



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

**Minutes of the Meeting held on 26 November 2020, 17.00  
Via MS Teams**

**Present:**

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

**In Attendance:**

Sonia Stirling	Vice Principal – Curriculum
Jane Taylor-Holmes	Clerk to the Corporation

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

Min Ref	Minutes	Action
	<b>CQS/20/142 - Apologies for absence</b>	
1	Apologies were received from Mr I Greenwood, Staff Governor.	
2	Apologies were received from Julia Gray, Vice Principal – Quality and People Services.	
3	It was noted that the process of recruitment of student Governors was complete and the recommended students had been approved by the Student Union. Both were invited to attend the Board meeting in December when the appointments would be formally made. The Committee welcomed Robert Swindells, Staff Governor to his first Committee meeting.	

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4  5	<p><b>CQS/20/143 – Confirmation of eligibility, quorum and declarations of interest</b></p> <p>No notice had been received of any member becoming ineligible to hold office. The meeting was quorate.</p> <p>There were no declarations of interest in agenda items.</p>	
6	<p><b>CQS/20/144 – Minutes of the meeting held on 1 October 2020</b></p> <p><b>Resolved – That the minutes of the previous meeting held on 1 October 2020 be approved as a true and accurate record</b></p>	
7  8  9	<p><b>CQS/20/145 – Matters Arising</b></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>In relation to the action arising from item CQS/20/132, it was noted that this was now complete and a summary of all Policies had been added to both the staff and student electronic policy databases.</p> <p>All further actions were complete, on the agenda or due for completion at a future date.</p>	
10  11  12	<p><b>CQS/20/146 - Whole College Performance Report</b></p> <p>Mrs S Stirling, Vice Principal (Curriculum) presented the Whole College Performance Report for the 2020-21 academic year.</p> <p>Committee members noted the change in format of the report and commented on the usefulness of the changes within the report.</p> <p>Comments noted included the following;</p> <ul style="list-style-type: none"> <li>• Retention was high as was expected at this time of the year.</li> <li>• Work was ongoing in relation to the ILR, this should not be impacted by more than 1PP.</li> <li>• Attendance was lower than in previous years. The figures presented included vocational and English and Maths attendance (84.6%), Vocational attendance was very high; 92% for classroom</li> </ul>	

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	based lessons.	
13	Committee members considered Maths and English attendance. It was noted that classroom based attendance was now 78%. The challenge was engagement in remote lessons, the current model was provided for 50/50 teaching in both remote and classroom delivery. Remote attendance was in the 50's%.	
14	Committee members asked about attendance, Mrs Stirling confirmed that attendance figures do include sickness absence. If a student is self-isolating, then their learning reverts to online delivery.	
15	In terms of attendance overall, it was noted that nationally schools attendance is 78%. All learners on 16-18 courses are back in for face to face learning.	
16	As of this Tuesday, Mr J Rees, Principal & Chief Executive confirmed that the Calderdale figure was 72% for school attendance. The College remained in an area of high incidence of COVID-19 cases.	
17	Mrs Stirling confirmed that there were interventions taking place to improve 16-18 Maths and English attendance. Attendance had increased recently, from low 60's to 78%. Greater challenge around engagement with the remote platform that was being used called Century. Efforts were being focussed on here, students were being consulted.	
18	Mrs Stirling commented on the student tuition fund which was to be dedicated to English and Maths to support further improvement in this area.	
19	In relation to the update on the HE section, Mrs Stirling explained that attendance is lower than target and lower than in the previous year, this was however being impacted by COVID, what is encouraging is engagement with online learning is well supported.	
20	In relation to apprenticeships, it was notable that there was a lack of comparative like for like data.	
21	Mrs Stirling explained that the College was developing a report which provides the same data as pivot and will quickly provide the status and progress of the individual apprentices. The report was due in early December and will ensure that apprentices will be monitored in the same	

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22	<p>way as education and training students.</p> <p>Mrs Stirling confirmed that the focus at the moment was on getting those apprentices carried forward from previous year completed.</p>	
23	<p>Committee members noted that this was an evolving report and that this was the first time commercial / full cost provision had been included. Mr Rees commented on the importance of providing Committee members the full view of all provision. The report would be further developed in due course.</p>	
24	<p><b>Resolved: Committee members noted the content of the Report.</b></p>	
	<p><b>CQS/20/147 – Self-Assessment Report (SAR)</b></p> <p>25 Mrs Stirling presented the SAR and confirmed that the SAR validation had taken place on 17 November. The report contained the ratified grades but didn't include the final individual reports and amendments to the reports.</p> <p>26 Mrs Stirling and Committee members involved in the SAR process and validation confirmed that that the SAR work had been really positive and a reflective journey</p> <p>27 There had been a good focus on business support areas and a drive towards the linkage between the curriculum areas and the areas for improvement and the business support areas.</p> <p>28 It was noted that grades had changed with the exception of behaviour and attitudes. All grades were now good, but a strong good.</p> <p>29 Mrs Stirling explained that the change in assessment to good was not a cause of concern, the college had assessed as good against the new framework. The assessment was significantly different to the previous assessment and provided the ability to review, look at the way learning was delivered and how the College can improve.</p> <p>30 The reviews had been very transparent with some good work undertaken to identify real areas for improvement in curriculum and quality areas.</p> <p>31 It was noted that a good proportion of 2019/20 was</p>	

