



MINUTES OF THE CURRICULUM PERFORMANCE COMMITTEE MEETING HELD ON THURSDAY 9 MARCH 2023 AT 2.00 PM HYBRID - REMOTELY VIA MS TEAMS AND IN T108 AT THE ROUNDHOUSE

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MINUTES OF THE CURRICULUM PERFORMANCE COMMITTEE MEETING HELD ON THURSDAY 9 MARCH 2023 AT 2.00 PM HYBRID - REMOTELY VIA MS TEAMS AND IN T108 AT THE ROUNDHOUSE

Present: Alan Brady (Chair), Andrew Cochrane, Phil Dover, Patrick Ring, James Tinson

In attendance: Aaron Denton (minute no.23/22-23) Melanie Lanser, Kate Martin, Heather Simcox, Rose Matthews (Clerk)

Prior to the meeting Members visit the Business Academy and met with students from the Level 2 and 3 BTEC Business groups and the T level Business Group. They spoke with teachers and trainee teachers, along with many of the students. Members commented that all groups were fully engaged in lessons with students taking responsibility for their learning. The environment for learning was good and appreciated by students.

They then moved on to Lexis where they saw a group of students working with representatives of Derby Book Festival and a group of ESOL students. Again, all students were fully engaged with what they were being asked to do and they were aware of their next steps when questioned.

	Action	Date
<p>13/22-23 APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received and accepted for Sue Bradley, Mandie Stravino and Kate Cox.</p>		
<p>14/22-23 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM</p> <p>All members were eligible, and the meeting was quorate. There were no new declarations.</p>		
<p>15/22-23 MINUTES OF THE MEETING HELD ON 1 DECEMBER 2022</p> <p>RESOLVED: The minutes of the meeting held on 1 December 2022 were formally approved as a true and accurate record.</p>		
<p>16/22-23 MATTERS ARISING</p> <p>05/22-23 The updated Committee Terms of Reference were approved by the Corporation at its meeting on 12 December 2022.</p> <p>06/22-23 The tutorial programme would be presented at the next meeting on 29 June 2023.</p> <p>The SAR and Quality Improvement Plan were presented to and accepted by the Corporation at its meeting on 12 December 2022.</p> <p>12/22-23 The policies listed in the minutes were approved by the Corporation at its meeting on 12 December 2022.</p>	KM	29/06
<p>17/22-23 PERFORMANCE REPORT, INC</p> <ul style="list-style-type: none"> • QUALITY IMPROVEMENT PLAN REVIEW • SUMMARY OPMR (INCLUDING STUDENT VOICE) 		

The Vice Principal – Quality of Education provided a mid-year current position statement and an overview of action taken in relation to the Organisational Performance Management Report (OPMR).

She explained the PMR process which took place every 6 weeks and the new platform for recording actions for more robust and reliable monitoring and capture of actions.

Overall attendance had increased since January 2023, but was lower than this time last year. This reflected poor attendance across the FE and school sector. Recent DFE statistics showed school attendance at 89% - the lowest it had ever been, with Friday the day with the most absences across the country. Members questioned if this was due to increased home working and this was acknowledged as a likely reason.

Those areas with higher attendance were sharing their strategies in team meetings for the positive impact to be replicated. Texts to parents has also had a positive effect.

Basic skills - maths and English had lower attendance compared to students' main programme. Timetabling was being reviewed to ensure there were no barriers to attending these classes. The DCEO said the AoC had reported other colleges had attendance of mid 60%'s and it was a common theme that students attended their main qualification but not English and maths.

The Committee Chair questioned if the students were asked why they weren't attending those lessons. The team had been asking students and had been informed of a range of reasons. They were trying to work with the students to do things differently and if they could, they would. Feedback from students was that they only wanted to attend their main programme.

Retention was higher than this time last year. The majority of withdrawn students were on two-year Level 3 programmes. Those areas with higher levels of withdrawals (Early Years and Motor Vehicle) and the reasons for this were discussed.

Emerging gaps with priority groups was shared and the gaps with their student voice. This is being reviewed by the academy managers.

The College had a high proportion of young carers and a gap in retention was characteristic of this cohort, although retention was good. The College adapted its delivery for these students and provided additional support. **The Corporation Chair questioned if teachers knew exactly who these were.** This was identified discreetly by their ID badges and they could leave lessons without issues.

