



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

**Minutes of the Meeting held on 18 June 2020, 17.00  
Via Video Conference**

**Present:**

Richie Dunk	External Governor (Chair)
Peter Clark	External Governor & Chair of the Corporation
John Rees	Principal and Chief Executive
Ian Greenwood	Staff Governor
Nimra Sattar	Student Governor
Diane Cothey	External Governor
Jenny Grainger	External Governor

**In Attendance:**

Julia Gray	Vice Principal – Quality and People Services
Sonia Stirling	Vice Principal – Curriculum
Joanne Platt	Interim Clerk

**Agenda: There were no items of other business.**

<b>Min Ref</b>	<b>Minutes</b>	<b>Action</b>
1	<b>CQS/20/114 - Apologies for absence</b>  There were no apologies for absence.	
2	<b>CQS/20/115 – Confirmation of eligibility, quorum and declarations of interest</b>	
3	No notice had been received of any member becoming ineligible to hold office. The meeting was quorate.	
4	There were no declarations of interest in agenda items.	

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5	<p><b>CQS/20/103 – Minutes of the meeting held on 12 March 2020</b></p>	
6	<p>Due to the absence of the Clerk, the minutes from the meeting held on 28 November 2019 were still not available.</p>	
7	<p>The minutes of the meeting held on 12 March 2020 were accepted as a true and accurate record save for reference to the minutes of the previous meeting being referred to as those for the meeting of 28 March 2019 instead of 28 November 2019. The Interim Clerk will correct this.</p>	<b>Mrs J Platt</b>
8	<p><b>Resolved – That subject to the above change, the minutes of the previous meeting held on 12 March 2020 be approved as a true and accurate record</b></p>	
9	<p><b>Resolved – That the minutes of the previous meeting held on 28 November 2019 be considered at a future meeting of the Committee when the Clerk returns from absence.</b></p>	
10	<p><b>CQS/20/117 – Matters Arising</b></p>	
11	<p>There were no actions from the Action Log due for today. All actions for future reports will therefore be carried over to the Action Log for the next meeting of the Committee.</p>	<b>Mrs J Platt</b>
12	<p><b>CQS/20/118 – Benchmarked Achievement Rates</b></p>	
13	<p>Sonia Stirling presented a report showing the College’s headline performance for 2018/19 compared against the National Achievement Rates for 2018/19 which showed the College is performing very well. Specifically,</p>	
14	<p>➤ Governors noted that achievement in Education and Training for all ages is in the top 5% nationally.</p>	
15	<p>➤ 16-19 Study Programme achievement rates are ranked 4/172 and in the top 2% nationally for general further education (GFE) colleges.</p>	
16	<p>➤ The Adult Learning achievement rate has improved by 3 percentage points and places the College in the top 21% nationally for GFE colleges.</p>	

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17	The timely achievement rate for 16-18 year olds is 77.4%, which is 16.5 percentage points above provider type rate (PTR). This places the College in the top 6% nationally for GFE colleges.	
18	Overall achievement rates for Apprentices (Standard & Framework) place the College in the top 8% nationally for GFE colleges.	
19	A more detailed report entitled 'Data Summary Report' outlining the headline picture could not be accessed via the link provided but was shared with Governors during the meeting.	
20	In response to a question from Governors, Sonia Stirling confirmed that all results have been marketed in the usual way, including on social media, materials shared with students as part of admissions interviews and Hello College. In addition, the results were published in an article in the Halifax Courier last week.	
21	Governors were very pleased with these notable achievements and asked that this be recorded in the minutes.	
22	<b>Resolved: Governors noted the report and the fantastic achievements of students and the College.</b>	
23	<b>CQS/20/119 – Policies</b>	
24	<b>Safeguarding Policy</b>	
25	Julia Gray presented the Safeguarding Policy for 2020/21, which had previously been considered by the designated Lead Governor for Safeguarding.	
26	It was noted that the only changes to the Policy from the previous year were changes to staff names and roles within the Policy.	
27	Julia Gray informed the Committee that the Policy had been produced on the understanding that guidance on keeping children safe in education was not to be updated this year. However, this may not now be the case and accordingly, some changes may be needed to the Policy if new guidance is issued.	

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28	<p>In response to questions from Governors, Julia Gray confirmed that the Policy included in Section 15, the College's policy on Prevent, which also falls within the remit of this Committee.</p>	
29	<p><b>Resolved: Committee members agreed to recommend the Policy to the Board for approval.</b></p>	
30	<p><b>Single Equality Scheme</b></p>	
31	<p>Julia Gray presented the Single Equality Scheme for 2020/21. Changes from the previous policy include updating the College Visions, Values and priorities and the updating of data.</p>	
32	<p>In response to questions from Governors, Julia Gray confirmed that 1090 learners completed the survey (60%) with a high satisfaction rate and that 30.3% of learners have a declared disability or learning difficulty, representing approximately a third of every classroom, which shows the importance of differentiation for student engagement, satisfaction, achievement and College performance.</p>	
33	<p><b>Resolved: Committee members agreed to recommend the Policy to the Board for approval.</b></p>	
34	<p><b>CQS/20/120 - Whole College Performance Report</b></p>	
35	<p>Sonia Stirling presented the Whole College Performance Report for the 2019-20 academic year.</p>	
36	<p>It was noted that there was no attendance data within the report due to the College closure arising from the pandemic. Although the College has been monitoring student engagement, this cannot be reported in the same way.</p>	
37	<p>The report shows that although 82.8% of learners are currently on track to achieve or exceed their target, in line with the predictions for this point in the academic year, the lack of formal assessments this academic year make it difficult to provide an update on this until the calculated grades have been completed.</p>	

