



**CALDERDALE COLLEGE
CURRICULUM, QUALITY AND STANDARDS COMMITTEE MEETING**

**Minutes of the Meeting held on 1 October 2020, 17.00
Via Video Conference**

Present:

Peter Clark	External Governor & Chair of the Corporation (Chair for the meeting)
John Rees	Principal and Chief Executive
Ian Greenwood	Staff Governor
Diane Cothey	External Governor
Jenny Grainger	External Governor
Safia Kauser	External Governor

In Attendance:

Julia Gray	Vice Principal – Quality and People Services
Sonia Stirling	Vice Principal – Curriculum
Jane Taylor-Holmes	Clerk to the Corporation

Agenda: There were no items of other business.

Min Ref	Minutes	Action
	CQS/20/127 - Apologies for absence	
1	Apologies were received from; Richie Dunk – External Governor Andrew Wright – External Governor	
2	It was noted that the recruitment of student Governors was underway. There was also an election currently underway in relation to the second Staff Governor post. Both the second Staff Governor and student Governors would be invited to sit on the Committee in due course.	
	CQS/20/128 – Confirmation of eligibility, quorum and declarations of interest	
3	No notice had been received of any member becoming ineligible to hold office. The meeting was quorate.	

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4	There were no declarations of interest in agenda items.	
5	<p>CQS/20/129 – Appointment of Chair 2020/21</p> <p>Resolved: That Richie Dunk be appointed Chair of the Committee for 2020/21.</p>	
6	<p>CQS/20/130 – Minutes of the meetings held on 18 June 2020 and 28 November 2019</p> <p>Due to the return of the Clerk, the minutes from the meeting held on 28 November 2019 were now available.</p>	
7	<p>Resolved – That the minutes of the previous meeting held on 28 November 2019 be approved as a true and accurate record</p>	
8	<p>Resolved – That the minutes of the previous meeting held on 18 June 2020 be approved as a true and accurate record</p>	
9	<p>CQS/20/131 – Matters Arising</p> <p>There were a number of matters arising which were discussed and noted. There were a number of notes added to the progress section of the Matters Arising Matrix which were noted.</p> <p>10 It was agreed that, in relation to the action arising from CQS/18/108, along with online CPD, this could also include online learning and the approach being taken. It was agreed that this would be reconsidered in terms of themes for development days.</p> <p>11 All further actions were complete, on the agenda or due for completion at a future date.</p> <p>OU Institutional Review</p> <p>12 John Rees confirmed that the College had been through the process of Institutional Review, this was now complete, the final report had recently been received and this was provided to Committee members.</p>	<p>Action: TBC</p>

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	<p>CQS/20/132 – Policies</p> <p>Fitness to Study Policy</p> <p>13 Julia Gray presented the Fitness to Study Policy. It was noted that this was a new Policy.</p> <p>14 The Policy was to provide a framework to support students out (side)? of the Disciplinary process. The Policy had been drafted following consultation with a number of stakeholders to include the EDI Co-ordinator. The Policy had also been drafted considering best practice across the sector.</p> <p>15 Committee members considered the Policy.</p> <p>16 Jenny Grainger asked whether there would be a student version of the Policy. Julia explained that this was not planned in line with other Policies however, the authors and contributors had worked very hard to make the Policy user friendly. Any student who is subjected to the Policy (such as with Disciplinary Policy) would be supported by Student Services.</p> <p>17 Committee Members further questioned the language and accessibility of the Policy for students. Julia confirmed that all Policies are written in a similar way. A student guide to the policy was suggested, identifying areas where students can access support. It was agreed that this would be taken forward as a suggestion to the Policies and Procedures Committee for consideration.</p> <p>18 It was also suggested that it may be possible to expand the menu on Moodle, providing students with a little more information about the Policy, then expect the student to access support. Additional information would support students to navigate the Policy.</p> <p>19 It was noted that there were changes to be made to the Policy with the additional of the relevant linked Policies of Disciplinary, Safeguarding and Prevent, Data Protection and Admissions.</p> <p>20 It was further agreed that consideration would be given to whether the Advice and Guidance Team would attend the meeting at Stage 2, this would be explicitly stated within the Policy.</p>	<p>Action: Julia Gray March 2021</p>

