**The Corporation of Newham Sixth Form College**

**Curriculum, Quality & Engagement Committee**

**Minutes of the Meeting held on 29 January 2024**

**Members**

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| Julia Shelton (Chair) | Independent Member  | Present  |
| Mandeep Gill  | Principal & Chief Executive  | Apologies – ill health  |
| Trevor Harris | Staff Member  | Present  |
| Aleeza Hasaan | Student Member | Apologies – College commitments |
| Jane Lofthouse | Independent Member  | Apologies – LA commitments  |
| Ebby Maps | Parent Member | Present |
| Matthew Odeyemi | Student Member  | Present  |
| Martin Rosner  | Independent Member  | Present  |
| Mandeep Sahotay | Independent Member | Apologies – work commitment  |
| Elizabeth Scott | Independent Member  | Present  |
| Yolanda Valery | Independent Member | Apologies – work commitment  |

**Non-Members in attendance**

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| --- | --- | --- |
| Miranda Coles | Interim Executive Director Finance, Estates & Marketing  | Present  |
| Susanne Davies (known as Davies) | Interim Principal  | Present  |
| David Francis | Executive Director Student Services | Present |
| Sue Hadfield  | Interim Vice Principal Curriculum & Quality  | Present  |
| Na’Ziya Melesse | Student – Observer  | Present |
| Robin Jones | Head of Governance  | Present  |
| Sijul Miah  | Vice Principal Curriculum & Quality  | Present |
| Dayo Ogunjobi | Interim Executive Director MIS, Exams and IT | Present |
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**1 WELCOME AND INTRODUCTIONS**

The Chair, on behalf of the Committee, welcomed Sijul Miah, the new Vice Principal Curriculum & Quality, to his first meeting. Members and others present introduced themselves.

**2 APOLOGIES FOR ABSENCE**

The Committee NOTED the apologies for absence submitted prior to the meeting:

* Mandeep Gill - ill health
* Aleeza Hasaan – College commitments
* Jane Lofthouse – Local Authority commitments
* Mandeep Sahotay – work commitments
* Yolanda Valery - work commitments.

It was appreciated that this meeting had only recently been arranged and it was not part of the College Calendar agreed last July. It was not surprising, therefore, that not all Members were available on this occasion

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 16 NOVEMBER 2023**

The Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 16 November 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 16 NOVEMBER 2023**

The Committee agreed that the issues to be addressed from the Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 16 November 2023 were covered in the published Agenda or in the Follow Up Tracker – see item 6 below.

**6 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – FOLLOW UP TRACKER**

The Committee received and reviewed the Follow Up Tracker which had been requested at the meeting on 16 November 2023.

The following items had now all been addressed in so far as the immediate actions were concerned and could be removed from the Tracker as at the date of this meeting:

* Six Dimensions Report
* College Self-Assessment Report – 2022/23
* Quality Improvement Plan
* Examinations Action Plan – Update
* Quality Strategy
* Learner Numbers – Joint Meeting of CQ&E Committee and F&R Committee arranged for 14 March 2024

The remaining items would remain on the Tracker and be addressed at the next scheduled meeting of the Committee which will take place on 21 March 2024.

**7 GOVERNANCE SELF-ASSESSMENT – ISSUES REFERRED TO THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE**

The Committee received and considered the schedule of issues identified during the recent Governance Self-Assessment which had been referred to the Curriculum, Quality & Engagement Committee to be addressed and progressed.

The Committee agreed the following:

1. Annual report on progression to include internal progression (L1 to L2, L2 to L3, and Level 3 year 1 to year 2) and progression of leavers (Levels 1, 2 and 3 years 1 and 2)
2. Annual report on examination results to be broken down by area within Curriculum Areas with significantly below par results identified plus comparisons with the previous year or years
3. Annual report on handling student behaviour issues
4. CQ&E Committee to receive information / updates on strategies to support employability skills and work experience including the impact of the removal of the skills builder model
5. EDI data and information – follow up from the discussion at the Corporation Planning & Development Session on 18 November 2023
6. Annual report to be presented on the monitoring arrangements for the observation of teaching, learning and assessment and the improvements identified
7. Data on comparisons with other colleges including where available by national benchmarks and the Six Dimensions Report

There was also a discussion as part of the Governance SAR review on the targets for covering teaching, learning and assessment – this was being addressed.

