



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

**Minutes of the Meeting held on 10 March 2022, 17.00  
Boardroom and 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
John Rees	Principal and Chief Executive
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>
	<b>CQS/22/101 - Apologies for absence</b>	
1	Apologies were received from Safia Kauser, External Governor and Paul Waterworth, Staff Governor. Apologies were also received from Iqra Zada and Shwana Maulou, Student Governors.	
2	It was noted that Mr R Swindells had resigned from his position as Staff Governor, the process for appointing a new Staff Governor would commence after Easter.	
	<b>CQS/22/102 – 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/22/103 – Minutes of the meeting held on 2 December 2021</b></p> <p><b>Resolved</b> – That the minutes of the previous meeting held on 2 December 2021 be approved as a true and accurate record.</p>	
6	<p><b>CQS/22/104 – Matters Arising</b></p> <p>The Matters Arising Matrix was considered.</p>	
7	<p>In relation to the action arising from agenda item CQS/21/152 Ms J Gray, Vice Principal – Curriculum, Quality and Student Services, explained that 37 iPhones had been received from the Local Authority and distributed to identified students. The phones were on a 12-month contract with O2 and included unlimited calls and texts and 6GB of data each month. At the end of the 12-month contract students were able to keep the phone and it would be unlocked for use. There was also a package of support available for students.</p>	
8	<p>It was noted that the project had been well received by students and the initial feedback heart-warming. Ms Gray commented that the access to a mobile phone would be life changing for the students.</p>	
9	<p>A focus group would be held in the coming months to gather further feedback and work was ongoing with the local authority to identify any further opportunities of support. An update would be provided to the Committee in due course.</p>	<p><b>Action: Ms Gray TBC</b></p>
10	<p>In relation to the action arising from agenda item CQS/21/151; it was agreed that a session would be held on IT strategy at the Governor Development Day on the 10<sup>th</sup> June 2022. There was significant discussion around the challenges faced by students and staff in relation to IT (particularly in relation to Wi-Fi) and that this had been ongoing for a number of years.</p>	<p><b>Action: Governor Development Day June 2022</b></p>
11	<p>Committee members noted that whilst there had been significant investment in IT security and equipment a strategy for technology developed with teaching and learning staff alongside an investment plan, similar to a long-term capital plan was required.</p>	

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12	It was agreed that a range of options would be presented to the Governor Development Day for consideration. It was agreed that the decision to include this item on the Governor Development Day would be shared with the Finance and Resources Committee.	<b>Action: Mrs Taylor-Holmes March 2022</b>
13	All further actions were complete or for completion at a future meeting.	
	<p><b>CQS/22/105 – Outcomes of Learner Satisfaction Survey/ Learner Voice – PowerPoint presentation and Verbatim/Open comments.</b></p> <p>14 Ms L Eaton, Quality Manager presented the outcomes of the Learner Satisfaction survey.</p> <p>15 It was noted that the presentation had been provided to the Governor Development Day on the 11<sup>th</sup> February 2022.</p> <p>16 Ms Gray commented that the verbatim student feedback comments had been sent to Committee members as part of the electronic pack of papers. Mr J Rees, Principal and Chief Executive, explained that the student survey had been completed using an online methodology and Microsoft forms. A 22-percentage point increase in participation was noted.</p> <p>17 Mr P Clark, External Governor &amp; Chair of the Corporation, provided feedback from a student focus group he had recently attended. Mr Clark explained that there had been comments made around complications in timetabling and initial guidance provided to students. It was agreed that this was an area that required further focus as there had been an impact on retention figures and was therefore a priority area for development.</p> <p>18 Ms Eaton explained that a software solution was currently being reviewed which would assist in timetabling.</p> <p>19 Committee members commented on the importance of ensuring students were fully prepared for and received good initial course advice as if the students withdrew within 42 days this had financial implications for the College.</p> <p>20 In response to questions around the lowest level of student satisfaction responses in respect of the interview process; Ms Eaton explained that all students had received an initial online interview. This was referred to as an application</p>	

