

**MINUTES  
CURRICULUM & QUALITY COMMITTEE**

Date: Wednesday 07 December 2022

Via Microsoft Teams [Click here to join the meeting](#)

Time: 5:30pm

<b>Chair</b>	Danny Ridgeway
<b>Corporation Members</b>	Geoffrey Makstutis, 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

<b>Item No</b>	<b>Item of business</b>
<b>PRELIMINARY PROCEDURAL MATTERS</b>	
<b>1.</b>	<b>Chair's Welcome &amp; Opening Remarks</b> The Chair welcomed and thanked all in attendance.
<b>2.</b>	<b>Apologies For Absence</b> <ul style="list-style-type: none"> <li>▪ Trina Sarkar</li> </ul>
<b>3.</b>	<b>Declaration of Interests</b> None.
<b>4.</b>	<b>Minutes of the Last Meeting Held on 15 June 2022</b> The minutes were signed as a true and accurate record
<b>5.</b>	<b>Matters Arising and Action Points from the Meeting</b> The Deputy Principal made governors aware of an update to agenda item 7 of the previous minutes, <i>SEND Provision Journey, Developments &amp; Intent</i> . Submitted a bid for the SEND provision, which has been successful, the London Borough of Newham has awarded the College £100k to do a project with the café and our high needs learners.
<b>ITEMS FOR CHALLENGE, MONITORING &amp; REVIEW (INTENT / IMPLEMENTATION / IMPACT)</b>	
<b>6.</b>	<p><b>College Key Performance Indicators (KPIs) 2022-2023 Position Update</b> The Committee were aware of the areas of focus:</p> <ul style="list-style-type: none"> <li>▪ Mitigate shortfalls in adult income streams from procured and project-based activities</li> <li>▪ Increase Apprenticeship enrolments</li> <li>▪ Review BSS structures and staffing</li> <li>▪ Ensure 16-18 and adult retention, attendance and progress remain high</li> <li>▪ Ensure teams and staff are as prepared for upcoming Quality standards review in January</li> <li>▪ Devise an OFSTED improvement action plan</li> <li>▪ Develop work strands with IoT employers to develop new pathways /programmes for 2023/24</li> <li>▪ Finalise Skills development Fund grant income spend and plan for renewables workspaces, equipment, and resources at Stratford campus.</li> <li>▪ Develop curriculum plan in Engineering and Construction to incorporate renewables training and qualifications from 2023/24</li> </ul> <p>Governors noted the main risk is currently with the procured AEB. The Deputy Principal, COO and Finance Director and the MI team to meet with the project lead and review the procured contract and understand what a reasonable assumption of income generation is and place an aspirational target against this. This will enable a plan to be drawn up to make some headway against the overall allocation.</p>

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7.	<p><b>Self-Assessment Report Judgements 2021-2022</b> The Deputy Principal presented the draft self- assessment key judgements for 2021/22.</p> <p><b><i>The Committee RESOLVED to recommend the validated grades to the December Corporation Board for approval:</i></b> The recommendation is to award the following grades:</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>▪ <b>Overall Effectiveness of the College: Grade 2 (GOOD)</b></li> </ul>
8.	<p><b>QDP Learner Voice Term 1 Results</b> The Deputy Principal presented an overview of the QDP Learner Voice feedback:</p> <ul style="list-style-type: none"> <li>▪ The student feedback at overall level and compares responses and approval rates to questions against national data from FE providers.</li> <li>▪ 6334 learners were surveyed, with 5439 replied. Representing a return rate of <b>86%</b> which QDP considers to be very good for this type of survey and this is +4% on the similar survey in autumn 2021 of 82% response rate.</li> <li>▪ Overall satisfaction rate is 92% which is equal to the sector average but -2% on the equivalent autumn survey response in 2021 of 94% overall approval.</li> </ul> <p><b>Strategy/Actions:</b></p> <ul style="list-style-type: none"> <li>▪ Heads of School will undertake local focus groups to identify reasons why satisfaction levels in a small minority of categories are significantly below national benchmarks.</li> <li>▪ QDP will be used as supportive evidence in Quality &amp; Performance Reviews for monitoring in year on key questions.</li> <li>▪ The data will be uploaded to College Dashboard to enable managers and individual teachers to analyse data at course level and include in course reviews.</li> <li>▪ Data to be shared and reviewed Equality &amp; Diversity and Safeguarding Committees.</li> </ul>
9.	<p><b>Any Other Business</b> None.</p>
10.	<p><b>The Committee noted the meeting Schedule for 2022-2023</b></p> <ul style="list-style-type: none"> <li>▪ 15 March 2023 @ 5:30pm</li> <li>▪ 21 June 2023 @ 5:30pm</li> </ul>