



**MINUTES OF THE CURRICULUM PERFORMANCE COMMITTEE MEETING HELD  
ON TUESDAY 25 JUNE 2024 AT 10.15 AM IN T108, THE BOARD ROOM, THE  
ROUNDHOUSE**

APOLOGIES FOR ABSENCE ..... 2  
DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM ..... 2  
MINUTES OF THE MEETING HELD ON 17 APRIL 2024 ..... 2  
MATTERS ARISING ..... 2  
LITTLE EXPLORERS SEF AND QIP UPDATE ..... 3  
ORGANISATION PERFORMANCE MANAGEMENT REPORT (OMPR)  
AND QUALITY IMPROVEMENT PLAN (QIP) ..... 3  
TEACHER SCORECARD..... 5  
CURRICULUM PERFORMANCE RISK REGISTER ..... 6  
ENRICHMENT OVERVIEW ..... 6  
EDI CHARTER OVERVIEW AND ACTION PLAN..... 6  
DATE OF NEXT MEETING ..... 7



**MINUTES OF THE CURRICULUM PERFORMANCE COMMITTEE MEETING HELD ON TUESDAY 25 JUNE 2024 AT 10.15 AM IN T108, THE BOARD ROOM, THE ROUNDHOUSE**

Present: Alan Brady (Chair), Andrew Cochrane, Phil Dover, Jack Ellis-Guthrie, Narinder Sharma, Mandie Stravino, Anju Virdee

In attendance: Aaron Denton, Heather Kelly, Melanie Lanser, Kate Martin, Kate Cox (minute no 50/23-24) Rose Matthews (Clerk to the Corporation)

*Prior to the meeting external governors had a tour of the Construction Curriculum Academy, led by Brian Malyan – Assistant Principal – Technology*

	Action	Date
<b>47/23-24 APOLOGIES FOR ABSENCE</b>		
Apologies for absence were received and accepted for Sue Bradley and Sophie Sanderson.		
<b>48/23-24 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM</b>		
All members were eligible, and the meeting was quorate. There were no new declarations.		
<b>49/23-24 MINUTES OF THE MEETING HELD ON 17 APRIL 2024</b>		
<b>RESOLVED:</b> The minutes of the meeting held on 17 April 2024 were formally approved as a true and accurate record.		
<b>50/23-24 MATTERS ARISING</b>		
34/23-24 Advanced British Standard – The Chair asked what would happen to ABS in light of the election. The Deputy Principal (DP) advised she was preparing a response in March and agreed to share with the Committee Chair. With the up-and-coming election there had been little discussion about ABS. The DP circulated her response prepared for the AoC consultation during the meeting. <b>With the election date now confirmed the Committee Chair asked if a different government may affect the ABS.</b> Holistically they took a similar view in the education team, there had been no mention of ABS.		
42/23-24 The Vice Principal (VP) had reviewed those teachers being mentored for improvement and included progress in the OPMR.		

## 51/23-24 LITTLE EXPLORERS SEF AND QIP UPDATE

The Nursery Operations Manager summarised activities since the last meeting in the Nursery.

The team had been working since September around embedding slow pedagogy and finding the children's interest - taking the time to get their breadth and depth of knowledge. Scaffolding the learning around themes of interest for the children – an example was given of dinosaurs and linking with fossils, bones and skeletons and keeping themselves healthy.

Impact could be evidenced through high end vocabulary, the different words staff were teaching them and using it between themselves was a key foci. Also a strategy was focusing on recreating joy and where that comes from and how to replicate in the teaching practice.

One of the areas in the quality improvement plan relate to literacy. Learning the nursery could be evidenced as excellent with stories, but staff needed further confidence around storytelling and using their own experience to bring a story to life. A spotlight on literacy session was delivered as a training session to the team, but also inviting parents to enhance learning at home.

Committee members also heard about the T Level celebration event, with children inviting the qualified learners to a party, the learners facilitated sessions with the older children and provided a perfect opportunity for the older children to widen their circle of trusted adults.

**The Committee Chair asked what challenges were faced by the Nursery at the moment.** At the moment things were looking to be OK, with the current fee and structure model the nursery was looking secure. It was about keeping the level of motivation going.

**The Committee Chair asked if the Nursery were sharing their insight and expertise more widely across the College Group – noting the earlier discussions about the T Level students.** The Nursery were working with T Levels and were building up engagement with the Early Years team and fostering wellbeing for staff and students.

**The Corporation Chair noted occupancy was full until next August – but the report said 83%.** The Operations Manager explained it was impossible to get a nursery at 100% occupancy – due to half day occupancies and ratios. It will go up to 90% in the new academic year.

**RESOLVED: The Committee discussed and accepted the report and thanked the Nursery Operations Manager.**

The Nursery Operations Manager left the meeting.

## 51/23-24 ORGANISATION PERFORMANCE MANAGEMENT REPORT (OMPR) AND QUALITY IMPROVEMENT PLAN (QIP)

The Vice Principal – Quality of Education (VP) delivered a comprehensive report on the OMPR, which provided an analysis of in-year performance, and report current position statement/predictions (including a summary of performance of subcontracted provision and complaints to date).

Members received current position predictions and noted retention hadn't improved for 16-19 students this year and may impact on making significant improvements on achievement rates.

The VP presented the academies in intervention who were unlikely to achieve a good in their self-assessments. Work had been undertaken to identify some of the issues, and it was noted Early Years retention had been impacted by the DBS applications – some students did not bring the correct ID in to apply. Issues with Health and Social Care were also shared with governors.

Sub-contract provision remained strong and contributed to the retention rate in adult provision.

