



**Minutes of the Curriculum and Quality Committee meeting
held on Wednesday 12 June 2024 at 10am at the St Austell campus and on Teams**

Present	Wilf Hudson	WH	Chair
	Michael Hambly	MH	Governor
	Kathryn James	KJ	Governor
	Josephine John	JJ	Governor
	Penny Mathers	PM	Governor
	Ellen Winser	EW	Governor
In Attendance	Paul Ramshaw	PR	Vice Principal Data, Funding and Compliance
	Mark Wardle	MW	Group Deputy Principal, Curriculum and Quality
	Rory Mason	RM	Vice Principal, Quality of Education
	Tian Bersey	TB	Clerk to Governors
	Jessica Baker	JB	Director of SEND and Inclusion for items 2-4
	Rebecca Barrington	RB	Director of Student Experience for items 3, 4.4 & 6
Apologies	John Evans		
	Pat Wilde		

		Action
1.	<p>WELCOME, APOLOGIES AND DECLARATION OF INTERESTS</p> <p>Apologies were received and accepted from John Evans and Pat Wilde. The meeting was quorate.</p> <p>The Chair welcomed Josephine John to her first meeting.</p> <p>There were no further interests to declare.</p>	
2	<p>MINUTES AND MATTERS ARISING</p>	
2.1	<p>Minutes</p> <p>The minutes from the meeting held on 7 February 2024 were agreed to be true and accurate record of the meeting and were approved by the Committee.</p>	
2.2	<p>Matters Arising</p> <p>The Committee noted that all matters arising were complete or in progress.</p>	
3	<p>LEARNER VOICE</p>	
3.1	<p>Update on Learner Voice Activities</p> <p>The Director of Student Experience reported that Learner Voice Forums will be taking place across campuses during this week and next. Student fundraising and wider College initiatives have been discussed. Activities are being planned on each campus to celebrate the end of term. Consultations including a range of focus groups have been completed on proposed reforms to the CCSU constitution.</p>	

<p>3.2</p>	<p>Proposal for reform for CCSU</p> <p>The Director of Student Experience presented the proposal to reform the CCSU. Consultations revealed that the students would like to go forward with a student chair and course representatives on each campus. Efforts will also be made to focus on the roles and support campaigns so that elections are more than a popularity contest.</p> <p>The Committee discussed:</p> <ul style="list-style-type: none"> ▪ the decline in student engagement across much of the College ▪ how engagement in student surveys was promoted through tutor groups and a wider perspective achieved ▪ creating a core constitution and byelaws that sit alongside the constitution which can respond to student voice and change more quickly ▪ support for this proposal from the Corporate Student Executive Committee ▪ the importance of student leaders meeting with the Principal and student governors ▪ the value in bringing student leaders together to share good practice, solutions to challenges and peer support ▪ the length of tenure which is one academic year ▪ training and support <p>The Committee agreed to recommend to the Board the approval of the new CCSU constitution. The Committee noted the removal of the requirement for an external Trustee and the ability to invite other Trustees to give flexibility.</p>	
<p>4 4.1</p>	<p>QUALITY OF EDUCATION</p> <p>Performance & current position</p> <p>The Group Deputy Principal Curriculum and Quality presented his report and highlighted:</p> <ul style="list-style-type: none"> ▪ positive application data ▪ a focus on supporting the transition process to starting at the college ▪ the opportunities and risks that devolution presents ▪ improved retention data which should result in a strong outturn and an improved overall achievement rate. ▪ tracking predicted achievement rates through the Learner at Risk process and new BRAG system which needs to be reinforced with curriculum teams and reviewed to check that it is working effectively. <p>The Committee asked questions on:</p> <ul style="list-style-type: none"> ▪ To what extent the demographic was supporting recruitment. It was confirmed that recruitment is well above the birth rate increase. ▪ Retention data for apprenticeships which is favourable in comparison to the national average. ▪ New provision planned to meet skills needs such as roofing and craft bricklaying ▪ 14-16 numbers and schools not wanting to send their high achievers. <p>The Vice Principal Quality of Education briefed the Committee on:</p> <ul style="list-style-type: none"> ▪ creating alternative provision for year 9 students ▪ qualifications which carry bonus points and sponsors such as the St Austell Family Group ▪ working with 14-16 school refusers, 25 places funded by Cornwall Council ▪ Elective Home Educated (EHE) student recruitment with a focus on Bicton <p>The Committee discussed the process for recruiting and managing EHE students and potential for online learning and surveying parents.</p>	

