

Minutes of the Curriculum and Quality (C&Q) Committee meeting held at 1630 hrs on 30 March 2020

Present	Dr Mary Kiernan (Chair)	Angie Morris	Lionel Muskwe
	Rachel Nicholls (Act Principal)	Brian Redshaw	Tony Warner
	Paul Wingfield		
In Attendance	Ralph Devereux (Clerk)	Catherine Hall (EDHR)	Julian Kirkpatrick (AP)
	Marie Peene (Operations Director Apps)	Angela O'Reilly (ActVPQR)	Cheryl Thompson (DoQ)
	Liz Knight (UCP Academic Dir)		

- a. The Chair welcomed all to the meeting, which was largely attended electronically because of CoVID-19 associated restrictions.
- b. While meetings are electronically conducted the Clerk assures Members that the Instrument and Articles (I&A), which govern working processes are compliant and allow for this. For information, the Companies Act 2006 and Charity Commission also explain that 'attendance' does not preclude electronic participation. The Charity Commission also allows that unless specifically prohibited in the corporation's governing document, boards may conduct meetings using electronic means.

STANDING ITEMS

C31/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- a. The apology were accepted. The meeting was quorate, no notice had been received of any Member becoming ineligible to hold office, there were no interests mentioned in the Agenda and the formal register remained as previously declared.
- b. The Chair explained the how the electronic meeting process would proceed, papers had been available on Board IQ for 7 days and all members were familiar with the content.

The information was noted and received.

C32/19 MINUTES AND ACTIONS

- a. Minutes of the last meeting held on 3 February 2020 were confirmed for electronic signature; action delegated to the Clerk. **(Action 1)**
- b. Matters Arising from the Minutes. There were no matters arising.
- c. Action Register: decisions/actions from the previous meeting were considered.

Please refer to referenced minute for further detail		Status
Action 1	18/19. Last Minutes confirmed for electronic signature.	Complete
Action 2	20/19c. Detail on achievement to be circulated to members.	
Action 3	21/19c. Good work with QIP noted.	
Action 4	23/19. Updated TLA data to be circulated to members.	
Action 5	27/19. EDI Annual Report recommended for approval.	
Action 6	27/19. EDI report commended.	

- d. Urgent Business. There was no urgent business requested.

- a. **The information was noted.**
- b. **Action had been identified.** (Register at 43/19)

BUSINESS ITEMS

C33/19 STUDY PROGRAMMES INSPECTION DATA REPORT

The information in the Report, available each year, had been published by Ofsted in February 2020 and included detail on:

- a. value added (VA) progress;
- b. completion and attainment;
- c. english and maths (EAM); and
- d. destinations.

Each element was explained and the College position was analysed, since introduction of the Ofsted Educational Inspection Framework (EIF) the “destination” detail had assumed a much higher profile and work was progressing in this area. Study of Table A clearly showed PRC as “below average” with a score of -0.34, however this represented the third successive annual increase (2017 -- 0.7 and 2018 - 0.5) and was heartening. The EAM scoring process was considered and, the relatively greater proportion of PRC qualifications was in Functional Skills (FS), these attracted less favourable scoring and disadvantaged the College.

- e. Home Working. Considerations of the present situation followed and the practical issues of how to maintain student motivation and focus was explored. In the last days before home working students and staff were provided with necessary IT and other equipment and training to function. Members were assured that full attention was being given to support students and staff; the difficulties associated with home working were well understood and applied equally to both; thanks were recorded for the outstanding commitment shown by all in rising to this challenge. It was also necessary to focus on the coming year, beyond the lockdown.

The information was received.

C34/19 NATIONAL ACHIEVEMENT RATE TABLES (NARTS)

The NARTS compared colleges nationally for 2018/19 it was likely that it would be the last for 2 years due to the current lockdown and associated temporary scoring processes. The published data did not include VA and concentrated on the Ofsted preferred Quality Achievement Rates (QAR). Four strengths had been identified:

- a. EAM GCSE above National Average (NA);
- b. overall apprenticeship achievement improved over the previous year by 5.7% and +2.5% on the NA;
- c. overall achievement improved over the previous year by 5.4% (81.1%); and
- d. 19+ achievement improved over the previous year by 5.0% (87.2%)

Areas for improvement, some very challenging, had been identified and detailed within the Report. As in the previous item, there were positives in the detail, it was fully accepted that there was much to be done but there was movement in the right direction and the overall ranking had improved. In response to a question it was explained that arrangements for apprentice assessments were progressing and necessary contacts continued, there had been 2 apprentices “laid off”, a further 2 were self-isolating and 39 had checked in.

The information was noted and received.

C35/19 KEY PERFORMANCE INDICATORS (KPI)

The agreed KPIs tabulated at Appendix 1 were discussed with focus on:

- a. attendance, at 88%, was in line with the target and ahead of the similar point in the previous year; and
- b. retention, which was currently at 0.6% above target, but marginally lower than this point last year.

It was accepted that measuring of these important areas would be difficult through the restricted operations but development of the necessary process was underway. Members were reminded that no National Average (NA) data was available for attendance.

The information was noted.

