



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

**Minutes of the Meeting held on 7 October 2021, 17.00**  
**Via MS Teams**

**Present:**

Peter Clark	External Governor & Chair of the Corporation
Richie Dunk	External Governor & Committee Chair
Diane Cothey	External Governor
Jenny Grainger	External Governor
Ian Greenwood	Staff Governor
Hafsah Hashmi	Student Governor
Safia Kauser	External Governor
John Rees	Principal and Chief Executive
Robert Swindells	Staff Governor
Andrew Wright	External Governor

**In Attendance:**

Julia Gray	Vice Principal – Curriculum, Quality and Student Services.
Lisa Eaton	Head of Quality
Jane Taylor-Holmes	Clerk to the Corporation

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

<b>Min Ref</b>	<b>Minutes</b>	<b>Action</b>
1	<b>CQS/21/128 - Apologies for absence</b> No apologies were received, all members were present.	
2	<b>CQS/21/129 – Confirmation of eligibility, quorum and declarations of interest</b> No notice had been received of any member becoming ineligible to hold office. The meeting was quorate.	
3	There were no declarations of interest in agenda items.	

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4	<p><b>CQS/21/130 – Appointment of Chair 2021/22</b></p> <p><b>Resolved:</b> That Richie Dunk be appointed Chair of the Committee for 2021/22.</p>	
5	<p><b>CQS/21/131 – Minutes of the meeting held on 17 June 2021</b></p> <p><b>Resolved</b> – That the minutes of the previous meeting held on 17 June 2021 be approved as a true and accurate record.</p>	
6	<p><b>CQS/21/132 – Matters Arising</b></p> <p>The Matters Arising Matrix was considered.</p>	
7	<p>In relation to the November re-sits this year, Ms J Gray, Vice Principal – Curriculum, Quality and Student Services explained that a very small number of students were being put forward for re-sits in November. Students who did not achieve a grade 4 and who want to re-sit in November had been able to submit requests, this had been rigorously assessed by Staff to ensure that this is the right approach. Update on the approach taken.</p>	
8	<p>It was noted that video observations had been planned to commenced in Spring, an update would be provided within the TLA report to the Spring term meeting.</p>	
9	<p>It was agreed that both actions would be removed from the Matters Arising Matrix.</p>	<p><b>Action: Mrs Eaton Spring 2022</b></p>
10	<p>The further action was due for completion at a future date.</p>	<p><b>Action: Mrs Taylor-Holmes November 2021</b></p>
11	<p><b>CQS/21/133 – Policies</b></p> <p><b>Fitness to Study Policy</b> – Committee members noted that this Policy was now subject to a three-yearly review.</p>	
12	<p><b>Safeguarding Policy</b> - Ms Gray explained that the Keeping Children Safe in Education guidance had been updated over the Summer. There had been some significant changes in the Guidance notably in relation to COVID and sexual harm.</p>	

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13	Ms Gray commented that there had been a full review and re-write of the Policy. The Policy remained in a similar format however, there had been some significant changes to reflect the Guidance. Ms Gray referred to page 15, and the changes to the way the College was expected to respond.	
14	Ms Gray commented that the College had reason to test the Policy in relation to allegations made against staff. Ms Gray provided assurance that the Policy was operating effectively and utilising best practice. The updates and emphasis on sexual harm had been included specifically in response to the national investigation undertaken by Ofsted.	
15	Ms Gray also referred to changes in relation to external speakers.	
16	Ms Gray confirmed that the policy re-write was a collaborative effort in relation to the work of the Safeguarding team, including HR team. Direct feedback from students had also impacted on the Policy development, particularly in relation to sexual harm.	
17	It was noted that a peer review of safeguarding would be undertaken in the year. The local Safeguarding Partnership had evolved and the College was an active participant in the Partnership. The College Head of Student Services had been involved in a full day of partnership working together where the peer review was undertaken.	
18	Two elements of training for staff had been provided on the whole Safeguarding Policy and for the delivery team on sexual harm.	
19	Mr R Dunk, External Governor and Chair of the Committee asked for clarification in relation to the online reporting of Safeguarding incidents. Ms Gray confirmed that Safeguarding disclosures continue to be submitted through on Microsoft forms, there is no single sign in that will allow colleagues to access CPOMS directly and it was felt that to provide all staff with access through a separate login would add complication and may impact negatively on reporting. The CPOMS system was being used for the management of Safeguarding disclosures.	
20	Committee members noted that due to the timing of the publication of the Keeping Children Safe in Education guidance and the requirement to approve the Policy for the	

