

MINUTES

Curriculum and Quality Committee
Southend College 7E.03
Tuesday 21 November 2023 at 10:00

Date and timings: 10:00 to 12:02

Location Southend College 7E.03

Present (Governors): Rick Oliver (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
Matthew Twitchett (MT) Executive Director- Quality, Teaching and Learning
Hayley Phare (HP) Executive Director- Curriculum
Jayne Sheehan (JS) Vice Principal- Innovation
John Newton (JN) College Principal- Basildon College
Steve Bright (SB) Director of HE Operations
Jane Belcher (JB) Head of Safeguarding

Apologies Jodie Curtis- HE Student Governor
Quorum (4) Brad Brooks (BB) Executive Director- Student Experience

Item **Action lead**

0. Agenda
Video of the AoC Performance from SECG learners.
A video of the SECG Learners Performance at the AoC Gala Dinner is shown. AF notes the positive feedback from the delegates on the performance and adds that this will increase brand equity nationally.

RO notes that the performance was positively commented on at the AoC Chairs Q&A.

1.0 Preliminary items.

1.1 Apologies for Absence.
Apologies were received and accepted from Jodie Curtis and Brad Brooks.

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 16 October 2023.

The Minutes of the meeting held on 16 October 2023 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 16 October 2023 that were not discussed elsewhere on the agenda.

HE Academic Board Governor issue has been addressed and Aaron Thompson will be taking on this role.

MT notes that SECG has had 820 lesson visits (up from 400 this time last year) highlighting strengths in links to previous content, learner engagement and planning for learning. Areas for improvements that have been identified are questioning and use of technology.

3.0 Quality and Learner Experience.

RO thanks Officers for their timely, clear and transparent papers.

3.1 Final Learner Performance 22-23.

The Committee **NOTED** the Final Learner Performance paper.

AF detailed the key figures noting that this is a stand still position. AF adds that this data will be reviewed at the Leadership and Management Conference noting the concerns with the Level 1 performance are across the board- not just in E&M.

3.2 Academic KPIs and Targets 23-24.

The Committee **NOTED** the Academic KPIs and Targets 23-24.

DB highlights that the targets are those that were presented at Corporation Board and Curriculum and Quality Committee should review relevant the progress against the KPIs.

AF highlights the further breakdown of the data to note the positive and negative curriculum areas to target the performance. This paper is to be reviewed at the Curriculum and Quality Committee remote pulse meetings (January and March).

AF comments that these are top level targets, but each area will have a stretch specific target for those already reaching overarching the target.

3.3 Quality Improvement Plan 23-24- Progress to date.

The Committee **NOTED** the Quality Improvement Plan 23-24 paper.

AF notes that the QIP is a living document that reflects the SECG current position and measures the impact. This will be building in a compliance aspect and driving action as swiftly as possible.

GB queried that amount of action that SLT have had to take with non-compliance- AF responds that very little action has had to be taken and the message of following up on action is trickling down the organisation.

SL highlights that the next review will be key to see if this plan is working and the cultural changes are having the desired impact. AF notes that he is confident that these are having an impact.

SL asks about the impact of the attendance interventions. AF notes that attendance is a much truer measure of attainment, particularly for E&M, and this intervention has had impact in the creative areas however this hasn't been across the board. AF reflects on the quality and consistency of the E&M provision and notes that this is an area for improvement.

RO asks about the careers element and progress on this? AF responds the focus on this within the curriculum areas and he feels that this is progressing. MT adds that careers is coming through in the TLAs.

3.4 Student Induction Survey.

The Committee **NOTED** the Student Induction Survey paper.

MT highlights that this has been separated from the Adult survey, therefore there are no comparison figures from last year due to this change.

MT reflects positively on the improvement of results from Stephenson Road and Lucking Lane. MT notes the areas for improvement are Extra+ activities, but this could be due to some confusion within the continuing student cohort as this element has been rebranded. SL comments that this is a learning point for future years.

JB notes that on Moodle the learners have the Student Life tab and felt that this was not utilised by learners enough and needs further promotion. AF responds that teachers should be promoting this.

