**The Corporation of Newham Sixth Form College**

**Curriculum, Quality & Engagement Committee**

**Minutes of the Meeting held on 6 October 2022**

**Members**

|  |  |  |
| --- | --- | --- |
| Julia Shelton (Chair) | Independent Member  | Present  |
| Jadyn Benneh | Student Member  | Present |
| Fiona Clarke | Staff Member  | Apologies – unwell  |
| Mandeep Gill  | Principal & Chief Executive  | Present  |
| Hannah Hajwane | Student Member  | Absent  |
| Jane Lofthouse | Independent Member  | Present  |
| Ebby Maps | Parent Member | Present |
| Aaliyah Patel | Student Member | Present  |
| Martin Rosner  | Independent Member  | Present  |
| Mandeep Sahotay | Independent Member | Present |
| Elizabeth Scott | Independent Member  | Present  |

**Non-Members in attendance**

|  |  |  |
| --- | --- | --- |
| David Francis  | Executive Director Student Services | Present  |
| Magdalena Johnson  | Vice Principal Student Achievement & Progress  | Present |
| Robin Jones | Clerk to the Corporation  | Present  |
|  |  |  |

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

The Chair of the Committee:

1. welcomed Jadyn Benneh to his first meeting of the Committee as one of the new Student Members
2. advised that Paddy Salter had resigned from membership of the Corporation due to personal reasons.

The Committee agreed to place on record the appreciation for the contribution made by Paddy Salter as a Member of the Corporation as the Link Member for Safeguarding.

Finally it was noted that the Corporation would confirm the membership of Committees for 2022/23 at the meeting on 12 October 2022.

**2 APOLOGIES FOR ABSENCE**

The Committee NOTED that:

* Fiona Clarke had submitted their apologies for absence due to being unwell
* Hannah Hajwane had not been in contact with regard to her possible attendance 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 JUNE 2022**

The Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 16 June 2022 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 JUNE 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 16 June 2022 which were not covered in the published Agenda or in planned actions.

The Chair of the Committee highlighted those items where further attention was needed:

* Careers Strategy – an item for the meeting of the Committee in November 2022
* Learner Surveys – the full documentation to be made available to Members via Google Docs
* Lesson Observations and the role of Link Members – Corporation to consider on 12 October 2022 an updated Link Member Protocol and allocation of Members to Curriculum Areas etc

**6 EXAMINATION OUTCOMES**

The Committee received the report prepared by the Vice Principal Student Achievement & Progress on the analysis of examination outcomes in 2021/22.

The key points highlighted in the report were as follows:

* Overall College achievement was at 81.2% which was significantly below the achievement in 2019/20
* GCSE English and maths 9-4 grades remained significantly above the last known national average
* Level 1 English and maths results had improved significantly over 2020/21
* For A Levels, compared with other sixth form colleges, the NewVIc Value Added (VA) is -0.65 – this means that NewVIc students perform at 0.65 of a grade worse than the average
* Value Added is generally poor in A Levels and Level 3 Vocational across almost all subjects
* Students with High Needs performed significantly better than in 2020/21

Members took the opportunity to seek clarification of the comprehensive data provided in the report which covered such aspects of performance as:

* Overall percentage achievement at a College level
* Level 3 qualifications (AS Level, A Level and Level 3 Vocational)
* Level 3 Value Added
* Achievement by gender
* Achievement by ethnicity
* Achievement by High Needs
* Achievement by Free School Meals

The discussion focussed on in particular the planned actions for 2022/23:

* A review and implementation of enhanced quality policies and procedures as well as the Operational Plan
* A review of the skills required in each subject area for students to attain high grades
* AS Level pilot in selected subjects with a view to moving towards the full AS Level model in 2022/23
* Integration of question level analysis in each subject area to identify for improvement for Curriculum Areas
* Better accessibility of data to support a holistic view of A Level students where their current performance and targets in all subjects areas is visible to all
* Target setting and review to be monitored to ensure that all learners area aware of their target grades and how to improve them
* Increase subject monitoring at each assessment point to include more frequent audits and monitoring reports

In response to a Member who commented on the overall fall in the examination outcomes to 81.2% it was acknowledged that, whilst disappointing, it would not be known until about March 2023 how this compared with the performance across the sector as a whole.

It was known from network comments that examination outcomes were lower in 2021/22 than prior to the Covid pandemic.

Attendance on a day by day basis was now being followed up with far more rigour by the College than in the past and communication with parents was being enhanced. At the session with parents held the previous evening it was apparent that most wanted to know if their child was absent. It was recognised that the tracking of attendance in such a systematic way also had safeguarding benefits in that the College would be able to investigate the whereabouts with due urgency of anyone who may be regarded as a “missing student”.

