

Minutes of the Students, Curriculum and Quality Committee Meeting

Held Wednesday 19 June 2024

Present Gail Rothnie (*Chair*), Aisha Benachour, Sarah Dawson, Chloe Naughton, Lee Smart, and Joanne Williams.

In attendance Jacquie Carman (*Principal*)
 Craig Tucker (*Assistant Principal Quality and Standards*)
 Jon Priest (*Director of Information Services*)
 Sarah Bullus (*Assistant Principal*)
 Jennifer Sunter (*Clerk to the Corporation*)
 Oliver Preece (*staff governor elect*)

Following an update on the success of the College's Thank a Teacher Day, where many staff had come together and celebrated, the Committee minuted congratulations to all staff nominated and awarded.

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| 1 | Apologies |
| | Apologies were received on behalf of Joanne Rouse and Anna Sutton. |
| 2 | Declarations of Interest |
| | There were none. |
| 3 | Minutes of the Students, Curriculum and Quality Committee Meeting held 6 March 2024 and Matters Arising |
| | <p>The minutes of the Students, Curriculum and Quality Committee Meeting held 6 March 2024 were approved as a correct record.</p> <p>Under Matters Arising from the meeting held 21 June 2023 the Careers Education and Guidance Strategy was provided for the meeting.</p> <p>Under Matters Arising from the meeting held 6 March 2024:</p> <p>Item 3a regarding Divisional Performance Reviews, the Chair reported that a meeting had been held to summarise the outcomes from these. The summary would be provided for members alongside these committee minutes.</p> <p>Item 4b regarding predicted grades, value added and high grades were being reported to the meeting.</p> <p>Item 5a Learning Teaching and Assessment and lesson Observations, members noted that these had now concluded and that dates for 2024-2025 would be circulated to members in good time to schedule engagement.</p> <p>All items were closed.</p> |
| | Current Year Performance |
| 4a | Annual Plan Actions and Target Monitoring Report |
| | <p>Joanne Williams reported that many of the areas of the Annual Plan had been addressed and that Apprenticeships remained a concern. Jacquie Carman added that the report incorporating all actions would be provided to the Corporation July meeting.</p> <p>A member asked for feedback on the offer for Leadership and Management courses for 2024-2025. It was noted that a new lead for this area had been appointed, that all CMI modules would be offered and that the College was</p> |

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| | <p>researching provision of a financial services certificate. Additionally, the College may be able to offer free adult offer such as a module in change management. Jacquie Carman noted that there were exciting opportunities and these would be promoted through the Business Breakfast Meetings and the Chamber of Commerce.</p> <p>The Chair asked about the Leve1 and 2 curriculum offer and potential piloting of the Prince's Trust programme. Joanne Williams outlined the need to analyse what was successful and to look at take up of the Foundation Project Qualification in the first six weeks. The Prince's Trust would not be in programme for 2024. The College was also looking to the YMCA regarding motivating opportunities for at risk learners.</p> <p>The final update against the 2023/2024 Plan was received.</p> |
| 4b | Quality Improvement Plan Progress Report |
| | <p>Craig Tucker reported positive improvements for attendance on Maths and English programmes together with a positive trajectory on assessment. Overall, both retention and attendance were improved on the previous year but remained below target. Additionally, there was positive movement on work experience and activities including students studying A Levels.</p> <p>Members asked questions about attendance, including if the hard to achieve target was comparable across the sector and if the Transformational Project for attendance was impactful, considering a small improvement on the previous year.</p> <p>Jacquie Carman responded that across the sector attendance had not returned to pre pandemic levels, however the work undertaken on attendance had reduced the negative impact. Jacquie Carman stressed that the new policy and cultural approach across the College was one to support and develop the whole person through participation in their whole study programme, including enrichment and work experience. A revised approach to student induction should also set expectations.</p> <p>Additionally, it was noted that the automated message system, working with parents where possible and using a rewards and celebration of improvement approach all added to incremental improvement in student attendance. It was noted that the automated message system had led to a 4% improvement in exam attendance.</p> <p>Joanne Williams also noted the work being done to help staff improve their attendance as part of the same culture.</p> <p>Members asked about Work Experience and noted that the Navigate system would be replaced by My Halesowen to improve access.</p> <p>The final review of the Quality Improvement Plan 2023/2024 was received.</p> |
| 4c | Student Performance and Progress Update Report |
| | <p>The Chair outlined that clarification on predicted grades, particularly reliability, had been sought. Jon Priest responded that there was a greater culture of staff taking ownership of results which were monitored and formed part of staff and student performance review. The Chair and the Corporation Chair would meet in August for early outturn of results and the Students Curriculum and Quality Committee would closely monitor results, with information being provided to Corporation.</p> <p>The Chair asked about reliability of value added predictions and Jon Priest noted that the assessment points data demonstrated large movements. It was felt that there were too many variables at play currently and that the overall performance was predicted at 6. Joanne Williams outlined measures being introduced to better support more accurate predictions.</p> |

