



**MINUTES**  
**CURRICULUM & QUALITY COMMITTEE**  
 Date: Wednesday 01 December 2021  
 Via Microsoft Teams  
 Time: 6:00pm

<b>Chair</b>	Danny Ridgeway
<b>Corporation Members</b>	Bobby Seagull, Claire Helman, James Beckles, Joanne Roxburgh, Paul Stephen, Trina Sarkar
<b>In Attendance</b>	Deputy Principal: Jamie Purser Executive Director, Strategy & Innovation: Matt Fawcett Chief Operating Officer: Judith Abbott
<b>Clerk to the Corporation</b>	Judith Nelson

Item No	Item of business
<b>PRELIMINARY PROCEDURAL MATTERS</b>	
1.	<b>Chair's Welcome &amp; Opening Remarks</b>
2.	<b>Apologies for Absence</b> <ul style="list-style-type: none"> <li>▪ Claire Helman</li> </ul>
3.	<b>Declaration of Interests</b> James Beckles in relation to any matters concerning London Borough of Newham.
4.	<b>Minutes of the Last Meeting Held on 29 September 2021</b> The minutes were signed as a true and accurate record
5.	<b>Matters Arising and Action Points from the Meeting</b> There were no outstanding items to report.
<b>ITEMS FOR CHALLENGE, MONITORING &amp; REVIEW (INTENT / IMPLEMENTATION / IMPACT)</b>	
6.	<p><b>College Key Performance Indicators (KPIs) 2021-2022</b></p> <p>Governors noted the following pertinent points:</p> <ul style="list-style-type: none"> <li>▪ In monitoring the KPIs closely, the College has identified the issues / challenges facing the curriculum, steps and interventions are being taken to improve the overall attendance; 16-18 recruitment and staff retention. Governors were also made aware of incidents regarding antisocial behaviour from a small group of students which took place in November, governors were sign posted to the full report on sharepoint (Audit and Risk committee's safeguarding report). This is likely to result in several student permanent exclusions, which will affect the overall retention of young students.</li> <li>▪ Attendance is 87.3% currently, slightly lower than the 90% KPI target set this academic year.</li> <li>▪ Currently students who do not meet conditions of funding has decreased significantly in 2021/22, compared to last academic year. A total of 16 learners do not meet conditions of funding.</li> <li>▪ Staff utilisation currently at 93.5%, 3.5% v College's target of 97%. Interventions include 1:1 meetings with individual teachers / managers and tapping into the National Tuition Fund (NT Fund), to use teacher under-utilisation to deliver catch up sessions to help learners mitigate any lost learning from Covid lockdowns last year.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ 16-18-year-old student enrolments has been disappointing in term 1 and significantly below target. Ongoing dialogue with our ESFA and DfE account managers have highlighted that the College is not alone in struggling to achieve its target 16-18 numbers.</li> <li>▪ Term 1 adult enrolment is much further forward with recruitment volumes, in particular ESOL community sites, Rail and community learning, compared to the same point last year. Further work and enrolment need to be monitored internally, in particular Procured AEB, adult core skills and vocational courses, due to commence in terms 2 and 3 internally. This year's GLA contract threshold is set at 97% compared to last year's 90%.</li> </ul> <p>The Chair highlighted the following:</p> <ul style="list-style-type: none"> <li>▪ 16-18 progression: The Deputy Principal expanded there were a couple of discrepancies with 16-18 progression KPIs firstly where there is no progression route e.g. plumbing level 2 and secondly a timing issue where students initially progressed and enrolled during the summer period but have since withdrawn.</li> <li>▪ English and maths are singularly the biggest challenge for the College and requires a dedicated focus. The Deputy Principal to organise a presentation focused on English and maths at a future committee meeting.</li> <li>▪ Recruitment of apprenticeships remains a challenge. The Executive Director has been working on the re-application for the registration of training providers which is a critical submission which will enable the College to bid for apprenticeship procurement frameworks. The College is also running sector-based work academies as a pre-entry to the apprenticeship programme.</li> <li>▪ Building on 16-18 Curriculum growth. A step change in the college's outreach and schools' liaison activity is now taking place, led by the Director of Student services. The Deputy Principal now forms part of the head teacher's forum in the borough, and a dedicated Secondary Head teachers' group. This is a move in the right direction to improve the relationship between the College and the borough's secondary schools. The curriculum is starting to shape its offer for 2022/23 around modernity, with T levels, hybrid electrification, sciences etc.</li> <li>▪ James Beckles asked on apprenticeships what more could be done to work with businesses. The Principal advised that one of the oddities is that the College has more apprentices from Barking and Dagenham than it has with Newham. James Beckles to discuss this point with Council officers in support of the College and feedback to the College.</li> </ul> <p>Joanne Roxburgh joined the meeting at this point 6:33pm.</p>
