

Minutes of the Curriculum and Quality (C&Q) Committee meeting held at 1630 hrs on 22 June 2020.

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

## STANDING ITEMS

### C44/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- a. 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 was having communication difficulties and it was agreed that Brian Redshaw would act as Chair, Dr Mary would continue with audio only. **(Action 1)**
- c. 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.
  - a. **The information was noted.**
  - b. **Action had been identified. (Register at 54/19)**

### C45/19 MINUTES AND ACTIONS

- a. Minutes of the last meeting held on 30 March 2020 were confirmed for electronic signature; action delegated to the Clerk. **(Action 2)**
- b. Matters Arising from the Minutes. There were no matters arising.
- c. Action Register: decisions/actions from the previous meeting were considered.

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

- d. Urgent Business. There was no urgent business requested.
  - a. **The information was noted.**
  - b. **Action had been identified. (Register at 54/19)**

## **BUSINESS ITEMS**

### **C46/19 COVID-19**

Determination of the meeting agenda had predated the special Corporation meeting held on 11 June 2020 in response to Central Government requirements for Corporation involvement in the opening arrangements. The attached papers had been available for several days, Members indicated that they were familiar with the content and were assured that the arrangements were working well.

**The information was received.**

### **C47/19 KEY PERFORMANCE INDICATORS**

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

- a. attendance, at 87.9%, the final number for the year was .1% below the target and ahead of the similar point in the previous year by 2.6% however the result was distorted by the loss of a full term's data through closure, although tracking of remote attendance was now established; and
- b. retention, which was currently at 0.6% above target, for 16-18 a 4.4% increase over the previous year but again slanted because of closure.

Other metrics included decision to modify the student end-of-year survey to feedback on their lockdown experience, limitations with PULSE through the assessed student grades and the unfortunate low outturn of work experience, again Covid related, it was noted that the full commitment had been almost certainly set for achievement. The tabulated KPI detail was noted. During discussions, a question arose whether the assessed results had been inflated to protect the position in the case of a centrally imposed arbitrary and universal reduction in all results; the suggestion was rebutted but strong evidence had been gathered to support robust justification of the submission. Members were reminded that no comparative information would be published in the coming year. Individual students had the right to appeal their grades but only if there had been input error during process; appeals over professional judgement grading would not be permitted.

**The information was noted and received.**

### **C48/19 STUDENT ENGAGEMENT**

Student engagement throughout the lockdown was considered. Earlier notified misgivings over accurately recording of remote student attendance had proved justified and the intention to use web-based registers had proved abortive. It had been necessary to develop a "student engagement app", which had recorded student engagement since closure, the scope of the app was explained and the detail, together with focused appendices was attached and commended. **(Action 3)** Overall engagement from 23 March until 8 June had been 86.5%, an increase of 1.2% over the last report on 22 May. Engagement by age showed 16-19 year olds at 96.4% but adults at 53%, the latter of course had conflicting priorities such as caring and supporting families, working and sadly some mental health and wellbeing issues. Detail of engagement by Faculty, which had been adversely affected by the announcement that all grades would be assessed; a cross-college feature. An additional software, "statistic 24" had been added in support, to provide a clear audit trail of student activity, particularly with the excellent "Google Classroom" software suite, helping quantification of independent online activity; also high quality data had also been available through "pro-monitor". Active development of these processes continued since remotely engaged teaching and learning (T&L) would remain for the foreseeable future; areas under active consideration, detailed in the accompanying papers were discussed. Collateral benefit had emerged with an increase in sharing of experience, innovative techniques and good practice. Looking towards the start of the next year, careful management would be necessary since, inevitably, some students from the current year would carry forward, possibly for up to 3 months.

