



**MINUTES OF THE CURRICULUM PERFORMANCE COMMITTEE MEETING HELD
ON WEDNESDAY 7 FEBRUARY 2024 AT 10.30 AM IN S25, AT THE JOSEPH
WRIGHT CENTRE**

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MINUTES OF THE CURRICULUM PERFORMANCE COMMITTEE MEETING HELD ON WEDNESDAY 7 FEBRUARY 2024 AT 10.30 AM IN S25, AT THE JOSEPH WRIGHT CENTRE

Present: Alan Brady (Chair), Sue Bradley, Phil Dover, Jack Ellis-Guthrie, Sophie Sanderson, Mandie Stravino

In attendance: Melanie Lanser, Kate Martin, Heather Kelly, Kate Cox (Minute Number 33/23-24)
Rose Matthews (Clerk to the Corporation)

Prior to the meeting external governors present had a tour of Academic Education, including GCSE Plus, Psychology and Sociology A Levels and Creative Industries, led by the Vice Principal – Quality of Education

	Action	Date
27/23-24 WELCOME AND INTRODUCTIONS		
Sophie Sanderson was welcomed to her first Curriculum Performance meeting and introductions took place.		
28/23-24 APOLOGIES FOR ABSENCE		
Apologies for absence were received and accepted for Andrew Cochrane and Narinder Sharma.		
29/23-24 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM		
All members were eligible, and the meeting was quorate. There were no new declarations.		
30/23-24 MINUTES OF THE MEETING HELD ON 4 DECEMBER 2023		
RESOLVED: The minutes of the meeting held on 4 December 2023 were formally approved as a true and accurate record.		
31/23-24 MATTERS ARISING		
22/23-24 Health and Wellbeing Annual Report – The mental health first aid kit was still in formation with the contents description and format e-mailed to governors on 31/01/24.		
The Chair questioned how this would be used.		
It would be introduced through tutorials and 1-1s.		
ACTION CLOSED.		

32/23-24 **ORGANISATION PERFORMANCE MANAGEMENT REPORT (OMPR) AND QUALITY IMPROVEMENT PLAN (QIP)**

The Vice Principal delivered a comprehensive report on the OMPR, covering teaching and learning – which was structured around the EIF judgements, along with the QIP to committee members.

The report covered the intent through curriculum plans and Markbook and Big Picture Plans.

Members heard how enhancements were being identified and supported on improving evidence of wider sequencing. The report detailed the relevant areas.

All apprenticeship provision was required to build an Employer Handbook. Members noted from the report this was missing or required improvement in four areas. **The Committee Chair questioned the deadline for completion in those areas.** It was confirmed this was half term.

The Chair went on to question the online Markbook and said that previous discussions indicated they were useful. The report pointed out that some teams were still working on the dates.

The Deputy Principal confirmed the system was now embedded and teams had to embrace it. **The Committee Chair asked how close the team were to getting all the dates.** All teams had been given a report and they were 2/3s of the way through. There would always be a lag, but it did mean progress was visible.

PD asked if staff were manually updating this. They were at present to change the weightings but the intention was to standardize. Staff were moving away from using local data and the pace was good with transferring to One file with staff embracing the system.

The Committee received an update on learning walks and one-one apprenticeship learning walks. Strengths were noted around content and sequencing. **PD asked about retrieval.** Retrieval in A Level was a lot to remember and was being taught across the College. This came out as a strength, along with challenge and questioning of formative assessment.

Areas for improvement were discussed – one in particular was the consistency between planning an what was being taught and consideration of the group profiles.

PD questioned around the lesson planning and asked if it was the content that didn't meet the objective or if they were delivering something from weeks ago that required updating. He raised concern about not achieving the end of the specification.

They were looking at areas where there was more than one class and at consistency of classes and delivery, along with resources and were trying a variety of strategies.

PD asked what the mechanisms for planning were when class observations took place. Both planning documents are reviewed during an observation. The BPP will tell the observer what is being taught. The Learning Scheme will indicate how this is being taught.

Retention was marginally lower than in December 2022 although enrolments were much larger in 16-18 this year. **The Chair questioned the increase** – which was around 20% more.

The Committee heard that Business had the greatest increase in 19+ retention. **The Committee Chair questioned how that compared with previous years.** It was a slight reduction and significantly less than another local college.

Discussions related to feedback from the students and ensuring students understand the expectations around completion of English and maths.

The Committee Chair asked if there were plans for the new teacher apprenticeship route he had hear about. He asked if it was aimed at teaching assistants. The DP explained it wasn't it was aimed at teachers and would need more thought.

An update was presented on sub-contractors and an overview of complaints and compliments was shared.

RESOLVED: The Committee discussed and accepted the Organisational Performance Management Report and the Quality Improvement Plan.

33/23-24 LITTLE EXPLORERS SELF EVALUATION FORM (SEF) AND QUALITY IMPROVEMENT PLAN (QIP)

The Nursery Operations Manager joined the meeting to present the Nursery's updated SEF and QIP.

Key points Members noted were the early years audit, which was overall very positive. One area identified to be improved upon was enhancing literacy which had already been a focus over the term.

The Chair questioned who had carried out the audit. It was an external consultant, who has been an early years inspector and she visits the Nursery around every 18 months to monitor developments.

The team were encouraging the children to talk about their feelings. The Nursery had moved to grouping the children into 'families' and not by age to support with development. This had been positively received during the audit.

Recruitment had also been positive – with outstanding posts reducing.

The Nusery Link Governor, SB pointed out that she had sat through the SAR validation panel to substantiate the

outstanding judgement and was able to satisfy herself that the Nursery were striving for excellence in everything they did.

RESOLVED: The Committee had read the report and noted the actions being taken in the Quality Improvement Plan.

The Nursery Operations Manager left the meeting.

34/23-24 CURRICULUM PERFORMANCE RISK REGISTER

The DP shared the Curriculum Performance Risk Register, which had undergone a full review. None of the risks had changed, but some of the content had changed.

The Chair pointed out the risk of curriculum change and that this went against the success one. With regards to defunded courses, he noted the College were in the business planning stage and what was or wasn't going to be run in the future and how they would be sold.

The Chair asked around the risk of curriculum staff lack of knowledge. This related to some de-funding gaps and the remove of the Level 3, for example electrical, plumbing, childcare and construction were now T Levels.

Members then went onto discuss the education agenda and the **Chair asked what was going to happened to ABS in light of an election.** The DP advised she was preparing a response in March and agreed to share it with the Committee Chair.

KM

RESOLVED: The Committee accepted the changes made to the Curriculum and Quality Risk Register and approved it.

35/23-24 WHAT HAVE THE COMMITTEE LEARNED TODAY?

Members had a valued walked around JWC which provided an opportunity to see and hear from students in their learning environment.

They had discussed the key risks and heard about the improvements in the QIP with particular focus around lesson planning.

36/23-24 DATE OF NEXT MEETING

The next meeting would be held on 17 April 2024

The meeting finished at 11.30 am