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	<p>impacted by COVID, the student experience was radically impacted, particularly during the college closure. When the reviews have been undertaken the reviews have taken this into accounts however, the reviews have also reflected on the student experience and compared that to the previous year.</p>	
32	<p>Mr Rees confirmed that the process had allowed the identification of areas for improvement that hadn't previously been identified, there was good acknowledgement of areas for improvement showing outstanding leadership and management.</p>	
33	<p>Committee members asked whether there was any risk of assessing as good rather than outstanding? Mr Rees confirmed that that was not the case, the process undertaken to assess against the new framework and against a challenging year had been really positive.</p>	
34	<p>Mr P Clark, External Governor and Chair of the Corporation confirmed that the process felt more robust. Within the curriculum areas was a much more forensic analysis of strengths and weaknesses. The involvement of the business areas had really strengthened the process. The approach taken had been co-operative and coherent.</p>	
35	<p>Committee members commented on the identification of areas of improvement and the positive response to the honesty and will to improve. It was noted that the specific plan for improvement was being built into the Quality Improvement Plan and plans to drive improvement from this point forward, this would be seen at forthcoming meetings.</p>	
36	<p>It was agreed that an update on the improvement process to the next meeting. Opportunities for Governors to become linked or to develop relationships within curriculum areas would be explored.</p>	<p><b>Action: Mr Rees March 2021</b></p>
37	<p>Mr Rees confirmed that the final document would be submitted to Ofsted by the end of January 2021. The final document would not be available to the December meeting, this would be circulated to Governors on completion. Governors would be asked to approve the recommended ratified grades at the meeting in December.</p>	
38	<p>Approval for the grade profile would be sought at the Board in December.</p>	

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39	<b>Resolved – Committee members approved the recommendations within SAR.</b>	
40	<p><b>CQS/20/148 – HE Self-Evaluation</b></p> <p>Mr Clark commented that in previous years, he had been highly critical of the report however, the report had significantly improved. The NSS data survey results had been incorporated within the report and improvement and higher scores can be seen within the report.</p>	
41	Committee members commented that the report provided a clearer view of what was needed to do to improve and the strengths and weaknesses.	
42	The improvement in scores was very positive in particular the good responses from students and the improvements in response rates was noted. A number of positive comments were made about the structure of the report.	
43	It was noted that there was a lot less manoeuvre around the style and template of the report and this was a much more of a prescriptive report.	
44	Committee members noted the significant improvement in the provision and how the process had been managed.	
45	In the areas where numbers have gone down it is because of the impact of the other numbers and the increase of those.	
46	Mr I Greenwood, Staff Governor had submitted a question around the lack of recruitment of male students. Mr Rees commented that the highest volume of students was in early years courses which attracted more female students, the offer is based on the market. In terms of future offer, this would be based on curriculum intent and local need considering competition.	
47	<b>Resolved – Committee members approved the HE Self- Evaluation.</b>	
48	<p><b>CQS/20/149 - Teaching, Learning and Assessment Update</b></p> <p>Mrs Stirling explained that at the last meeting, Ms Gray had explained the new process (observation of teaching, learning and assessment OTLA) being implemented.</p>	

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49	With the removal of in person observations for this year, with new process for developing self-identified areas for improvement.	
50	Mrs Stirling explained that teachers had to produce a self-reflection to discuss with the coach, the teacher must identify three areas for development, discussed with the coach after discussions with students and a paper-based review of information.	
51	Staff currently in scope are those who are high risk in the first instance then medium risk then low risk.	
52	Mrs Stirling commented that the report provided information on two main points, the OTLA process and the professional leaning framework.	
53	The Professional learning framework was to complement the OTLA process, this was the support available to improve practice. In curriculum areas and across the College.	
54	Mrs Stirling commented that some findings from the OTLA process would be shared with the Committee at the next meeting from the new process and what this will mean in terms of future action and improvement.	
55	Mrs D Cothey, External Governor asked how staff had responded to the new process. Mrs Stirling commented that it was very early days, she had her first coaching professional discussion yesterday, it had been a positive experience and the staff member had fed back positively on the process and the development of the areas for development. Mrs Stirling reflected that the coaching discussion had helped to strengthen more ambitious development areas. Mrs Stirling commented that the process was consolidated by regular lesson observation which was being conducted in a safe way.	
56	Mr R Swindells, Staff Governor explained that he was going through the process at the moment and reflected that there were some challenges for him to understand the process fully through MS Teams. Now the process had been fully explained, it felt a positive process. The challenges of being partially external was noted.	
57	Mrs Stirling agreed to discuss the feedback and provide any necessary support to the Curriculum Managers to	<b>Action: Mrs Stirling</b>

