



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

**Minutes of the Meeting held on 2 December 2021, 17.00
Via MS Teams**

Present:

Peter Clark	External Governor & Chair of the Corporation
Diane Cothey	External Governor
Richie Dunk	External Governor & Committee Chair
Jenny Grainger	External 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
Ann Woolfenden	Progress Coach (for item CQS/21/145)
Shagufta Bashir	Progress Coach (for item CQS/21/145)
Jane Taylor-Holmes	Clerk to the Corporation

Agenda: There were no items of other business.

Min Ref	Minutes	Action
1	CQS/21/143 - Apologies for absence Apologies were received from Paul Waterworth, Staff Governor.	
2	CQS/21/144 – Confirmation of eligibility, quorum and declarations of interest 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.	

Min Ref	Minutes	Action
	<p>CQS/21/145 - Progress Coach and Enhance Presentation</p> <p>4 Ms L Eaton, Head of Quality introduced Shagufta Bashir, a Progress Coach working with students in the Science, Health and Care faculty and Ann Woolfenden, a Progress Coach working with students in the Creative and Digital faculty. Ms Eaton provided a presentation.</p> <p>5 The presentation provided a summary of the role of the Progress Coach, information on delivery of the Enhance model, attendance monitoring and work experience.</p> <p>6 The three strands of the Enhance Model were described and more information was provided.</p> <p>7 The approach of sharing best practice was noted along with the bespoke professional learning for Progress Coaches.</p> <p>8 Ms Eaton explained that there had been a move into co-delivery of the citizenship courses. Positive feedback in relation to how co-delivery was supporting the development had been received. The model would be evaluated by students at the end of the term.</p> <p>9 In relation to the new citizenship courses, Ms Eaton explained that the activity included the 'we need to talk about' series. Topics included racism, disability, relationships and also topics around vulnerability and themes such as pornography and gaming and gambling.</p> <p>10 Finance and independent living were topics which had been added in response to feedback from students.</p> <p>11 Ms Eaton commented that that session resources were designed by the Advanced Learning Practitioner team and Committee members noted the structure of the resources. Ms Eaton had forwarded an example sway to Committee members and would update access to ensure that Committee members could access the videos and resources within the sway. One video within the sway included students discussing and debating issues and audio links from Progress Coaches.</p> <p>12 Committee members commented on the success of the programme and the work being undertaken in this area.</p> <p>13 Committee members asked for feedback from the Progress</p>	<p>Action: Ms Eaton December 2021</p>

Min Ref	Minutes	Action
	Coaches, in terms of their reflections and working within the framework.	
14	Ms Woolfenden commented that she felt that the process was going really well, students were sitting down and discussing things. The sessions had been beneficial in terms of encouraging students to communicate with each other and building confidence. Students had been online learning for some time and the sessions had been useful to try and encourage greater communication.	
15	Ms Bashir commented that students were being encouraged to voice opinions in a safe space, this had led to many discussions and debates. The sessions had been interactive and some learners had brought their own experiences. Ms Bashir explained that learners felt really comfortable discussing personal experiences and explained that she really enjoyed delivering the sessions and could see the positive impact on students. Students were able to speak and be listened to.	
16	Committee members commented that it appeared that the sessions were supporting students with social development which may have suffered as a result of working remotely during the pandemic.	
17	Committee members asked about the scheduling of the sessions and whether these were mandatory. Ms Eaton explained that the sessions are timetabled as part of the study programme. Citizenship was 1.5 hours and there was another one-hour session which was an advanced session. Although the sessions were not compulsory for 19+ learners, those students had been attending through choice and had been enjoying attending.	
18	Committee members asked about the amount of time dedicated in the timetable to the sessions. Ms Eaton explained that around 16% of the student timetable was dedicated to sessions in a usual Level 2/3 course. Ms Eaton also confirmed that one to one sessions were once per term, however, further sessions could be scheduled if needed.	
19	In relation to the one to one sessions, Ms Eaton explained that there was a focus for each. The first session in the academic year was on attendance and destinations and the session had also been revised utilising coaching questions. The second one to one per year would focus on attendance and reviewing career aspirations and would review	

