

MINUTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON MONDAY 22 NOVEMBER

Present

Hayley Barker	Student Governor
Angela Briggs	Governor
Ruth Brook	Governor
Thomas Burton	Governor
Mick Lochran	Governor
Lee Tillman	Governor

The quorum for the meeting was five Members (at least 4 external)

In attendance

Jo Garrison	Director of Governance / Clerk to the Corporation
Sharon Smith	Principal / Deputy CEO
Alison Gray	Assistant Principal, Quality, Teaching, Learning & Assessment
Julie Kaye	Executive Director, EPYP

The meeting was held at Doncaster College and commenced at 5.34pm.

Item	Minute	Action
1	Apologies	
	Apologies had been received from Alan Rayment, Ben Lawrance, Dolly Agoro and Danny Fenwick.	
2	Declarations of Interest	
	Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.	
3	Election of Chair and Vice Chair 2021/23	
	The Director of Governance informed members that the Chair of the committee had withdrawn from the Corporation Board. Over the summer discussions had been held with CQP members, T Burton expressed an interest to become the Chair of the committee and R Brook expressed an interest to continue as Vice Chair. Members were asked to consider the expressions and approve the appointments.	
	Resolution: T Burton approved as Chair and R Brook as Vice Chair of the committee for two years.	
4	Minutes of a meeting of the Curriculum Quality & Performance Committee held on 21 June 2021 and any matters arising	
	The minutes were agreed as a true and correct record and signed by the Chair.	
	24.2.21 Item 10 SAR revised to ensure Outstanding Ofsted captured. Action closed	
	21.06.21 Item 3 Slides circulated. Action closed	
	21.06.21 Item 6 Agenda item 22 November 2021. Action closed	
	21.06.21 Item 6 Reports on Performance agenda item 22 November 2021. Action closed	
	21.06.21 Item 6 Student learning experience, activity scheduled for the strategic governor away day 07 December 2021. Action closed	

Item	Minute	Action
	21.06.10 Item 10 QIP reviewed with Chair and actions completed or carried forward (amber) to new 2021/22 QIP. Action closed.	
5	Review of Terms of Reference and Workplan (including Review of Committee 2021/22)	
	<p>The Director of Governance presented the ToR and Cycle of Business for CQP and also a copy of the recently formed People & Transformation Committee. Members were advised delegate functions of CQP have now moved to P&T as highlighted within the documentation. Members discussed the need to add a student engagement item to Term 1 (Enrolment and IAG experience) and Term 3 (Learner Journey, outcomes and impact) to the cycle of business for CQP. This would provide members with the opportunity to meet with students and understand from a student perspective.</p> <p>A Briggs asked if a behaviour report could be added to the FE performance report. Members discussed it would be nice to see an appendix to raise awareness of student behaviours. S Smith and colleagues assured members that the behaviour of students and attitudes was exceptional across both sites. H Barker expressed from a student's perspective that L2 and L3 behaviours were on board with college policies, in particular areas such as Animal Management where safety can be affected by student behaviours.</p> <p>Members were asked to approve the ToR and Cycle of Business revisions.</p> <p>Resolution: Members approved the revised CQP Tor and Cycle of Business.</p>	DoG
6	FE Performance Update	
	<p>J Kaye provided members with an overview of the report highlighting the following data:</p> <ul style="list-style-type: none"> • 16 -18 performance at 91% • A reduction of 19 plus performance 82% • Due to COVID a reduction in Apprenticeship performance of 59% with 600 student apprentices being furloughed • English and math performance continues to be monitored • 16 -18 enrolments currently are at 4281 which is below the ESFA target of 4354. This reduction in students is broadly in line with the sector according to a recent AoC report on enrolments. There are plans being developed to have a January intake of students to mitigate this shortfall. T-Level enrolment is broadly in line with plan. Adult enrolment is ahead of profile. • Attendance is 84% for 16-18 learners and 86% for Adults. This is below expected levels, however, there are data cleansing activities underway which, once complete, will add circa 2% on each funding stream. • Extensive activities relating to Personal Development, Behaviour and Attitudes have enriched the experience and induction of learners across F.E. Feedback on learner surveys reflected this <p>J Kaye informed members of the financial implications:</p> <ul style="list-style-type: none"> • Medium Risk: Failure to meet ESFA allocation this year will result in reduction of funding next year due to lagged basis. • Increase in the number of apprenticeships against target has generated higher income than planned. • High Risk: Low Achievement rates for apprenticeships will impact on the 20% of funds attributed to completion of successful apprenticeship. 	

