



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

**Minutes of the Meeting held on 1 December 2022, 17.00
In the Board meeting room and via MS Teams**

Present:

Jessica Ainsworth	Staff Governor
Claire Chapman	Student Governor
Peter Clark	External Governor & Chair of the Corporation
Diane Cothey	External Governor
Jenny Grainger	External Governor & Committee Chair (appointed CQS/22/134)
Safia Kauser	External Governor & Committee Vice Chair (appointed CQS/22/134)
Saad Mahmood	Student Governor
Nazia Mukhtar	External Governor
Paul Waterworth	Staff Governor
Andrew Wright	External Governor

In Attendance:

Syed Majid Bokhari	Interim Director of Student Services, Advice & Guidance
Lisa Eaton	Interim Director of Quality
Robin Smith	Interim Director of 16-19 Curriculum
Amanda Tingle	Interim Director of Apprenticeships, Adult and General Education
Karl Veltman	Designate Deputy Principal - Quality, Curriculum Development and Student Experience
Jane Taylor-Holmes	Clerk to the Corporation

Agenda: There were no items of other business.

Min Ref	Minutes	Action
1	CQS/22/132 - Apologies for absence Apologies were received from Richie Dunk, External Governor and Julia Gray, Interim Principal and Chief Executive.	

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2	Committee members welcomed Mr K Veltman, Designate Deputy Principal - Quality, Curriculum Development and Student Experience	
3 4	<p>CQS/22/133 – Confirmation of eligibility, quorum and declarations of interest</p> <p>No notice had been received of any member becoming ineligible to hold office. The meeting was quorate.</p> <p>Mr P Waterworth, Staff Governor declared an interest in agenda item CQS/23/143. There were no further declarations of interest in agenda items.</p>	
5 6	<p>CQS/22/134 – Appointment of Chair 2022/23</p> <p>Resolved – Mrs J Grainger was appointed as Chair of the Committee for 2022/23</p> <p>Resolved – Ms S Kauser was appointed as Vice Chair of the Committee for 2022/23</p>	
7	<p>CQS/22/135 – Minutes of the meeting held on 23 June 2022</p> <p>Resolved – That the minutes of the previous meeting held on 23 June 2022 be approved as a true and accurate record.</p>	
8 9 10 11	<p>CQS/22/136 – Matters Arising</p> <p>The Matters Arising Matrix was considered.</p> <p>Ms L Eaton, Interim Director of Quality updated the Committee on Hello College. Ms Eaton explained that the initiative arose out of feedback received as part of the student survey and dissatisfaction about how the College kept in touch post application submission. The Hello College event had been well received and feedback on the approach taken positive from students and staff.</p> <p>It was noted that there would be a discussion with Mr K Veltman, Designate Deputy Principal - Quality, Curriculum Development and Student Experience to agree the timing of the presentation of Curriculum plans to the Committee.</p> <p>All further actions were complete or for completion at a future date.</p>	

Min Ref	Minutes	Action
CQS/22/137 – Whole College Performance report		
12	Ms Eaton presented the paper.	
13	Ms Eaton referred to the attendance data and provided some context around this. Ms Eaton explained that as part of the Ofsted inspection, an attendance position statement had been produced to respond to a line of enquiry. There had been a deep dive in this area, which had been welcomed.	
14	Committee members noted that it was important to note that, in terms of current data, the data showed attendance was below expectations and below the position last year.	
15	Ms Eaton described the challenges in relation to attendance, in particular, the impact of COVID and the cost-of-living crisis were concerns and potentially impacting attendance. Ms Eaton explained that the College was undertaking a piece of work to understand barriers in place in relation to attendance. There was a whole College management meeting on 2 December where Ms Eaton would share the proposed actions to be taken from January 2023. It was noted that a whole College approach was to be taken.	
16	It was noted that whilst there were some key actions to be taken, part of the process would be to review the impact of the interventions in relation to attendance however, it was noted that when interventions had been put in place previously around attendance, these had been successful.	
17	Committee members were referred to data from the NHS and the number of 17–19-year-olds suffering with their mental health and it was suggested that this may also be impacting on attendance.	
18	It was noted that the paper cover sheet required updating in relation to retention. Ms Eaton explained that retention was very high, there had been a particular focus in induction to make this responsive to changes to ensure that students were on the correct course.	
19	Ms J Ainsworth, Staff Governor asked for an update on initial recruitment post 42 days.	
20	Ms Eaton confirmed that for the academic year 2022/23 16-18 1914 enrolments, 90 withdrawals, 85 non-starters.	

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21	<p>The position had improved by 2.68PP against the previous year.</p> <p>Committee members asked about progress in relation to enrolment to curriculum plan. Ms Eaton confirmed that Progress Boards were due to be held however, early indicators showed that student enrolment was in line with expectations.</p>	<p>Action: Whole College Performance Report March 2023</p>
22	<p>It was agreed that an update on progress in relation to attendance would be provided to the next meeting.</p>	
23	<p>Resolved: Committee members noted the content of the Report.</p>	
	<p>CQS/22/138 – Update on Ofsted Inspection</p> <p>24 Ms Eaton provided an update following the Ofsted Inspection. Information included in the report referenced the feedback received from the detailed daily feedback sessions.</p> <p>25 Ms Eaton confirmed that the College had now received the draft Ofsted report and had six days to respond to the report for factual errors and confirm any challenges.</p> <p>26 Ms Eaton explained that the draft report does reflect the information provided as part of feedback sessions and the final feedback meeting.</p> <p>26 It was noted that whilst the Ofsted report was quite light and brief in comparison to the feedback sessions and the final feedback meeting, the report does reflect the positive comments made.</p> <p>27 Mr P Clark, External Governor and Chair of the Corporation explained that he congratulated the staff at the feedback session when Ofsted finalised the inspection.</p> <p>28 Committee members asked for additional information in relation to areas which had been identified for improvement. Ms Eaton explained that there were two points identified; one in relation to apprenticeships and one in relation to high needs students. Further information would be provided to the Committee and these areas would be an area of focus for the Committee.</p> <p>29 Resolved: Committee members received the update.</p>	<p>Action: Mr K Veltman TBC</p>

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30 31 32 33 34 35 36 37	<p>CQS/22/139 – Student Engagement Report</p> <p>Ms Eaton provided the report, explained that this was an update against how the College was progressing against the plan.</p> <p>It was noted that the enhance digital student portal was under development but live and would be capturing student views; what impact the College was having and to gain feedback.</p> <p>Ms Eaton explained that student focus groups were scheduled and the student survey progressing at the moment.</p> <p>Mrs D Cothey, External Governor asked if Committee members could have access to the portal, Ms Eaton explained that she would provide a demonstration of enhance at a future meeting due to issues with access from external email addresses.</p> <p>Committee members asked for feedback from Student Governors. Mr S Mahmood explained that enhance was very good and useful for keeping students informed about what was happening around the College. It was agreed that Student Governors would be invited to look into the portal further.</p> <p>An update on other student involvement through the establishment of different groups would be reported to the next meeting.</p> <p>Committee members asked about any process in place to enable students to raise comments or dissatisfaction. Ms Eaton explained that there is a real time link for students to raise comments or dissatisfaction.</p> <p>Resolved: Committee members received the update.</p>	<p>Action: Ms Eaton and Student Governors TBC</p>
38 39	<p>CQS/22/140 - Teaching, Learning and Assessment Update</p> <p>Ms Eaton provided the report.</p> <p>Ms Eaton confirmed that the observations were progressing according to Policy, the first window had opened on 31 October and was due to end in December, however, this had been extended due to the Ofsted inspection to Friday 13 January 2023.</p>	

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40	Staff observed during the Ofsted inspection would not be reviewed through the observation process and this would count as observation. This had been agreed so as to not place additional burden on staff who were inspected.	
41	Video observation allocation had been arranged. This would be reviewed to make sure that staff who were observed as part of Ofsted were taken off the list	
42	Ms Eaton explained that new learning reviews had been introduced for 2022/23; these were a more in-depth view of an area of provision lead by the quality department but in collaboration with faculty leaders. The first review had been completed at the Engineering Centre (TEC), a summary report of findings would be provided and then an action plan to address any areas for improvement or development opportunities.	
43	There had been an improvement to reporting of observations. Particularly in relation to criteria, with the aim to improve processes and to better identify strengths and weaknesses.	
44	Ms Eaton confirmed that there were a small number of staff in support. Mainly these related to new staff who had come to the College from industry. It was noted that all new starters received a teaching and learning induction.	
45	Ms Eaton commented that there had been success with two electrical members of staff who had been involved in intervention; both had received exceptional feedback as part of the Ofsted inspection.	
46	It was noted that the delivery model had changed to respond to staff. Ms Eaton referred to the breakdown of sessions and professional learning being delivered. Support was provided in faculty with support from the quality department where needed.	
47	The model had been reported as impactful from staff and Ms Eaton commented that the training in relation to neuro diversity had been well received in terms of awareness and teaching practices and support for students.	
48	Ms Eaton commented that there had been some targeted intervention triggered in some sports areas which had resulted from a difference between target grades and achievement. A bespoke programmes of quality	

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49	<p>improvement had been developed. There were student voice initiatives underway.</p> <p>Committee members commented that it was good to see targeted action being taken on the basis of the review of data.</p>	
50	<p>Committee members asked about the assessment of Maths and English and how this is embedded within the curriculum and asked whether this formed part of the learning reviews.</p>	
51	<p>Ms Eaton confirmed that Maths and English provision was evaluation as part of the learning review and described the process to review the full learning programme. This was an area of focus in the recent TEC review.</p>	
52	<p>Mrs A Tingle, Interim Director of Apprenticeships, Adult and General Education explained that embedding Maths and English in vocational areas had been commended by Ofsted and the report referenced how Maths and English is embedded within the vocational area curriculum.</p>	
53	<p>Resolved: Committee members received the update.</p>	
	<p>CQS/22/141 - Teaching Excellence Framework (TEF) update</p> <p>54 Mrs Tingle asked the Committee asked to consider the report and support the decision that the College would not complete a TEF on this occasion. It was noted that there were around 140 students in the provision that were counted.</p> <p>55 Mrs Tingle referred to the assessment of the impact of taking part in the process, the value to students and students awareness compared with the level of requirements.</p> <p>56 Mr Clark asked how the College monitors externally Higher Education (HE) provision. Mrs Tingle confirmed that HE provision remained part of the full observation process and there remains the HE Self Evaluation Document which is annually completed.</p> <p>57 Resolved: Committee members considered the report and supported the recommendation the College would not complete a TEF submission on this occasion.</p>	

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CQS/22/142 - Safeguarding Update		
58	Mr S Bokhari, Interim Director of Student Services, Advice & Guidance provided the update and the overview of Safeguarding.	
59	The current Learner Disciplinary Policy was provided for information and it was noted that the current disciplinary policy in place provided four stages of process. Mr Bokhari explained that the College was moving away from the model and an updated Policy would be provided to the next meeting. There would be a focus on supporting learners with challenging behaviours and a restorative approach.	Action: Mr Veltman March 2023
60	In relation to safeguarding, Mr Bokhari explained that there had been an increase of around 30 referrals in year, around 7%. There had been a higher number of staff trained on safeguarding and prevent overall with 98% compliance with training; all staff received training at the beginning of August.	
61	It was noted that Prevent training was being considered and it was suggested that Mr Veltman would review the College offering when in post.	
62	Mr Bokhari commented that there was an age and ethnicity profile issue with CPOMs and with pulling all data across. It was noted that Ofsted had reviewed safeguarding and had commented how safeguarding arrangements were effective and the College was quick to responding to safeguarding concerns.	
63	It was noted that there was more adult reporting; 35 increase in numbers of adults reporting a safeguarding issue. It was suggested that this reflected that staff were responsive to concerns with all students.	
64	Mr Bokhari referred to an incident which had occurred the previous Thursday; a 17 year old learner was on the way to College and was stabbed on Parkinson Lane, the Police and Paramedics were very responsive. The man who allegedly committed the offence was not a College student but a local resident and he had been taken to hospital with severe mental health issues and had been sectioned. Charges would be brought against him.	
65	Thankfully the student had fully recovered, it was a flesh wound and he had attended College the following day	

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	<p>which was a credit to him and his commitment to his education.</p>	
66	<p>The College was trying to work closer with the local Police and prior to the incident had been liaising to get a knife arch in College. Mr Bokhari commented that this was not a knee jerk response but in response to the increase nationally in knife crime and to support education of learners in this area. This had been planned for 12 December and the knife arch would be on site intermittently. A communication would be circulated to parents to reassure them of the reasons for this being introduced.</p>	
67	<p>Mr Bokhari commented that there had been a number of recent incidents which had been isolated but alarming included the discharge of firearms, a number of houses had been targeted and rammed by vehicles which were thought to be drug related incidents.</p>	
68	<p>Mr Veltman asked about the opportunity to have coverage for students in tutorial in relation to the knife arches. It was noted that there was a VR programme to deliver an educational piece on knife crime.</p>	
69	<p>Mr Bokhari commented that the Police had visited the College on 11 November to deliver information on knife crime.</p>	
70	<p>It was agreed that this would be reviewed and consideration given to the inclusion within the enhance programme.</p>	
71	<p>Committee members asked about the open cases and for assurance that matters were being dealt with in a timely manner. Mr Bokhari confirmed that there were no time limits to close cases and often the cases remained open for the length of time students remained at the College.</p>	
72	<p>Following comments made by Committee members, it was agreed that consideration would be given to how to breakdown the data to provide an insight on the severity of the incidents.</p>	<p>Action: Safeguarding update March 2023</p>
73	<p>It was also agreed that additional information would be provided to support the Committee to understanding trends with a breakdown of referrals and interactions. It was agreed that it would be useful to see the top three (in terms of numbers) safeguarding incident types.</p>	<p>Action: Safeguarding update March 2023</p>

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74	Resolved: The Committee received the Safeguarding update and the Safeguarding Annual Report.	
75	<p>CQS/22/143 – Equality, Diversity & Inclusion Annual Report 2021/22</p> <p>Ms S Kauser, External Governor & Committee Vice Chair provided the annual report for information and reference. Ms Kauser explained that she had had a conversation with Mr Waterworth about focussing on next steps and how to measure student response to events and reviewing engagement and impact of the activities.</p>	
76	Ms Kauser referred to section 2.5 of the report and the introduction of e-learning packages and flexibility about how staff have been able to access these. It was agreed that this was a positive development.	
77	Committee members commented that it was pleasing to see how student governors would be involved for example at the holocaust event.	
78	It was noted that work was ongoing to plan and implement the festival of cultures.	
79	Committee members commented that the amount of money raised for charity was really positive.	
80	Resolved: The Committee received the Equality, Diversity and Inclusion Annual Report.	
81	<p>CQS/22/144 - Risk Management</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>	
82	It was agreed that the link between attendance and achievement would be included to risk definition along with the actions in place to mitigate the risk. Due to the challenges around attendance, the current risk numbers would be reviewed.	Action: Mr Harrison March 2023
83	There was a discussion around the use of MS Teams to record sessions. Ms C Chapman, Student Governor commented that it was useful to record sessions so that	

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84	<p>students were able to catch up. The impact of recent train strikes was noted.</p> <p>It was agreed that, following the recent incident, an additional risk in relation to violent incidents on site would be added.</p>	<p>Action: Mr Harrison March 2023</p>
85	<p>Resolved: The Committee noted the report.</p>	
	<p>CQS/22/145 – Committee Self-Evaluation</p> <p>86 Committee members reviewed the Committee self-evaluation and agreed that the Committee would be graded as outstanding.</p> <p>87 It was agreed that there were some opportunities to work more closely with the Finance & Resources Committee in relation to sustainability and IT development. It was agreed that this would be considered at the February 2023 Governor Development Day.</p> <p>88 It was noted that there were no proposed amendments to the Committee Terms of Reference and that these would be recommended to the Board for approval.</p> <p>89 Committee members reviewed the Schedule of Business for 2022/23.</p> <p>90 Resolved: The Committee noted the report.</p>	<p>Action: All Governor Development Day February 2023</p>
	<p>CQS/22/146 – Items to be reported to the Board</p> <p>91 For onward presentation to the Board;</p> <ul style="list-style-type: none"> • Safeguarding Annual Report • EDI Annual Report <p>92 It was agreed that the following would be reported to the Board for information:</p> <p>93</p> <ul style="list-style-type: none"> ➤ The Committee had noted the whole College performance report and had a significant discussion around attendance and the focus on this area. ➤ The Committee had received the update following the Ofsted inspection and noted that an action plan would be developed to address improvement areas. Committee members had thanked staff for their involvement in the process and congratulated the College on the outcome. 	

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	<ul style="list-style-type: none"> ➤ The Committee had received an update on student engagement activity. ➤ The Committee had received an update on Teaching, Learning and Assessment ➤ A Safeguarding update was received and Committee members noted the recent incident which had taken place outside the College. ➤ The Committee had reviewed risks specifically allocated to the Curriculum, Quality and Standards Committee and the current scoring and had suggested that an additional risk be added in relation to the recent violent incidents on site. Additionally, attendance would be added to the risk around achievement acknowledging the impact of attendance on achievement. ➤ The Committee had reviewed its performance against the Terms of Reference and self-assessed as 1 outstanding. It was agreed that the links with the Finance and Resources Committee in relation to the sustainability agenda would be explored. 	
94	<p>The Committee had reviewed:</p> <ul style="list-style-type: none"> • The Committee terms of Reference for recommendation to the Board for approval. 	
95	<p>The Committee had approved:</p> <ul style="list-style-type: none"> • The decision regarding TEF to opt out now that this was not mandatory. 	
96	<p>CQS/22/147 – Date of Future Meetings</p> <p>Curriculum, Quality and Standards Committee – 16 March 2023, 5.00 p.m</p>	

Signed as a true and accurate record

Chair: Jenny Grainger

Date: 16 March 2023