



**Minutes of the Curriculum and Quality Committee meeting  
held on Monday 30 September 2024 at 9.30am on MS Teams**

<b>Present</b>	Josephine John	JJ	Chair
	Rob Bosworth	RB	Principal & CE
	Michael Hambly	MH	Governor
	Pat Wilde	PW	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 items 5.3 and 5.4.
	Tom Mainwaring	TME	New Governor
	Evans		

		Action
<b>1.</b>	<p><b>WELCOME</b></p> <p>The Chair welcomed everyone to the meeting and in particular the Principal to his first Committee meeting and Tom Mainwaring Evans, a new governor, as an observer.</p>	
<b>2.</b>	<p><b>APOLOGIES AND DECLARATION OF INTERESTS</b></p> <p>Apologies were received and accepted from Wilf Hudson, Kathryn James, Penny Mathers and Ellen Winsler. The meeting was quorate.</p> <p>There were no further interests to declare.</p>	
<b>3</b>	<p><b>MINUTES AND MATTERS ARISING</b></p> <p><b>3.1 Minutes</b></p> <p>An amendment was made to the minutes from the meeting held on 12 June 2024 noting that 25 places for school refusers had been funded by Cornwall Council and not 24 as stated. The minutes were then agreed to be true and accurate record of the meeting and were approved by the Committee.</p> <p><b>Matters Arising</b></p> <p><b>3.2</b> The Committee noted the matters arising report and also discussed:</p> <ul style="list-style-type: none"> <li>Self Assessment Report (SAR) Progress: The Group Deputy Principal reported that following the Review and Improvement Day (RAID) in July each curriculum area has developed a SAR and meetings were taking place to review these. At the same time all the data relating to each curriculum area is being interrogated. A draft College SAR will be developed and validated by an external College after half term.</li> </ul> <p>The Principal reported that the College SAR will include business support functions and will be used to develop a robust Quality Improvement Plan (QIP) for the College. This will replace the Operating Statement</p>	

	<p>and fits into the wider College/sector framework. The Committee welcomed the change and supported a more focused approach. The Committee will review progress against the QIP. Governors will be invited to review areas of the QIP in order to see the process and provide a check and balance.</p> <p>The Director of HE is conducting a SAR for HE which will come to the November HE Committee meeting.</p> <ul style="list-style-type: none"> <li>▪ Learner Progression: A table outlining internal progression was included in the report for item 4.1. A full analysis of destinations data will take place this term.</li> <li>▪ Ofsted: The Group Deputy Principal briefed the Committee on what the College can expect from an enhanced inspection and preparations taking place in the College.</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 presented his report and highlighted strong enrolment numbers.</p> <p>The Committee discussed the impact of demographics on 16 – 18 numbers and the College’s improved reputation since the 2022 Ofsted inspection. Numbers are exceeding demographics. Efforts in 16-18 are focused on creating the best start for learners, ensuring they are on the right course and setting expectations for behaviour and attendance.</p> <p>A governor asked for the reasons for the predicted shortfall in apprenticeship numbers. There is no particular area that is underperforming and the Vice Principal Data, Funding and Compliance has been tasked to interrogate the data to develop a better understanding. The Principal reported that apprenticeships will be an area of focus going forward in order to drive numbers and develop a more coherent approach.</p> <p>The Committee noted the underperformance of Eden in HE enrolments and discussed marketing including potential challenges such as accommodation and student experience and potential opportunities such as facilities/ the new soil laboratories. The Principal highlighted the need to review HE data and systems. The official opening of the soil labs will offer excellent marketing opportunities. An opportunity for student accommodation in St Austell is also being explored. The transfer of students from Schumacher College following its closure has increased enrolments. The government is planning to reduce levy funding for level 7 apprenticeships in favour of younger students which poses some risk to our provision.</p> <p>The Principal congratulated the team on the excellent enrolment numbers and thanked them for all of their hard work. The increased numbers do present some ‘growing pains’ such as staffing and transport which are being worked through.</p> <p>The Group Deputy Principal presented the achievement rates and highlighted that overall achievement rates have significantly improved at all levels resulting in the best results for 10 years. This performance will compare favourably with Colleges across the south west. The focus will now move to achieving these results consistently.</p> <p>The Committee noted that English and Maths results have improved and functional skills results are above national average but English and Maths remains a challenge with further work to do. Excluding functional skills high needs learners outperformed non-high needs learners. Stepping stone qualifications will be used where required to enable Progression Pathways learners (formerly Foundation Learning) to progress and achieve.</p>	