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21	<p>event and therefore the wording of the survey would be amended to reflect what the event was called.</p> <p>Ms Eaton explained that a focus group was being established to further understand student experience in relation to communication following application. It was agreed that an update would be provided to the next meeting.</p>	<p><b>Action: Ms Eaton June 2022</b></p>
22	<p><b>Resolved:</b> Committee members noted the content of the Report.</p>	
	<p><b>CQS/22/106 – Complaints 2020/21</b></p> <p>23 Ms Eaton presented the report on complaints.</p> <p>24 Ms Eaton referred to the number and type of complaint along with the summary of action taken.</p> <p>25 There continued to be an overall reduction in the total number of complaints and Ms Eaton confirmed that there had been 19 complaints received in the current year to date.</p> <p>26 It was agreed that the number of individuals raising complaints would be included in the 2021/22 report.</p> <p>27 Committee members commented that there were proportionately, a small number of complaints received and there was a downward trend.</p> <p>28 Ms Eaton referred Committee members to the internal processes in place to resolve student issues and the importance of student service function. The use of the resolution tool kit was noted.</p> <p>29 <b>Resolved:</b> Committee members noted the content of the Report and were assured that complaints were handled effectively.</p>	<p><b>Action: Ms Eaton March 2023</b></p>
	<p><b>CQS/22/107 – Whole College Performance report</b></p> <p>30 Ms Gray presented the paper.</p> <p>31 In relation to 16-18 recruitment for 21/22 Ms Gray confirmed that the College would deliver some growth and achieve allocation however, this was below the targeted growth.</p>	

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32	Committee members discussed the work that continued to understand student attendance in Maths and English. It was noted that the target for Maths and English attendance was extremely aspirational and current performance was positive compared to others in the sector.	
33	Ms Eaton explained that conversations continued with students and schools to try and ascertain and understand factors which influence mindset around engagement with Maths and English.	
34	Committee members discussed the psychological challenges of the November GCSE resits and noted the work being done to ensure that gaps in learning were identified and students prepared.	
35	It was agreed that an additional paper would be presented to the Committee to provide the outcomes of investigation into this matter.	<b>Action: Ms Gray / Ms Eaton TBC</b>
36	Ms Eaton confirmed that agreement had been reached with the Heads of Faculty around timetabling and it had been agreed that Maths and English lessons would be held between vocational lessons.	
37	In relation to apprenticeships; Ms Gray provided an update from the ILR. This provided additional summaries on instances where the completed outcome was unknown and an update on progress of those continuing past the end date.	
38	It was noted that there was only a small number of around ten students who would not complete.	
39	Ms Gray explained that she was a member of the post-16 strategy steering group for the Borough of Calderdale and it was noted that there was a far higher number of apprenticeship opportunities in Calderdale than in other areas of West Yorkshire.	
40	Committee members commented that apprenticeship recruitment was positive and that the area did attract manufacturing apprenticeships.	
41	Mr A Wright, External Governor, commented that in his recent experience there was greater interest in manufacturing apprenticeships from both students (and their parents) and employers and the pathway was becoming increasingly desirable.	

