



**Minutes of the Curriculum and Quality Committee  
Virtual Meeting  
Monday 9<sup>th</sup> November 2020 at 4.30pm**

Present:

Adam Duce (AD)	Elizabeth Graham (EG)
Rachel Gray (RG)	Justin Knight (JK)
Shirley Price (SP Chair)	

In attendance:

Dominic Ferris (DF SU President)	Sharon Harmon (SH Clerk to the Trustees)
Carol Horlock (CXH Asst. Principal)	Oliver Stevens (ODS Deputy Principal)

		Action
<b>1</b>	<b>Apologies for Absence</b>	
	Apologies were received from Jeremy Pattison (JP).	
<b>2</b>	<b>Declarations of Interest</b>	
	There were no declarations of interest for any items on the agenda.	
<b>3</b>	<b>Minutes of the last meeting held on Monday, 8<sup>th</sup> June 2020</b>	
	The Committee approved the minutes of the last meeting held on Monday, 8th June 2020 as an accurate record pending agreed minor corrections. Agreed corrections: - Item 4, bullet point 3, should read 'learning' not 'learnings' - Item 5, paragraph 10, line 5, should read 'changed' not 'change' - Item 5, paragraph 11, line 3, should read 'been' not 'being'	
<b>4</b>	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>• Item 6, SH confirmed the student designed mental health poster had been shared with the C&amp;Q Committee. The Committee agreed the poster was well designed and congratulated the student on this achievement and the positive messaging it conveyed.</li> <li>• Item 9, ODS confirmed he would provide an update on the Coaching Scheme at the March 2021 C&amp;Q Committee meeting.</li> <li>• Item 10, EG confirmed the full Health and Safety Risk Assessment for the reopening of College had been shared with the Full Board.</li> <li>• Item 11, SNH confirm that Trustees are up to date with Prevent training and would continue to liaise with CXH on trustees training.</li> </ul>	
<b>5</b>	<b>C&amp;Q Committee Terms of Reference</b>	
	<p>The Committee reviewed the Terms of Reference for the Curriculum and Quality Committee.</p> <p>The Committee questioned which committee should review the Equality, Diversity and Inclusion (EDI) Policy. The Policy is currently reviewed by the Governance and HR Committee. EG and SH agreed to discuss with the Principal which Committee should review the EDI Policy and whether the policy should sit with the C&amp;Q Committee, the GHR Committee or both.</p> <p><b>Action:</b> EG/SH to discuss with the Principal which Committee is best placed to review the EDI Policy and report back to the Committee.</p>	<b>EG/SH</b>

	<p>The Committee asked if the College had a Digital Strategy Policy. ODS confirmed the College was in the process of writing up the College’s digital strategy which will be shared with the C&amp;Q Committee once finalised.</p> <p><b>The Committee approved the Terms of Reference for the Curriculum and Quality Committee for recommendation to the Full Board for approval.</b></p>	
6	<p><b>Curriculum and Quality Developments</b></p>	
	<p>ODS provided the Committee with an update on Curriculum and Quality Developments.</p> <p><u>Blended Learning Update</u>  ODS reported that new technical equipment has been rolled out across the College to support blended learning. ODS acknowledged the hard work of the IT Team in supporting this initiative.</p> <p>ODS reported that staff are being supported in using the new technology and that there are varying levels of technical knowledge and experience amongst the staff. With this in mind, and for the wellbeing of both staff and students, efforts are being made to introduce additional new technologies and updates to IT gradually.</p> <p>ODS reiterated that SMT are keeping a keen eye on staff and student wellbeing and are seeking feedback from staff and students about where additional support is required. ODS reported that overall the blended learning approach has been successful in terms of facilitating social distancing between the 2 cohorts and in turn limiting the number of staff and students required to self-isolate. ODS also reported that there have been some positive learning experiences in terms of pedagogy, developing skills using the technology available and remote learning.</p> <p>The Committee acknowledged that the blended learning approach does create additional demands on staff time and College resources. The Committee discussed the strengths and challenges of the blended learning approach. The Committee agreed that blended learning is still the best approach for the students and staff given the current situation faced by the College during this Pandemic and the restrictions that are currently in place.</p> <p>The Committee discussed how students are progressing and how students may have been impacted by the lockdown and remotely learning in the previous academic year. ODS reported that student progress is being monitored and assessments are being carried out with interventions put in place where needed.</p> <p>The Committee asked whether attendance was adversely affected by remote learning and students needing to self-isolate. CXH confirmed there are no concerns around attendance at present and that attendance reporting had been nuanced to reflect the current situation.</p> <p>The Committee recorded its thanks to College staff for all their hard work in maintaining a supportive learning environment for its students and thanks also to the student body for supporting the College in its delivery of learning.</p> <p><u>Revised Quality Cycle</u>  ODS explained to the Committee the revised format for the Self-Assessment Review process this year. ODS updated the Committee on teaching and learning, training and peer observations. ODS confirmed the Learner Voice Survey would be conducted as usual. ODS provided an overview of student tracking. ODS confirmed that student reviews were ongoing, and parents’ evenings are going ahead as planned and conducted virtually. ODS explained that external reviews have been pared back this year with perhaps only one external review to be conducted.</p>	

