selby college

Selby College Further Education Corporation

Minutes of the Curriculum and Quality Committee Meeting

Held on the 5th October 2021 at 9am via MS Teams

Present: David Harbourne (DH - Chair), Ruth Baxter (RB), Gordon McAlpine (GM), Vijay Teeluck (VT) and Julie Watson (JW)
Apologies: Will Matthews (WM)
In attendance: Kim Chafer (KC), Shaun Hindle (SH), **Sue** Martin-Standley (SMS), Steve Mulligan (SM), and Antonia Praud (AP)

Item		Action
1	**Declarations of Interest, Apologies for Absence and Welcome** The Chair welcomed Governors and staff to the Board meeting, especially Kim Chafer, the new Interim Quality Manager and Shaun Hindle, the new Interim Employer Client Manager. There were no additional declarations of interest noted for any item on the agenda. Apologies were received from Will Matthews which were accepted with consent. A round of introductions were made.	
2	**Minutes of the Meeting on 18th May 2021** **The Committee resolved to approve the minutes.** **Matters Arising:** • Paul Chubb will be invited to deliver a twilight for teaching and learning colleagues at one of their new fortnightly meetings. Governors will also be welcome to attend. SMS will share the dates and timings. • SMS will deliver an Ofsted training session for governors this term. • Following on from the Ofsted report on sexual harassment last term, safeguarding (and reflecting the changes to Keeping Children Safe in Education) has been an initial priority and a new safeguarding policy will be shared with the board for agreement on 19th October. A Governor confirmed they will also complete a training module in two weeks' time and will feed back on any findings. GM had also attended a podcast by David Hughes, noting the importance of safeguarding post the pandemic. The team are reviewing how they record and report any instances of potential abuse or harassment. There is also a good tutorial programme in place to educate and inform students (and staff). • SH will also provide an update to the committee on apprenticeships. There are two key themes. SH also recommended some of the ETF training modules to the team. Governors noted it would be good to have a short handout with signposting - informing on how the college evidence the criteria in the framework that would act as a guide/ crib sheet in the short term. Details in private business. S Hindle had been Head of Leadership and Governance at the ETF and recommended the ETF Ofsted training module to members.	**1** **2** **3** **4** **5**

	It was confirmed that governors could receive a bespoke session on apprenticeships before the next C and Q meeting or potentially at a board meeting. • The QER schedule for the first term will be shared with the committee after the meeting. • SMS is developing a system to record compliments. • The QIP process is changing. Data will be reported at each committee and board meeting. • Systems of tracking are being developed.	**4** **6** **7**
3	**Teaching, Learning and CPD** The QER process is being relaunched, and is focussed on development. A draft schedule has been prepared for the first term. Details in private business. It was noted that staff are appreciative of the way KC has approached the QER process this year. CPD: The next staff training day is on 22nd October, when there will be a session on the sexual harassment module. There will also be a session on how to work effectively with the learning support practitioner. Business: The overall quality reviewed to date has been good and the staff have been incredibly welcoming. They are keen to work together and develop the area to become outstanding. Governors challenged if there was any CPD in place to help staff prepare for the T levels that are on the horizon now. It was confirmed that this will also be a focus on the staff development day, in addition to more modules from the ETF programme. It was noted that Danny Brett, Vice Principal at Bishop Burton College, is a champion for T Levels at the ESFA. It was suggested by the committee that SMS could reach out to him. The ETF regional team support local colleges and are encouraging collaborative working amongst the colleges. The committee are keen to see colleagues looking externally for examples of good practice to support a process of continual improvement.	**8**
4	**Exam Results** Retention has improved from 2019/20 by 5%. Details in private business. There has been a positive improvement in achievement rates too, which the team strongly believe is not due to teacher assessed grades, as the college had a particularly rigorous process in place. The results are above the national average for all ages. Classroom results were strong for all ages too. Construction were given particular credit, as they have embraced the support given and there are real signs of improvement in the last year.	