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58	improve understanding of the process.	<b>March 2021</b>
59	<b>Resolved: Committee members noted the report.</b>	
60	<p><b>CQS/20/150 - Safeguarding Update – Safeguarding Annual Report 2019/20</b></p> <p>Mr Rees presented the Safeguarding Annual Report, the report had been shared with the Designated Governor for Safeguarding and was supported.</p>	
61	Mr Rees commented that the report was broadly in line with where the college usually is. There had been an increase in safeguarding cases, however, this was seen as positive due to the recognition and referral of concerns.	
62	Mr Rees commented on the significant increase in incidents of domestic violence and the effect on children within the home. It was noted that all safeguarding processes had and continue to remain in place throughout lockdown. There had been no case notified that hadn't been managed in a way it would have been done under normal circumstances. Adaptations had been made where needed to accommodate the challenges of being in lockdown or working remotely.	
63	At the moment there was resource available to deal with any safeguarding issues.	
64	<b>Resolved: The Committee noted the report. It was noted that the Annual Report would be provided to the Board in December.</b>	
65	<p><b>CQS/20/151 - Equality, Diversity &amp; Inclusion (EDI) Update – EDI Annual Report 2019/20</b></p> <p>Mr Rees presented the EDI update to the Committee.</p>	
66	The report provided an account of the activity planned around the College responsibility to actively promote EDI within the College.	
67	In terms of an analysis of the data, there was an issue that was discovered through the SAR process, not relating to differential outcome and experience but there is a differential in participation in apprenticeships.	

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68	From reviewing the data, representation is not seen in apprenticeships. BAME students on apprenticeship provision when compare to everything else we do is not in line with the local demographic. Mr Rees confirmed that there will be a focus on recruitment of apprenticeships and how the College engages with employers.	
69	Following comment from Committee members, it was noted that the calendar within the report would be constrained to the timescale covered by the report. It was agreed that the amendment would be made to the Annual Report before it was submitted to the Board in December. It was agreed that this feedback would be incorporated into future EDI Annual Reports.	<b>Action: Ms Gray / Mrs Taylor-Holmes December 2020 November 2021</b>
70	Committee members asked whether there had been any increased student involvement perhaps reflecting the BLM movement. Mr Rees agreed to ask for further information in relation to this and report back to the Committee.	<b>Action: Mr Rees March 2021</b>
71	It was noted that one of things seen more broadly, when the students are on campus, movements are more restricted, and the involvement in College life seems to be the thing that gets reduced due to the way the College is interacting with students. Attempts are being made to ensure EDI maintains a high profile and ensure that this is as visible as in previous years.	
72	Mrs Stirling commented that the plans for Holocaust Memorial Day would be broadcast and the College was looking at promoting attendance at broadcast events, hoping to build the momentum in this type of activity.	
73	It was noted that there was a very well observed online Armistice day with staff and student groups attending.	
74	Mrs Stirling commented that themes are covered in the tutorial offer also, whilst don't have some of the events, topics are being picked up through tutorials.	
75	<b>Resolved: The Committee noted the report. It was noted that the Annual Report would be provided to the Board in December with the agreed amendment.</b>	
	<b>CQS/20/152 - Risk Management</b>	

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76	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.	
77	It was noted that there was a new column in the report in relation to SLT lead.	
78	<b>Resolved: The Committee noted the report.</b>	
	<b>CQS/20/153 – Terms of Reference</b>	
79	<b>Resolved: Committee approved the revision to the Terms of Reference for recommendation to the Board.</b>	
	<p><b>CQS/20/154 – Items to be reported to the Board</b></p> <p><b>The Committee recommended to the Board for approval:</b></p> <p>80</p> <ul style="list-style-type: none"> <li>➤ Terms of Reference for the Committee.</li> <li>➤ SAR grade profile</li> </ul> <p>81</p> <ul style="list-style-type: none"> <li>➤ The Committee had received the Safeguarding Annual Report for presentation to the Board</li> <li>➤ The Committee had received the EDI Annual Report for presentation to the Board</li> </ul> <p>82</p> <p>It was agreed that the following would be reported to the Board for information:</p> <p>83</p> <ul style="list-style-type: none"> <li>➤ The Committee had noted the whole College performance report</li> <li>➤ Recommended SAR grade profile.</li> <li>➤ The Committee had received an update on Teaching, Learning and Assessment, and was happy with progress made</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>	
	<b>CQS/20/155 – Date of Future Meetings</b>	
84	Curriculum, Quality and Standards Committee – 11 March 2021, 5.00 p.m	

Signed as a true and accurate record

Chair: Richie Dunk

Date: 11 March 2021