Min Ref	Minutes	Action
20	<p>whether students were aware of the requirements to progress. Students would be asked if they could describe what they needed to do to meet 'My Aims'. In the sessions, the Progress Coaches work closely with the tutors to identify any skills gaps and provide targeted work and support. Progress Coaches are informed of the student minimum target grades and are able to access ProMonitor.</p> <p>Committee members asked for further information in relation the minimum target grade. Ms Eaton explained that students are supported to work towards higher grades and to consider career aspirations.</p>	
21	<p>Committee members asked about any additional careers support. Ms Eaton explained that students also access the Careers service. Progress Coaches work very closely with the IAG service and communicate via ProMonitor. Career and student advice is further provided if there is some uncertainty around careers and future pathways.</p>	
22	<p>Mr R Swindells, Staff Governor commented on the positive impact of Progress Coaches and the value and support it adds to his role.</p>	
23	<p>Committee members thanked Ms Bashir and Ms Woolfenden for attending.</p>	
24	<p>Resolved: Committee members received the update.</p>	
25	<p>CQS/21/146 – Minutes of the meeting held on 7 October 2021</p> <p>Resolved – That the minutes of the previous meeting held on 7 October 2021 be approved as a true and accurate record.</p>	
26	<p>CQS/21/147 – Matters Arising</p> <p>The Matters Arising Matrix was considered.</p>	
27	<p>All actions were complete or for completion at a future meeting.</p>	
28	<p>CQS/21/148 – Whole College Performance report</p> <p>Ms J Gray, Vice Principal – Curriculum, Quality and Student Services. presented the paper.</p>	

Min Ref	Minutes	Action
29	Ms Gray commented that it was positive to see the attendance figures and that retention was high.	
30	Ms Gray explained that although Maths and English attendance had improved on the same position against the previous year, a significant project was to be undertaken by the Quality Team to consider this issue. Some analysis had already been undertaken but the review would seek to consider and understand the challenges faced by students and how the College was able to support students to attend. It was noted that the review would include a discussion with all students whose attendance was below a specific %.	
31	Ms Gray commented that whilst there was a significant improvement on the previous years position, and that the College had a favourable position and was well above average in relation to other Colleges, the College wanted to see high levels to attendance to ensure that students were able to access high quality teaching and learning to gain a meaningful qualification. The team were very determined to find out the barriers to attendance and was not working on assumptions.	
32	Ms Gray commented that the review would take some time due to the research being undertaken.	
33	Committee members commented on the paper and it was agreed that the point last year at the top if the tables would be reviewed.	Action: Ms Gray March 2022
34	Committee members asked about the increase in electrical apprentices? Ms Gray commented that this may be due to a greater focus on marketing of the course, the TEC and / or increased level of marketing about the course and offer and raised awareness about the availability of those programmes and the value of them.	
35	It was agreed that the lockdown had highlighted the value of trades qualification and the earning potential and it was noted that there had been continuation of the trades during lockdown.	
36	In relation to progress monitoring Ms Gray confirmed that the College was in a similar position.	
37	Resolved: Committee members noted the content of the Report.	

Min Ref	Minutes	Action
38	<p>CQS/21/149 – College Action Plan (CAP) Titles and Milestones.</p> <p>Ms Gray presented the paper.</p>	<p>Action: Governor Development Day February 2022</p>
39	<p>The paper detailed the projects planned in the academic year that report into the Committee. They were identified by the project title but also the milestones.</p>	
40	<p>It was noted that the Board would receive reporting against the whole Action Plan and the more familiar CAP reporting would be resumed. The CAP was aligned to the strategic plan. Due to the delay in reconvening around the projects, an additional reporting point had been introduced in February. Governors would be updated against all projects at the Governor Development Day and a view of progress would therefore be provided in advance of the next Committee meeting.</p>	
41	<p>It was noted that there was an expectation that all projects would not commence at the same time and that during January, February and March, there would be a significant amount of work undertaken.</p>	
42	<p>Resolved: Committee members received the update.</p>	
43	<p>CQS/21/150 – Draft Self-Assessment Report 2020/21</p> <p>Ms Gray presented the draft Self-Assessment Report.</p>	
44	<p>Ms Gray explained that, as in previous years, the progress of developing the report had been a bottom-up process, built from the self-assessment in vocational areas. Key judgments were made against the inspection framework. Governors had been involved in the self-assessment process with both the vocational and business areas and had contributed to the final validation.</p>	
45	<p>The final report had been validated on Tuesday, utilising an assembled panel including the Chair of Governors and an external educational professional from a comparative College. The morning had been spent going through and ratifying the grades of validation for individual vocational and business areas and then the validation of the key judgments for the whole College. There had been a very rigorous process.</p>	