7.	<p><b>Self-Assessment Report Judgements 2019-2020</b></p> <p>The Deputy Principal presented the draft self- assessment key judgements for 2020/2. Good progress has been made in most areas to sustain outcomes despite the challenge of Covid, although challenges remain in Apprenticeships and at individual school level.</p> <p><b><i>The Committee RESOLVED to recommend the following grades to the December Corporation Board for approval:</i></b></p> <ul style="list-style-type: none"> <li>▪ Quality of Education: Grade 2</li> <li>▪ Behaviours &amp; attitudes of learners: Grade 2</li> <li>▪ Personal development &amp; welfare of learners: Grade 2</li> <li>▪ Leadership &amp; management: Grade 2</li> <li>▪ Overall Effectiveness of the College: Grade 2 (GOOD)</li> </ul>
8.	<p><b>Fashion and Textile Museum (FTM)</b></p> <p>Governors noted the following pertinent points:</p> <ul style="list-style-type: none"> <li>▪ The FTM is an asset owned by the College, it is a unique facility, the next steps are how to make this museum a good curriculum fit whilst supporting students who study at the College.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ The current fashion offer at the College is very small and attracting people locally and outside of London, including graduates.</li> <li>▪ The Corporation Board has agreed the most strategic priorities for the College as follows: <ul style="list-style-type: none"> <li>○ Digital Skills</li> <li>○ Health &amp; Social Care</li> <li>○ Engineering</li> <li>○ Construction</li> <li>○ The built environment with a particular focus on getting a strong and early focus on green skills</li> </ul> </li> <li>▪ The starting points for consideration and action are: <ul style="list-style-type: none"> <li>○ Ascertain if the museum can leverage their reputation in the fashion world; their contacts to help steer more students enrol at the College.</li> <li>○ The leadership of the museum are aware of the financial pressures and will work closely with the Executive to drive business through the College.</li> <li>○ Work closely with employers e.g. Royal Opera House.</li> <li>○ Having a forensic financial handle on the museum, create a shadow set of accounts to see if the £350k loss can be mitigated.</li> <li>○ Undertake a valuation of the museum to understand what a realistic exit would look like.</li> <li>○ Is the museum able to support the College's core business.</li> </ul> </li> </ul> <p>Joanne Roxburgh asked if there was a possibility for collaboration with Higher Education institutions, as graduates were enrolling onto a fashion course at the College. Also, is there an opportunity and opening for sustainable fashion. The Deputy Principal advised that sustainable fashion should tie in with the step change in the curriculum modernity.</p>
9.	<p><b>Higher Technical Qualifications (HTQ)</b> Governors noted the following pertinent points:</p> <ul style="list-style-type: none"> <li>▪ Exciting curriculum development proposals to build the College's offer at Level 4/5. The Executive are building a good relationship with Pearson, the awarding body for HNC/HNDs, and are investigating a promising collaboration with an EdTech company to develop imaginative learning programmes for higher level study in emerging markets, notable green skills.</li> <li>▪ Achieving a registration with OfS is critical, both to meet the conditions of grant funding imposed by DfE on the IoT and to enable students to draw down loans from the Student Loans Company. OfS plan to advise on their requirements in quarter 1 2022 and there is not yet clarity on the extent to which their process will facilitate a new application. Discussions have commenced with the ESFA and DfE to discuss the way forward. RT Stephen Timms MP will be writing on behalf of the College to the CEO of OfS in support of the College's application for registration.</li> <li>▪ Whilst the funding is designed to support L4 digital qualifications, the College intention is also to use the funding to support recruitment of 16-18 learners at L3 who can progress internally onto L4 qualifications.</li> <li>▪ The capital fund (£433k) has been allocated on a list of IT/ Digital focused items, which will allow the College to create a new 'Digital Zone'. This will be housed by creating a new area in the current Learning Resource Centre at East Ham campus. The new zone will comprise of a series of labs, that include: <ul style="list-style-type: none"> <li>🚧 Networking lab</li> <li>🚧 Cyber Security Lab</li> <li>🚧 Motion Capture Suite</li> <li>🚧 Business Ap design/ professional applications Lab</li> <li>🚧 VR/ AR Lab</li> <li>🚧 Immersive room (with links to similar rooms planned in both the IOT and Stratford</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Spend on Capital is at the stage of pricing for procurement. The team are working through designs, layouts, equipment prices and best value. Resource income (£198k) will be spent on:               <ul style="list-style-type: none"> <li>• Training of staff</li> <li>• Bespoke packages in Digital</li> <li>• Purchasing of consultancy, relating to Digital strategy.</li> <li>• Employer Events+ employer engagement</li> <li>• Software packages</li> </ul> </li> </ul>
10.	<p><b>Any Other Business</b> None discussed.</p>
11.	<p><b>Meeting Schedule for 2021-2022</b></p> <ul style="list-style-type: none"> <li>▪ 02 March 2022 @ 6:00pm</li> <li>▪ 15 June 2022 @ 6:00pm</li> </ul>