**8 LINK MEMBER FOR SKILLS**

The Committee noted with appreciation that Elizabeth Scott had taken over the role of Link Member for Skills following the resignation Federico Valori from membership of the Corporation.

The Interim Principal reported that the interim manager covering employability and skills had been appointed to an established post in another college and would be leaving NewVIc in a months time. An appointment had been made and the new lead manager would join the College at the beginning of March 2024.

**9 QUALITY IMPROVEMENT PLAN**

The Committee received the updated Quality Improvement Plan (QIP) for 2023/24 which continued to be refined in the light of developments and experience.

The Interim Principal advised the Committee that the QIP was monitored closely by the SLT and, as could be noted, a number of planned actions had now been progressed. An issue which was being addressed concerned compliance in some areas of the College.

Members took the opportunity to ask questions and seek clarification on the QIP.

It was thought by Members that there needed to be updates on the position as at the end of term 1 and then later in the year at the end of term 2. The Interim Principal acknowledged that the QIP was a “live document” and this would be reflected in the version presented to the Corporation at the Special Meeting on 21 February 2024.

The Executive was asked to ensure that, when presenting items to the Corporation and the Committees, a cover report was provided so as to highlight the key points such as where there were relative successes and where there had not been the planned progress.

The Committee also thought that a RAG rating would be helpful in drawing out the issues where Members need to give particular scrutiny to progress or, possibly, lack of it.

Whilst welcoming the presentation of the QIPs for areas it was appreciated that this was a new development and, therefore, more support was required for some areas / teams and this had been arranged.

It was explained that a session was planned for later in the week for the development of subject level SARs

The Committee agreed after discussion:

1. to receive and note the updated Quality Improvement Plan and, in doing so, to note the information provided by the Executive on current and planned developments to improve on the College wide arrangements
2. to ask the Executive to adopt the requests made by Members during the discussion including the inclusion of cover sheets for reports, providing updates as at the end of term 1 and term 2 and the use of RAG ratings to highlight the current state of play including slippages
3. to request the Executive to arrange for Curriculum Area and Subject Level SARs and QIPs to be shared with the designated Link Members to inform the discussions

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

The Committee welcomed the revised format of the KPI report.

The current attendance KPI position was noted to be 80.7% against a target of 82%.

A lot of activity was ongoing to seek to improve attendance and indeed punctuality and, in doing so, to reinforce their importance to success.

One initiative which was explained for Members was to take out the attendance data for English and Maths and to report on these separately.

The KPI for lessons observations was now on the way to meeting the planned target.

The Interim Principal advised Members that one further planned development was the inclusion of the predicted achievement rates as at December and March in each year. This was being led by the new Vice Principal Curriculum & Quality and would be provided for 2024/25 and beyond.

The Committee agreed to note the updated KPI report including the planned developments and to look forward to receiving further updates at future meetings.

**11 EXAMINATIONS ACTION PLAN**

The Committee received a presentation from the Interim Executive Director with responsibility for MIS, Exams and IT which covered the issues currently being addressed such as:

* Lagging investment in IT / Digital Services
* Lack of coordination or strategic direction
* IT security
* Digital strategy not aligned
* Invalid Cyber certification
* Exams arrangements
* Data integrity and usage
* Ofsted data and reporting
* Awarding bodies investigation

The Interim Principal was pleased to be able to report that, following the investigations previously reported to the Committee, no issues of malpractice had been identified. This news was welcomed by the Committee and Members congratulated those involved in progressing the investigations.

One current action was explained. This involved putting in place contingency arrangements to cover for the exams processes to seek to ensure that all ran smoothly and in complete compliance with the regulations of the awarding bodies. One option was to share resources with a neighbouring college but, at least at present, this was not possible.

The Committee agreed after discussion:

1. to receive and note with interest the presentation provided by the Interim Executive Director relating to MIS, Exams and IT which set out the issues being addressed
2. to look forward to receiving further updates at the forthcoming meetings of the Committee.

