

CORPORATION BOARD CURRICULUM, QUALITY & STUDENTS COMMITTEE



Minutes of a meeting held online on Monday, 26 June 2023 at 6pm

Present

Jacqui Canton
Vicky Field, Chair
Astrid Schloerscheidt
Sam Wolfe
Kathryn Schutterlin
Robert Weavers

In attendance

Simon Kibble, Vice Principal
Jack Price, Vice Principal
Howard Stamp, Clerk and Governance
Advisor

Governor questions are represented with bullet points, and management responses are italicized.

1. Opening comments, apologies for absence and new declarations of interest

The Chair opened the meeting by reflecting on the sad news for two students who passed away last week and offering condolences to families, peers, and college staff.

Apologies had been received from Lucy Butler and Jo Milsom. Sam Wolfe advised they would need to leave the meeting at 7pm. The meeting was quorate. There were no new declarations of interest and no new matters to be discussed under Any Other Business.

2. Minutes of the meeting held on 16 March 2023

The minutes were approved for signature.

3. Matters Arising, Written Resolutions & Action Points

No written resolutions had been circulated since the previous meeting.

4. Curriculum Presentation – Technology Faculty

The Vice Principal for Curriculum and Quality provided a verbal update for the Technology department, highlighting some issues that had previously been communicated with Governors. The current position was outlined as one that is on track to be a positive outcome for the year given the challenges within this area, including staff challenges.

The department includes Computing, Motor vehicle and Engineering and has previously included Science. There have been 3 recent resignations from tutors in these areas and posts are due to be recruited to.

There is currently a contingency plan being worked on to ensure the department can meet expected increased student numbers in the new academic year. Quality Improvement Plans for the areas are in progress with a robust plan in place for the following academic year.

- Can the committee have another update at the next meeting? *Yes, we can provide further update on progress.*

Action	By Whom	Deadline
Technology department to be added to the next agenda	Clerk	Next Meeting

5. Curriculum

5.1 Curriculum report

The Vice Principal for Curriculum and Quality presented the report highlighting key points.

- What is in the Net Zero Skills Hub? *This is a newly launched brand for the college and is still an evolving picture, it will include courses relating to green skills and sustainability. We are also working on retrofitting developments as it is a growing industry in Oxfordshire with a growing demand for skills employment.*

The Vice Principal for Curriculum and Quality outlined the review of Post 16 qualifications and the impact expected from changes to Level 3 qualifications next academic year and the potential impact of the changes to level 2 qualifications due to follow.

The Vice Principal for Commercial and Adult Provision outlined the next stages of the skills improvement plan. There is collaborative work ongoing to confirm proposals to deliver the Local Skills Improvement Plan. Initial activation funding will be received by the partnership to develop a more detailed submission in September, with funding starting to come in, if successful, from November 2023.

- What will happen to those qualifications not funded and where students are not ready for T Level study? *We are unsure at the moment until we get further clarity on the qualifications. Some awarding bodies are still offering level 3 qualifications, but this appears to conflict with national advice. We will however ensure that all students are supported through appropriate IAG to ensure a pathway is identified.*
- Regards Net Zero Hub there are documents I could share from a recent meeting with Travis Perkins regards retro fitting and the emerging skills gap. *Yes please this would be helpful to share with the Principal.*

Action	By Whom	Deadline
Robert Weaver to share report with the Principal	RW	July 2023

The Committee noted the report.

5.2 HE Review

The Vice Principal for Commercial and Adult Provision presented the report and thanked Astrid for their support and informing discussions. HE continues to be in a state of uncertainty, but a draft curriculum plan has been suggested for the next 4 years. This will evolve as we see changes in the Lifelong Learning funding and changes between FE and HE partnerships, with colleges focusing on HTQ provision.

The curriculum plan will now be taken forward for demand testing to ensure viability of courses for the college and local demand aligned to skills needs.

Astrid Schloerscheidt commented: there is a big push to bring FE and HE together which provides the opportunity for colleges to focus on Apprenticeships and progression routes for HE. How that looks may depend on the regulatory developments, allowing each organisation to work together but focus on their key strengths.

The Principal highlighted there is still a lot of questions to be answered as we receive more information and national guidance, the HE review as a college therefore remains an ongoing piece of work as more information becomes available. This item could come to future meetings for further updates as appropriate.

The committee agreed and commented it will be key to continue exploring demand testing to identify skills gaps and the employer demand locally.

Who will be leading the working going forward? *It will be the Head of Faculty with the SMT supporting strategic direction.*

What is the timeframe? *Timeframe will be into next academic year and ongoing, some elements will be easier to answer than others as more information becomes available.*

It was agreed this could be a regular standing agenda item for this committee for further updates.

The committee noted the report.

Action	By Whom	Deadline
Item to be added for next committee agenda	Clerk	July 2023

6. Quality

6.1 Quality Headline Report

Vice Principal for Curriculum and Quality outlined the report, outlining the positive outcomes from the Quality Health checks, which had been welcomed by staff who felt it was supportive. Through 86 learning walks we have gained good insights into key areas of the college. The Quality Health Checks will continue into next year with a continual review of the process as to how it can be further improved.

Retention figures were outlined, highlighting an adverse impact this year to disadvantaged students. The initial assumption was that the reduction in retention is due to the current cost of living challenges, however further investigation is being carried out to see what the root causes are and to then be able to mitigate these into the next academic year.

- *Is this another group of learners outside of Looked After Children? Looked After Children results have improved slightly on last year. These students include Young Adult Carers, those eligible for Free College Meals or those with a social worker. Cost of living challenges are likely to affect this group of students the most so we will consider what we can do to support these groups more as we move into next year.*

Predicted achievement data was shared with the committee. This data continues to be a moving picture as we move towards the end of the academic year with courses still ongoing. This item has been tabled due to changes in national reporting requiring SMT to analyse the data differently, partly due to the introduction of T levels.

Changes to the agreed formula for calculating achievement rates is likely to change the overall college published achievement data due to the hybrid end year for the qualifications and the colleges best performing data not due to be included this year. SMT wanted to highlight this to the committee and can provide further update once more information is available as to how data will be published. The college will also track data in comparison to previous years for internal information.

- *What skills do the Study Programme Leads need to have? Are they Teachers? Yes, not only teachers but highly experienced to offer appropriate academic support and development of the subject area and progression readiness for students.*

The SAR process was outlined as similar to previous years, with a change bringing the work slightly earlier than last year and the production of the document supported by the Head of Quality. The style will remain the same as last year. Key highlights will include apprenticeships achievement above national average and HE remains strong with no expected risk of OfS intervention.

The committee noted the report.

7. Students

7.1 Students Report

The Principal presented the report highlighting the Matrix accreditation review carried out last week looking at Information Advice and Guidance across the college. No formal report is available yet, however very positive verbal feedback was received, and particular comments around the apprenticeships at Bicester and the availability of data across the college.

The committee thanked the team and Head of Student Services who lead the review.

- The online checks that are now part of Safeguarding, are these now included in our policies? *Yes, the updated policy was taken to F&GP Committee and is expected to be approved by Board next week.*
- How much is student behaviour and issue as raised by the student voice? *We don't believe this is a widespread issue but more down to low level disruptive behaviour. We will continue to use the student disciplinary policy and early intervention to manage any emerging issues.*
- A small number of students mentioned at the end of the conference they were anxious of reporting poor behaviour for worry it won't be acted on. *We now have Progress Coaches who are tasked to work in the interest of the student. This is a recent change following the conference and is due to be communicated to students.*

The Committee noted the report.

7.2 Students Voice Annual Report

The Principal presented the reported provided by the Head of Student Services and thanked them for their contribution and work with students on this. Work to further increase and represent the student voice for Governors at Board level is ongoing.

The Committee thanked the Head of Student Services for the full report.

No questions were raised, and the committee noted the report.

7.3 Student of the Year

The Principal presented the reports and nominations provided for Student of the Year, Committee members shared their top five choices.

All committee members commented how difficult this task is as all students presented are worthy winners and award winners in their own faculty.

There was discussion around the students with the most nominations from the committee.

The Committee agreed the Overall Student of the Year to be Nataliia Ryzhova and two runners up as Jack Lygo and Mari Elias.

8. Review of Underpinning strategies in support of the College Strategic Plan

The Principal presented the report providing an update to the key underpinning strategies relating to this committee, highlighting key areas on track for quality with some ongoing work around curriculum development.

- What does double amber mean with no words on the report? *This is an overview of progression against the objective and suggests that we are not currently certain that this action will be completed this year.*

The committee noted the report.

9. Policies for Approval

9.1 Exams Policy

The Principal outlined this policy with minor changes to add in reference to Artificial Intelligence (AI) as per JCQ regulations.

The Committee recommended this policy to Board.

9.2 Assessment & RPL Policy (FE & Apprenticeships)

The Vice Principal Curriculum and Quality outlined this policy with minor changes to add in reference to Artificial Intelligence (AI).

The Committee recommended this policy to Board.

9.3 Safeguarding Policy

The Principal outlined this policy which has added reference to Safeguarding Manager (new post) in relation to responsibilities across the team. Removed references to Covid which are no longer required. Added section and appendix relating to Students at Risk to support staff understanding of early intervention and Keeping Children Safe.

The Committee recommended this policy to Board.

9.4 Freedom of Speech code of practice

The Principal outlined this policy refresh.

The Committee recommended this policy to Board.

9.5 Student Financial Support

The Principal outlined this policy refresh.

The Committee recommended this policy to Board.

10. Any Other Business

There was no additional business to discuss.

11. Future Business and Reflection

11.1 Proposed Cycle of Business 2023/24

The Principal presented this report for next years' cycle of business for this committee.

The Committee approved the report.

The next CQS meeting was scheduled for on Monday 27 November 2023 at 6pm.

The meeting closed at 7.15pm.

Approved for signature:
November 27th 2023
A Schloerscheidt

Signature
A Schloerscheidt
26/01/2024

Date



This Document has been Signed with a **secure electronic signature** via E-Sign.

Envelope Details

Title	02.0 cqs public minutes 16 march 2023.pdf
Author	Howard Stamp (howard.stamp@abingdon-witney.ac.uk)
Envelope Created on	Tue, 23 Jan 2024 16:53:24
Envelope ID	33c080ed-ca65-4ade-9a4f-ecc06cf34b43

Document Details

Title	02.0 cqs public minutes 26 june 2023.pdf
Digital Fingerprint	a5e48643-5aa2-4088-8982-285ed79b4064

Document Signers Scan/Click the QR Code to view signature information

Name	<u>Astrid Schloerscheidt</u>
Email	aschloerscheidt@brookes.ac.uk
Status	SIGNED at Fri, 26 Jan 2024 18:24:35 GMT(+0000)
Signature Fingerprint	8c2f5c4f-b135-4529-999b-024ce5e95ffd



Document History

Fri, 26 Jan 2024 18:24:35	Astrid Schloerscheidt Signed the Document (IP: 78.143.206.218)
---------------------------	---