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| | <p>Members further discussed vocational result predictions which were complex as coursework based. Work with staff on vocational examined units was moving forwards and making a difference.</p> <p>Jon Priest also highlighted that while student exclusions were marginally down on the previous year, suspensions had materially increased. Jacquie Carman noted that a report on the ongoing impact of the pandemic on student behaviour had been published and may be helpful and the staff governor noted that further work with students on the consequences of their actions would be planned for 2024/2025.</p> <p>The Student Performance and Progress Update Report was received.</p> |
| 4d | Improvement of Value Added – A Levels |
| | <p>The Chair asked that following provision of the data what interventions were making impact in improving value added. Joanne Williams reported that a targeted focused approach, monitored through each assessment point was most successful in achieving incremental gains.</p> <p>Members asked questions of clarity on the data provided but agreed that future reporting should provide greater context and commentary.</p> <p>Additional member feedback provided, regarding Apprenticeships would be provided to Joanne Williams</p> <p>It was noted that value added was improving.</p> |
| 4e | Learning, Teaching and Assessment Report |
| | <p>Craig Tucker highlighted that the teacher development team were seeing a stronger observation profile and wanted to further capitalise on the culture of teacher engagement, opening of classrooms and sharing brilliant practice to encourage teachers to try new ideas.</p> <p>Members noted that the College had taken on a higher number of trainee teachers for 2024-2025 and asked about the balance between experienced staff and trainees. Craig Tucker noted that retention of staff had improved and that the College was continuing the culture of developing its own staff, and Joanne Williams recognised the risks re loss of experienced staff.</p> <p><i>(Chloe Naughton left the meeting.)</i></p> <p>A member asked about triangulation of the observation scheme and results. Craig Tucker outlined how the observation scheme formed part of a wider approach which encouraged managers to visit classrooms more often and to be proactive in getting student feedback. This was paired with Divisional Performance Reviews and the staff appraisal scheme. Triangulation of results was complex in vocational areas where multiple members of staff taught students across their course but would be monitored by the Heads of Division.</p> <p>The Chair asked about expected results for Health and Social Care students where retention had improved. Joanne Williams responded that the rapid improvement plan should remain for a second year to monitor continued improvement.</p> <p>The report was received.</p> |
| 5 | Update on Apprenticeships |
| | <p>Joanne Williams and Jacquie Carman reported that the quality of apprenticeship provision had improved, while the complexity of data compliance was being addressed following a recent audit. Members noted that the College had engaged an audit specialist to move this forward.</p> <p>The Chair had shared the responses of a member, which mirrored key areas noted by the new Assistant Principal for Curriculum and Skills. Off the job training was a key area being addressed.</p> |

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| | <p>The Chair also noted that apprenticeship provision remained a small but resource intensive part of the curriculum. Jackie Carman responded that the College remained positive and ambitious for provision, would monitor this closely and review the position again next year.</p> <p>Concerns raised and actions being taken to address these were noted.</p> |
| | Pastoral |
| 6a | Pastoral Summer Report |
| | <p>Sarah Bullus highlighted;</p> <ul style="list-style-type: none"> ✚ the evolving safeguarding challenges which the team continued to adapt to and work hard to address ✚ increasing work of the SEND team to support learners ✚ enrichment activities for students ✚ school outreach and promoting what the College has to offer. <p>Members asked about provision of guidance for employers regarding students with EHCP and Joanne Williams outlined how staff would talk directly with an employer.</p> <p>Members also noted that the inclusion of trend data would be helpful moving forwards.</p> <p>Members took a moment to recognise how hard many students worked in the face of challenges including bereavement, which was humbling.</p> <p>The Pastoral Summer Report was received.</p> |
| 6b | Learner Voice Survey |
| | <p>It was noted that surveys formed one part of the approach to learner engagement and that the College sought to hear the voices of its students across the board and tried to avoid survey overload. A report on the surveys across the year would be provided.</p> <p>It was also noted that</p> <ul style="list-style-type: none"> ✚ support services were working to make access similar across sites ✚ some students had noted little variation in teaching ✚ trips, visits and placements were noted as most memorable learning experiences <p>Members asked about the survey response rate and were assured that the summer term had dipped due to second year students being on exam leave, however the use of Forms and linking into the tutor group systems had helped.</p> <p>Members also asked about the diversity of guest speakers and Joanne Williams reported that through specific diversity weeks there were a good range of speakers that the College was keen to continue through the Equality and Diversity Champions.</p> <p>Members asked about variability of response on careers guidance and noted that some curriculum areas were better placed with staff sector experienced to give guidance. Sarah Bullus also noted the focus on speakers who could give inspiration and impetus to students.</p> <p>Members asked about the response rate on sexual violence and noted that safeguarding was monitored daily.</p> <p>The report on Learner Voice Surveys was received.</p> |
| | Planning 2024/2025 |
| 7a | Careers Education and Guidance Strategy – Action Plan |
| | <p>Members discussed the current Careers Education and Guidance Strategy and noted the focus on wider skills and enrichment and that advice and guidance needed to be consistent.</p> |