C36/19 TEACHING LEARNING AND ASSESSMENT (TLA)

The update considered classroom teaching reviews and analysis; classroom reviews, learning walks and continuous professional development (CPD); all informed by Appendix 1. Key Strengths and Areas for Development were individually listed and noted together with “actions moving forward”, which were welcomed. Consideration of the detail included how best to monitor standards during the restrictions and the possibility of “electronic learning walks” was raised. That would be explored, but the practicalities would require flexibility of approach and imaginative “out of the box” thinking. Coaching and learning support processes and tracking of CPD continued. Reference to a reduced number of HE teaching reviews (P38) was discussed and it was agreed that the detail would be clarified and reworded. **(Action 2)**

- a. **The information was noted.**
- b. **Action had been identified.** (Register at 43/19)

C37/19 CURRICULUM AREA REVIEW (CAR)

Outcomes of CARs completed between October and March 2020 had been tabulated and were considered: Health and Social Care (HSC)/Early Years, Electrical, Science and Animal Care, Brick and Plumbing and EAM had all been graded 3 for overall effectiveness. The Learner Engagement CAR had been deferred through staffing issues. Key Strengths had been identified and listed. Appendices 1, 2 and 3 contained full RAG rated detail of CARs for this and the previous year. Detail of Health Checks completed in the period, future action and the way forward were noted.

The information was noted.

C38/19 STUDENT VOICE

Student Involvement and the Student Voice Strategy was active and effective, progress against the KPIs presented in May 2019 was clearly laid out in the RAG rated Appendix 1. Student voice was heard and noted through a wide range of activities, examples were at Appendices 2 & 3 and included:

- a. on-line questionnaires;
- b. focus groups;
- c. students' union;
- d. the CAR and pastoral review processes; and
- e. pastoral tutorials.

The considerable student involvement and specific Student Union organisational activity in the current term was described in the document supplemented and updated verbally by the Student Member (LM) who also explained that the SU were refining the officer appointments process to include formal interviews, which would complement the elections.

The information was noted and received.

C39/19 CURRENT PERFORMANCES:

- a. PULSE. The PULSE process update was explained. The termly process monitored student timely in-year progress against the delivery and assessment schedule by comparing results and linking to individual Minimum Target Grades (MTG). Detail was tabulated:
- (i) Table 1 included data up to 22.11.19 with 99% action;
 - (ii) Table 2 indicated good progress in all categories as at 28.02.20 with 97% action; and
 - (iii) Table 3 provided live data up to 16.03.20 which showed solid and real improvement.

Appendix 1 tabulated the Pulse data by Faculty. The improvements had directly resulted from rigorous analysis informing clear action:

- b. Current Performance. Detail of current attendance and retention performance; as noted in 34/19, overall attendance was on target at 88% broken down into a league table by curriculum area; this performance reflected the considerable focus on numbers. Retention had also been tabulated into a comprehensive colour-coded presentation and the more robust application of college expectations had resulted in improvements to within +0.6% of the target. Considerations on how to monitor future performance in these areas under the lockdown led into wider discussions on assessments in general. For example, the practical elements of some qualifications had been “front-loaded” before lockdown, allowing some students to complete the remainder, largely academic elements, from home. Awarding Bodies were providing guidance, City and Guilds had informed that all craft qualifications would require full completion before any awards would be authenticated. That could mean working through the summer break to complete the necessary, assuming that the lock down had been eased by then. Governors asked for an update on the developing situation regards awarding bodies and assessment. **(Action 3)** As had been mentioned before in the meeting the measuring of “Learner Engagement” would be challenging; “Google Classroom” included some useful elements which were being considered. Difficulties associated with home working were not underestimated, conflicting pressures and demands on teachers and students were understood.
- c. Anglia Professional Training (APT). The report on APT, including the progress report against the Quality Improvement Plan (QIP) was received with thanks.
- d. Apprenticeships. The progress report examined:
- (i) best case and predicted achievements, direct delivery predicted achievement had been set at 68% (2018 NA 68.7%);
 - (ii) end point assessments, the first group of entrants had resulted in 5/6 passes including one distinction;
 - (iii) quality, an initial assessment tool for measuring progress over a range of issues had been developed; and
 - (iv) emerging “green shoots” had identified 4 positive indicators.
- e. Sub-Contractors. PRC sub-contracted provision and predicted achievement had been detailed at Appendix 1 and 2 respectively and the quality update at Appendix 3. The report was received.
- f. Predicted Outcomes 2019/20 and Curriculum Planning . The process for predictions had been based on the successful pattern of the previous year which now clearly required amendment as a result of the lockdown; nevertheless, the information was an accurate indicator at the time of writing suggesting an increase of +2.0%, still below NA but improving. The objective to stretch students to the next higher grade may be a challenge in the current restrictive climate and although focus on the current prediction may be practical and realistic the objective would be maintained as far as possible (engage, motivate, support). Student self-motivation would be key and that could be challenging at L1 & 2. The Curriculum Planning update was received with the caveat that the current working practices would restrict most areas.

The information was noted and received.

40/19 HIGHER EDUCATION.(HE).

PRC and University College Peterborough (UCP) were registered separately with the Office for Students (OfS) requiring the keeping of both registrations and the associated Price Waterhouse Cooper (PWC) enhanced monitoring visit had now been postponed until further notice. Arrangements for home-working were explained in the document. Members noted that 10 students remained in residential accommodation through unavoidable circumstances and they were being closely supported.

The information was noted and received.

C41/19 URGENT BUSINESS

Members were invited for final observations, and in response to a question, assurance was given that provision of 1:1 tutorial and welfare sessions was planned to continue.

C42/19 DATES OF NEXT MEETING

The next meeting would be at 1630 on 11 May 2020.

C43/19 ACTION REGISTER

Please refer to referenced minute for further detail		Resp	Date
Action 1	32/19a. Last Minutes confirmed for electronic signature.	Clerk	wie
Action 2	36/19. Amend wording re HE Teaching Reviews	DoQ	asap
Action 3	39/19b. Update Members re awarding bodies and assessments.		

Rajiv Devaran (Clerk for Mary Kiernan (Chair))

C&QMins30.3.20RDRN

Final Audit Report

2020-06-23

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