

**Minutes of the Curriculum and Quality Committee  
Meeting held remotely on  
Monday 8<sup>th</sup> June 2020 at 4.30pm**

**Present:**

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

**In attendance:**

Dominic Ferris (DF SU President)	Sharon Harmon (SH Clerk to the Trustees)
Jenny Hunter-Phillips (JHP Senior Tutor)	Carol Horlock (CXH Asst. Principal)
Oliver Stevens (ODS Deputy Principal)	

		<b>Action</b>
<b>1</b>	<b>Apologies for Absence</b>	
	No apologies were received.	
<b>2</b>	<b>Declarations of Interest</b>	
	There were no declarations of interest for items on the agenda.	
<b>3</b>	<b>Minutes of the last meeting held on Monday, 16<sup>th</sup> March 2020</b>	
	The Committee approved the minutes of the last meeting held on Monday, 16th March 2020 as an accurate record.	
<b>4</b>	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>• SH confirmed the Risk Register will be discussed at the next Chairs' Forum meeting on Thursday, 2<sup>nd</sup> July.</li> <li>• ODS will present on Assessment Cycle under Item 8.</li> <li>• Due to the current situation relating to the COVID-19 pandemic and ongoing changes to how students are being supported with their courses in the current academic year 2019/20 the presentation on Flipped Learning will be deferred to a future meeting in the next academic year.</li> <li>• SH confirmed that an up to date training log for all Trustees is kept and monitored to ensure Trustees complete the appropriate Safeguarding/Prevent training.</li> <li>• CXH will provide an update on progress with the Prevent Action Plan under Item 11.</li> <li>• ODS noted the action to review targets 1, 2, 4 and 7 of the College Development Plan was no longer relevant in the context of cancelled exams due to the pandemic.</li> </ul>	
<b>5</b>	<b>COVID-19 Update</b>	
	<p>The Committee formally recorded its thanks to College staff and the Student Union for all their hard work in supporting the College and students during these challenging times.</p> <p>ODS provided the Committee with a detailed overview of the remote learning provision being delivered by the College since its temporary closure as a result of the Government requirements following the COVID-19 pandemic. ODS reported that students have engaged well with remote learning and staff are working hard to support students. Staff are working together to develop and share best practice on delivery of remote teaching and learning.</p> <p>ODS reported that the College was opening at the end of June for some students to access the College and face to face teaching in line with the Government requirements with the easing of</p>	

some lock down measures. ODS reported that there would be a blended approach to learning going forward.

Currently the SMT are putting plans in place for the start of the next academic year (2020/21) to meet the requirements put in place by the Government during this pandemic. The College is currently exploring a number of timetable variants to allow for the prevailing situation in September. It is expected that the College will still be working in a blended learning setting in September. The College is working to appropriately equip staff to deliver greater online content and is also encouraging parents to equip students for a blended learning approach.

The Committee asked whether support is available for students who cannot fund the purchase of their own portable working device. ODS confirmed that the College has loaned out portable devices to some students and that the College does offer a bursary fund. ODS further noted that the College is exploring ways to reduce the cost of purchasing equipment for staff and students and that a review of the College's PCs strategy is being conducted.

The Committee asked if there were positive learning experiences that have arisen as a result of the move to remotely learning. ODS noted that the concept of Flipped Learning and the College's digital strategy had been accelerated and was becoming the "norm" for staff and students. HR noted that students have developed some valuable communication and remote learning skills.

The Committee asked what plans are in place for students returning safely to site. ODS reported that extensive planning has gone into to the logistics of both Staff and students returning to College. A thorough risk assessment has been carried out across the campus and appropriate adaptations for social distancing have been implemented around the campus.

The committee asked how students who do not have access to portable devices can work on campus. ODS confirmed that desk top PCs are available to students in the ILC.

CXH provided the Committee with an overview of the pastoral support and learning support the College has been providing in the remote working environment. CXH reported that the College's pastoral support team have been supporting students who have had a wide spectrum of requirements in the current situation. The majority of students are coping well, however, there are some who are struggling. The College is monitoring students to ensure that those who are struggling or more vulnerable are being well supported. Personal Tutors and Senior Tutors are staying in regular contact with students. Extra support is being offered to those who require this. Staff are working to keep all students, and particularly those who are struggling with remote learning, engaged and motivated. Remote counselling is also available for students. Students have commented that they feel well supported by the College particularly at this time of having to work remotely.

The Committee asked if the College had seen an increase in the use of the counselling service. CXH reported that there has not been an increase in demand for the Counselling service. CXH reflected that this is perhaps because for some students being in the home environment has reduced some social anxieties. Additionally remote counselling is not suitable for all. CXH further noted that the nature of counselling has changed from therapeutic to more focus on safeguarding.

The Committee asked DF for a student perspective on remote learning. DF reported that on the whole remote learning was working well and students were feeling well supported. DF further commented that communication from the College has been very good so far.

The Committee asked how staff are being supported. CXH reported that the staff have been supporting one another during this time. Staff receive regular communications and have access to a virtual staff room.

