

**MINUTES
CURRICULUM & QUALITY COMMITTEE**

Date: Wednesday 15 March 2023

Via Microsoft Teams

Time: 5:30pm

Chair	Danny Ridgeway
Corporation Members	Geoffrey Makstutis, Joanne Roxburgh, Paul Stephen, Trina Sarkar
In Attendance	Deputy CEO: Jamie Purser Chief Operating Officer: Judith Abbott
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks The Chair welcomed and thanked all in attendance.
2.	Apologies For Absence None.
3.	Declaration of Interests None.
4.	Minutes of the Last Meeting Held on 07 December 2022 The minutes were signed as a true and accurate record
5.	Matters Arising and Action Points from the Meeting Item 8 - QDP Learner Voice Term 1 Results The Deputy CEO confirmed all actions were now complete.
ITEMS FOR CHALLENGE, MONITORING & REVIEW (INTENT / IMPLEMENTATION / IMPACT)	
6.	Curriculum Planning Update The Deputy CEO presented governors with an overview of progress in developing the curriculum plan for 2023/24. The following key points were discussed and challenged by governors: <ul style="list-style-type: none"> a. Progress on restructuring curriculum functions; b. Status of the Local Skills Improvement Plan (LSIP); and c. Curriculum planning status and timeline, including sub-contracting options.
7.	Learner Progress Report - Term 2 The Deputy CEO presented governors with an update on the measures and interventions the College has in place to predict learner attainment accurately. The report highlighted the different systems and interventions that the College uses to support learners to achieve. The report also highlighted the current KPIs relating to retention, attendance and achievement in main vocational curriculum, functional skills, and Apprenticeships. Governors noted the next steps with the progress of learners include: <ul style="list-style-type: none"> ▪ League tables published for RAG rating to raise profile of attendance performance including English and maths by school in local areas. ▪ Individual attendance and "at risk" initiatives at curriculum level including disciplinary and parental intervention. ▪ College celebration of learners with excellent attendance at 95%+ and recognition of most improved attendance. ▪ Review "at risk" Quality & Performance Reviews throughout the year including use of E-Trackr standard reporting

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	<ul style="list-style-type: none"> ▪ Regular monitoring of Century Tech in year at reporting periods ▪ Conduct follow up SMART Assessor audit by Easter 2023 and review progress to improve. ▪ Monitoring of in year retention and missing outcomes to be reviewed at termly Quality & Performance Reviews.
8.	<p>College Key Performance Indicators (KPIs) 2022-2023 Position Update</p> <p>The Deputy CEO presented the performance year to date on both strategic and operational targets approved by the Board in July 2022.</p> <p>Governors also received:</p> <ul style="list-style-type: none"> ▪ an overview of 16-18 applications for 2023/24 compared to previous years. ▪ current adult funding and future forecasting. ▪ update on curriculum KPIs, student attendance, staff utilisation and website developments. ▪ an overview of how the college restructure impacts curriculum structures, with a brief rationale of affected areas.
9.	<p>UCAS Reporting</p> <p>The Deputy CEO presented an overview of the data trends for the numbers of applications and acceptances into university in October 2022, following clearing and offers accepted or rejected by College learners.</p> <p>2021/22 outcomes:</p> <ul style="list-style-type: none"> ▪ UCAS application numbers declined from 477 to 387 ▪ The acceptance rate increased by 6.2% to 76% ▪ 34 students (12% of those taking up HE places) progressed to Russell Group Universities. <p>Overall, 76% of applicants took up a university offer in 2021/22 up from 70.2%, with 294 acceptances.</p> <p>In 2021//22 75.5% of applicants were successful in their firm choice (-1.2% on 2020/21) with more applicants relying on clearing 11.6% compared to 9.9% in 2020/21.</p> <p>Governors noted the College has seen a decline on applications but an improvement in acceptance rate year on year.</p>
10.	<p>Progression Destination Data Report</p> <p>The Deputy CEO presented an overview of the results captured from J2 Research telephone survey and College internal data collection since July 2022 to produce a final learner progression destination data set.</p> <p>Governors noted from the combined data research, 78.3% of all learners went onto a positive destination which is +11.3% on last year's data. Just over 15% were in work and under two thirds went onto further study or higher education.</p> <p>Governors noted the next steps:</p> <ul style="list-style-type: none"> ▪ Reinforce key strategies to improve the collection of destination data. ▪ Gain two contact telephone numbers to enable a wider sample of any future field work commissioned from J2. ▪ Ensure all teachers enter an intended destination on E-Trackr in summer term 2023 to further improve recording of destinations. ▪ Ensure curriculum areas plan for all learners to have an exit interview with an intended progression outcome recorded and a confirmation of a contact phone number in summer term 2023 to support internal progression.
11.	<p>Any Other Business</p> <p>The Principal invited governors to consider strategic themes, which would enable a thought provoking topic for discussion at future Corporation Board meetings. Governors put forward the following themes:</p> <ul style="list-style-type: none"> ▪ Defunding of BTECs which is having a profound impact on the FE Sector ▪ College relationship with the London Borough of Newham ▪ Data campus – Newham Sparks

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	▪ Reclassification
12.	All noted the date of the next meeting - 21 June 2023 @ 5:30pm