The overall teacher scorecard headlines were shared and it was noted an Ofsted Inspector would be carrying out some paired learning walks and CPD to ensure managers are confident in their judgements.

The apprenticeship achievement rate had increased and apprenticeship data was improving and well above accountability thresholds. Retention was most at risk. **Members commented why students were past planned end dates** and it was explained this small number of students was where students on three year programmes had been furloughed during lockdown. These were being targeted for completion.

A settling in survey had been carried out with students post-industrial action, which had received a positive response. Those areas with the lowest scores were detailed in the report and the comments being investigated. The gaps in student voice were from the Black/African/Caribbean students, high achievers and students with a mental health difficulty.

The End of term Course Survey results had been analysed. Some academies had not shared their course specific feedback and **Members asked if there was anything that could be done to encourage feedback.** This was a new process and academies were being encouraged to take ownership.

An update on complaints was provided. **The Committee Chair asked if compliments could also be included.** There was lots of positive student voice locally and the number of nominations for the Living the Values event for teachers from students was pointed out. These would be included in future reports.

ML

29/06/23

Quality Improvement Plan (QIP) Review

The QIP objectives were on track and overall good progress was being made with the actions. Areas requiring more momentum were shared and discussed with Members.

A RAG rated mid-year academy risk rating was presented and it was noted the one Academy rated in red was due to a teacher shortage. This reflected a national picture.

The Corporation Chair asked if this was the same reason for the amber areas. It was reported not in all areas, some related to apprenticeship provision and its alignment with the curriculum areas which was on a journey. Recruitment was an issue in some of the amber areas as some assessors/teachers have said it is easier in industry.

The Committee Chair questioned if pay comparison with schools was still a concern. It was, and FE teachers have different terms and conditions (annual leave etc).

The situation with recruitment affected what curriculum could be offered. The government were looking for education to fulfil the needs to employers, but there was a staff shortage to deliver.

The Committee Chair asked if the College were still looking at training professionals to be practitioners. They were, but that had challenges in that not all industry professionals had the skills set to teach.

He went on to ask about the barriers of industry sharing insights. The challenge with SMEs who did not have the capacity to engage with education was also discussed.

The key action from the mid-year position was to work through the challenges and solutions together and take ownership of the actions in relation to attendance, progress tracking and retention.

18/22-23 TEACHING AND LEARNING REPORT

The Vice Principal – Quality of Education provided an overview of CPD activities.

This included mentoring and coaching for all new teachers and weekly CPD for curriculum teachers which are focussed on the QIP actions.

Members discussed the ChatGPT app, its benefits and misuse and Padlet.

The Vice Principal acknowledged the College needed to embrace AI but avoiding academic misconduct.

The Apprenticeship team had remote CPD on a fortnightly basis, which had prove popular.

A session had been hosted for all partners in January which focussed on assessment and feedback, EIF refresh, target setting, networking and best practice exchanges.

A teaching and learning CPD day had been held in early January which held a range of workshop session and a Teach Meet. Sessions were highly attended and positive feedback had been received from those in attendance.

19/22-23 KEY PERFORMANCE INDICATORS

The key performance indicators had been updated where possible, but most were end of year measures.

Attendance was below target and rationale and strategies to address had already been discussed in the earlier agenda item on OPMR and QIP.

The College were above target on retention at this point in the year and year to date.

20/22-23 CURRICULUM PERFORMANCE RISK REGISTER

The Curriculum Performance Risk Register was presented by the Deputy Principal.

There were thirteen risks identified, six of which remained high following preventative measures. All Covid risks had been closed, along with Risk 21 (relating to the disruption of industrial action). Risk 13 (retention and recruitment of STEM staff) had been updated. Risk 19 (exam awarding breaches) had been reduced post mitigation as there had been no recent issues and the Director of Regulation was monitoring this area closely.

Risk 19 (financial targets) and Risk 20 (AEB risk) had both been increased.

21/22-23 LITTLE EXPLORERS REPORT

- **QIP UPDATE**
- **SEF UPDATE**

Apologies had been received from the Nursery Operations Manager.

Members praised the outstanding Ofsted Inspection and the continual development with the nursery.

22/22-23 JWC ACADEMIC LOCAL BOARD REPORT

The Chair of the JWC Local Board shared an overview of the key discussions at the meeting on 10 February 2023.

The Local Board had reviewed the performance tables for GFE and GFE for sixth forms overall and local analysis broken down by average point scores, disadvantaged and AAB subjects.

Progress on the Quality Improvement Plan was discussed, with performance by course shared. The main challenges related to staff absence in computer science and economics, unfilled vacancies, wider scope of summative assessment and stubborn attendance.

Parental engagement had improved, but mental health remained a concern, with an increase in the attendance gap – although retention was improved.

Two students receiving offers from Cambridge for English Literature and Modern Foreign Languages.

Work was underway in relation to co-teachable topics and employer links.

Space utilisation was covered, the Committee discussed options in relation to the provision based at the JWC and options for growth in some areas and the limited space available at the JWC.

The Deputy Principal explained other options were being explored such as the Heads of the areas timetabling for a holistic approach or the possibility of extending the day. **The Committee Chair asked if there were barriers to moving students to a different site in terms of preference or perception of the different sites.** Given the size of some of the provision, there would be limited space to move elsewhere.

Discussion at the Local Board related to the expectation of progress in the coming year. **Last year students had advanced notice of the exam criteria, but this would not be happening for this year. The Chair asked how students and staff felt about this and if it was a concern.** Patrick Ring (staff governor) explained the staff prefer having the students in College and were well prepared. The Vice Principal explained all colleges were in the same position.

The Corporation Chair asked how things were post-industrial action and if lost days were being recovered. There had been a mixed response from students, and there had been wider implications which were discussed.

The Corporation Chair asked the Executive team if they were happy with the rate of recovery. It had been disruptive, and the lost learning had not been recovered. However, teachers were communicating with students while on strike and were doing more to catch up the lost learning.

23/22-23 EQUALITY DIVERSITY AND BELONGING REPORT

The Director of Student Experience and Pastoral Support joined the meeting to share EDI performance for the year ending 2021-22 and key actions for improvement.

Members heard how the student population 'near enough' reflected that of the local communities.

Significant progress had been made in narrowing the gaps in most the characteristics, but there remained a gap for disadvantaged students, which had narrowed by 1pp from the previous year. Further analysis was contained in the report.

There had been improvements in performance for students who were 'Looked After' with more students retained and pass rates improving. This had been supported by two mentors from the Catch-up funding.

Mental health disclosures remained high but had reduced by 20 students from the previous year. Retention had reduced and there was a minor reduction pass rates compared to the previous year.

It was pointed out that Gypsy/Irish Traveller students didn't always correctly identify their heritage. The Chair asked how the College knew this. This was from local knowledge when speaking to them. He asked if that could not override this data, but the declarations at enrolment had to be used.

There was a gap for White/Asian students against the college average, those that left progressed onto a positive destination.

High needs had seen an increase year on year with a slight decline in retention with there being a significant gap for Level 1 students.

The staff population did not reflect the city or the students, but when broken down the delivery profile better reflected the student profile. There had been a shift in the volume of employees stating their ethnicity as 'not stated', which was being reviewed.

The Corporation Chair asked how this data fed into the Improvement Plan. The Vice Principal – Quality of Education explained this was actively managed through the Quality Improvement Plans for the area. The Team Manager will update the PMR evidence which will also feed in.

The Committee Chair noted Members had previously met with the LGBTQ+ students and questioned if transgender was an option for disclosure. This option was not collected at enrolment although preferred pro-nouns were. The Director of Student Experience and Pastoral Support agreed to review and consider for the future.

AD

29/06/23

24/22-23 WHAT HAVE THE COMMITTEE LEARNED TODAY?

Members considered the discussions in the meeting.

The discussions relating to attendance were key and understanding it was a global issue, rather than isolated to the College and the causes. DFE data showing school students with 89% attendance nationally will be those joining the College next year.

The JWC recovery and its timeframe.

The Equity and Diversity Report, the analysis and the College's response to the data.

The added value of the tour prior to the meeting to meet with students in their learning environment.

25/22-23 DATE OF NEXT MEETING

The next meeting would be held on 29 June. It was agreed this would be held at Broomfield and focus on the vocational areas of Sport and Public Services.

The meeting finished at 3.58 pm