

MINUTES

Curriculum and Quality Committee
MS Teams
Tuesday 19 March 2024 at 16:00

Date and timings: 16:00 to 17:52

Location MS Teams

Present (Governors): Rick Olver (Chair)
Gerry Bender (GB)
Denise Brown (DB)
Sue Leonard (SL)
Jo Brooker (JB)

Clerk to the Corporation Lana Jackman (LJ)

Minutes Carrie Brown- College Group Clerking and Policy Officer

In attendance Adam Fahey (AF) Deputy Principal
Nicki Kelly (NK) College Principal- Southend College
Hayley Phare (HP) Executive Director- Curriculum
Jayne Sheehan (JS) Vice Principal- Innovation
John Newton (JN) College Principal- Basildon College
Sharon Dunphy (SD) Deputy Executive Director for Quality
Brad Brooks (BB) College Principal- Thurrock College

Apologies Adam Fahey (AF) Deputy Principal
Matthew Twitchett (MT) Executive Director- Quality, Teaching and Learning

Quorum (4)

Item

0. Agenda

RO thanked everyone for their contributions to Curriculum and Quality over the years, particularly over the last two years for being such positive influences on the Committee and the openness and contribution of staff.

1.0 Preliminary items.

1.1 Apologies for Absence.

Apologies were received and accepted from Roland Anderson, Matthew Twitchett and Adam Fahey.

1.2 Declarations of Interest.

There were no other new declarations of interest other than those already standing *(in accordance with the requirements of section 177 of the Companies Act 2006)*.

1.3 Urgent items of other business.

There was no other urgent business notified in advance.

2.0 Minutes of previous meeting.

2.1 Minutes of the meeting held on 19th March 2024.

The Minutes of the meeting held on 19th March 2024 were **APPROVED** as an accurate reflection of the meeting.

2.2 Matters Arising.

There were no outstanding matters arising from the Minutes of the meeting 19 March 2024 that were not discussed elsewhere on the agenda.

RO asks if the Employer Engagement events were well attended? JS responds that these were not well attended and details the hard work that has gone into this.

3.0 Quality and Learner Experience.

3.1 Current Learner Performance against KPIs.

The Committee **REVIEWED AND NOTED** the Current Learner Performance paper.

SD notes that English and Maths are weaker areas with attendance and engagement. SD notes that assessment in level 1 English and Maths is poorer and is pulling down overall predicted achievement rates.

SL notes the predicted achievement for HE is slightly down asks why this is the case? SD notes that the dashboard is not based on OfS methodology and the downturn is being investigated. SD details that the jump from Level 3 to Level 4 is large and the learners felt that an Academic Skills Programme would aid with this jump.

SL asks about the Quality Assurance activity for the Knights Contract. JS notes that Knights have only lost 4 learners all year, and Knights are putting some of their teachers through an award to aid with improvement in teaching. JS details that Knights are aware that they need to improve E&M and they are working to improve this and appoint more specialist staff.

LJ asks if there is somewhere in Promonitor where a learner is assessed on their understanding of their work? DB details that this is a part of the assessment process. DB adds that learners lack an understanding of where they are on the programme and this was raised by Ofsted. DB notes that the learner achievement data could be rephrased as assessment progress and be shared with the learners to address the Ofsted concern.

GB notes that learners start at 16 years old and some of the SECG learners are very young 16 year olds and its difficult for them to understand where they are on a journey to complete their course.

DB praises the work of SD and MIS on automation of the learner achievement data and the improvements in this area giving a harsh reality to the predicted achievement. The College Principals reflect positively on this change and the benefits of it.

RO reflects positively on the apprenticeship achievement data which JS notes is the actual data.

DB and HP give an update on E&M for next year noting that this is now being centralized. HP details that she has appointed a Head of English and Head of Maths that will be starting at SECG in August supporting the development, alongside the DP's and QEIM's. HP adds that the Advanced Lecturers have been appointed apart from 3 and the Advanced Maths post will be offered to the unsuccessful Head of Maths staff candidate today. DB detailed the need to have centralized oversight of English and Maths to improve standards in this area.

SL commented that early intervention will be essential moving forward and ensuring that this is rigorous to drive improvement. DB agrees with this point and detailed that SECG needs to ensure that learners feel better in the E&M classes.

The Committee have a discussion around having a stepping up model for the qualifications and building learners up to a developmental expanding curriculum. JN details that this happens in some of his Level 1 curriculum at Basildon.

3.2 QIP Monitoring.

The Committee **REVIEWED AND NOTED** the QIP monitoring report.

3.3 Learner Applications 24-25.

The Committee **REVIEWED AND NOTED** the Learner Applications 24-25 report.

3.4 In-Year Learner Survey Report.

The Committee **REVIEWED AND NOTED** the In-Year Learner Survey Report.

SL asks about the satisfaction data for E&M? SD notes that there isn't a specific question about the quality of teaching for E&M.

JS gives the detail from the apprenticeship survey noting that of the 30 questions, 26 questions have satisfaction rates above 80% and 9 questions satisfaction at 90% reflecting on the Ofsted queries.

RO reflects on the lower satisfaction levels of learners with Asian heritage and disability learners with physical and multiple needs and asked what is being done to address these? DB details that the action plans need to reflect on how these issues will be addressed.

3.5 TLA Strategy.

The Committee **REVIEWED AND NOTED** the TLA Strategy.

GB felt that the mentions of AI need expanding to reflect the way the AI is being used at SECG. DB reflects on this point noting that this is a part of the framework and felt that the supportive policies should be listed as a part of the strategy.

DB details that the How To platform needs to be a part of a broader range of CPD offered to staff.

SL asks how SECG will know that this strategy has had an impact? DB notes that this will come through the TLAs and improvement in the quality of delivery in the classroom, through to the student survey and learner completion.

3.6 Quality Strategy.

The Committee **RECOMMEND THE QUALITY STRATEGY TO THE CORPORATION BOARD.**

SD notes that the Quality Strategy reflects on the Scrutton Bland audit recommendations.

LJ asks how learners are encouraged to join the Governance Structure and what the strategy for this is? DB details that the Student Council builds Learner Voice and engagement and the Governance Structure needs to be considered at Executive Board.

GB notes that the implementation needs to be built into the strategy. DB responds that this is responsibility of the Executive Board and should be evident in the QIP and TLA strategy- a separate implementation plan should not be necessary.

4.0 Curriculum Planning 2024/25- including IOT.

The Committee **REVIEWED AND NOTED** the Curriculum Plan report.

SL asks how the CP meets the employers need? HP notes that the Heads of School have met with employers to see that the CP meets the employers needs. HP details that the potential curriculum reform has had a negative impact of the CP.

DB notes that the CP needs to link with the accountability statement to ensure that SECG can demonstrate meeting local needs and linking to the LSIP.

5.0 Safeguarding.

5.1 Termly Update.

The Committee **REVIEWED AND NOTED** the termly update.

JB notes that the confidential comments process has increased work overload by 27.6% in the first term and 1.46% increase in the second term. JB comments that SECG has seen a 15% decrease in behaviour 'serious breach' safeguarding incidents. JB notes the learner survey has highlighted an increase in support to continue studies case with most of those meetings resulting in a return to study with reasonable adjustments.

SL notes the behaviour and support detailing that the increased support is having an impact. SL asks how the increased workload how is this is impacting the team? JB responds that this has been a challenging time due to staff being away on maternity leave and the difficulty to cover this roles however these staff will return to work for the next academic year.

SL details the decline is student perception of safety at Basildon is down to one incident. JB and JN confirm this JN notes that there have been a number of incidents in Basildon Town Centre and an incident of gang related violence. JN notes that the BTC learners can be quite vulnerable and react swiftly to events and therefore this has had an impact on attendance. JN follows on to state that one learner has been excluded and these issues seem to have settled.

GB asks about the impact on COVID19 on the mental health of the learners? JB responds that there have been a number of high level mental health cases but these have been mainly adult learners. JB adds that parental anxiety is now being passed down to young people from COVID19 and this is causing an increase is learners experiencing anxiety and low mood these are supported by the mental health support team at SECG.

JB leaves the meeting 16:21.

6.0 Higher Education update.

6.1 Quarterly Update.

SD notes applications are currently 398 which is slightly lower than last year with a plan for additional marketing activities to improve this.

7.0 Committee Oversight of Risk.

The Committee **REVIEWED AND NOTED** the Committee Oversight of Risk paper.

8.0 Committee Matters.

8.1 Review of Quality Cycle and Schedule of Committee Business 24-25.

LJ noted that she is working with HP and MT to have the CQC cycle of business to be integrated in the new Governance Structure.

9.0 Any Other Business.

The Committee Evaluation to take place via email outside of the meeting.

There being no further business the meeting ended at 17:53 hrs

Signed.....Dated.....