<p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>The Committee noted that following publication of performance data from 2022/23 Cornwall College is the top performing College in Cornwall. The Committee discussed the College’s policy on English and Maths GCSEs and functional skills which puts learners first but impacts achievement rates which could be significantly higher with a change of policy.</p> <p>Land based</p> <p>The Group Deputy Principal reported that the Land Based Strategy Group met on 4 March and the minutes of the meeting were included in the meeting papers. It has been agreed that due to the late publication of specifications and the need to review requirements for industry placements, additional administration, progression and transport the move to T-levels will be moved to September 2025. The role of the Group in reviewing and evolving the land based strategy will be clarified with the new Principal and the Chair of the Board.</p> <p>The Committee discussed the need to define the USP of the land based offers and campuses. A governor highlighted the travel and access challenges for learners if campuses had different specialisms. The Group Deputy Principal outlined possible solutions including block release and accommodation and increased use of technology.</p> <p>High Needs</p> <p>A High Needs Consultant was commissioned to review the College’s current performance and support in identifying areas for improvement. Their report was included in the papers. A task and finish group has been established to ensure recommendations are actioned going into the next academic year.</p> <p>The Chair introduced Jessica Baker, the new Director of SEND and Inclusion to the Committee, who reported that an audit of all learning environments is underway, a regular meeting with Foundation Learning CAMS has been established and that 4 clear pathways to internships and employment for Foundation Learners had been created. The different pathways were presented to the Committee.</p> <p>Governors asked questions and discussed:</p> <ul style="list-style-type: none"> ▪ Learners with Education, Health and Care Plans ▪ Initial assessment processes ▪ Supporting learners with high needs in subject based skills (40% learners with high needs not in Foundation Learning) ▪ Ambitious curriculum, target setting and progress monitoring ▪ Training that is being delivered to staff ▪ Aligning apprenticeships to allow students to progress to apprenticeships ▪ The term Foundation Learners., confusion with Foundation Degrees and the need to be consistent across the County and manage messaging ▪ The Ofsted inspection framework <p>Careers</p> <p>The Director of Student Experience reported that a new strategic plan is being created and on the need for staff who are fully qualified and trained to level 6 and who have received SEN specific training. A new careers coordinator is in post and has relevant experience. The Strategic committee has been updated and includes external participants and will meet on June 24. The new plan needs to include a strategy for inclusive work experience and a careers programme separated by level.</p> <p>The Committee discussed:</p>	
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<p>4.5</p>	<ul style="list-style-type: none"> ▪ Raising expectations of SEN students through a wide range of placements and strong careers strategy. Offering internal placements throughout the College and supporting progression from internal to external placements. Using employers to provide support and mentorship. ▪ Support for careers staff to have SEN specific training. Use of Talentino is being explored. ▪ The requirement for impartiality, buying in a careers service potentially for SEN students, signposting learners to Careers South West and that some learners prefer to speak to someone they know. ▪ Engaging parents and working with them to make the right decisions for learners. ▪ Use of Grofar software. <p>English & Maths</p> <p>The Group Deputy Principal highlighted the national performance data from 2022/23 in his written report. He also reported that following the government announcement on the requirement for an additional hour for teaching maths from 2025 the College plans to roll this out from September 2024 and link it to the vocational curriculum.</p> <p>A governor asked about the impact on the timetable which will move from 3 to 4 days for most students, the direction of travel seems to be more time and hours. This has been discussed in curriculum planning and there is scope as well as increased maths and English funding to cover costs. The Committee discussed how the College will assess the impact of the extra hour, help learners see the value of maths in their courses and if there will be flexibility in teaching considering that rote learning is the best method for some learners. The Vice Principal highlighted the value in CAMS having to work with the Maths Team and the removal of silos. A governor asked if there had been push back from staff but the Group Deputy Principal reported receiving the commitment of staff to support this.</p>	
<p>5 5.1 5.2</p>	<p>CURRICULUM & SKILLS</p> <p>Map of employer and stakeholder links against the curriculum offer</p> <p>The Vice Principal Quality of Education reported that following a pilot in 2022/23 the Stakeholder and Employer Led Skills Cycle is currently being implemented across the Group in order to ensure a consistent best practice approach and a standardised method for employer interaction, curriculum and skills planning and course content development. Employer Advisory Boards were held in November and February.</p> <p>The Stakeholder and Employer Curriculum Skills Map has been created to record all the details in one place. The Vice Principal demonstrated the map of 250 employers and the Curriculum Documentation Record for each curriculum area which holds all completed documentation relevant to each stage of the skills cycle. It is important to capture what has been changed following employer feedback.</p> <p>A governor asked if the College is comfortable that it works with who it needs to and that there are no large gaps. The Group Deputy reported that this was rated as reasonable in the SAR and needs to be championed more as the provision could be strong. A governor highlighted the need to be able to provide evidence in each curriculum area and triangulate employer feedback with curriculum planning and learner destinations. A governor highlighted the need to be GDPR compliant.</p> <p>Qualification Reform</p> <p>The Group Deputy Principal reminded the Committee of the complexity of the current qualification reform. Qualifications are being defunded; T-levels will not cover all current courses such as childcare and marine courses; learners will not be able to access level 3 courses in some subject areas and will have to cycle around level 2 courses etc. There are concerns about the impact of qualification reform on learners and social mobility. The election has paused work on reforms but the DfE seem wedded to the</p>	

	reform. The College will continue to assess the impact on vocational courses and each campus. Planning for career based A-Levels continues.	
6	<p>SAFEGUARDING AND PREVENT</p> <p>Termly Update</p> <p>The Designated Safeguarding Lead (DSL/Director of Student Experience) highlighted the following points from her written report:</p> <ul style="list-style-type: none"> ▪ Governors now have access to the Safeguarding dashboard on PowerBi. ▪ The team is actively supporting 500 students, numbers are reducing as the year progresses and transition services are put in place. ▪ An audit of Newquay interventions is in progress to explore high numbers. ▪ Changes are being made to the recording system moving to a single record per student to ensure a full chronology. ▪ Planned meeting on 10 July with full safeguarding team to review processes and plan for 2024/25. <p>The Committee discussed the case study in the report, reflecting on the level of support required from some learners who often have no other network of support; how to help learners understand what support staff can and cannot provide and where college support must end and external services must be used; promoting and signposting out of hours support and training and supervision support for staff. A governor asked about the different categories of reasons used in recording data. The mental health category has been expanded and a further review of categories will take place.</p> <p>The Lead Governor for Safeguarding acknowledged all the work that had been achieved. She also asked for an update on schools sending through student records. The DSL reported that the College had contacted all schools to ensure they have the right point of contact and to give pre-warning on what records were needed, when and the statutory duty to share records. Transitioning learners is recognised as a very important. The safeguarding team are visiting schools on Back to Industry Day.</p> <p>A governor asked how staff are provided with the skills to deal with being called in an emergency. Training is given to help guide in an emergency and develop skills. A governor also asked about behaviour in the land based colleges following recent negative media reports following an unofficial gathering of young farmers in Blackpool. The tutor programme covers appropriate language and interaction between students and guides behaviour. Bystander training has been delivered to support students in challenging behaviour.</p>	
7	<p>REPORT FROM OFSTED RESIDENTIAL INSPECTION</p> <p>The Committee noted the report and recommendations from the Ofsted Residential Inspection. The Chair will send a note of congratulations and thanks to the staff involved on behalf of the Committee.</p>	WH
8	<p>OPERATING STATEMENT – AREAS LINKED TO COMMITTEE</p> <p>The Group Deputy Principal Curriculum and Quality reported on:</p> <ul style="list-style-type: none"> ▪ Work experience - there is further work to do to ensure that all high needs learners complete work experience. ▪ Green Skills - sustainability KPIS are being developed for the curriculum. 	
9	<p>RISK REGISTER REVIEW</p> <p>The Group Deputy Principal reported most risks had been discussed above. A policy for adverse weather and disruption to learning is being developed. Adult Skills Funding discussions are ongoing with Cornwall Council ahead of devolution in 2025/26.</p>	

Approved minutes

10	ITEMS TO SHARE WITH BOARD/ COMMITTEES CCSU constitution for approval High Needs Action Plan	
11	DATES OF NEXT MEETINGS 30 September 2024 27 November 2024 12 February 2025 11 June 2025	