Min Ref	Minutes	Action
46	Ms Gray explained that the draft version had been circulated within the papers, there was a deadline of 17 December to make the amendments following the panel review.	
47	Ms Gray commented that the College had self-assessed as good for overall effectiveness, good for all other indicators and outstanding for Adult Learning Programmes.	
48	Ms Gray commented that the report self-evaluation contained lots of detail and was very evaluative. The process had been more of a challenge this year due to the lack of data due to lesson observations and the very different approach taken due to online learning. The College was very confident in the judgments made which were evidenced in the experience of students. There was a recognition that education had been delivered in very difficult circumstances.	
49	Ms Gray explained that there were areas of improvement and there were areas of outstanding provision. Areas of delivery last year which were not outstanding were the high end of good. All panel members agreed with the self-assessment grades.	
50	Mr P Clark, External Governor and Chair of the Corporation commented on the success of the process and the approach taken to genuinely assess and evaluate provision.	
51	Committee members were assured that there was a robust process in place. It was noted that the College Action Plan in the previous item would also include the Quality Improvement actions and the actions arising from the HE Self-Assessment Document.	
52	Resolved: Committee members received the update and recommended for approval to the Board.	
	CQS/21/151 – HE Self-Evaluation	
53	Ms Gray presented the paper.	
54	Ms Gray commented that a more evaluative process had been conducted which detailed what had been done well and judgements had been made on the basis of assurance. Committee members were referred to the key strengths and areas for improvements.	

Min Ref	Minutes	Action
55	It was noted that the validation process had rigorous and had been conducted with the quality team. The final draft was presented to Committee members.	<p data-bbox="1209 730 1425 815">Action: CQS / F&R Committee TBC</p>
56	Committee members asked who the Self-Evaluation is created for. Ms Gray explained that this was available to the Open University and was part of the quality assurance process.	
57	Mr Clark referred to the IT discussions at the Finance and Resources Committee and how this had been identified as an area for improvement. It was agreed that this was an opportunity for a joint Curriculum and Finance and Resources Committee discussion or specific meeting in relation to IT to ensure that IT development is linked to the curriculum and priorities for particular areas.	
58	It was agreed that this would be considered further, Mr J Rees, Principal and Chief Executive would consider how to organise the work to ensure that the College was responding in the most effective way around the digital strategy; considering how IT is reported for governance purposes, hardware and the end user and the aspirations in terms of the application of technology as an enabler.	
59	Committee members questioned if students had hardware themselves that is more up to date than the College had, whether it would be useful for the College to think about a hybrid approach and whether students were able to use their own devices.	
60	Resolved: Committee members received the update and approved the HE Self-Evaluation.	
	<p data-bbox="316 1507 1185 1574">CQS/21/152 - Teaching, Learning and Assessment Update</p> <p data-bbox="193 1615 300 1715">61 Ms Eaton provided the report on the quality assurance process and overview of teaching assessment and development</p> <p data-bbox="193 1756 300 1856">62 Ms Eaton explained that teaching assessment was progressing and that observation window one was currently open.</p> <p data-bbox="193 1897 300 2031">63 Student activity observations were ongoing, re-observations were in place for five members of staff, four had been re-observed and all had demonstrated good progress against actions identified for improvement. The</p>	

Min Ref	Minutes	Action
	re-observation for the final member of staff had been scheduled for completion, this had been extended by a number of weeks to provide additional support.	
64	In relation to lessons visits, 29 staff had been allocated to window one.	
65	In relation to video observation, 20 staff had been allocated and selected from different areas.	
66	There had been an increased efficiency as a result of the digital forms and this was providing a more robust process for data analysis. It was noted that the new system provided a more robust process and reporting would commence from 14 January.	
67	In relation to the observation team and training; further standardisation was ongoing, there was core observations in place to further enhance knowledge and practice.	
68	Ms Eaton provided more information in relation to support being offered to staff. All new teaching staff continued to be supported through the induction programme.	
69	Mr Rees confirmed that all staff who were new to the College accessed the induction programme, this contained information about College standards irrespective of prior experience. Staff were offered a refresher on this element if a member of staff comes back from maternity leave or long-term sickness to support them back to work.	
70	In relation to professional learning activity, Committee members commented that it was useful to see the breakdown as requested, the activities offered and what staff had opted to attend. The differentiated digital skills options were noted.	
71	Ms Eaton commented on engagement and explained that improved reporting now allowed each faculty to see information at a headline and staff level. Whole college attendance was at 66% and would continue to be monitored.	
72	It was noted that there was lower attendance in Higher skills and inclusive learning. Ms Eaton explained that a number of the inclusive learning team were working on completing assessors award, which took place face to face, therefore there was attendance. Conversations with the	

Min Ref	Minutes	Action
73	head of faculty were ongoing to ensure that what was being reported was accurate.	
74	An update was provided in terms of EdTech Monitoring and ETF Advance Practitioner Programme. The ETF Skylark programme success was noted and that the project linked really well to the existing professional development programme.	
75	It was agreed that Governors would be invited to external sharing events.	Action: Ms Eaton Ongoing
76	Ms Eaton commented on the Learning Influencer position which had been introduced to collaborate with other stakeholders involved.	
77	Committee members noted the success of Francine Warren in her practitioner research. Mr Dunk explained that he would get in touch to discuss any areas of potential collaboration.	Action: Mr Dunk TBC
78	Committee members commended the grant success through the local authority as part of the education recovery plan for Calderdale, digital enabled. The College had been allocated 150 smart mobile phones with unlimited text and calls and data to enhance the opportunities for students in relation to engagement. Part of project would be to review the impact, at the end of the 12 months, students would be able to keep the phones. Feedback would be provided to the Committee.	Action: Ms Gray / Ms Eaton TBC
79	In response to Committee member comments, Ms Gray confirmed that consideration would be given to why students did not have a mobile phone in the place and there would be student and parent engagement.	
80	It was agreed that this may provide significant transformative impact on many students and Committee members congratulated the team for their success in getting access to the project.	
80	Resolved: Committee members received the update.	
	CQS/21/153 - Safeguarding Update	
81	Ms Gray provided the update.	
82	Ms Gray referred to page 145 and explained that this was an overview of different categories, this was as a result of	

Min Ref	Minutes	Action
83	<p>the introduction of CPOMs, and would be detailed in future reports.</p> <p>Ms Gray explained that there had been 148 individual referrals, there were some external matters which were influencing young people and what were being seen as safeguarding priorities.</p>	
84	<p>Ms Gray commented that the Safeguarding Report had been discussed with Mrs P Drake, the Safeguarding Link Governor and she was able to refer to her role and provide safeguarding assurance in relation to the Safeguarding Link Governor role as part of the Ofsted inspection. Thanks were recorded to Mrs Drake for supporting the Ofsted inspection process.</p>	
85	<p>Committee members noted that there had been a two-day inspection undertaken, and update had been provided to all Governors and Staff and confirmation would be provided to due course.</p>	
86	<p>Governors were reassured that the Inspectors arrived at College with no notice, all information was readily available and all queries and lines of enquiries were responded to.</p>	
87	<p>Ms Gray provided the Safeguarding Annual Report, it was noted that Committee members had received continual updates throughout the year.</p>	
88	<p>It was noted that the number of safeguarding referrals reached a record high of 247 students during 2020/21.</p>	
89	<p>There was work being undertaken to review the male and female referrals to ensure that everyone is being offered support where needed. A no assumptions approach was being taken.</p>	
90	<p>Committee members noted the high levels of compliance with mandatory training.</p>	
91	<p>Resolved: The Committee received the Safeguarding update and the Safeguarding Annual Report.</p>	
92	<p>CQS/21/154 – Equality, Diversity & Inclusion Annual Report 2020/21</p> <p>Ms Gray presented the paper.</p>	

Min Ref	Minutes	Action
93	Committee members noted that the report contained an overview of the activities which had taken place, some information around student satisfaction and information about the demographics of students.	Action: Ms Gray / Mr Waterworth December 2021
94	Ms Gray commented on the importance in the growth of partnerships and the embedding of EDI activity into the curriculum to make this more purposeful and impactful.	
95	Committee members commented that it was good to see training offered to staff to improve confidence and support them to deliver sensitive issues.	
96	Committee members questioned how student involvement could be increased in the future. Ms Gray commented that one of strategic projects was in relation to re-engaging students in a lot of different projects and initiatives.	
97	It was noted that some review of student satisfaction data was be required, the report would be updated before presentation to the Board. Ms S Kauser, EDI Link Governor would be updated of any changes in the data in advance of the Board meeting.	
98	Resolved: The Committee received the EDI Annual Report.	
	CQS/21/155 - Risk Management	
99	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.	
100	Committee members noted that there had been no changes to the risk register.	
101	Resolved: The Committee noted the report.	
	CQS/21/156 – Items to be reported to the Board	
102	The Committee had reviewed the following for recommendation to the Board; <ul style="list-style-type: none"> • College Self-Assessment Report 2020/21 For onward presentation to the Board; <ul style="list-style-type: none"> • Safeguarding Annual Report • EDI Annual Report 	

Min Ref	Minutes	Action
103	It was agreed that the following would be reported to the Board for information:	
104	<ul style="list-style-type: none"> ➤ The Committee had received a presentation from the Progress Coaches, this had been very interesting and informative. ➤ The Committee had noted the whole College performance report noting the work to be undertaken to more fully understand attendance in Maths and English. ➤ The Committee had received the College Action Plan titles and milestones, noting that there would be additional reporting in February at the Governor Development Day. ➤ The Committee had received an update on Teaching, Learning and Assessment ➤ The Safeguarding report was received and Committee members received feedback following a two-day Safeguarding Inspection from Ofsted. ➤ 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. 	
105	<p>The Committee had approved:</p> <ul style="list-style-type: none"> • The HE Self-Evaluation Document 	
	CQS/21/157 – Date of Future Meetings	
106	Curriculum, Quality and Standards Committee – 10 March 2022, 5.00 p.m	

Signed as a true and accurate record

Chair:

Date: