

COLCHESTER INSTITUTE CORPORATION

Minutes of the CURRICULUM AND QUALITY COMMITTEE held on Tuesday 26 November 2024 4.30pm, at the Colchester Campus

Members:

Caroline Williams, Chair
Alison Andreas - Principal & CEO
Marco Iciek - Governor (Safeguarding link)
Sally Messenger - Governor (Skills & Careers Link)
Angela O'Donoghue -Co-opted member
Kevin Prince, Corporation Chair
Tim Triffitt – Student Governor
Sanjeev Arya – Governor

In attendance:

Ali Davies – Deputy Principal
Alison Bennett – Head of Governance

Minutes - Part I

1. **Apologies for Absence**

None.

2. **Declaration of any conflicts of interest**

None

3. **Minutes of meeting held on 27 June 2024**

The Committee **APPROVED** the minutes of the meeting held on 27 June 2024 (CIC/CQC/24/4/1), as a true and accurate record.

4. **Action Sheet and Matters Arising from the Minutes not covered elsewhere on the Agenda**

CIC/CQC/24/4/2, Curriculum and Quality Committee action sheet, was received and noted.

Governors **ASKED** for clarity on which apprenticeship learners are failing to attend their end point assessment. Deputy Principal clarified there are two different issues. Firstly, in some cases the apprentices are unable to undertake their End Point Assessment (EPA) due to a lack of availability within the timeframe. Secondly, in some cases apprentices chose not to undertake the EPA as they have achieved the main qualification they required and do not see the benefit of the extra work required. To avoid this being an ongoing issue the delivery model has been revised. It was noted that 20% of funding is held back until the successful completion of apprenticeship, including passing the EPA.

5. **Self-Assessment Report 2023-24 and Quality Improvement Plan 2024-25**

CIC/CQC/24/4/3, Self-Assessment Report 2023-24 and CIC/CQC/24/4/3a Quality Improvement Plan 2024-25, were received and discussed. The Deputy Principal explained that the document had been used in the Ofsted Inspection in its draft form. Acknowledging that the document looks back, Governors **ASKED** whether the document has been amended following the inspection. The Deputy Principal replied that it has. The report now includes a section under each key judgement and provision type of 'not yet outstanding because' and further narrative in relation to data analysis that had not been fully completed prior to inspection.

Governors **ASKED** about the reference on page 6 of the report that states 'Most learners (16 – 18 and 19+) including those with SEND and high needs, achieve their qualifications and make good progress in their learning and development', and whether the college can drill back to identify which learners are being helped. The Deputy Principal said that this can be done.

The Committee **APPROVED** the Self-Assessment Report 2023-24 for recommendation to the Board for approval.

ACTION: Self-Assessment Report 2023-24 to be presented for recommendation to the Board for approval at the 12 December meeting.

Quality Improvement Plan (QIP) 2024-25

It was noted that this is a working document and as such each version will change in response to any areas of concern that are identified throughout the year.

The Committee Chair referred to the status 'not yet started', shown in blue, explaining that during the Ofsted inspection Governors had been questioned on how they hold the College Executive to account for areas that have not yet started. The Deputy Principal replied that some actions have not yet started due to the chronology of events. It was agreed that actions should have a date rather than be 'ongoing'.

Governors **ASKED** about the inclusion of Artificial Intelligence (AI). The Deputy Principal explained that AI was not included on the first draft of the new QIP. This was noted by Inspectors who commented that, due to the fast-moving nature, AI should be included in the document and has now been included.

The Committee **APPROVED** the QIP 2024-25 for recommendation to the Board for approval.

ACTION: QIP 2024-25 to be presented for recommendation to the Board for approval at the 12 December meeting.

6. Curriculum and Quality Update Report

CIC/CQC/24/4/4, Curriculum and Quality Update Report was received and discussed. The Deputy Principal reported that in-year attendance is being very slightly disproportionately affected by a small number of learners who have very poor or zero attendance in English and maths. It was noted that the in-year attendance figure is inclusive of the English and maths attendance figures. The committee was assured that robust processes have been implemented to address poor attendance in English and maths and this has now reduced from 70 learners with zero attendance to 2 learners.

Governors **ASKED** who carries out the interventions. The Assistant Principal FE and other Senior Managers meet with parents. Governors **ASKED** whether feedback is sought from learners who do not attend. Discussion followed around the reasons for low attendance. The Student Governor commented that timetabling can often put learners off if the only subject they are attending college for is in the middle of the day. The Deputy Principal agreed and said that the college has tried to mitigate this by English and maths being timetabled between other areas of their study, however, did accept that it may not always be the case and said this would be looked at. The committee agreed that this issue should continue to be revisited at future meetings.

ACTION: Committee to revisit attendance of GCSE English and maths learners at future meetings.

Teaching & Learning. Substantial changes have been made to the way Teaching and Learning is observed, and observations have started across all areas using the new format. The new process includes all observations in the first round being undertaken by an observer from a different curriculum area rather than by the line manager. Feedback has indicated that observers and observees are benefiting from cross college observations.

The first round of progress checks is being undertaken and changes have been made to the reporting. Analysis of the Teaching and Learning observation outcomes and progress checks will be provided at a future committee meeting.

ACTION: Teaching and Learning observation outcomes and progress checks analysis to be reported at future committee meeting.

Professional development. Two Professional Development days have taken place, with a further day to take place on 3 January 2025 and a 'Back to the Floor' day on 29 January 2025. Following the success of the event in the summer term 2024, a second marketplace event will take place at the end of the academic year where people can showcase their supported experiments.

7. **Compliments and Complaints 2023-24**

CIC/CQC/24/4/5, Complaints and Compliments 2023-24, was received and considered. Governors noticed that the focus of the report was on complaints. It was recognised that some areas may maintain their own log of compliments, and these could be shared more widely. Governors **ASKED** whether the college analyses comments logged with platforms such as Glassdoor and Google Review. The Principal replied that very low numbers of reviews are received but the platforms are monitored from time to time by the marketing and People and Culture team. Response rate to Ofsted surveys was noted by inspectors as being very high and positive.

Governors **ASKED** how many of the EHCP complaints related to high needs funded learners. The Deputy Principal confirmed that they all related to the colleges handling of the EHCP.

8. **Update on Enrolments by provision type**

The Principal reported that it had been a positive start to the year. It was reported that:

- 4150 full time learners on a study programme, against a target of 3799(as of 6/11)
- 424 apprenticeships against a target of 392 for Quarter 1. The College continues to recruit and expects to achieve the fully year target.
- Adult Learners continue to recruit good numbers.
- 215 Higher Education (HE) learners against a target of 222.
- 85 HE apprenticeships, against a target of 99. The college does not expect to quite hit target in this area.

9. **Learner Surveys**

9.1 CIC/CQC/24/4/6, NSS (National Student Survey) Analysis 2023-24, was received and noted.

Governors were reminded that only final year students complete the survey, and certain thresholds had to be met for the data to be published at subject level. The survey results were positive and show a hugely improved picture on the previous year's results. Academic support has improved by over 11 points. The Principal said that the College Executive are not concerned about the percentage reductions in some categories as comparisons across England (all providers) shows a very positive picture of UCC. Governors commented on the most improved statistic being 'teaching on my course' and **ASKED** whether staffing has settled in UCC. Principal explained that the negative comments in this area have been traced back to the BA Early Years and Primary Studies teaching cover and reassured Governors that this is back on track.

It was noted that the results broken down by school shows real variation. Governors commented that BA (Hons) Counselling & Psychotherapy prevent the results from being very low. It was explained that all Creative Arts programmes are on 'teach out' which has affected staff and student morale and some of the scores don't reflect the excellent programmes that were being delivered in those areas.

Governors **ASKED** whether ILT remains an issue. Less so, but recently there have been some complaints around WIFI. This has been raised and this will be prioritised in the new year. ILT have supported students to access WIFI in the meantime until access points have been installed in some areas of UCC.

9.2 CIC/CQC/24/4/7, FE Induction Survey 2024-24, was received and noted. This went out to all learners prior to half term, however, due to the Ofsted inspection survey taking place at a similar time an

extension was arranged to ensure as high completion rate as possible. Data in the report shows a snapshot ~~of now~~ and once overall figures are available this will be compared to last year. A Governor **ASKED** how the college ensures that learners are not rushing to complete the form and clicking answers without reading the document. The Deputy Principal replied that they try to manage that as much as possible. The Safeguarding Governor commented that from safeguarding perspective the survey results are very good and should be shared as widely.

10. Safeguarding

10.1 CIC/CQC/24/4/7, Safeguarding Report, was received with highlights presented by the Deputy Principal. Governors **QUESTIONED** whether the Run, Hide, Tell drill had taken place. This had been attempted; however, it was identified that the alarm was not consistently loud enough. This has been addressed along with the introduction of a new IT based notification system. Governors' attention was drawn to the Categories of the total cases handled table and specifically the concern 'Other' which shows 29 cases within the category. It was explained that 'Other' relates to concerns that may not be true safeguarding concerns but have been reported and are therefore kept on file. Governors noted that the number of safeguarding concerns has increased and **ASKED** how, with declining capacity, staff are coping with the increase in numbers. The Deputy Principal replied that capacity is currently manageable but there are plans to look at organisational structure to ensure that the resources are in the right place to cope with the increase in demand. It was noted that the Ofsted inspection was highly complementary about Safeguarding. Governors **ASKED** whether there has been an increase in bullying as it is now in the top 3 concerns, which it was not previously. The Deputy Principal said she would need to look into this further.

ACTION: Deputy Principal to look at increase in Bullying concerns whether this indicates an increase in bullying.

Governors commented on the number of cases reported as physical abuse and **ASKED** how it is categorised in safeguarding terms. Any physical abuse learners confide that has taken place is recorded as physical abuse, including at home and within peer groups.

Governors thanked the Deputy Principal for the splitting of data by learner group and welcomed the plans to undertake greater analysis of the data.

10.2 CIC/CQC/24/4/8, Safeguarding Policy, was received, considered and **APPROVED** for recommendation to the Board for approval.

ACTION: Safeguarding Policy to be presented to the Board for approval

11. Policy Review

The Committee received, considered and **APPROVED**

11.1 CIC/CQC/24/4/9, Learner Bullying and Harassment Policy

11.2 CIC/CQC/24/4/10, Dealing with Sexual Harassment at College (Learners)

11.3 CIC/CQC/24/4/11, Harmful Sexual Behaviours Policy - Peer on Peer Sexual Abuse

11.4 CIC/CQC/24/4/12, Access and Participation Plan – Executive Summary

11.5 CIC/CQC/24/4/13, UCC Teaching Observation and Teaching Review Policy

11.1 - Learner Bullying and Harassment Policy, 11.2 - Dealing with Sexual Harassment at College (Learners), 11.3- Harmful Sexual Behaviours Policy - Peer on Peer Sexual Abuse it was explained that the format of these policies will be reviewed to form one document. Governors agreed to approve the individual policies, subject to no material changes being made to the content during the format revision, to ensure the college had live policies. It was agreed that the Safeguarding Governor would review the combined document, prior to publication.

The committee noted the following policies were approved under Chair's actions on 5/10/2024:

11.5 CIC/CQC/24/4/14, UCC Quality Assurance Policy

11.6 CIC/CQC/24/4/15, UCC Student Disciplinary Policy

11.7 CIC/CQC/24/4/16, Higher Education complaints, comments & complaints Policy

12. Scheme of Delegation – approval of Policies

CIC/CQC/24/4/17, Scheme of Delegation – approval of policies, was received and noted.

13. Review of Meeting

Governors reviewed the effectiveness of the meeting.

Items to be shared with the Board:

Self-Assessment Report & Quality Improvement Plan

Safeguarding Policy

Curriculum & Quality Report

Safeguarding report

UCC Teaching Observation and Teaching Review Policy

Confidential items – Ofsted related discussions until report is publicly available.

14. Date of Next Meeting

Thursday 30 January 2025

Tuesday 3 April 2025

Tuesday 24 June 2025

All meetings to take place at the Colchester Campus at 4:30pm

15. Any Other Urgent Business

EDI & SEND networks. Governors were encouraged to attend the newly formed AoC networks. Details of which have been circulated by the Head of Governance.

All Governors invited to attend 12 December 2024 College Leadership and Management Group at which the Chair will present his end of year report.

All Governors invited to attend the College Christmas Showcase on Thursday 19 December 2024

PART II – CONFIDENTIAL

16.
 1. **Draft Part II minutes 27.6.24**
 2. **Ofsted Update**
 3. **Level 3 Defunding Report**