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21	Committee members discussed reference to 3.6.2 and the deterioration of appearance. It was noted that this was one of the potential issues which would be looked at to support students. Committee members questioned how deterioration in appearance would be measured and the potential for challenge and misinterpretation, it was agreed that this, and reference to other examples would be removed.	
22	Committee members discussed the link to Safeguarding and Prevent and it was noted that this link would be made within the Policy.	Action: Julia Gray October 2020 (amendments to Policy above)
23	Resolved: Committee members agreed to approve the Policy subject to the amendments agreed. It was agreed that this would be approved by the Committee and there was no requirement for the Policy to go to the Board for approval.	Action: Jane Taylor-Holmes December 2020 (amendments to Committee Terms of Reference)
	CQS/20/133 - Whole College Performance Report	
24	Julia Gray presented the Whole College Performance Report for the 2019-20 academic year.	
25	Julia Gray explained that it was not yet possible to provide Level 3 attainment as the information was not yet available. It was hoped that this would be available in the near future when the ILR was completed.	
26	It was noted that there had been a positive increase in achievement in Maths and English however, no comparator data would be provided in relation to the year.	
27	Julia Gray explained that the percentage point increase in Maths was higher than the national increase which was indicative that there may be some positive increase in the results due to the interventions in place.	
28	Committee members discussed HE students and the number of students who had requested an extension of studies and how this was impacting on achievement.	
29	Committee members discussed the reason for the below average Apprenticeship achievement. It was noted that this was due to end point assessments being delayed and also students with a break in learning. With apprenticeships, the end point moves forward to the reporting year the apprenticeship actually completes,	

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30	removing the positive achievement from the current data.	
31	It was noted that delays to end point assessment is an external delay. There will be no impact on timely as there is no requirement to report against this in standards apprenticeships.	
32	Sonia Stirling provided information around the 60+ Sports, animal care and construction students who are not engaged. Sonia explained that the team had been actively trying to contact those students to get the qualifications completed, however, these qualifications were additional qualifications so this may be the reason why the students haven't returned to complete studies. Technical additional qualification, rather than main aim. Many of the sports students are at University.	
33	Governors noted that due to the pandemic, national data comparisons would not be provided by Government for the 2019/20 academic year.	
34	Governors were pleased that the report showed significant effort to finalise the year for students in light of the pandemic.	
35	Julia Gray explained that there were plans to change the format and content of the report to ensure that this reflects a thorough overview of the data. Will be considered at the next meeting in time for reporting on the new academic year. Recruitment figures would also be added to the report.	Action: Julia Gray November 2020 (amendments to Report)
35	Resolved: Committee members noted the content of the Report.	
	CQS/20/134 - Teaching, Learning and Assessment Update	
36	Julia Gray presented a report in relation to teaching, learning and assessment (TLA) and advised Governors that face to face, in person observation of teaching and learning had been postponed and an alternative model implemented.	
37	Julia Gray confirmed that the option retain the same model but completely postpone in person observations in the first term and start them in term 2 had been considered however, it was agreed that this would not support staff particularly those who required the support	

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38	<p>early in term 1.</p> <p>The model in place is one which had a thorough review as this was a change in process and input from all key stakeholders had been obtained including seeking the views of the end user.</p>	
39	<p>It was noted that the model allowed for the continued categorisation of staff according to risk. High risk staff, including those staff new to the College, new to teaching or who had been identified as requiring further support due to being in the reobservation category in the previous year would be category 1 staff and would receive a review early in the first term.</p>	
40	<p>The Quality Management Team were planning meetings and work scrutiny had been adapted to include remote and online learning. Progress check points were still in place along with progress boards. All those measures of quality control were still in place.</p>	
41	<p>The model included asking staff to complete a reflective assessment against the teaching, learning and assessment criteria and identify what they need to improve.</p>	
42	<p>Each member of teaching staff will engage in a coaching conversation with a reviewer who would normally be on the observation team which will include an opportunity to have an open and honest conversation to reflect on teaching and areas of improvement.</p>	
43	<p>Appropriate guides would be given to staff to support areas of improvement.</p>	
44	<p>Each one of the conversations would result in actions, which would feed into appraisals and the model which the College already delivers.</p>	
45	<p>The model also allows the quality to be reviewed in challenging times.</p>	
46	<p>The paper provided to Committee members identified how staff would be supported through the process.</p>	
47	<p>In relation to the training videos, Julia Gray explained that there was a series of videos, two of which were mandatory. There had been 115 views out of possible 185 and there would be weekly reporting on numbers. If staff don't get involved then non-compliance measures</p>	

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48	<p>will be taken.</p> <p>Julia Gray provided additional information in relation to the risk categories of staff. In relation to medium and low risk categories. Lowest risk are members of staff who have not been in the observation process for at least three years and who have outstanding areas identified. Remaining staff (i.e those not in the high-risk category identified above and the low risk) fall within the medium risk category.</p>	
49	<p>It was noted that it was also the case that Department Managers continue to be expected to undertake normal walk around activity day to day which is where a lot of the intelligence comes from in relation to reviewing the risk of staff. There continued to be an expectation that managers have a quality overview of their area.</p>	
50	<p>In relation to the ETF bid referenced within the report, the secured funding was sufficient to allow the College to complete the project, it was noted that this would raise the profile of the College within Yorkshire as the only College within Yorkshire awarded the contract to deliver the project. The award also allows the College to be in a good position to apply for further bids with ETF if deliver the project successfully.</p>	
51	<p>In relation to further positive news, John Rees confirmed that the College had been approved to offer the Higher-Level Digital Apprenticeships through the OU validation process and was the only FE College in the Country to be able to provide this.</p>	
52	<p>Resolved: Committee members noted the report.</p>	
	<p>CQS/20/135 - Ofsted Activity Update</p>	
53	<p>Julia Gray explained that there were no full Ofsted inspection visits taking place in the autumn term, however, there were interim inspections which were risk based.</p>	
54	<p>It was unknown what the impact on the College would be however, it was likely that the next inspection would be within the expected timeframe.</p>	
55	<p>Committee members noted that risk assessment activity was being undertaken by Ofsted.</p>	