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- Low Risk: Work is underway to get an accurate financial position relating to Adult Learning enrolments to enable more accurate forecasting against Adult Education Budget.

Members were informed there was a high number of unfilled vacancies in Engineering (10) and Construction (7) across the group including the off-site centres. This is impacting on the quality of delivery to learners and apprentices including timeliness of reviews. This is a national issue, and it appears to be primarily that the rates of pay in the FE sector for these professions are far inferior to what can be earned in industry.

A Briggs enquired if there was any news of the Adult Education Budget and expected funds. M Lochran advised there has been a delay and should expect to hear by December.

A Briggs asked for further detail around staffing issues outlined in the report. M Lochran assured members that solutions were multifaceted to address the issues; one solution may be L3 students supporting L1 and L2 students. S Smith raised the need to attract staff from industry approaching retirement, however, raised the requirement of teaching capacity and being able to cope with young apprentices and what support could be offered to grow into such roles of teaching. Members discussed assessor and teaching salaries and the real issue going forward for staff to develop in their teaching career and remain in a teaching position.

A Briggs asked that the benchmarked expected levels or comparison of national benchmarking be added to future reports. S Smith assured members this information will be measured in the balance scorecard and will be presented to all board members on the 07 December away day. A Briggs also noted the variance of achievement in English and maths across both campuses and asked if the progress made and distance travelled could be highlighted including progress to the starting point of students. S Smith further assured members and stated this will also be captured in the balance scorecard moving forward.

SS

J Kaye raised the issue of staffing in relation to COVID-19 and the resourcefulness of the group and how students were not affected by staff sickness. A discussion was held about good examples and how to accumulate recognition with students engaging. It was suggested to reintroduce recognition badges. R Brook raised informal engagement between governors and students may be something for the Executive Team to explore i.e, informal drop-in and collaboration in Floristry, Animal Management and Catering. An opportunity for members to engage in activities with students in these departments.

L Tillman enquired how disadvantaged students were measured against gaps. A Gray assured members that EDI quality is monitored on a 6-weekly basis through the QIP. Members also discussed the requirement of geographical mapping and characteristics around enrolment and attainment to add extra dimensions. L Tillman also raised the need to identify where in the local borough gaps may be considered. S Smith suggested some reporting already exists for example free school meals and low-income families against postcodes. This data will be included in future reports.

SS

7 Quality Assurance Update (including DNCG SAR)

A Gray presented the quality assurance update including the SAR for 2020/21. SAR moderation meeting took place with SLT members. Two areas are now graded as outstanding, these are adults and personal development. Members were asked to approve the group SAR.

Members were advised that Quality Review 2 activity has taken place over a four-week period this month. This activity is planned for five times per year, to focus on improvements such as quality of Apprenticeships, student experience, first impressions, induction and includes student voice.

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The On-programme student survey was carried out over the summer with comparative data from over 100 colleges and 1.2 million other students. As a group, DNCG students are more satisfied by 3% exceeding the benchmark from all other participants. The survey received 4,388 student responses with an overall satisfaction rate of 93%. Members were advised the questions with lower satisfaction was with regards to work experience, impacted by COVID-19. The lowest score interestingly was that students did not know the name of the student governor.

A Gray informed members that 10 lead practitioners have been seconded part-time into the Quality team to provide support to staff with the expectation of improving lessons, evaluation, 1:2:1's and group training to improve the quality of experience. TLA activities include Let's Teach, Lets Bloom, Lead Practitioner support.