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21	<p>start of the new academic year. Mr P Clark, External Governor and Chair of the Corporation had approved the Policy using Chair's action.</p> <p><b>Resolved:</b> that the Policy be presented to the Board for information at the Corporation meeting on 21 October 2021.</p>	<b>Action: Mrs Taylor-Holmes October 2021</b>
22	<p><b>CQS/21/134 – Whole College Performance report</b></p> <p>Ms Gray presented the paper.</p>	
23	Ms Gray commented that the final return of ILR would be submitted in two weeks, at that point, the final student achievement out-turn would be known. The information contained in the report was based on where the College is currently in terms of what has been fully completed.	
24	Ms Gray referred to the impact of COVID and the delay in assessment of students who were required to undertake a practical assessment at the end of their course. There had been a delay due to the capacity of the external verifiers, the College was unable to claim until external verification had been completed.	
25	Ms Gray confirmed that having reviewed all affected students, there was one course which might go over deadline for half of the students. It was confirmed that this was a national challenge for the sector.	
26	Ms Gray also confirmed that the College was now logging achievement on the ILR on the basis of recording on the assessment website rather than the awarding of certificates due to delays in this area.	
27	Ms Gray confirmed that the overall retention figure on page 41 was the correct figure, the numbers sitting below were incorrect and would be reviewed for presentation to the next meeting.	
28	Committee members asked about any risks within the report. Ms Gray confirmed that the College was still predicting that outcomes would be as forecast. There were some anomalies in 16-18, and the risk in construction and technology. These would be more in line with the end point but this was where the challenges could be seen in relation to external verifications. This was entirely due to the delays in assessment.	

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28	Ms Gray highlighted another area of potential risk in relation to the overall apprentice position due to the availability of end point assessment and the availability of external quality assurers.	
29	This could impact on the final position, previously the College had reported against timely achievement and overall achievement, for Standards, there is a requirement to report overall achievement only. Ms Gray confirmed that it was not the case that the Student or the College had not done what needed, but reflected the fact that students were spending so long in waiting, they may miss the cut off. The consequence of this being that achievement would fall into 2021/22. The impact of this may be that achievement falls to around 60%.	
30	Mr J Rees, Principal and Chief Executive explained that feedback from others in the sector confirmed that the backlog is Nationwide and there would be a national impact on figures.	
31	Mr Rees commented on the importance of the College understanding of our own performance. There would be no nationally published performance data. It was hoped that by this point next year, all the delays would be resolved.	
32	Ms Gray explained that GCSE Maths and English were assessed via teacher assessed grades, Maths and English functional skills had been treated differently. This was due to the fact that these courses were linked to apprenticeships.	
33	Despite the similar lost face to face teaching, students on functional skills courses have had to take an examination where GCSE students have not.	
34	It was agreed that the final report in relation to apprenticeships would present the final position in relation to the expected students due to end and whether they had been moved to the new academic year. The calculated figure and the shadow measure would be shared which shows the logic applied, which would allow Committee members to make comparisons and refer to trends.	<b>Action: Ms Gray March 2022</b>
35	Mrs D Cothey, External Governor congratulated staff on what has been achieved and referred to the Princes Trust on page 42. It was agreed that this would be amended in future reports.	<b>Action: Ms Gray December 2021</b>