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56	<p>Routine inspection of outstanding providers, would bring in significant numbers of providers into the system which may also result in further delays. It was the intention of Ofsted to bring forward those establishments who have had a long period since the last inspection. Also, lot of paused work with employer providers may provide further delays.</p>	
57	<p>Julia Gray explained that Ofsted had appointed some fixed term contractors with the new work however, there was a significant amount of work to be undertaken with outstanding providers. Some of those providers hadn't been inspected for 10+ years and had last been inspected against previous Frameworks.</p>	
58	<p>Committee members noted that Higher Apprenticeships now fell within the remit of Ofsted instead of Office for Students.</p>	
59	<p>Resolved: Committee members noted the report.</p>	
	<p>CQS/20/136 - Safeguarding Update</p> <p>Safeguarding Update</p> <p>60 Julia Gray presented the regular Safeguarding update to the Committee, which has also been discussed with the designated Lead Governor for Safeguarding.</p> <p>61 Julia Gray explained that there were higher numbers than in the previous year in relation to students being referred for counselling. Those students were being actively supported whether on a waiting list and if emergency support was required this is being provided, such as if the student poses an immediate risk to themselves. Risk assessments of students were being undertaken.</p> <p>62 Julia Gray explained that within the budget there was the budget to appoint to a fractional counselling role, this post hadn't been recruited to as there was no certainty as to demand. Due to the demand, recruitment to this post would take place.</p> <p>63 Resolved: The Committee noted the report.</p>	
	<p>CQS/20/137 - Risk Management</p> <p>64 Committee members considered the risk specifically</p>	

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65	<p>allocated to the Curriculum, Quality and Standards Committee and the current scoring and made no changes to the risk scoring.</p> <p>Resolved: The Committee noted the report.</p>	
66 67 68 69 70 71 72 73	<p>CQS/20/138 - Committee Self-Evaluation</p> <p>Committee members considered the draft Committee Self-Evaluation.</p> <p>Committee members agreed that it was disappointing that Governors were not able to conduct visits to curriculum areas at the moment however, it was hoped to do this in the future. It was agreed that opportunities for Governors to interact and engage with students would be considered for the next Governor Development Day. It was possible to do this through MS teams. It was agreed to consider whether it would be possible to do a virtual walkabout or a presentation on online working with the possibility for Governors to join an interactive teaching session.</p> <p>It was agreed that it was not possible for Governor to meet with students on a face to face basis at this time.</p> <p>John Rees explained that the College remained in the process of bringing more students back into the College to bring back what would be considered the normal student population.</p> <p>It was agreed that Governor walkabouts would continue as soon as possible.</p> <p>It was agreed that the Development session in November would be a 3-hour session, and as well as updates there would be an interactive student element.</p> <p>Committee members agreed that the Committee was rated as 1.</p> <p>Resolved: Committee members approved the Committee self-evaluation.</p>	<p>Action: John Rees / Julia Gray / Jane Taylor-Holmes November 2020</p>
74	<p>CQS/20/139 – Committee Schedule of Business</p> <p>Resolved: the Committee approved the Schedule of Business</p>	

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	<p>CQS/20/140 – Items to be reported to the Board</p> <p>The Committee approved:</p> <p>75 ➤ Fitness to Study Policy ➤ Noted that this approval of this Policy would be added to the Terms of Reference for the Committee.</p> <p>76 It was agreed that the following would be reported to the Board for information:</p> <p>77 ➤ The Committee had received an update on Teaching, Learning and Assessment, noting the new models being implemented to support teaching staff. ➤ The Committee had received an Ofsted update. ➤ The Committee had received the Safeguarding update report ➤ The Committee had reviewed risks specifically allocated to the Curriculum, Quality and Standards Committee and the current scoring and had made no changes to the current risk scoring. ➤ Agreed terms of the virtual Governor Development Day and plans in place.</p>	
78	<p>CQS/20/141 – Date of Future Meetings</p> <p>Curriculum, Quality and Standards Committee – 26 November 2020, 5.00 p.m</p>	

Signed as a true and accurate record

Chair: *Richie Dunk*

Date: 26 November 2020