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| | Regarding actions from the strategy, it was felt that these should take greater account of what is being provided in the curriculum and be clear through the data on gaps and therefore core areas of focus. Members asked how they would know what success looked like. |
| Action 7a | It was agreed that further work would be done on the Careers Education and Guidance Strategy – Action Plan and provided for the October meeting of the Corporation. The revised document would be circulated to the members of the Committee prior to this. |
| 7a | Student Recruitment Report |
| | It was noted that overall student recruitment numbers were higher than the previous year. There were slight dips where subjects were impacted by curriculum change. Unknown impact of political change on the volatile qualifications system remained a factor of concern. The Student Recruitment Update was noted. |
| 7c | Curriculum Planning Update |
| | Members received the detailed overview of curriculum planning dependent on government position following the July 2024 General Election. Jacquie Carman highlighted that the College was being proactive regarding pathways for learners. The Curriculum Planning Update was received. |
| 7d | Subcontracting Update |
| | Joanne Williams reported on a positive visit to CPC Ltd which reflected their good history in training staff into employment. Members noted that this covered a branch of new provision being taken in house by the College which should continue to grow and develop in its offer. The Subcontracting Update was received. |
| 8 | Review of Committee Terms of Reference and Business Cycle |
| | In considering the Committee's terms of reference, members noted the Clerk's review as part of the overarching review of committee terms and framework documents. It was felt that monitoring of stakeholder engagement should be more explicit, particularly that of the voices of learners. |
| | The Students Curriculum and Quality recommended the revised terms of reference to the Corporation subject to revision regarding student voices. |
| | Strategy and Policy Review |
| 9a | Learner Involvement Strategy, Governors and Learner Voice |
| | Following discussion at the Corporation Development Day in January members were keen to ensure that the strategy for learner engagement and hearing student voice(s) was effective. Joanne Williams outlined that the strategy incorporated a range of mechanisms for obtaining student feedback, including a shadow student board and a student's union. Members asked about assurance on hearing from a diverse range of students, particularly regarding access to membership of the shadow student board. It was noted that this would be broadened. |

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| | Members also discussed diversity and the Student Union and wishing to be clear going forwards on engagement with the Corporation. Joanne Williams explained that the ambassadors were self-nominating and a truly diverse group of students and that surveys, lesson observations and divisional performance reviews were all part of the approach. |
| | It was agreed that subject to revisions discussed, the Students Curriculum and Quality Committee would recommend the new Learner Involvement Strategy to the Corporation for approval. |
| 10 | Any Other Business |
| | Jacque Carman invited governors to attend the College Hustings event on 27 June 2024. The Chair thanked Joanne Rouse and Lee Smart as outgoing governors, for their participation and contribution to the Committee. |
| 11 | Date of Next Meeting The next meeting of the Committee was noted as 20 November 2024. |

The meeting closed at 8.04pm

| Actions from the meeting held 21 June 2023 | | |
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| Action | Careers Education and Guidance Policy | JWi |
| 7a | The work happening across College would be captured and provided with the Careers Action Plan to the Committee. The policy would be amended as part of its cyclical review. 19 June 2024 updated: Further reporting to October Corporation see below. | November March 2023 June 2024 October 2024 |
| Actions from the meeting held 6 March 2024 | | |
| 3a | Minutes of the Students, Curriculum and Quality Committee meeting held 29 November 2023 and Matters Arising A date would be set following completion of the Spring term Divisional Performance Reviews, members of the Committee would be invited and a summary would be circulated. Closed June 2024 | July 2024 JCa |
| 4b | High Grades Development Predicted grades review following March Mock exams would be shared with members of the Committee. Closed June 2024 | July 2024 JWi |
| 5a | Learning, Teaching & Assessment Report Governor visits to lesson observations through Window 4 would be made available. 19 June Update: 2024:2025 Dates to be circulated. | July 2024 CTu |
| Actions from the meeting held 19 June 2024 | | |
| 7a | Careers Education and Guidance Strategy – Action Plan It was agreed that further work would be done on the Careers Education and Guidance Strategy – Action Plan and provided for | SBu |

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| | the October meeting of the Corporation. The revised document would be circulated to the members of the Committee prior to this. | Sept/Oct 2024 |
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