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36	Mr R Swindells, Staff Governor confirmed that the Princes Trust programme was up and running and it was hoped that 45 students would progress through the programme this year. Mrs Cothey offered to attend the presentations and it was agreed that invites would be circulated.	<b>Action: Ms Gray December 2021</b>
37	Mr Rees confirmed that overall results would be good and overall were likely to be better than in the previous year. Functional skills results would be significantly higher than previous year. It was noted that overall results would be reviewed as part of the self-assessment process.	
38	<b>Resolved:</b> Committee members noted the content of the Report.	
	<b>CQS/21/135 - Teaching, Learning and Assessment Update</b>	
39	Ms Eaton, Head of Quality provided the report on the quality assurance process and overview of teaching assessment and development	
40	Committee members noted that observation included video observation, participant selection was confirmed and 21 members of staff would participate. One window starts from November 2021 and the process runs until May 2022.	
41	Ms Eaton confirmed that there had been a revision to the criteria and improvement to the data collection around observation forms, which will lead to better interpretation.	
42	In relation to professional learning, Ms Eaton confirmed that there had been a slight revision to the model and the four pathways were listed within the report on page 51. The first professional learning event had been held on 6 October. All staff have had to complete a professional self-assessment to ensure there is a clear focus for professional learning.	
43	Committee members asked how the staff were split in relation to the projects. Ms Eaton confirmed that the highest volume of staff were in Project C, closely followed by Project D. Due to the difference in staff confidence, staff were split further into three groups depending on staff knowledge. Staff members were able to access a number of different pathways along with the ETF enhanced digital platform.	

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44	Committee members commented positively on the teaching learning and assessment process which had been implemented.	
45	Committee members commented that it would be useful to receive some further feedback on the progress and success of the approach. Ms Eaton confirmed that due to the fact that there is a clear starting position, there were plans to capture case studies, including staff reflections on their impact on personal development and on the students in classrooms.	
46	It was agreed that another area where the College could usefully look at was the development of progress coaches.	
47	Ms Eaton confirmed that the College had introduced a coaching request, which was in addition to the usual development provided. Ms Eaton explained that requests had already been received which confirmed that staff were embracing the project and how they could further develop. The project was seen as very supportive approach to development.	
48	Ms Eaton explained that the tutorial framework had been reviewed, this was now to enhance student experience and success. The framework had been branded Enhance and would be evaluated by students.	
49	The session are now facilitated through progress coaches, the topics for which have been developed through feedback from students. Topics include social action, topics student need to talk about, and include removing barriers through topic and debate. The scheme of work and some of the topics are directly in response to what students want to talk about. It is really focussed on what students want and need.	
50	Ms Gray commented that the resources are delivered by the progress coaches with the materials produced by the Advanced practitioners. Committee members noted the different approach being taken. Ms Gray explained that the sessions are provocative where appropriate and built into / around the experiences students have. There was encouragement of debate (in different methods) with a focus on developing student communication skills.	
51	Committee members asked whether there was a planned programme of evaluation in terms of impact and success.	

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52	In terms of the approach taken to assessment of teaching, this would be through student experience walks, learning walks within the sessions and contact with every progress coach. Progress coaches had been through training to ensure that there is the quality of delivery. Ms Gray confirmed that there was also in place some one to one coaches and some peer walks to allow sharing of best practice. Student feedback was scheduled.	<b>Action: Ms Eaton December 2021</b>
53	It was agreed that further information on the role of the Progress Coach and the Progress Coach model would be provided to the next meeting.	
54	<b>Resolved:</b> Committee members received the update.	
	<b>CQS/21/136 – Regulatory update</b>	
55	Ms Gray updated Governors on two regulatory issues.	
56	In relation to the Register of Apprenticeship Training Providers (the College was required to be on the ROATP to deliver apprenticeships). Nationally the number of providers had increased. There had been a process where providers had been invited to re-apply to ensure the quality of providers.	
57	Due to the demand, this had been a far more rigorous process than the previous time this process had been completed. The Team who were writing the documents would be completed tomorrow which allows the review team time to finally review the information before submission on the 22 October.	
58	ESFA would review the submission and a decision would be notified within 12 weeks. The College was investing a significant amount of time to ensure a successful application was submitted as this was a core area for the College.	
59	In relation to Ofsted, Ms Gray explain that there had been an update to the education inspection framework and inspections had commenced. The inspection timeline had been extended and the College don't expect to be inspected in this academic year.	
60	It was noted that the Ofsted remit now included level 6 and 7 apprenticeships.	



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61	Following the Ofsted Investigation in relation to sexual harm, this aspect was now within the framework and there would be questioning in this area. Students were likely to be asked on this area.	
62	Ms Gray explained that inspections continued to be prioritised through the risk assessment process. Ms Gray commented that as part of her inspector training, that the full range of grades were being awarded. There was, in some cases, a long-time lapse between inspections which may lead to the inspections being more challenging for some Colleges.	
63	<b>Resolved:</b> Committee members received the update.	
	<b>CQS/21/137 - Safeguarding Update</b>	
64	Ms Gray provided the update.	
65	Ms Gray explained that the report would be circulated to Mrs P Drake, Safeguarding Link Governor.	
66	Committee members referred to the increase in referrals and the increase in referrals to the counselling services, an increase to 50 this year against 20 last year.	
67	In relation to the Counselling service, Ms Gray confirmed that there had been an increase in the number of hours of counselling services that were available. It was noted that Staff had also been requesting access to services.	
68	Mr A Wright, External Governor asked about the reasons for the referrals. Ms Gray commented that there was some behaviour issues, where there was some students had not developed the skills because they had missed some socialisation opportunities. COVID had resulted in a larger number of people feeling overwhelmed. The other contributing factor is that young people were far more likely to ask for help if they consider that they are struggling with mental health. The main reasons were for reasons of anxiety or depression linked to lock down and / or the release from lock down.	
69	Ms Gray explained that there was an annual trend that there was an increase in referrals at the start of the academic year then again in Spring where it was usual to see a further spike.	

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70	Mr Rees commented that it was not the case that the issues were being driven by issues from within the College, but were reflecting what was happening in the wider community. Ms Rees commented that it was noticeable that students were happy to be back in College.	
71	Mr Dunk reflected that the position is similar in the sector.	
72	<b>Resolved:</b> The Committee received the Safeguarding update.	
	<b>CQS/21/138 - Risk Management</b>	
73	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.	
74	<b>Resolved: The Committee noted the report.</b>	
	<b>CQS/21/139 – Committee Self Evaluation</b>	
75	Committee members considered the assessment of Committee self-evaluation.	
76	It was noted that there would be a new Staff Governor to join the Committee at the December meeting.	
77	It was agreed that the rating of 1 – outstanding remained correct.	
	<b>Terms of Reference</b>	
78	It was noted that there had been no report on the implementation of the Code of Practice – Freedom of Speech as this had not been applied during lockdown as there had been no external speakers at the College.	
79	This issue would be considered further in the forthcoming academic year.	
80	There were no proposed amendments to the Terms of Reference, it was noted that the Terms of Reference would be presented to the Corporation meeting on 21 October.	

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81	<b>Resolved:</b> Committee members approved the Committee self-evaluation.	
82	<b>CQS/21/140 – Committee Schedule of Business</b> <b>Resolved</b> – Committee members approved the Schedule of Business.	
83	<b>CQS/21/141 – Items to be reported to the Board</b> Safeguarding Policy – that this would be presented to the Board noting that this had been approved under Chair's action.	<b>Action: Ms Gray October 2021</b>
84	It was agreed that the following would be reported to the Board for information:  <ul style="list-style-type: none"> <li>➤ The Committee had noted the whole College performance report noting that the 2020/21 assessment data had not yet been finalised.</li> <li>➤ The Committee had received an update on Teaching, Learning and Assessment, and was impressed with the programmes being implemented in this area.</li> <li>➤ The Safeguarding report was received and Committee members noted the reasons behind increased referrals and the action being taken by the College.</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>	
85	It was agreed that Ms Gray would provide the verbal update on the regulatory information she had provided to the Board.	
86	<b>CQS/21/142 – Date of Future Meetings</b> Curriculum, Quality and Standards Committee – 2 December 2021, 5.00pm	

Signed as a true and accurate record

Chair: .....

Date: .....