



**Minutes of the Curriculum and Quality Committee
Virtual Meeting
Monday 15th March 2021 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)
Carol Horlock (CXH Asst. Principal)	Oliver Stevens (ODS Deputy Principal)

		Action
1	Apologies for Absence	
	There were no apologies for absence.	
2	Declarations of Interest	
	There were no declarations of interest for any items on the agenda.	
3	Minutes of the last meeting held on Monday 9th November 2020	
	The Committee approved the minutes of the last meeting held on Monday, 9th November 2020 as an accurate record.	
4	Matters Arising	
	– Item 5: EG/SH confirmed that following discussions with the Principal it has been agreed that the Equality, Diversity and Inclusion Policy should be reviewed by both the Curriculum and Quality Committee and the Governance and HR Committee.	
5	Curriculum and Quality Developments	
	<p>ODS provided the Committee with an update on Curriculum and Quality Developments.</p> <p><u>Blended Learning Update</u> ODS reported that following the introduction of the national lockdown in January 2021 the College moved from blended learning to fully remote learning. Subsequently with the easing of lockdown for schools and Colleges from 8th March the College has reverted to the blended learning approach. ODS confirmed that the College would continue with this approach until the end of this term with an aim to all students returning to full-time face to face teaching at the start of the summer term. ODS confirmed that staff, students and parents would be sent a communication setting out a roadmap to a return to full-time face to face teaching in line with government guidance.</p> <p>The Committee discussed the parameters for a return of all students to face to face teaching. This would be further discussed at the full meeting of the Trustees at the end of March.</p> <p>The Committee briefly discussed term dates and the summer enrolment programme.</p> <p><u>Exams Update</u> ODS outlined plans for teacher assessed grades following the cancellation of the 2021 exams. ODS provided the Committee with an overview of the guidance the College has received to date on teacher assessed grades. ODS outlined the importance of assessment and evidence</p>	

	<p>for awarding teacher assessed grades. ODS explained that the College was awaiting further guidance from exam boards.</p> <p>The Committee discussed results day in August and post results support. The Committee further discussed the results appeals process. The Committee agreed that clear communication to staff, students and parents around the process was essential.</p> <p><u>Coaching Scheme</u> ODS provided the Committee with an overview of the College Coaching Scheme. ODS explained that following the success of the teacher peer coaching scheme, the scheme has now been extended to include student 1:1 coaching. A number of approaches have been developed. The scheme will continue to be developed driven by what works well. An update on the scheme would be provided at the meeting of this group in November.</p> <p>Action: ODS to provide an update on the Coaching Scheme at the November 2021 C&Q Committee meeting.</p>	ODS
6	Student Support Update	
	<p><u>Feedback on enrolment/induction – student perspective</u> The Committee reviewed the Enrolment and Induction Student Questionnaire Commentary 2020 document. CXH provided the Committee with an overview of the 2020 enrolment/induction process and what lessons had been learned in terms of what worked well and what could be improved for the next year. The Committee noted that overall the students found the experience a positive one. The Committee agreed it was a good idea to continue to review the enrolment/induction process and receive feedback from students and staff to be able to provide the best experience for students. An update would be provided to this group at its meeting in November</p> <p>Action: CXH to provide an update on the enrolment/induction process at the November 2021 C&Q Committee meeting.</p> <p><u>Prevent Strategy: Audit and Plan</u> The Committee reviewed the Prevent Strategy: Audit and Plan. The Committee discussed how the plan works operationally within the College and the support and safeguarding practices in place. CXH was able to clarify a number of questions the Committee had.</p>	CXH
7	Exams Policy	
	<p>The Committee reviewed and discussed the Exams Policy. ODS provided the Committee with an overview of the updates to the policy.</p> <p>Following discussion, the Committee agreed to review the technical updates to the Exams Policy on an annual basis in line with JCQ regulations. This would be a standing item on the November Agenda of this Committee</p> <p>Action: SH to include technical updates to the Exams Policy on the agenda of the autumn term meeting of the Committee.</p> <p>The Committee further agreed that the introduction of an Access Arrangements Policy was also a good idea.</p> <p>Action: ODS to provide a draft of this policy at the next Committee meeting for review.</p>	SH ODS

	<p>The Committee asked for clarity on the procedure for requests to exam boards for a Review of Marking for a Cohort. ODS agreed to investigate this question and confirm the procedure.</p> <p>Action: ODS to confirm when JCQ issue updated guidance and liaise with the Clerk to schedule a review of updates on the agenda of the relevant meetings.</p> <p>Action: ODS to confirm the correct process for requests for Review of Marking for a Cohort and ensure the policy reflects the guidance.</p> <p>The Committee approved the Exams Policy for recommendation to the Full Board for approval.</p>	<p>ODS / SH</p> <p>ODS</p>
8	Equality, Diversity and Inclusion Policy	
	<p>The Committee reviewed the updates to the Equality, Diversity and Inclusion Policy. CXH provided the Committee with an overview of updates to the policy. The Committee discussed and agreed all the updates to the policy.</p> <p>The Committee approved the Equality, Diversity and Inclusion Policy for recommendation to the Full Board for approval.</p>	CXH
9	Equality, Diversity and Inclusion Update	
	<p>AD (EDI Officer) provided the Committee with an overview of Equality, Diversity and Inclusion (EDI) activities and initiatives. AD explained that given the current limitations brought about by the COVID-19 pandemic the main vehicle for the delivery of EDI discussion was the Shaping Futures programme. AD reported that the LGBTQ+ group was back up and running. AD also reported that research was been conducted to see how different groups of learners have been affected by the lockdowns.</p>	
10	AOB	
	<p>The Committee noted that this was DF last meeting as Student Representative with the Committee. The Committee thanked DF for all his support and contributions and wished him well in his future endeavors.</p>	
11	Date of the next meeting	
	Monday, 7 th June 2021	

The meeting closed at 6.30pm.

Signed Date.....