

MINUTES

Curriculum and Quality Committee
Southend College 7E.03
Monday 16th October 2023 at 14:00

Date and timings: 14:00 to 16:05

Location Southend College 7E.03

Present (Governors): Rick Olver (Chair)
Gerry Bender (GB)
Denise Brown (DB)
Sue Leonard (SL)
Jo Brooker (JB)

Clerk to the Corporation Lana Jackman (LJ)

Minutes Carrie Brown- College Group Clerking and Policy Officer

In attendance Adam Fahey (AF) Deputy Principal
Nicki Kelly (NK) College Principal- Southend College
Brad Brooks (BB) Executive Director- Student Experience
Matthew Twitchett (MT) Executive Director- Quality, Teaching and Learning
Hayley Phare (HP) Executive Director- Curriculum
Roland Anderson (RA) Vice-Chair

Apologies Jayne Sheehan (JS) Vice Principal- Innovation
John Newton (JN) College Principal- Basildon College

Quorum (4)

Item **Action lead**

0. Agenda

1.0 Preliminary items.

1.1 Committee Chair and Vice Chair appointment 2023-2024.

Rick Olver was elected as Chair nominated by GB and seconded by SL.

1.2 Apologies for Absence.

Apologies were received and accepted from Jayne Sheehan and John Newton.

1.3 Declarations of Interest.

There were no other new declarations of interest other than those already standing (*in accordance with the requirements of section 177 of the Companies Act 2006*).

1.4 Urgent items of other business.

There was no other urgent business notified in advance.

2.0 Minutes of previous meeting.

2.1 Minutes of the meeting held on 15 May 2023.

The Minutes of the meeting held on 15 May 2023 were **APPROVED** as an accurate reflection of the meeting.

2.2 Matters Arising.

There were no outstanding matters arising from the Minutes of the meeting 15 May 2023 that were not discussed elsewhere on the agenda.

The Committee **AGREE** for the report on the positives and negatives of ProMonitor to be removed from the Action Point tracker.

DB notes the need to have an HE Academic Board governor and asked that this could be progressed via Governance and Remuneration Committee. RO adds that Aaron Thompson is being considered for this role. **ACTION** Governance and Remuneration Committee to progress HE Academic Board governor.

3.0 Quality and Learner Experience.

RO thanks AF and MT for their timely, clear and transparent papers.

3.1 Indicative 22-23 Outcomes.

The Committee **NOTED** the Indicative 22-23 Outcomes paper.

AF gives a detailed update on the top line figures (which have moved since 6th October paper deadline) which will be circulated to the Committee and added to the meeting paperwork.

ACTION AF to circulate the updated 22-23 Outcomes.

The Committee express their concern about the low success rate and give challenge on the next steps and impact. AF responds that the three of the four 16-19 levels have improved but the Level 1 provision did not give a very clear focus especially around the English and Maths provision. AF details that retention was extremely high but this did not filter into achievement therefore this measure will not be used so heavily as a success indicator. AF details that SECG will be looking at evidence and portfolio completion to sight achievement for this academic year using a review process. MT adds that these learners need to be supported to complete the portfolio work.

RO comments that these figures will impact on the Ofsted monitoring visit. AF details that the updated figures give some detail to give a positive narrative - this is not a steep decline and shows areas of improvement including English High grades. AF reviews the MIDES report and details that SECG is not the lowest.

SL comments that there are some major concerns in this data however there are some areas of improvement and positive stories. AF counters that while he agrees with SL SECG needs to not be complacent especially for E&M and 16-18 provision.

DB details that SECG has poor compliance of the assessment schedule for portfolio courses which is the root cause of the issue. The Middle Managers need to monitor progress more closely and put in interventions to get learners back on track swiftly. There needs to be laser focus on the action that needs to be taken - this can include moving learners to a lower level course.

SL comments on the need to review the impact of actions, action been taken around things like noncompliance and to give more challenge around this.

3.2 Draft SAR Headlines and Emerging Themes.

The Committee **NOTED** the draft SAR Headlines and Emerging Themes.

AF notes that the Personal Development element should be a Grade 2 and he will be arguing for this. AF comments positively on attendance (other than E&M which is being actively reviewed). AF reflects on the professional balance in the SAR detailing that the issues will not be masked, SECG is not close to national averages, but there will be scope to celebrate the success stories.

DB adds that for the Ofsted Monitoring visit there needs to be a report to highlight the in year progress of portfolio learners so they can see the active evidence and progression of learners.

AF confirms that the results haven't been emailed out to staff but he hopes that communications via course meetings have taken place and that staff feel the impact of these results - it is not acceptable to let these learners down.

HP gives feedback on the Stepping Stones Level 1 actions detailing the milestones for tracking and monitoring the completion - these will have next steps for intervention for the learners that are behind, so they catch up swiftly. HP adds that the Stepping Stones Learners should complete by February to lock in the achievement and then develop the learners earlier for the GCSE giving months of additional learning to support high achievement at the GCSE stage. The Committee gave strong feedback on the need to challenge staff for not meeting the targets.

The Committee notes its thanks to AF, MT and HP for their hard work on in this area.

3.3 QIP 22-23 Final Report.

The Committee **APPROVED THE QIP 22-23 TO RECOMMEND TO THE CORPORATION BOARD.**

RO asks about the training for Middle Managers. AF details the need for a training need analysis for this cohort of staff especially around challenging conversations. DB comments that training delivery needs to be internally driven until the SECG finances improve to allow for this investment. DB adds that SECG is working with what it has due to the financial situation.

SL asks about work experience and the challenge around finding places for the learners and asked if there are any new ideas to improve this. JB notes the need to use parents and there links to give links into the work place. SL responds that the Governors could aid in this area.

3.4 QIP Themes and Format 23-24.

The Committee **NOTED** the QIP Themes and Format 23-24 paper.

MT detailed the improvements in behaviours especially at the Stephenson Road College. MT emphasises again the importance of tracking learners via compliance and completion.

The Committee challenges if Teaching Observations were effective? AF details that the TO's were set up for a College that is doing better than SECG is at the moment, they did not link in the performance management process. It was noted that this will be improved this year.

Governors felt that there was a need to see a report on Teaching Observations, the actions from these and how these are being followed through. **ACTION:** MT/HP to provide a report of Teaching Observations including actions and follow up.

SL felt that learners need to be more fully aware of the benefits of enrichment (now rebranded to Extra +). DB reflects on the previously common term of Entitlement Curriculum which in some colleges was communicated via a Student Charter and suggests this could be echoed at SECG.

3.5 Curriculum Planning process 24/25.

The Committee **NOTED** the Curriculum Planning process 24/25 paper.

HP notes the need to have an innovative curriculum and reflects the needs of the local area. HP adds that this will be completed by early next year.

RO asks about reasons for the under recruitment given the strong recruitment figures reported to the Board in July. HP responds that this is due to the GCSE grade profiles being lower and local Sixth Forms reducing their entry requirements. HP reflects on the impact on the Government announcements during the conference season which have caused some confusion.

4.0 Academic Board Report.

AF confirmed that most of the HE functions of Academic Board have been taken over by other committees in the University Centre. There is a role for a staff council to encourage development, communication, and innovation and this is being discussed as part of RB's employee engagement strategic project. The Committee agreed that the Academic Board as previously constituted should be disbanded.

5.0 LSIP.

The Committee **NOTED** the LSIP report.

DB gives an update on the Devolution process for Greater Essex which is Level 2- dates for transition are being negotiated. DB reflects on the need to be flexible around the Adult Courses to bid for the funding. DB highlights that the Greater Essex plans are being divided into North/South Essex which positions SECG well for the South for meeting the needs of South Essex. AF notes that SECG is building in AEB for each school area.

6.0 Quality Improvement arrangements 23/24.

Moved to confidential and will be discussed after item 7.4 at the end of the meeting.

7.0 Committee matters.

7.1 CQC Terms of Reference for review.

The Committee **APPROVE** the CQC Terms of Reference.

The Committee review the Governor Links programme, changing this to Lead Governors for the statutory areas. The Link Governor programme to be discussed and reviewed holistically at the Board Development Day.

7.2 Self-Assessment checklist.

The Committee **NOTED** the Self-Assessment checklist.

7.3 SEND Governor.

The Committee **AGREE** to delegate the nomination of the SEND Governor to the Governance and Remuneration Committee.

The Committee **AGREE** that a SEND strategy is completed for the Corporation Board at the December Meeting.

7.4 Committee evaluation.

Deferred to email due to time constraints.

JB, HP, BB, NK leave the meeting for the discussion of item 6.0.

8.0 Any Other Business.

SECG learners have been asked to do the pre-dinner entertainment at the AOC Conference- Curriculum and Quality Committee celebrated this success with the Executive Team.

8.1 The Power of Conversation Event- 16th October 15:00-17:00 Southend College Atrium.

Governors were invited to attend the above event.

9.0 Dates of future meetings.

Tuesday 21 November 2023 10:00 Southend 7E.03

Tuesday 27 February 2024 16:00 Southend 7E.03

Tuesday 14 May 2024 16:00 Southend 7E.03

There being no further business the meeting ended at 16:05 hrs

Signed.....Dated.....

Meeting of the Curriculum and Quality Committee Meeting

Matters Arising and actions from previous meetings.

Actions to be confirmed ongoing/completed

Actions confirmed completed will be removed from the table.

Item	Actions	Deadline	Lead	Status
Actions from 16 October 2023				
3.1	AF to circulate the updated 22-23 Outcomes	Oct 2023	AF	
2.2	Governance and Remuneration Committee to progress HE Academic Board governor.	Dec 2023	SL	
3.4	MT/HP to provide a report of Teaching Observations including actions and follow up.		MT/HP	
7.3	A draft SEND strategy to be completed for the December Board Meeting	Dec 2023	LJ	