive and note the Safeguarding Annual Report for 2020/21
2. To recognise that a number of the issues worthy of discussion could be covered in the Safeguarding Update which was the next item on the Agenda

**11 SAFEGUARDING UPDATE**

The Committee received the Safeguarding Update which provided the basis for continuing the discussion from the Safeguarding Annual Report (see item 10 above).

The key themes included the following:

* The importance of training staff – both at initial induction and on an ongoing basis
* The increase in peer on peer abuse (particularly cyber bullying) and what was believed to be the relatively low level of reporting as by the time students arrived at NewVIc they could see no point in raising given past experience
* The difficulties in tracking down those involved in cyber bullying – they may or may not be NewVIc students
* The use of tutorials to spread messages about safeguarding and ways and means of raising issues
* The need to explain when bullying is happening as increasingly it is seen as “normal” and, therefore, accepted and to encourage/support students to report such behaviour
* The budget provision which was put aside in 2021/22 to help make up the shortfall as a result of the reduced ESFA allocation due to the recalculation of what constitutes the disadvantaged factor for an area – in this instance the London Borough of Newham where housing developments and inflow of people had reduced the perceived disadvantage of local residents although this was a crude instrument to assess such a factor

The Committee agreed after a wide ranging discussion:

1. To receive and note the Safeguarding Update
2. To thank the Assistant Principal Student Services & Human Resources for the presentation of the report and all that he and his team do to support students
3. To look forward to receiving further updates at future meetings of the Committee

*Note: Martin Reed left the meeting*

**12 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.

In the main the position reported was impressive although there were a small number of concerns such as the fall in the number of students who would recommend the College to a friend and achievement at Level 3 vocational.

The Committee AGREED following discussion:

1. To note the updated KPI report as presented
2. To look forward to receiving at the next meeting a report on the actions taken and being taken to improve vocational outcomes
3. To consider at the next meeting the basis for the KPIs to be tracked in 2022/23 and beyond which will call on the anticipated discussion at the Corporation Planning & Development Session on 27 November 2021 when a start would be made on preparing a new College Strategic Plan from 1 August 2022.

*Note: Elizabeth Scott joined the meeting*

**13 EXAMINATION OUTCOMES – 2020/21**

The Committee received the report prepared by the Vice Principal Student Achievement & Progress outlining the examination outcomes in 2020/21 against the KPI targets.

It was recognised that the College SAR provided comprehensive data and this would be received by all Members of the Corporation at the meeting on 15 December 2021.

The Committee AGREED following discussion:

1. To note the report outlining examination outcomes in 2020/21 against the KPI targets
2. To welcome the suggestion that at future meetings a report covering those courses identified as causing concern should be included on the Agenda with a clear definition for the identification of such courses
3. That in future years there will be 2 meetings of the Committee in the Autumn Term – one in late September or early October covering examination outcomes and any other items that may be available and one in mid to late November to consider, in particular, the draft SAR and QIP

**14 SELF-ASSESSMENT REPORT – 2020/21**

The Committee received and considered the draft Self-Assessment Report (SAR) for 2020/21.

It was explained that the format of the College SAR had regard to the updated Ofsted Inspection Framework.

The draft SAR had been reviewed by a Validation Panel – which included someone from outside of the College - and the comments would be reflected in the final version to be presented to the Corporation.

The proposed judgments for the different themes were noted to be:

|  |  |  |
| --- | --- | --- |
| Judgements | 2019/20 | 2020/21 |
| Quality of Education | 2 | 2 |
| SEND | - | 3 |
| Behaviour and Attitudes | 2 | 2 |
| Personal Development | 2 | 2 |
| Leadership and Management | 2 | 2 |
| Overall Effectiveness | 2 | 2 |

Members asked the Executive what needed to be done to move the College from the current 2 (Good) to 1 (Outstanding).

The importance of setting ambitious but realistic targets was thought to be part of the answer for the College to be truly outstanding as was considering doing things differently to bring about improvements.

The Committee agreed following discussion:

1. To note the basis for preparation and validation of the College SAR in such a format with a clear indication of the key strengths and areas for improvement plus evidence
2. To recommend to the Corporation on 15 December 2021 that the College SAR for 2020/21 be approved
3. To note that the Corporation Planning & Development Session on 27 November 2021 included as a major theme an opportunity to discuss, with the benefit of an Ofsted Inspector present, what actions would need be taken and progressed to move the College from Good to Outstanding.

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

The Committee received the draft Quality Improvement Plan (QIP) for 2021/22.

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 that at the forthcoming meeting of the Finance & Resources Committee scheduled for 1 December 2021 consideration would be given to the outcome of the most recent staff survey and the planned actions.

It was explained that the Assistant Principal Student Services & Human Resources was leading on the staff survey. A number of actions had been identified in response to feedback from staff although it was appreciated that consideration needed to be given on an ongoing basis as to what else could be done to bring about improvements in what staff think and feel about the College.

The delivery of new IT kit had been much delayed due to cargo ships not being able to dock and off load as planned.

In terms of the need to improve student accommodation, the dilemma was how much should be spent over the next two to three years when the new building was on the horizon. This was being addressed by the Executive with a particular focus on what could be used long-term.

The Principal & Chief Executive explained that the QIP would be taken to the forthcoming meeting of the CMT for discussion and, in doing so, to raise awareness.

The Committee AGREED following discussion:

1. To request the Executive to update the Quality Improvement Plan for 2021/22 in the light of the discussion at this meeting and to arrange circulation to Members with a view to approval via Written Resolution
2. To present the Quality Improvement Plan to the Corporation on 15 December 2021 for consideration and approval subject to any feedback from Members as a result of the proposed Written Resolution
3. To look forward to receiving at future meetings updates on progress against the planned actions to bring about improvements in all of the areas such as an indication of how students are being monitored in-year and attendance of Level 2 students.

**16 QUALITY STRATEGY**

The Committee received the proposed Quality Strategy which was one of the key documents required under the provisions of the Instrument & Articles of Government.

It was explained that the final version would be presented in the College house style.

The Committee agreed recommend to the Corporation on 15 December 2021 the approval of the Quality Strategy with the suggestion that a flowchart be included to assist in the clarity of the arrangements.

**17 COMPLAINTS ANNUAL REPORT – 2020/21**

The Committee received and noted the Complaints Annual Report for 2020/21.

Given the relatively small number of complaints it was suggested that in future the data should be presented in table form only without graphs.

**18 CALENDAR OF MEETINGS – 2021/22**

The Corporation NOTED the dates of the planned meetings to take place in 2021/22:

* Thursday 17 March 2022 at 9 am
* Thursday 16 June 2022 at 9 am

The dates and start times would be reviewed in discussion with Members to seek to ensure that all could attend including the Student Members.

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

The option was open to the Committee to meet in College or online depending on the wishes of Members.

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