	Governors reviewed the report. Details in private business. The tuition catch up fund is crucial and the college received a £72k allocation this year. The college has not fully spent the allocation to date but has made good use of the funds. 97% of students receiving support through this funding have achieved and an extension may be possible to allow use of the remaining funds in needed ICT support. It was noted there are strict guidelines and requirements to meet for a payment to be eligible. HE is doing well with strong results. Recruitment is good, albeit with fewer new recruits than initially hoped (133 versus target of 1370, but this trend is being seen nationally where students have got better results than they expected and revised their destination. The achievement rates are excellent. Governors were informed there was an error on the slides for the national student survey. The results are positive across the board. Governors acknowledged the number of high grades awarded in HE which is exceptional. (HE achievement was 94% for final year students, of these 73% were high grades) Foundation Programme: Governors noted they were particularly pleased to see such an improvement in the achievement from this group of students. It reinforces the positive messages received during the year, with staff going above and beyond, and students remaining engaged, despite covid interruptions. Student survey results are fantastic from foundation to HE which is a real strength. Governors noted that it had been a challenging year and staff had worked hard and the results confirm they have done incredibly well. The committee asked for their thanks and recognition to be passed to all staff. Governors questioned if the attendance report should cause alarm, with attendance dropping in many areas of the college. Assurance was given that attendance continues to be strong, and the drop is smaller than colleges are seeing (national picture).	**9**
5	**Apprenticeships** See confidential minutes.	
6	**HE** The data is very positive and the NSS data has been shared with the Selby Times. The college has an 86% student satisfaction rate (c/f 82% nationally) and came 2nd in the region. Wakefield College also scored well, coming third. The marketing team are making the most of this PR opportunity.	

	The data highlighted in yellow were areas where the college had incredibly strong data. Governors acknowledged the excellent report overall. Only one area had scored low - the student union and community aspect. SMS confirmed that a lot of work had been completed to develop this and WM had been a great support with his work on the Student Councils. Building up an HE community is a tough ask, especially as many students choose to stay in their own areas of college. However, the team are very pleased with the results overall. Governors asked what the widest geographical spread was for HE students to the college. It tends to be 10-15 miles from site, with a notable exception being the areas around Howden. The college successfully attracts a number of students who are the first in their family ever to enter HE.	
7	**Revised QIP (Quality Improvement Plan) and Quality Assurance Plan** A different approach will be taken to the process this year. Each department will look at it's own SWOT analysis first and this will then be built up into a cross college SAR which will be reviewed by Curriculum Managers before the SLT and finally come to the Committee for review and the Board for approval in December. This should enable local buy in and ownership. There will be an individual schedule for validation for each curriculum area. (One typo noted – Steve Butler should read Steve Mulligan) Governors were invited to attend a session if they were available. GM and VT both volunteered and SMS confirmed she would share some dates. Governors noted the latest QDP survey would be sent to students from w/c 11th October. SMS explained to governors that apprentices do not have tutorial sessions in the same way FE students do, so she was developing an alternative and considering how to include them more in supportive activities. Schedule for SAR Validation: Governors reviewed the schedule for the Autumn term and GM, VT, DH and JW all offered to attend sessions.	**10** **11** **12**
8	**KPI Update** The targets had been presented to the committee in the summer and approved. Governors received an updated report showing September data. Of note: Details in private business. The results will be reviewed again at the December meeting.	**13**
9	**Governor Monitoring**	

	Governors questioned the management team to understand how they envisaged governors would be involved this year. Governors available to support the series of QER activities would be welcome to attend. Governors availability can be sent to KC who will send invites to the sessions. Governors were informed they could also have formal drop in sessions or complete informal learning walks then they could use a template to record their evidence of the monitoring visit. SMS and KC will review the evidence of visit template and share it with the committee.	**14**
10	**Equality and Diversity report** It was agreed this would be carried forward to the meeting on 7th December.	**15**
11	**Complaints, Disciplinaries and the Conduct of Students** See confidential minutes.	
12	**Safeguarding, Prevent and Vulnerable Learners** The safeguarding complaint highlighted that changes were needed in the college's new policy. All staff will be required to do annual refresher training. The college are closely tracking all vulnerable learners. A number of these learners are also using the college counselling support service.	
13	**Audit reports** The Committee received two audit reports: • The Learner Experience Audit • The Apprenticeships Audit Governors noted the benefit of both committees receiving both these reports. The Learner experience Audit was a favourable and impressive report giving assurance to the Board. Details in private business.	
14	**Date of next meeting** 7th December at 5.30pm	

Signed:

Date: