



**Minutes of the Curriculum and Quality Committee meeting  
held on Wednesday 27 November at 10am on MS Teams**

<b>Present</b>	Josephine John	JJ	Chair
	Rob Bosworth	RB	Principal & CE
	Laurina Fox Smith	LFS	Governor
	Michael Hambly	MH	Governor
	Kathryn James	KJ	Governor
	Pat Wilde	PW	Governor
	Ellen Winder	EW	Governor
<b>In Attendance</b>	Paul Ramshaw	PR	Vice Principal Data, Funding and Compliance
	Mark Wardle	MW	Group Deputy Principal, Curriculum and Quality
	Rory Mason	RM	Vice Principal, Quality of Education
	Tian Bersey	TB	Clerk to Governors
	Rebecca Barrington	RBa	Director of Student Experience/Designated Safeguarding Lead for.
	Paul Ramshaw	PR	Vice Principal Data, Funding and Compliance for item 5.1.2

		Action
<b>1.</b>	<b>WELCOME</b> The Chair welcomed everyone to the meeting and in particular Laurina Fox Smith to her first Committee meeting as FE Student Governor.	
<b>2.</b>	<b>APOLOGIES AND DECLARATION OF INTERESTS</b> Apologies were received and accepted from Tom Mainwaring Evans. The Committee noted the resignation of Penny Mathers from the Board and the Committee and expressed appreciation for her contribution to the Committee and the College.  The meeting was quorate. There were no further interests to declare.	
<b>3</b>	<b>MINUTES AND MATTERS ARISING</b>	
<b>3.1</b>	<b>Minutes</b> The minutes of the meeting on 30 September 2024 were agreed to be a true and accurate record of the meeting and were approved by the Committee.	
<b>3.2</b>	<b>Matters Arising</b> The Committee noted the matters arising report and also discussed: <ul style="list-style-type: none"> <li>Preparations for Ofsted – The Group Deputy Principal Curriculum and Quality, Vice Principal Quality of Education, Group Head of Teaching, Learning and SEND and Quality Manager have been conducting a series of deep dives into courses and replicating the Ofsted experience. Key messages have been identified and communicated to staff across the group.</li> </ul> A governor asked how the College demonstrates that it is being ambitious for our learners. The Committee discussed the areas of deprivation in Devon and Cornwall and that the low GCSE profile of many learners entering the College demonstrates that achieving a level 1 or 2 qualification is ambitious.	

	<p>A governor asked if students were aware of the inspection. A video from the Principal will be shared with students to explain the inspection when it is announced and to explain what they can expect.</p> <p>The High Needs Independent Consultant has returned to review progress and deliver training for staff.</p> <ul style="list-style-type: none"> <li>Terms of Reference – the update is a work in progress with examples from other colleges being reviewed.</li> </ul>	
<p><b>4</b></p> <p><b>4.1</b></p>	<p><b>QUALITY OF EDUCATION</b></p> <p><b>PERFORMANCE AND CURRENT POSITION</b></p> <p>The Group Deputy Principal Curriculum and Quality highlighted the following from his written report:</p> <ul style="list-style-type: none"> <li>Positive enrolment and in spite of having now passed the 42 day period for counting enrolments the College continues to monitor potential withdrawals. Apprenticeship enrolments have been a concern but numbers are making progress.</li> <li>Presentation of the balanced scorecard targets which will be reviewed at every meeting. Retention is tracking strongly and above MiDES (Market Intelligence Data Exchange Service) benchmarks for 16-18. Attendance is an on-going challenge as the College continues to work towards achieving the ambitious targets set.</li> </ul> <p>A governor asked about the lower retention target for HE and the Committee discussed aspirations and culture in HE. The Committee also discussed the value and challenge of setting of high attendance targets. The attendance figures stand up well against other colleges but the next step is to evolve a business culture and associated expectations.</p> <ul style="list-style-type: none"> <li>Curriculum area grades from the self assessment for 2023/24 outlining the robust review process and data to support each grade.</li> </ul> <p>The Committee reviewed the areas assessed as needing improvement and the impact of the changed approach to English and Maths, the introduction of stepping stones for high needs learners and the review of the approach to online accountancy courses (in Business and Professional) introducing onboarding activities and enhancing delivery.</p> <p><b>4.2</b></p> <p><b>SELF ASSESSMENT REPORT</b></p> <p>The Group Deputy Principal Curriculum and Quality presented the Self Assessment Report (SAR) for approval. He reported this version included feedback from the Governor review session on 20 November 2024 and external peer review.</p> <p>The Committee discussed how the examples included present a flavour of the College, the (accidental) omission of hospitality in the list of activities at Camborne, language used, communication of the SAR to staff and the value of the information for the induction of new governors.</p> <p>The Committee agreed to recommend the SAR to the Board for approval.</p> <p><b>4.3</b></p> <p><b>QUALITY IMPROVEMENT PLAN</b></p> <p>The Group Deputy Principal Curriculum and Quality introduced the Quality Improvement Plan (QIP). The areas identified for development in the SAR will be monitored through the QIP with updates provided to the Committee along with a RAG rating.</p> <p>The Committee welcomed the clear plan with defined actions, deadlines and responsibilities.</p> <p>The Principal highlighted that the QIP was the driving force for the cycle of business and would be supported by Quality and Resources Reviews with Heads of Campuses and Heads of Departments which give an opportunity to deep dive into areas.</p>	

	The Committee discussed the interconnectivity between the QIP, the KPIs in the Balanced Scorecard, the strategic plan and the risk register.	
<b>5</b>	<b>TEACHING, LEARNING AND CURRICULUM</b>	
<b>5.1.1</b>	<p><b>PROVISION TYPE UPDATE</b></p> <p>In addition to the updates given in item 4. The Vice Principal, Quality of Education updated the Committee on:</p> <ul style="list-style-type: none"> <li>▪ Adult enrolments which are above target and discussions on the devolved adult education budget which are progressing positively.</li> <li>▪ An increase in opportunities to fund professional tickets in a wide range of subject areas.</li> <li>▪ An increase in experience packages being delivered to 14-16 year olds with the menu of options for experience packages available in 2025/26 agreed.</li> <li>▪ Tailored learning enrolments remain behind profile and the offer is being reprofiled to include more of the popular courses.</li> <li>▪ 100 Elective Home Educated students are now studying at the College and more designated teachers will be trained.</li> </ul> <p>The Committee discussed the government's focus on getting people back to learning, the College's reputation as a trusted partner for supporting vulnerable learners, the closure of Adult Education Centres across Cornwall and the role the College can play in reducing the impact of this on communities particularly in St Austell.</p>	
<b>5.1.2</b>	<p><b>Sub contracting</b></p> <p>The Vice Principal Data, Funding and Compliance joined the meeting to present his Subcontracting Activity Update highlighting:</p> <ul style="list-style-type: none"> <li>▪ 90.6% average achievement rate which is an increase of 4.4%</li> <li>▪ Concern regarding the drop in achievement rates for the Learning Curve Group's online provision. The delivery model has been revised to address the concern.</li> <li>▪ 96.2% of teaching observations were rated as moderate coaching / best practice in 2023/24.</li> </ul> <p>The profiles will continue for 2024/25 with the Argyle Community Trust additionally delivering activities on Campus at Camborne.</p> <p>A governor asked if subcontracting activity will be inspected as part of Ofsted which was confirmed. The Committee expressed confidence in the oversight and management of sub contracting activity.</p>	
<b>5.2</b>	<p><b>EMPLOYABILITY, CAREERS AND WORK EXPERIENCE STRATEGY</b></p> <p>The Director of Student Experience joined the meeting to present the Employability, Careers and Work Experience Strategy to provide reassurance that independent careers advice is available to all learners. The College is investing in external and impartial careers guidance for students with an EHC (Education, health and care) plan through an external provider. An internal, inclusive work experience offer has been developed to prepare learners for external offers where possible.</p> <p>A governor asked for the work experience data for High Needs students and students with an EHC plan.</p>	RBa
<b>5.3</b>	<p><b>STAKEHOLDERS SUPPORT AND VOICE</b></p> <ul style="list-style-type: none"> <li>▪ <b>Update on how Learner Voice will operate this year</b></li> </ul> <p>The Director of Student Experience reported that the learner voice forums would be replaced by Course Reps meeting with Heads of Campus once a term to provide feedback on quality of education and the</p>	

	<p>Chairs and Vice Chairs of the Cornwall College Student Union (CCSU) on each campus would meet all together four times a year to discuss a range of learner issues.</p> <p>▪ <b>Induction Survey results</b></p> <p>The Director of Student Experience presented high level data from the recent induction survey: 95% of FE students, 97% of HE students and 98% of apprentices rated their student experience as positive.</p> <p>In FE, 98% were satisfied with behaviour, 96% said that their course would support their future goals, 85% had sought careers advice and 85% said that they knew how to stay safe online.</p> <p>In HE, 90% had taken part in initial assessment, 86% said this had been followed up and 98% were receiving the support needed. The semantics of what a tutorial is may have impacted results.</p> <p>Apprentices scored behaviour, that they felt safe and were developing workplace skills highly. Low scores were recorded by apprentices for applying English and having a support plan in place if needed.</p> <p>▪ <b>Feedback from FE Student Governor</b></p> <p>The Student Governor advocated for better communication of where to go to get careers advice and the promotion of opportunities that the College provides. Student notices are now delivered during the first class every Monday and consistency of delivery needs to be monitored.</p> <p>▪ <b>Stakeholder and Employer Skills Cycle</b></p> <p>The Vice Principal Quality of Education reported that the Stakeholder and Employer Skills Panels have been taking place throughout November as part of the Skills Cycle and in order to ensure that stakeholders and employers are at the centre of curriculum design and delivery. They take place at every campus to ensure local needs are reflected. The FE Commissioner visited a panel in Camborne to see it in action. Every curriculum area has 5-20 employers which it consults with on a regular basis. Key strategic stakeholders are also engaged at the Executive Leadership Team level.</p> <p>The Committee commended the impact of the skills cycle. The Principal reported that the skills cycle is fully embedded and an example of excellent practice.</p>	
5.4	<p><b>UPDATE FROM JOINT ELT/GOVERNOR STRATEGY GROUP FOR SEND, EQUITY &amp; SAFEGUARDING</b></p> <p>The Chair of the joint ELT/Governor Strategy Group reported on the purpose of the group for new governors and the value of having time outside of this committee and a safe space to further explore and learn about the issues of SEND, equity and safeguarding and their interconnectivity. It is important not to work in silos in these areas.</p> <p>The Committee noted the minutes from strategy group meeting on 18/10/24. The Chair of the Strategy Group highlighted discussions on the development of the next equity strategy and the availability of data filters to be able to better monitor data from the perspective of equity.</p>	
5.5	<p><b>POLICY</b></p> <p>None.</p>	
5.6	<p><b>SAFEGUARDING &amp; PREVENT</b></p> <p>▪ Termly Update</p> <p>The FE Student Governor left the meeting.</p>	

	<p>The Director of Student Experience and Designated Safeguarding Lead highlighted the following from her termly update report:</p> <ul style="list-style-type: none"> <li>▪ Improved information from schools and a more proactive approach from the College to secure information. A summary form is being trialled and the Local Authority Safeguarding Lead is supporting efforts. Examples were shared of the benefits of information being shared and the challenges experienced when it is not.</li> <li>▪ The data summary on interventions since the start of term outlining the key topics and actions taking place on each campus.</li> </ul> <p>Governors asked questions on training provided to staff and students and the number of students who come to the College attached to external services or have been removed from school.</p> <p>A further discussion is noted in the confidential minutes.</p>	
<b>6</b>	<b>COMMITTEE ACTIVITIES</b>	
<b>6.1</b>	<p><b>BEYOND THE BOARDROOM</b></p> <p>The Committee received the report on activities that had taken place beyond the boardroom since the start of term. The Chair reported on her activities.</p>	
<b>6.2</b>	<p><b>ITEMS TO SHARE WITH BOARD/ OTHER COMMITTEES</b></p> <ul style="list-style-type: none"> <li>▪ Approval of the SAR</li> <li>▪ Quality Improvement Plan</li> </ul>	
<b>7</b>	<p><b>DATES OF NEXT MEETINGS</b></p> <p>10 February 2025 5.30 – 7.30</p> <p>9 June 2025 5.30 – 7.30</p> <p>PW gave her apologies for the next 2 meetings.</p>	