Attendance at examinations was seen as a factor impacting adversely on outcomes. It was explained that the national funding policy had been changed and students/parents could now be charged for resitting an examination after missing an examination if there was no valid reason for absence. The Student Member observed that it was important that, given recent experience, students know precisely when and where examinations were taking place. Last minute changes in arrangements needed to be avoided.

A Member spoke from the perspective of comments made by his own child who was a student of the College – there was a view that not all teachers were engaging students and teaching styles needed to be addressed. This was accepted by the Executive and was being addressed via Learning Walks and Teacher Observations.

The Committee agreed after a wide ranging discussion:

1. To receive and note the report on examination outcomes in 2021/22
2. To note the actions being taken by the College to seek to improved examination outcomes with due urgency
3. To request the presentation of a report to the next meeting of the Committee on the review of quality related policies and procedures
4. To request a detailed repot to the next and subsequent meetings covering progress on actions taken to improve achievement and value added
5. To look forward to receiving an update on the performance in 2021/22 once the sector wide benchmarks were published in about March 2023

*Note: Elizabeth Scott left due to other commitments. The meeting remained quorate.*

**7 SAFEGUARDING ANNUAL REPORT – 2021/22**

The Committee received and discussed the Safeguarding Annual Report for 2021/22 and in doing so welcomed David Francis to his first meeting as the recently appointed Executive Director, Student Services.

The comprehensive report covered such issues as:

* Safeguarding duties and the key post holders
* The context for the Annual Report which highlighted the engagement of a number of youth workers to replace some of the security officers and the fact that mental health continued to be a concerning trend in terms of the number of students affected
* Statistics for key safeguarding activity
* Initial actions identified to be addressed in 2022/23

The statistics presented for 2021/22 showed a marked difference between the genders of students supported – 60 male, 148 female and 4 non-binary.

There was also an increase in the total number of young people supported from 119 in 2020/21 to 212 in 2021/22.

The particular attention of the Committee was drawn to the recent student perception survey and the fact that it was very noticeable that more students were wearing their College ID and lanyard without being reminded. The Student Member commented that it appeared to him that some former students were continuing to be onsite by making use of an existing students ID to access via the barriers. This continued to be addressed as it was a serious security and safeguarding issue. One innovation was to provide the youth workers with tablets so that a persons status could be checked immediately. The Principal & Chief Executive confirmed that when a student withdraws the College ID was cancelled so that it could not be used to access the site.

The Committee agreed following discussion:

1. To note the Safeguarding Annual Report for 2021/22
2. To note that it had been agreed with the London Borough of Newham that the Local Authority framed report previously presented to the Committee was not appropriate for a Sixth Form College and would no longer be prepared by the College
3. To look forward to receiving at future meeting of the Committee updates on Safeguarding including the impact of the appointment of the team of youth workers and a commentary on how the College demonstrates the impact of interventions with students
4. To note the proposed appointment by the Corporation of Jane Lofthouse to be the Link Member for Safeguarding and that the Executive Director, Student Services had arranged an early discussion.

**8 COMPLAINTS ANNUAL REPORT – 2021/22**

The Committee received the Complaints Annual Report for 2021/22.

It was explained that there had been an increase in the number of complaints in 2021/22 over 2020/21 (ie from 6 to 13) with most being made by females (ie 10 of the 13.

Staff sickness was the major contributing factor to students and parents making complaints about teaching learning and assessment.

The Committee agreed, following discussion, to note the Complaints Annual Report for 2021/22.

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

The Committee received the 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 and addressed:

* The final position for 2021/22
* The possible KPIs for the 3 year period commencing in 2022/23 which reflected the new College Strategic Plan which had been approved by the Corporation in July 2022.

It was appreciated from the earlier discussion that the sector wide examination performance in 2021/22 was not yet known. This data should be available in March 2023.

The Committee AGREED following discussion:

1. To note the updated KPI report for 2021/22 and the view on the KPIs in 2022/23 and beyond
2. That the Value Added target in 2022/23 of 5 was too stretching given the outcome of 8 in 2021/22 and, therefore, a target of 6 was thought to be more realistic
3. That the Chair of the Committee receive from the Executive updated projections in the light of the discussion during the meeting and to sign these off on behalf of the Committee
4. To look forward to receiving at the next meeting the updated KPIs

**10 CALENDAR OF MEETINGS – 2022/23**

The Corporation NOTED the planned dates for meetings of the Committee:

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

The meetings would continue to be online as that maximised attendance.

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. The Student Member advised that this meant he missed a planned lesson. It was agreed, therefore, that meetings would start at 10am for the time being.

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