The presentation is attached for future reference by Members.

**12 COLLEGE RECOVERY PLAN**

The Committee received the report of the Interim Principal on the approach to progressing the various elements of the College Recovery Plan.

It was explained that the Recovery Plan was not one discrete document but a whole range of items including policies and strategies which were in the process of being updated to meet the future needs of the College. Thus, for example, there is People Strategy which the Head of Governance was able to confirm was scheduled for presentation to the Finance & Resources Committee on 13 March 2024.

The main focus of the approach was to improve on the student achievement levels although, as explained to the Corporation on 13 December 2023, it had been calculated that when the T Level achievements were included as from 2023/24 there would be an adverse impact on the College position.

*Note: It was subsequently found that there would not have been such a reduction in the overall achievement rate had T Levels been included and this was reported to the Corporation on 21 February 2024.*

The updated Risk Register would be presented to and considered by the Audit & Risk Committee on 6 March 2024.

The Committee agreed after discussion:

1. to note the report of the Interim Principal on the approach to progressing various elements of the College Recovery Plan
2. to request the preparation of a table setting out what was being addressed, the timeframe and which Committee or Corporation that would receive the documentation for review and, as appropriate, approval.

*Note: Miranda Coles joined the meeting*

**13 BURSARY AND HARDSHIP FUNDS**

The Committee received a report on the Bursary and Hardship Funds available to the College.

The Committee agreed:

1. to request that the report on the Bursary and Hardship Funds be expanded to explain how the funds available benefit the students
2. that the report which was scheduled to be presented to the Finance & Resources Committee on 13 March 2024 be circulated to Members of this Committee via email

**14 FURTHER EDUCATION COMMISSIONER’S TEAM – REVIEW – UPDATE**

The Interim Principal provided the Committee with an update on the meeting which had taken place on 22 January 2024 with 2 representatives of the FE Commissioner and attended also by the Chair of the Corporation.

The issues covered included:

* College SAR and QIP
* Strategic Plan
* Recovery Plan
* Communication and engagement with staff

It was thought that the meeting had been positive with an acknowledgement that the College was starting to make some progress with the range of issues that need to be addressed.

The Chair of the Corporation had taken the opportunity to explain, so as to remove any uncertainty arising from a briefing paper circulated in advance of the meeting , that he was coming to the end of his first period of office as an Independent Member and Chair. Should he be reappointed for a second term there was not an urgent need to seek a new Chair for the Corporation.

On a related matter of Corporation membership, the Chair of the Corporation advised that during his current round of 121 discussions with Members those Members who he had spoken to so far and who were due to complete their first period of membership in September 2024 all wished to continue if invited to do so.

Finally, the Chair informed the Committee that during a recent discussion with the FE Commissioner he had been offered the support of a National Leader of Governance (NLG) as and when he thought this may be useful given the range of challenges facing the Corporation in the coming months. This offer had been accepted and a conversation with the NLG was to be arranged.

The Committee agreed to note the update relating to the support for the College by the FE Commissioner’s Team and to look forward to hearing more at future meetings.

**15 COLLEGE OPEN DAY – SATURDAY 3 FEBRUARY 2024**

In response to an enquiry from a Member the Interim Principal confirmed that a College Open Day was taking place on Saturday 3 February 2024 and Members would be most welcome.

**16 OFSTED – INSPECTION OF NEWVIC**

The Interim Principal provided Members with an update on her recent discussions with Ofsted and the agreement not to inspect the College in this current week as the Interim Principal would be away given a personal commitment that could not be changed. However, there was no indication as to when Ofsted may announce another week for a full inspection – this could be sooner rather than later.

The Committee agreed to thank the Interim Principal for what Members thought was an excellent letter to Ofsted which led to the deferment.

**17 STUDENTS ATTENDANCE AND PARTICIPATION AT THE MEETING**

The Chair, on behalf of the Committee, thanked the students for their attendance and participation in the meeting. It was very much appreciated.

**18 CALENDAR OF MEETINGS – 2023/24**

The Corporation NOTED the dates of the scheduled meetings for the remainder of 2023/24:

* Thursday 21 March 2024 (originally arranged for 7 March)
* 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.

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