MT reflects on the learners' low response to 'feeling safe on campus' and noted that this is mainly at Southend Campus due to a group of people that are not learners outside of the Campus grounds. NK has been reviewing this and working on improving the situation with local stakeholders.

GB asks if the survey was trialed on a group of learners in advance of the survey going out. MT confirms that this is a learning point and will be done with the small, focused group of learners (noting the confusion around careers advice service and careers advice embedded within the curriculum).

MT notes that this survey has been completed for the Adult Learner cohort and these results will be presented to the next meeting (most results in high 90% lowest 85%). MT reflects positively on these results.

MT confirms that there were similar results for the apprenticeships cohort.

JB joins the meeting 10:38

4.0 Safeguarding.

4.1 Annual Report.

The Committee **NOTED** the Annual Safeguarding Report.

JB notes the higher referrals to agencies, including the increase of family breakdown and homelessness. JB adds that the learners need much higher input and more invention. JB notes the impact of COVID19 is still being felt especially with the increased mental health referrals. JB details in improved process for the care experience learners with SECG being ahead of the curve in this area compared to the local education landscape.

SL reflects positively on the report and asked why the learners on Stephenson Road feel less safe- JB responds that this is due to staffing issues and local transport links (where learners feel less safe). DB adds that the park does cause additional issues which JN confirmed is an issue. SL details that the environmental issues are outside of SECG's control which JB agrees with but notes the partnership work that is being done with the local police, staff, safeguarding team and Extra+ to address this.

RO asks if staff feel confident in learner intervention? JB responds highlighting the training and staff have had to support this and noted that this is being positively received.

GB asked for the Supporting Positive Behaviours policy to be circulated- LJ circulated this.

RO asked for timeframes to be added to the development plan. **ACTION:** timeframes to be added into the development plan.

RO asked about prevent duty- JB notes the additional documentation linked in her report noting the focus on the ideology for these referrals.

GB expressed concerns about identifying people's ideology and asked for a cautious approach. JB notes that this is about the intent to incite violence and the preaching of hate. DB adds that SECG must do what is the statutory requirements and focuses solely on these requirements.

JB left the meeting 11:09.

5.0 HE.

SB notes that the UEA revalidation was approved for the next 5 years with one condition that learners are given the ability to access their previous assignments.

Enrolments.

5.1 The Committee **NOTED** the HE Enrolments Report.

RO asks about the Counselling- SB confirms that the Degree is continuing, and the FE course is being paused for this year, but the teaching of the previous cohort is continuing.

5.2 **Access Agreement 23-24 (now the Widening Participation Report).**

The Committee **AGREED** the Widening Participation Report 23-24.

5.3 **OFS Annual Assurance Statement.**

The Committee **AGREED** the OFS Annual Assurance Statement.

5.4 **National Student Survey,**

The Committee **NOTED** the National Student Survey paper.

6.0 **Planning Update.**

The Committee **NOTED** the Planning Update.

HP notes that she has met with all Curriculum Heads to ensure that they are tracked for their presentations next week, which will be taking place on Monday and Wednesday, to SLT and key members of the Executive Board.

ACTION: Full Curriculum Plan to come to the next CQC meeting.

7.0 Any Other Business.

7.1 Update from the AOC Conference- AI- deferred.

10.0 Dates of future meetings.

Monday 29 January 2024 12:00 MS Teams
Tuesday 27 February 2024 16:00 Southend 7E.03
Monday 25 March 2024 10:00 MS Teams
Tuesday 14 May 2024 16:00 Southend 7E.03

There being no further business the meeting ended at 12:02 hrs

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

Meeting of the Curriculum and Quality Committee Meeting

Matters Arising and actions from previous meetings.

Actions to be confirmed ongoing/completed

Actions confirmed completed will be removed from the table.

Item	Actions	Deadline	Lead	Status
Actions from 16 October 2023				
3.4	MT/HP to provide a report of Teaching Observations including actions and follow up.	Feb 24	MT/HP	
Actions from 21 November 2023				
3.4	Adult and Apprenticeship Student Induction Survey results to be presented.	Jan 24	MT	
4.1	Timeframes to be added into the Safeguarding Development Plan.	Jan 24	JB via BB	
6.0	Full Curriculum Plan to come to the next meeting.	Jan 24	HP	