<p>4.2</p>	<p>The Committee congratulated the team on the results.</p> <p>A governor asked how the focus on High Needs was being overseen following the departure of the Director of SEND and Inclusion. The action plan remains in place and the group responsible for implementation meets regularly and is chaired by the Group Deputy Principal. The Group Head of TLA who has SEND experience is driving on the teaching aspects of the plan and the Director of Student Experience and Group Deputy Principal drive the rest of the agenda. CAMs are reporting to Heads of Campus on a day to day basis. The Consultant will return to review progress in November. The Committee noted the risk of a limiting grade at Ofsted.</p> <p>A governor asked about work experience opportunities for Progression Pathways learners. The Group Deputy Principal reported that internal work experience opportunities have been refreshed but finding meaningful and appropriate external work experience proves challenging. Multiple trips to Seville which include a work experience element have had a positive impact and raised aspirations.</p> <p><b>AREAS OF RISK AND EMERGING RISK</b></p> <ul style="list-style-type: none"> <li>▪ High Needs attainment gap - as discussed in item 4.1.</li> <li>▪ English and Maths – The Vice Principal Quality of Education reported on the impact of the growth in enrolments on English and maths provision where additional staff need to be added and exams need to be carefully planned due to the space and invigilation needed.</li> </ul> <p>The addition of an extra hour of maths has been implemented this year even though it is not a requirement until next year. Specialist teachers create content for curriculum teachers to deliver. Teachers within Progression Pathways will deliver either maths or English. Learners are enrolled onto a stepping stones package depending on their individual EHCP.</p> <p>The Committee acknowledged the amount of work happening in this area.</p> <ul style="list-style-type: none"> <li>▪ Quality of Learning, Observation grade profile for 2023/24 and process for 2024/25 - The Committee noted the paper from the Group Head of Teaching, Learning, Assessment and SEND reporting on lesson observations conducted as part of the Quality Cycle for 2023/24 and outlined plans to change the process for 2024/25.</li> </ul> <p>The Group Deputy Principal outlined the benefits from moving from a focus on compliance to personal development and innovation. Research suggests that observations are not the best indicator of quality. Other data is available to indicate teaching performance. A wide range of training and development opportunities will be available.</p> <p>A governor ask how poor performance will be managed. Courses will be RAG rated based on all the data available, problems (course or staff) will be identified and an action plan and performance management will be put in place. Course reviews are in place to discuss the data and context.</p> <p>A governor asked if a similar process will be put in place for HE which was confirmed.</p> <p>The Committee welcomed the new approach which is both healthier and increases professionalism and higher-level thinking.</p>	
------------	--	--

<p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b>TEACHING, LEARNING AND CURRICULUM</b></p> <p><b>CURRICULUM STRATEGY</b></p> <ul style="list-style-type: none"> <li>Curriculum Reform Update and Decisions - The Labour Government has launched a Curriculum and Assessment Review (CAR) which will report in September 2025. The College has been asked to contribute evidence relating to agriculture. A rapid review of defunding is also taking place. Decisions are due by January 2025.</li> </ul> <p>The Principal highlighted that the College will monitor and manage the risks appropriately, FE can be flexible, pivot as necessary and manage change and whatever the College can deliver it will.</p> <ul style="list-style-type: none"> <li>Resourcing: staffing and skills</li> </ul> <p>The Group Deputy reported some staffing challenges to manage due to significant growth. Recruitment can be difficult because people can earn more working in industry. Market premiums are currently being reviewed but have most frequently been paid in plumbing and engineering. It is also challenging to recruit specialist English and maths teachers because they could earn more working in a school and our learners often don't want to be in the class!</p> <p>The shortfall in the Local Skills Plan (LSP) is the lowest paid workers.</p> <ul style="list-style-type: none"> <li>Landbased Strategy Group Update</li> </ul> <p>The Committee noted the minutes from the June Strategy Group meeting, the decision to postpone Landbased T-levels until September 2025 and the careful dialogue required with learners starting in September 2024 due to possible defunding of their qualification.</p> <p>The Principal would like to give Bicton and Duchy College their identities back and take a new approach to developing the landbased strategy. He will discuss this further with MH offline. The Landbased Strategy Group will therefore be paused.</p> <p><b>PROVISION TYPE UPDATE</b></p> <p>The Committee received the update paper from the Group Deputy Principal on the current provision of the College curriculum:</p> <ul style="list-style-type: none"> <li>16-18</li> <li>Apprenticeships</li> <li>Adult and Tailored Learning</li> <li>High Needs</li> <li>Elective Home Education (EHE)</li> <li>14-16</li> </ul> <p>The Committee noted the transition of the Adult Education Budget to the Adult Skills Fund and the changes as a result of this. Adult Skills Fund Tailored Learning will be free to adults learning less than £32k which will hopefully increase access and participation. Enrolments are currently behind profile but individual campus and curriculum area marketing campaigns have only just been launched.</p> <p>Community health buildings and resources are not ready due to storm damage at Rosewarne and a contingency plan is needed.</p>	<p>RB/MH</p>
---	---	--------------