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42	Committee members noted the T-level recruitment data and the reduction in the number of students enrolled on access courses. Ms Gray explained that work would be undertaken to offset the reduction against higher level apprenticeships offered.	
43	<b>Resolved:</b> Committee members noted the content of the Report.	
	<b>CQS/22/108 –College Action Plan.</b>	
44	Ms Gray presented the paper.	
45	It was noted that the position against actions had been reported to the Governor Development Day in February.	
46	<b>Resolved:</b> Committee members received the update.	
	<b>CQS/22/109 – Quality Improvement Plan (QIP) Progress.</b>	
47	Ms Gray presented the QIP.	
48	Ms Gray reported that the QIP included improvement areas identified from the self-assessment reporting process and progress would be presented to each Committee meeting.	<b>Action: Ms Gray June 2022 and future CQS meetings</b>
49	Committee members noted that the QIP included the actions being undertaken around Maths and English attendance.	
50	Committee members also discussed the improvements required and being introduced regarding student’s career aspirations and advice and guidance in this area. Ms Gray explained the work being undertaken by Elaine Walker, the allocated advisor based in the College as part of a partnership with Calderdale and Kirklees careers service to comply with the Gatsby benchmark.	
51	It was agreed that it was useful to capture the work done to improve attendance in Maths and English to demonstrate progress. It was agreed that Ms Gray would update the commentary in this area.	
52	<b>Resolved:</b> Committee members received the update.	
	<b>CQS/22/110 - Teaching, Learning and Assessment Update</b>	<b>Action: Ms Gray June 2022</b>

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53	Ms Eaton, provided the report detailing the progress of the observation of teaching learning and assessment activity, an update on the professional learning activity and events which had taken place and the project funded teaching learning and assessment development programs which were underway.	
54	Ms Eaton referred Committee Members to page 49 of the pack and the activity summary from observation window 1. Ms Eaton confirmed that whilst there had been some disruption due to the pandemic, the program remained on schedule and window 3 was a bigger window.	
55	In relation to the three lesson visits where a revisit was required; one had been undertaken and the staff member had demonstrated good progress and no longer remained in the re-observation support process.	
56	In relation to window 2, Ms Eaton confirmed that all 16 lesson observations had met expectations. Ms Eaton referred to the Student Experience walk in Enhance and confirmed that all had met expectations. This had been carried out due to the implementation of the new model for delivering tutorials through the Enhance model. The aim was to inform any professional development needs in this area and ensure that learning was in place to support progress coaches.	
57	In relation to the progress of the video observations, Ms Eaton confirmed that video observations were currently underway. Recent training and practice to prepare staff for video observations had taken place and there had been good engagement from both participant staff and coaches.	
58	Committee members were referred to the data collection analysis summary on page 51 and the observation reporting table at Appendix 1. Committee members noted the criteria and the categories used to assess.	
59	Mr Clark commented that he had recently attended a lesson observation in Project Challenge and had been very impressed by the process and how this was used to assess quality.	
60	Committee members questioned the reporting around staff attendance at professional learning events and the fact that this appeared to be low for some faculties. Ms Eaton explained that there was a process in place following each	

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61	<p>activity to ensure that data was shared. Ms Eaton was working closely with each facility to identify potential issues and support where there were barriers in place to completion.</p> <p>It was agreed that an update on progress would be provided to the June meeting and that the content of the table and reporting in this area would be reviewed to ensure that this provides a true reflection of engagement with professional learning.</p>	<p><b>Action: Ms Eaton June 2022</b></p>
62	<p>Ms Eaton provided additional information on the belongingness and emotional coaching courses which had been identified as part of the further education professional development grant.</p>	
63	<p><b>Resolved:</b> Committee members received the update.</p>	
64	<p><b>CQS/22/111 - Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Annual meeting feedback</li> </ul> <p>Ms Gray explained that Mrs P Drake, Safeguarding Link Governor had completed the Annual Review meeting and Committee members noted the comments within the report provided by Mrs Drake.</p>	<p><b>Action: Ms Gray</b></p>
65	<p>Ms Gray referred Committee members to section 3 of the report and the allegations made against staff. It was noted that there had been four allegations although due to the timing of the reporting, one allegation had taken place in the previous year but the investigation had not been completed at the year end. Ms Gray explained that Mrs Drake had suggested that safeguarding case studies were provided to staff as part of the interview / induction process. Ms Gray reported that this was being considered.</p>	
66	<p>Ms Gray explained that there were a number of changes within the Keeping Children Safe in Education guidance related to safer recruitment which included the scrutiny of the social media of potential employees.</p>	
67	<p>In response to discussion by Committee members, it was noted that the Ofsted report would be included within the Safeguarding Annual Report which would be presented to the Board in December 2022.</p>	
68	<p>It was agreed that the Safeguarding Annual meeting feedback would be provided to the Board in April, this</p>	



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69	<p>would be checked to ensure that there was no information within the report which may identify any staff or students.</p> <ul style="list-style-type: none"> <li>• Safeguarding update</li> </ul> <p>Ms Gray provided a verbal update.</p>	<b>April 2022</b>
70	<p>Ms Gray explained that there had been 327 safeguarding reports of which 233 remained active, this was comparable to data from previous years.</p>	
71	<p>There had been some staffing changes due to the retirement of the Safeguarding lead however, there had been a smooth transition of responsibilities. A new Safeguarding officer was due to start employment with the College who had worked for West Yorkshire Police and had extensive experience in the domestic violence unit.</p>	
72	<p>Ms Gray reported that Calderdale would be part of the national pilot around publicly accessible places and a meeting was planned at the Town Hall, which the College would attend to work with the Council to identify places. It was noted that this may provide some opportunities for public services students.</p>	
73	<p><b>Resolved:</b> The Committee received the Annual Safeguarding meeting feedback and the Safeguarding update.</p>	
	<p><b>CQS/22/112 – Equality, Diversity &amp; Inclusion update</b></p>	
74	<p>Ms Eaton presented the paper.</p>	
75	<p>The report provided an overview of the activities which had taken place in January and February 2022 and page 70 provided information on future events.</p>	
76	<p>Ms Eaton referred Committee members to the EDI data within section 6 of the report and the feedback from students.</p>	
77	<p>In response to comments from Committee members in relation to the format of the report, Ms Eaton explained that this was an area of focus for the College and a number of the events had been running in the same way over a number of years with little evaluation of the impact of the events. Student engagement in this area, along with a</p>	

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78	<p>future development plan was being progressed. It was agreed that reporting in this area would be reviewed.</p> <p>Ms Gray explained that an MP was due to visit the College to speak with female students as part of a focus group about women in education. This was being led by the Marketing team at the College.</p>	<p><b>Action: Ms Eaton June 2022</b></p>
79	<p><b>Resolved:</b> The Committee received the EDI update.</p>	
80	<p><b>CQS/22/113 - Risk Management</b></p> <p>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.</p>	
81	<p><b>Resolved:</b> The Committee received the risk management report.</p>	
	<p><b>CQS/22/114 – Items to be reported to the Board</b></p>	
82	<p>For onward presentation to the Board;</p> <ul style="list-style-type: none"> <li>• Safeguarding Annual meeting feedback</li> </ul>	
83	<p>It was agreed that the following would be reported to the Board for information:</p>	
84	<ul style="list-style-type: none"> <li>➤ There had been an increase in focus on IT in response to the results from the learner satisfaction survey.</li> <li>➤ The Committee had received the annual complaints report and noted that complaints were low in number and frequency and were handled well.</li> <li>➤ The Committee had noted that although recruitment was below plan it was above allocation.</li> <li>➤ The Committee had received the whole College performance report and had noted that although Maths and English attendance was above the sector average work continued to examine this in greater depth and further improve attendance.</li> <li>➤ The Committee had received the College Action Plan progress and the Quality Improvement Plan (QIP), it had been agreed that the QIP would be presented to each meeting.</li> <li>➤ The Committee had received an update on Teaching, Learning and Assessment and had discussed in detail attendance levels of staff at professional learning events; an updated report had been requested at the next meeting.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ The Committee had received good assurance from the Safeguarding Annual meeting feedback.</li> <li>➤ The Committee had received the Safeguarding and EDI update</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	<p><b>CQS/22/115 – Date of Future Meetings</b></p> <p>Curriculum, Quality and Standards Committee – 16 June 2022, 5.00 p.m</p>	

Signed as a true and accurate record

Chair: .....

Date: .....