	<p>The Committee noted that there were some positives to the virtual parents' evenings. The remote meeting allowed more parents from further afield to attend and the meetings with parents tended to run to schedule more smoothly.</p> <p>The Committee discussed where there may be opportunities to conduct further external reviews. The Committee agreed subject specific forums are a very good idea if these could be set up.</p> <p><u>Exams Update</u></p> <p>ODS provided the Committee with an update on the autumn exams series, plans for the summer exams series and BTEC assessment. ODS outlined the challenges of running exams whilst securing social distancing. ODS recorded his thanks to the exams' team and the learning support team for all their work in making the autumn exams run smoothly.</p> <p>ODS reported that OFQUAL have confirmed that the majority of the summer exams will be scheduled between 7<sup>th</sup> June – 2<sup>nd</sup> July. ODS also noted there will be further consultation with the sector around contingency arrangements for the summer exams.</p> <p>ODS reported that the government is currently in stage 2 of a consultation on the future of BTEC qualifications which will be reviewed in January.</p> <p>The Committee discussed what the summer examination period contingency might be and how that would work. ODS will report back at the next meeting with any updates.</p> <p><b>Action:</b> ODS to provide an update at the next meeting</p>	<b>ODS</b>
<b>7</b>	<b>Student Support Update</b>	
	<p>CXH reported that the student support team have been very busy and that personal tutors, the learning support team, the careers' team and the whole of the student support team have been working extremely hard to make sure everything is running smoothly and that students are accessing the support they need.</p> <p>CXH noted that the College is operating the new reporting system, and this is working well. CXH provided an overview of some of the issues and challenges the team are supporting students with. CXH reported that the College Counselors are offering online counselling and that roughly the same number of students are accessing the College counselling service as last year.</p> <p>CXH reported that student retention is broadly in line with what is expected at this point in the academic year and on par with previous years. The number of students leaving the College is very low.</p>	
<b>8</b>	<b>Child Protection and Safeguarding Policy</b>	

	<p>The committee reviewed and discussed the Child Protection and Safeguarding Policy. CXH provided the Committee with an overview of updates to the policy.</p> <p>It was noted that guidance on remote learning during the Coronavirus pandemic would remain in the policy this year but would be reviewed and replaced with more generic guidance for remote learning at the next review of the policy.</p> <p>The Committee had a full discussion around the use of video cameras, appropriate attire and backgrounds whilst engaged in remote learning for all concerned.</p> <p>It was noted RG and CXH agreed to discuss further coaching for students in the professional use of video links at a later date.</p> <p>The following revisions to the Child Protection and Safeguarding Policy were agreed:</p> <ul style="list-style-type: none"> <li>– page 9, paragraph 1, bullet point 2 – change ‘e.g.’ to ‘i.e.’</li> <li>– page 9, paragraph 1, line 1 – change ‘important’ to ‘importance’</li> <li>– page 9, paragraph 1, bullet point 5 – add ‘where video links are deemed necessary during the education of our students, then’ to the start of the sentence</li> <li>– page 9, paragraph 1, bullet point 6 – reword to capture professional use of video links during remote learning but avoid being too prescriptive to allow for all working environments.</li> </ul> <p><b>Action:</b> CXH to make agreed updates to the policy and agree further updates with the C&amp;Q Committee via email.</p> <p><b>The Committee approved the Child Protection and Safeguarding Policy for recommendation to the Full Board for approval pending agreed revisions.</b></p>	CXH
<b>9</b>	<b>Equality, Diversity and Inclusion Update</b>	
	<p>AD (EDI Officer) provided the Committee with an overview of Equality, Diversity and Inclusion activities and initiatives. AD reported that the planned Digital Festival of Equality had been postpone due technical issues. AD noted that since the start of term students have had presentations and discussion in tutor group on unconscious bias and Black History month in October.</p> <p>The Committee thanked AD for his work on EDI and agreed this was an important part of the curriculum and personal development for both students and staff.</p>	
<b>10</b>	<b>AOB</b>	
	<p>The Committee agreed to discuss ‘Feedback on enrolment/induction – student perspective’ at the C&amp;Q Committee meeting in March.</p> <p><b>Action:</b> SH to include item ‘Feedback on enrolment/induction – student perspective’ on the March Committee meeting agenda.</p>	SH
<b>11</b>	<b>Dates of next meetings</b>	
	<p>Monday, 15<sup>th</sup> March 2021</p> <p>Monday, 7<sup>th</sup> June 2021</p>	

The meeting closed at 6.35pm.

Signed ..... Date.....