	<p>The College has been in regular dialogue with Cornwall Council ahead of devolution in 2025/26. Impact thus far has been positive with a proposed grant funded allocation based on our current delivery allocation looking likely.</p> <p>The Committee noted the increase in EHE learners and asked about pastoral and other support needs. A tight process for risk assessment is in place. A governor asked if Ofsted will inspect this provision. It will inspect safeguarding arrangements but they are registered with their parents.</p> <p>The Committee noted the 14-16 work with school groups and asked about the status of the College's relationship with schools. There is a positive relationship in West Cornwall. The Principal has initiated a fresh beginning with the CELT Trust in St Austell and is discussing potential for a memorandum of understanding. The Principal advocated for a school representative to join the Board.</p> <p><b>5.3 SAFEGUARDING AND PREVENT</b></p> <ul style="list-style-type: none"> <li>Annual Report from 2023/24</li> </ul> <p>The Designated Safeguarding Lead joined the meeting to present her report on safeguarding activity during 2023/24.</p> <p>The Committee also noted the implementation of a new training scheme for staff with more detailed annual training which was presented for the first time in September. New staff continue to complete an online course immediately after starting. There is a new LADO in Cornwall who is supporting a lower threshold of reporting. The College made 6 referrals of concerns relating to adults to the LADO in 2023/24 and details of the outcomes were shared with the Committee.</p> <p>The Committee asked questions on:</p> <ul style="list-style-type: none"> <li>The breakdown of safeguarding records per campus and the figures were reviewed. Each incident has been recorded separately (and multiple records could relate to one student) and the DSL explained that this would change this year to one record per student. An error in the figures for Falmouth Campus will be corrected before the Board meeting.</li> <li>Areas of concern which are mental health; historical disclosures and a spike in domestic abuse. Training will be provided for staff on domestic abuse and sexual violence.</li> <li>Any effects of the summer rioting. There has been no significant impact but bystander training is delivered to students and staff to support intervention into any challenging situation.</li> <li>Quality of referrals. The waiting list for CAMHS is long, working with youth workers from the Young People Cornwall Charity supports a quicker referral. It can be challenging to find support for adults. The team would like to facilitate Citizens Advice coming onto the HE campuses.</li> </ul> <p>The Principal highlighted the value of recruiting someone from the Local Authority to the Board of Governors to offer advice and support on these issues and a governor suggested someone who worked in support of mental health and social disadvantage.</p> <p>The Designated Safeguarding Governor had reviewed the annual report and updated policies prior to the meeting and reported via the Chair that they were very thorough and showcased the huge amount of work being done by the DSL and the safeguarding team.</p> <p><b>5.4 POLICY</b></p> <p><b>5.4.1 Safeguarding and Child Protection Policy</b></p> <p><b>5.4.2</b> The DSL briefed the Committee on the main changes made to the policy to meet the requirements of Keeping Children Safe in Education 2024 and to reflect changes made to strengthen College processes. All</p>	<p>RBa</p>
--	---	------------

	<p>changes were highlighted in yellow in the paper for the Committee to review. The Chair thanked the DSL for the transparency.</p> <p>The Executive Leadership Team had also completed a deep dive into the policy.</p> <p>The Committee recommended the policy to the Board for approval.</p> <p><b>Prevent Policy and Procedure</b></p> <p>The DSL briefed the Committee on the main changes to the policy to meet the requirements of updated guidance. All changes were highlighted in yellow in the paper for the Committee to review.</p> <p>The Designated Safeguarding Governor had questioned whether misogyny should be listed under radicalisation. It was not included because it is not an explicitly terrorist linked organisation or referenced in the Prevent duty. It is however covered in the tutorial programme. The Committee discussed and agreed that they were comfortable with its omission.</p> <p>The Committee recommended the policy to the Board for approval.</p>	
<p><b>6</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p>	<p><b>COMMITTEE ACTIVITIES</b></p> <p><b>Beyond the Boardroom</b></p> <p>The Chair encouraged members to attend Learner Voice Forums and visit campuses. The Vice Principal, Quality of Education welcomed members to join course reviews. A schedule of campus visits for governors and committee members will be published.</p> <p><b>Items to share with Board/Other Committees</b></p> <ul style="list-style-type: none"> <li>▪ Recommendation of the Safeguarding Annual Report and policies for approval</li> <li>▪ Development of College SAR and QIP which will replace the Operating Statement</li> <li>▪ Strong enrolment numbers</li> <li>▪ Shortfall for apprentices and action being taken in response</li> <li>▪ Improved achievement rates</li> <li>▪ Continued focus on high needs learners and English and maths</li> <li>▪ Planned changes for lesson observations in the Quality cycle</li> <li>▪ Challenge of adult funding and the continuing work with Cornwall County Council ahead of devolution.</li> <li>▪ Curriculum reform</li> <li>▪ Developing a strategy for Bicton &amp; Stoke</li> <li>▪ Widening Board and committee membership to include representatives from schools, the Local Authority and organisations that support mental health and social disadvantage</li> </ul> <p>The Chair thanked the executive for their papers and everyone for their participation.</p>	
<b>7</b>	<p><b>DATES OF NEXT MEETINGS</b></p> <p>30 September 2024</p> <p>27 November 2024</p> <p>12 February 2025</p> <p>11 June 2025</p>	