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38	Julia Gray confirmed that although this has been done for GCSE and Pearson BTEC, there is still some work to be done in relation to functional skills and apprenticeships.	
39	The report showed that overall, the retention rate is very high at 97.3% and the Higher Education retention rate is 87.9%.	
40	Governors noted that due to the pandemic, national data comparisons will not be provided by Government for the 2019/20 academic year.	
41	Governors were advised that the calculated grades submitted for GCSEs look positive and an improvement on last year, which appears to be a national trend, whilst vocational outcomes are in line with last year.	
42	In response to a question from Governors about whether there was any significant differences between different ethnic groups that they should be concerned about, Julia Gray confirmed that there was not.	
43	In response to a question in relation to the retention rate in relation to Teacher Education, Governors were advised that the cohort for this programme was very low, so small numbers of leavers has a more significant impact.	
44	Governors were pleased that the report showed an overall positive picture.	
45	<b>Resolved: Committee members noted the content of the Report.</b>	
46	<b>CQS/20/121 - Teaching, Learning and Assessment Update</b>	
47	Julia Gray presented a report in relation to teaching, learning and assessment (TLA) and advised Governors that observation of teaching and learning has been postponed due to a move to remote learning arising from the pandemic.	

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48	Governors noted that the Quality Team has nevertheless been undertaking audits of tracking documents and teaching materials in order to retain a quality overview on provision, although a report on this activity is not yet available.	
49	The Quality Team has also developed teaching, learning and assessment training to meet the needs of teachers during this period of remote learning.	
50	The report provided an overview of activity to support teachers to meet student needs during the pandemic, including Teacher Talks, a TLA Notice Board, sharing practice interviews and additional digital skills training.	
51	Governors were also advised of a successful bid the College had made to the Education Training Foundation with the College being selected to lead and facilitate the Yorkshire and Humber region on a project to explore the development of Maths and English skills across the region through participant projects and to share the good practice with colleges throughout the region.	
52	Governors noted that this was a great opportunity for the College, which will also get some funding to employ a project facilitator.	
53	The Chair of the Committee said he was delighted at the quality and content of the reports and from conversations he has had with the team over recent weeks from which it is clear they have been very proactive, responsive and have picked up on issues as they've arisen. He said that he was assured that there's lots of great work going on and that students are getting great support and the Committee concurred with this.	
54	<b>Resolved: Committee members noted the report.</b>	
55	<b>CQS/20/122 - Safeguarding Update</b>	
56	<b>Safeguarding Update</b>	
57	Julia Gray presented the regular Safeguarding update to the Committee, which has also been discussed with the designated Lead Governor for Safeguarding.	

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58	Governors noted that the Safeguarding Team is working with the police and other agencies including CAMHS, the Child Sexual Exploitation Team, schools and the Multi-Agency Safeguarding Team to provide appropriate support and care for students within the College.	
59	The report shows that there have been 401 individual referrals made to the Safeguarding Team so far in the 2019-20 academic year. Of these, 112 cases are live and involve learners receiving support. 289 referrals have been closed.	
60	There are no current cases relating to Prevent, although the local Prevent team is in contact with the College in relation to a previous student who was excluded and referred to Prevent in 2018.	
61	Governors noted that Prevent training (WRAP) is not taking place in a face-to-face capacity due to lockdown restrictions but that online Prevent training has been introduced with moderate compliance. This continues to be a priority and the number of staff and governors completing training is steadily increasing.	
62	<b>Resolved: The Committee noted the report.</b>	
63	<b>CQS/20/123 - Risk Management</b>	
64	Committee members considered the risk specifically allocated to the Curriculum, Quality and Standards Committee and the current scoring and made no changes to the risk scoring.	
65	<b>Resolved: The Committee noted the report.</b>	
66	<b>CQS/20/124 – Committee Terms of Reference</b>	
67	The Committee considered its Terms of Reference for the forthcoming academic year.	
68	Minor changes had been made for consistency. Julia Gray confirmed that reference to the QIP had been changed to the College Action Plan (CAP).	

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69	<b>Resolved: the Committee approved the revised Terms of Reference and agreed to recommend it to the Board for approval.</b>	
70 71 72	<p><b>CQS/20/125 – Items to be reported to the Board</b></p> <p><b>Items to be recommended to the Board for approval:</b></p> <ul style="list-style-type: none"> <li>➤ Safeguarding Policy 2020/21</li> <li>➤ Single Equality Scheme 2020/21</li> <li>➤ Committee Terms of Reference</li> </ul> <p>It was agreed that the following would be reported to the Board for information:</p> <ul style="list-style-type: none"> <li>➤ The Committee had received a report on achievement benchmarking which showed the College performing very well against national comparators</li> <li>➤ The Committee had received the Whole College Performance Report</li> <li>➤ The Committee had received an update on Teaching, Learning and Assessment and applauded the work of the team during the current period of remote learning</li> <li>➤ The Committee had received the Safeguarding update report</li> <li>➤ 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.</li> </ul>	
73	<p><b>CQS/20/126 – Date of Future Meetings</b></p> <p>The dates of future meetings will be confirmed following consideration of the Board and Committee timetable by the Board at its meeting on 9 July 2020</p>	

Signed as a true and accurate record

Chair: *Richie Dunk*

Date: 1 October 2020