The quality of teaching was overall good or better.

**The Committee Chair noted the discussion in relation to Early Years and Health and Social Care and the earlier presentation from the Nursery Operations Manager and questioned if, with her expertise she was being deployed to support.** It was explained there had been two meetings – one relating to the apprenticeship delivery model, with the early years standards changing. She had a good network across the city and links with the university. With regards to the general curriculum the differences in the delivery model and theoretical structures did not quite align, she had been supporting the T Level students.

**Members also questioned the staffing challenges – particularly in relation to Health and Social Care.** Improvements will be seen in time, and the VP had carried out a lot of work in this area. Managers were confident and able to challenge students and develop working processes.

**Members questioned digital** – there was a new manager in there, who was promoting a positive journey for the area.

**The Corporation Chair asked if there were any concerns on the horizon.** None other than Early Years. The DP said the biggest risk was staffing. The DCEO said this has a direct correlation with other elements - student voice deteriorates, there is pressure on managers because they are teaching and plates get dropped elsewhere.

**The Committee Chair asked about the staff turnover for September and if there were any major changes.** There were people leaving and there will be a struggle to recruit. Challenges with subject specialists leaving to join businesses where the College cannot match salaries.

On the discussion relating to quality of teaching **Members noted 7 RI teachers were not referred by their manager for mentoring. Why?** Managers were questioned and all had different reasons –

which was not good enough. It was identified as a manager development need and was being followed up.

The quality of feedback was overall good or better with some inconsistencies which were outlined in the report. The second review however, many areas had improved.

Student voice was shared, based on the 23-24 Quality of Education Survey 1, Survey 2 had now been carried out.

**The Committee Chair said one of the elements had come up during the earlier tour, and asked if students were wanting more than academic support.** The DCEO explained some students raised complaint around the content of the apprenticeship qualification, but it was designed by employers, so it made it difficult to challenge as that is what employer had said they wanted.

**Anju Virdee (AV) said perhaps in ABS they would review that and address. Members did debate this.**

**Members also picked up on student voice and noted there was dissatisfaction with employers preparing students for the end point assessment. They questioned how employers responded to that.** It was found some employees did not give as much importance to English and maths and some found they did not get enough support with completing their apprenticeship as the employer thought of them as part of the workforce.

**The Committee Chair was pleased to note compliments had been included in the report alongside complaints.**

**Members discussed the KPIs and it was noted that the College were unlikely to meet the 90% attendance KPI and retention would not be met – as per earlier discussions.**

**RESOLVED: Members had reviewed and discussed the report in detail and supported the report for presentation at the next Corporation meeting.**

## **52/23-24 TEACHER SCORECARD**

The Vice Principal – Quality of Education presented a live demonstration of the Teacher Scorecard.

The Scorecard provided a dashboard for each teacher to monitor their performance, but also allowed curriculum leaders and managers to drill down and review any underperforming areas.

She explained the different headings and these pulled data from different College systems to provide a holistic view.

**Members questioned if this was available in all Colleges.** They were informed it had been developed by the College based on the Teacher on a Page system used in schools.

**RESOLVED: The Committee discussed and accepted the Teacher Scorecard.**

## 53/23-24 CURRICULUM PERFORMANCE RISK REGISTER

The Curriculum Performance Risk Register was shared and discussed. Two minor amendments had been made since the last meeting in relation to CPD through the LSIF project.

**RESOLVED: The Committee approved and accepted the Curriculum and Quality Risk Register.**

## 54/23-24 ENRICHMENT OVERVIEW

The Director of Student Experience and Pastoral Support presented overview of enrichment activity available throughout the academic year.

The delivery model was presented which focused on the different models used in College – vocational and academic teams offering targeted opportunities, the Students' Union bespoke offer and the Student Experience team offering targeted workshops and events.

The aim was to ensure students developed a wider awareness and have the opportunity to chose what enrichment activities they want to undertake. The activities complemented what was happening in the classroom, such as social action to support and develop essential skills such as problem solving and climate cafes focusing sustainability. Go Green events had themes to enrich students about employment skills and mental health.

**The Committee Chair said on his link meetings on Academic at JWC, the Assistant Principal discusses the Ad Astra Scheme, is that available throughout the College.** That is primarily a scheme ran for the academic students.

**The Committee Chair asked if there was good participation with the activities.** Some activities were easier to track than others. The College were working on a QR code for students to scan when they take part in activities such as table tennis etc., which was more difficult to track back. The downside with this is the College were trying to promote no phone zones to get the students to focus on social activities.

**The Chair asked what benefits are there to the enrichment activities.** When the students finish an exam they go to the social zones and have the opportunity to be with their peers – young people. It does have a social impact on them, but it can't always be measured. It does improve their behaviour.

**RESOLVED: The Committee received the report and discussed the enrichment activities available.**

## 55/23-24 EDI CHARTER OVERVIEW AND ACTION PLAN

The Director of Student Experience and Pastoral Support delivered a summary of the AoC EDI Charter – which the College had committed to for another year.

This links in the annual EDI report which Members received earlier in the year, with actions to support the achievement of the AoC EDI Charter's objectives.

The actions agreed are monitored in year with opportunity to review any performance gaps in year.

**RESOLVED: The Committee accepted the report.**

**56/23-24 DATE OF NEXT MEETING**

The next meeting would be held on 25 September 2024.

The Committee Chair took the opportunity to thank the Student Governor for their contribution over the year and invited him to respond on any feedback from the discussions in the meeting. The Student Governor agreed the mobile phone initiative was a great idea.

*The meeting finished at 11.30 am*