**The Corporation of Newham Sixth Form College**

**Curriculum, Quality & Engagement Committee**

**Minutes of the Meeting held on 3 December 2020**

**Members**

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| --- | --- | --- |
| Julia Shelton (Chair) | Independent Member  | Present  |
| Mandeep Gill  | Principal & Chief Executive  | Present  |
| Habib Said Midh-Hir | Student Member | Present |
| Yvonne Odai | Student Member | Apologies – College commitments  |
| Edet Okon | Staff Member | Apologies – College commitments |
| Martin Rosner  | Independent Member  | Present  |
| Mandeep Sahotay | Independent Member | Present  |
| Paddy Salter  | Independent Member  | Present  |
| Miklos Sarosi | Parent Member | Present |
| Elizabeth Scott | Independent Member  | Present  |

**Non-Members in attendance**

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| --- | --- | --- |
| Magdalena Johnson | Vice Principal Student Achievement & Progress | Present  |
| Robin JonesMartin Reed | Clerk to the Corporation Interim Assistant Principal Student Services  | Present Present |
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**1 MEMBERSHIP OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE**

The Committee NOTED the membership of the Curriculum, Quality & Engagement Committee as determined by the Corporation on 7 October 2020:

* Julia Shelton (Chair)
* Mandeep Gill
* Habib Said Midh-Hir
* Yvonne Odai
* Edet Okon
* Martin Rosner
* Mandeep Sahotay
* Paddy Salter
* Miklos Sarosi
* Elizabeth Scott

As this was the first meeting of the new Committee, all present introduced themselves.

**2 APOLOGIES FOR ABSENCE**

The Corporation NOTED that Yvonne Odai and Edet Okon had College commitments and, therefore, were unable to attend on this occasion.

**3 DECLARATION OF INTERESTS**

The Members confirmed that there were no declarations of interest to be recorded on this occasion at this stage of the meeting based on the published Agenda.

**4** **APPOINTMENT OF VICE CHAIR OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – 2020/21**

Paddy Salter was appointed as Vice Chair of the Curriculum, Quality & Engagement Committee for the year 2020/21.

**5 TERMS OF REFERENCE OF THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE**

The Committee received the Terms of Reference of the Curriculum, Quality & Engagement Committee as approved by the Corporation on 20 May 2020.

It was recognised that the Terms of Reference needed to regarded as a “live document” and suggested additions and changes could be forwarded to the Corporation as and when it was thought to be appropriate in the light of experience.

The Committee agreed that, at this time, there was only one aspect that needed to be addressed and this concerned reflecting in the Terms of Reference the ways of capturing and engaging with the student voice. A suggested update would be presented to the March meeting of the Committee for consideration and, if supported, forwarding to the Corporation.

**6 STUDENT REPORT**

The Committee received and discussed at length the report which set out the responses of the Student Council to the changes made in College as a result of Covid-19.

A number of points were highlighted arising from the report including:

* The current and ongoing arrangement was a split of 50% delivery in College and 50% online although consideration was being given to increasing to 75% onsite possibly after the February half-term
* Requirement to wear masks which should not be an issue as most students travel on public transport where masks are required – if students arrive at College without a mask they will be admitted but have to buy a mask and if they do not have the money with them they can pay later
* There had been some technical difficulties which were frustrating for all but provided learning points for the College
* The experience was being passed through to the Heads of Curriculum and feeding into the quality processes including learning walks
* Wiping down keyboards between sessions
* It was acknowledged that the current timetables provided for less breaks than pre Covid-19 and that was because the College week was now being delivered over four days and not five
* It was apparent that online learning did not work for all students and for some it was apparent that, although they logged on, they did not engage

The Principal & Chief Executive advised the Committee that he was due to meet ESFA officers the following day to discuss onsite provision as the Government expectations was that all delivery would be in College. It was known that some local providers had moved to one hundred percent onsite although in at least one College there were Union concerns on this approach.

The Student Member took the opportunity to highlight key issues including the fact that students themselves were addressing with their peers if and when there were examples of non-compliance such as not wearing masks in communal areas.

The Committee agreed following discussion:

1. To note with interest the Student Report focussing on the impact of Covid-19 and the various issues arising
2. To thank the students involved for contributing to the report
3. That a Student Report would be a standing item at future meetings of the Committee so that Members had an opportunity to hear direct from students on issues of interest and concern to them
4. That it was important that the full Corporation received updates from the Student Members from time to time and this would be addressed

**7 SELF-ASSESSMENT REPORT – 2019/20**

The Committee received and considered the draft Self-Assessment Report (SAR) for 2019/20.

It was explained that the format of the current Ofsted Inspection Framework was followed in preparing the College SAR.

The proposed judgments for the different themes were noted to be:

* Effectiveness of Leadership & Management - Grade 2 (Good)
* Quality of Education – Grade 2
* Behaviours and attitudes – Grade 2
* Personal development – Grade 1 (Outstanding)
* Overall effectiveness – Grade 2

It was explained that once approved by the Corporation the SAR would be added to the national portal and shared with ESFA.

The Committee agreed following discussion:

1. To welcome the presentation of the College SAR in such a format with a clear indication of the key strengths and areas for improvement plus evidence
2. To recommend to the Corporation on 16 December 2020 that the College SAR for 2019/20 be approved
3. To look forward to hearing at future meetings what actions would be taken and progressed to move the College from Good to Outstanding.