6	<b>Mental Health and Resilience Action Plan</b>	
	<p>JHP provided the Committee with an update on progress with the Mental Health and Resilience Action Plan. In summary JHP highlighted the following activities and planned work:</p> <ul style="list-style-type: none"> <li>- looking at Contextual safeguarding and working with the local community police. Taking into account the current blended learning environment further consideration will be given to safeguarding in a remote learning environment and keeping students safe online.</li> <li>- continuing to capture as much information as possible from incoming students to identify potential vulnerabilities. Promoting the idea that any information is useful to help support students.</li> <li>- a mental health audit was conducted in December 2019 which was part of the Association of Colleges Mental health audit. This audit helped identify and address any areas of strengths and weakness.</li> <li>- the College has signed up to the Association of Colleges Wellbeing Charter.</li> <li>- ran an information evening for parents to discuss and inform them on anxiety and how to deal with this issue in their children.</li> <li>- ran a design competition to design a poster campaign to advertise external agencies where students can access support. The winning poster was designed by a graphics student and will be displayed across the campus and on the website.</li> <li>- will pay attention on considering ways help students to cope with the mental health effects of the COVID-19 pandemic in the coming months.</li> </ul> <p>JHP also informed the Trustees that the College had held a Wellbeing week in March and that a wellbeing at home page has been set up online offering advice, support and resource information.</p> <p>The Committee discussed the most accurate way to measure the effectiveness of mental health support. The Committee agreed that destinations of students rather than grades attained present a clearer measure of success particularly for those with mental health issues.</p> <p><b>Action:</b> JHP agreed to share student poster design with the Committee.</p> <p>The Committee thanked JHP for her presentation and looked forward to further updates over the next academic year.</p>	<b>JHP</b>
7	<b>Curriculum and Quality Developments</b>	
	The Committee noted that this item is covered under Items 5 and 8 of the Agenda.	
8	<b>Assessment Cycle</b>	
	<p>ODS provided the Committee with an outline of the planned assessment cycle for 2020/21. ODS explained that the College would continue with the same system of assessments, parents' evenings and student reviews. ODS explained that there are a number of planned changes to the cycle. Firstly, the introduction of a mock examination week for upper sixth students which will take place post February half term. Secondly, following a review, the College is considering replacing the March Parents' Evening with a Parents' Event. The Parents' Event would to allow more time with students and parents, particularly for underperforming students. The College hopes to trial this event in the next year (2020/21).</p> <p>In addition, predicted grades will be finalised before the summer holidays to allow students more time to research universities.</p> <p>The planned review of the course work policy has been delayed due to COVID-19 pandemic. The plan to have students write their own targets on Student Reviews has also being delayed to 2021.</p>	

	<p>The Committee asked if the College had received any updates on assessed grades for upper sixth for this year. ODS outlined the process for reaching Centre Assessed Grades for both A Levels and BTECs. ODS confirmed that Departments have completed the process for Center Assessed Grades which have also been through moderation and are ready to be uploaded to exam boards. ODS noted that the College had raised some issues around the process for BTEC assessed grades and was waiting for a suitable response from the awarding body.</p> <p>The Committee asked if the College had received any communication from the DfE on how students will be assessed for the academic year 2020/2021. ODS reported that the College had not received any formal confirmation from the DfE on the assessment format for the academic year 2020/21.</p> <p>The Committee asked what protocols are in place for students who wish to defer; students who are not happy with grades and wish to appeal; and students taking assessments later in the year. Also, if a student's center assessed grades are changed can the College appeal.</p> <p>ODS confirmed that the College had taken all these scenarios into consideration and will follow the DfE guidance and ensure appropriate processes are in place. Further updates where applicable would be provided at the Full Board of the Trustees by the Principal and in September to this Committee.</p>	
<b>9</b>	<b>College Development Plan 2019-20</b>	
	<p>The Committee reviewed the relevant sections of the College Development Plan. The Committee noted that College Development Plan had not been updated since the Full Board meeting in May due to the ongoing changes to meet the requirement of the Government given the current COVID-19 pandemic.</p> <p>Under target 20, ODS provided the Committee with a brief outline of plans to further develop the Coaching scheme. The Committee were pleased with the commitment of the College to this scheme and asked ODS to provide a more detailed update at the end of the first term in the next academic year 2020/21.</p> <p><b>Action:</b> ODS to provide an update on the Coaching Scheme at the March 2021 C&amp;Q Committee meeting.</p>	<b>ODS</b>
<b>10</b>	<b>Risk Register</b>	
	<p>The Committee reviewed the relevant sections of the Risk Register. The Committee noted that this Risk Register had not been updated since the Full Board meeting in May owing to the ongoing changes due to COVID-19. EG reported that the College is currently working on a full Health and Safety Risk Assessment for the reopening of College. EG confirmed this will be circulated to the Full Board when complete.</p> <p><b>Action:</b> EG to circulate the full Health and Safety Risk Assessment for the reopening of College to the all Trustees asap.</p> <p>The Committee asked whether the Health and Safety Risk Assessment covers the risks associated with travel to College. EG confirmed that the College's Health and Safety Risk Assessment did address this risk.</p>	<b>EG</b>
<b>11</b>	<b>Prevent Action Plan</b>	
	<p>The Committee reviewed updates to the College's Prevent Action Plan. CXH noted that two key areas of focus for the next academic year (2020/21) will be online issues and equality and diversity.</p> <p>The Committee asked that SNH ensure all Trustees complete appropriate Prevent training.</p> <p><b>Action:</b> SNH to liaise with CXH to ensure all Trustees are up to date with Prevent training.</p>	<b>SNH</b>

<b>12</b>	<b>AOB</b>	
	None.	
<b>13</b>	<b>Dates of next meeting</b>	
	TBC	

The meeting closed at 6.00pm.

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