Members were advised the quality improvements planning has seen the introduction of web software (action live) and training for staff has commenced. Curriculum managers will be trained how to use action live which will flag items that are overdue already for renewal. The software could be demonstrated at a future meeting once more established within the group. Centre numbers have been merged with awarding organisations and one EQA visit will take place across both sites to reduce staff workload and ensure standardisation throughout the group.

There have been some AQA issues relating to GCSE maths and TAG grades, this was resolved. There was an assessment error with an OCR assignment which had been identified to have expired. ECITB Engineering apprenticeships have ongoing concerns also teacher training qualifications, the department is working with the HE team to resolve this. T Burton enquired how serious the sanctions were from City and Guilds. Members were advised the L3 sanction related to PLTS and DLTS as HE assessors did not hold the required qualification which led to the re marking of work. EVs due over the next few weeks to check the action plan.

Members were advised about the embedding of Rosenshine principles into TLA activities. A Gray Informed members of the pop-in postcard activity undertaken with new staff, as a supporting activity and quick reflection of monitoring teaching and learning. M Lochran raised with members there is a balance with teaching and learning performance, 10% need support, the top 20% exceed targets and ensuring opportunities to stretch staff includes the Let's Bloom.

Members were advised overall 22 complaints have been received at Doncaster, and 7 at North Lindsey.

Resolution: All members approved the Group SAR

8 Policy for Approval – Customer Compliments and Complaints

A Gray Informed members that the Customer Compliments and Complaints policy had been revised with minor tweaks and amendments which required approval from the committee.

Resolution: Members approved the customer Compliments and Complaints Policy.

9 Link Governor Update

R Brook updated members on her IAG link governor activity. She attended the Open evening at NLC in October which was really well attended. Time was spent with staff from UCNL discussing internal progression and recruitment and IAC to HE. She is

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scheduled to meet with the team on 24 November where they will undertake a tour of UCNL and provide current updates.

R Brook also dialled into to a meeting on 06 October with the IAG team to talk with the Quality in Careers external team as part of their quality assessment of the IAG provision at DNCG. This was a very positive discussion, and the result has been the achievement of the quality mark.

A Briggs updated members on her link role as Adult Education governor. Members were advised she had attended Student Parliament and noted the attitude and courtesy of students throughout the meeting, in particular their courtesy and inclusion of students/peers with special needs. Students also commented on their tutors' flexible approach, a simulation room, positivity around safeguarding, availability of counselling, mental health awareness and breakout rooms around the campus.

L Tillman informed members he is the data link governor and has had an initial conversation with M Lochran which will be strengthened further during term 2. S Smith also mentioned she would circulate to governors the Waterfront restaurant themed evenings. The DoG informed members this could be added to the calendar of events that will be included with Board papers.

DoG

10 Governance QIP and Emerging Risks

The Director of Governance provided members with a verbal update. The Governance QIP 2021/22 had been recommended for approval to the Board on 13 December 2021, by Search & Governance Committee.

Once the QIP was approved the QIP will be a standing agenda item for the Chair to oversee that the objectives of the committee are monitored and managed through the QIP and completed or revised throughout the academic year.

11 Any Other Business

No other business raised.

12 Date and Time of Next Meeting

The next meeting of the Curriculum, Quality & Performance Committee is scheduled for Wednesday 9 February 2022 on MS Teams.

The meeting closed at 7.07pm

Jo Garrison
Director of Governance / Clerk to the Corporation

Signed: (Chair)

Date:

TABLE OF ACTIONS			
Date	Item	Action	Responsibility
22/11/21	5	Add Student Experience to Term 1 and Term 3 Cycle of Business	DoG
22/11/21	6	Include in FE Report: Bench marked low levels of attendance	Sharon Smith
22/11/21	6	Explore informal engagement activity sessions, Governors and Students	Julie Kaye
22/11/21	6	Include free school meals, low income family and post code enrolment and attainment data into FE report/Balance Scorecard	Sharon Smith
22/11/21	9	Reinstate Waterfront Theme Evenings and Colleges Events to Board meeting papers	DoG