*Note: Habib Said Midh-Hir left the meeting at this point given College commitments*

**8 QUALITY IMPROVEMENT PLAN – 2020/21**

The Committee received the draft Quality Improvement Plan (QIP) for 2020/21.

The Key Areas for Improvement were set out with seven priorities to be addressed:

* Students make insufficient progress from their starting points on a significant number of vocational programmes
* GCSE maths 9-4 grades are below the College target and require improvement
* Progression on A level linear programmes from year 1 to year 2 requires improvement
* Attendance on the majority of study programmes need to increase
* Further reduce staffing costs
* Improve staff survey results
* Further improve online teaching and learning

It was recognised that as a result of Covid-19 the delivery model was significantly different to what was originally planned. Not all of the actions will lead to the preferred level of improvements in the year due to the adverse impact of the pandemic.

One example was that it was apparent that some of the students who joined the College in September 2020 met the entry requirements but may have not done so if they had sat the normal GCSE examinations.

Members took the opportunity to discuss a range of related issues including the importance of having a clear understanding of the course offer and any planned changes. The Principal & Chief Executive explained the new approach to planning which was being introduced and would link to the preparation of the Annual Budget and course offer for, in this instance, 2022/23 as the prospectus for 2021/22 had already been published and open days taken place.

 The Committee agreed following discussion:

1. To recommend to the Corporation on 16 December 2020 the approval of the Quality Improvement Plan for 2020/21
2. To look forward to receiving at future meetings updates on progress against the planned actions to bring about improvements in all of the areas identified including in terms of the outcomes from the staff survey
3. To acknowledge what has been achieved at such a difficult time for the College as a result of Covid-19 and to welcome the intention to capture what had worked well in the circumstances so as to inform future planning and delivery.
4. To consider proposed changes to the 2022/23 course offer at its next meeting

**9 SAFEGUARDING – UPDATE**

The Committee noted that, following the presentation of the Safeguarding Annual Report to the Corporation on 7 October 2020, Martin Reed and Paddy Salter as the Link Member for Safeguarding had discussed a range of related issues.

On this occasion it was noted that, although there appeared to be no formal review meetings on looked after children with the Borough, an assurance could be given that they are being supported appropriately.

The training of staff in safeguarding related matters included an initial briefing session as part of induction and a more comprehensive online programme. This prompted a question on the training of Members of the Corporation and the Clerk was able to advise that those Members who had only recently been appointed to the Corporation had been directed to the online programmes provided by the Education & training Foundation (ETF).

Finally, for this meeting the Committee noted that the Link Member for Safeguarding would review early in the new calendar year the arrangements for the maintenance of the Single Central Record. This was recognised to be a high priority system and one that would be reviewed when the College was next inspected.

**10 KEY PERFORMANCE INDICATORS APPROPRIATE TO THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE**

The Committee received the report of the Principal & Chief Executive relating to the Key Performance Indicators (KPIs) for the College which provided the basis for a consideration as to which ones could be tracked by the Curriculum, Quality & Engagement Committee on an ongoing basis.

It was recognised that a number of the KPIs such as those for finance would be addressed by the Finance & Resources Committee in line with the approved Terms of Reference.

Members shared their thoughts on possible KPIs to be reported to the Curriculum, Quality & Engagement Committee and how these could support those carrying out Link Member roles.

The Principal & Chief Executive explained the recent changes within the College MIS team and that a new manager would be joining the College staff shortly and was highly proficient in maximising the benefits from the data that was available and would be used in future comprehensive KPI reports.

The Committee agreed following discussion:

1. to welcome the attention n being given to the format of the KPI report so that it was useful to Members
2. to look forward to receiving at future meeting a full KPI report including an indication in a covering commentary of (1) any areas of concerns and the actions being taken to address such areas and (2) good areas of performance
3. to note that future reports would provide full explanatory headings and, where possible, three year data trends

**11 WORK PLAN FOR THE CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE**

The Committee received and discussed the Work Plan for the Curriculum, Quality & Engagement Committee for the remainder of the year 2020/21.

It was recognised that the Work Plan was based on the approved Terms of Reference for the Committee.

The points addressed during the discussion included the following:

* the KPI report would cover a number of aspects including student attendance
* the Finance & Resources Committee would review themes relating to staff and these would be made known to all Corporation Members as and when appropriate so as to increase understanding of the performance of the College
* the College Staff Council had not worked as well as hoped and was in the process of being reconvened
* the Student Council was an important means of making known the student voice as had been demonstrated earlier in the meeting with feedback on the impact of Covid-19

The Committee agreed to continue to refine the Work Plan in the light of experience and developments.

**12 CALENDAR OF MEETINGS – 2020/21**

The Corporation NOTED the dates of the planned meetings to take place in 2020/21:

* Thursday 11 March 2021 at 9 am
* Thursday 17 June 2021 at 9 am

The dates and start times would be reviewed in discussion with Members to seek to ensure that all could attend given that two Members were not present on this occasion due to College commitments. It was recognised that other meetings will be arranged if and when thought to be appropriate to address issues.

Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_