- a. **The information was noted and received.**
- b. **Action had been identified. (Register at 54/19)**

#### **C49/19 CURRENT PERFORMANCES:**

- a. Predicted Student Outcomes. The process for predictions had been based on the successful pattern of the previous year, modified for lockdown; caveats relating to the report were individually scrutinised. Detail in predicted outcomes was subject to change and introduced challenges for those students required to complete practical assessments in college. The predictions process had been adapted to account for remote learning; where possible, centre assessments were being completed, however some required external validation. The "Predictions Process" was specifically detailed and noted, as had been explained earlier some students were required to attend and complete practical assessments, these were included in the numbers in line with the re-opening plan. The "Achievement Prediction Summary" (accurate to June 9) contained full summary enrolments by curriculum team. The "Predictions Table" detailed by Faculty and provision type when compared with the pre March data, suggested an increase of .8%; representing a (pre-lockdown) reduced expectation of 1.2%. The process had gone well, was robustly evidenced and had been submitted on time, the few outstanding entries would also meet deadlines. Specific Faculty Overview notes were included and the report was received.
- b. QA Update. The detail followed on from the information at the last meeting, as previously discussed the assessment process had followed Secretary of State (SoS) guidance, which was based on 3 categories: Estimation, Adaption or Delay, with the greater majority in Estimation. Nevertheless, this had been a challenging exercise since there were 25 separate awarding bodies involved. Full detail of the process and the outcomes were included in the comprehensive paper, which was received.
- c. Sub-Contractors. 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. Protection of the Adult Education Budget (AEB) had been welcomed and would help with the coming year.
- d. Apprenticeships. The progress report examined:
  - (i) best case and predicted achievements, overall achievement had been estimated at 63.7% the same as the previous year and the sub-contractor rate was 71.8% (2018 NA 68.7%) a summary table informed full detail, the overall rate was predicted at 65.4%;
  - (ii) Covid arrangements required weekly checks on engagement to highlight those at risk, at present 70% gave no rise for concern, 20% required monitoring and 10% were "at risk";
  - (iii) Continuance, those apprentices that had been made redundant would be able to continue for 12 weeks under easing of regulations and those wishing to continue into the following year must have engaged well during lockdown;
  - (iv) quality, on-line digital learning was working well, with tasks set, feedback provided and contact with the Assessor maintained; and
  - (v) emerging "green shoots" had identified 6 positive indicators.

**The information was noted and received.**

#### **C50/19 HIGHER EDUCATION (HE)**

PRC and University College Peterborough (UCP) were registered separately with the Office for Students (OfS) requiring the keeping of both registrations; the associated Price Waterhouse Cooper (PWC) enhanced monitoring visit had now been postponed until further notice. The comprehensive report considered:

- a. arrangements for the delayed PWC visit, both PRC and NCS Principals would be involved in a meeting to be held the following day;

- b. arrangements for compliance with Department for Education (DfE), Public Health England (PHE) Office for Students (OfS) requirements and awarding body guidance, including protection of student interests;
- c. HE – Covid related detail from the OfS concerning reforms, including consumer protection and complaints processes;
- d. report from the Office of the Independent Adjudicator for HE (OIA) for PRC and all providers;
- e. Higher National recruitment effect of Covid-19;
- f. Quality Improvement Plan (QIP), which was working well; and
- g. HE merger workstream.

Detail then moved on to consider future actions, in terms of continuing Covid-19 support, general monitoring and review processes and progress towards merger.

**The information was noted and received.**

### **C51/19 SEPTEMBER OPENING**

The wider re-opening plans had been fully scrutinised and approved for implementation at the special meeting held on 11 June 2020. However, the paper provided a retrospective update on experience through lockdown, elements of which had been considered and discussed during the meeting earlier and moved on to explain specific processes for the coming year. The paper explained the overarching guiding principles of the process and then the “Areas of Focus”, which had been reviewed by 2 project working groups, those areas: online enrolment; moving forward platform; planning for learning Sep till Dec; and what next? had been individually detailed and were considered and discussed. Issues of note included that Members would be provided with regularly updated information and planning, that unforeseen advantages of on-line remote learning would be enthusiastically embraced with consequent responsibility for provision of appropriate ICT to all (planned for urgent consideration by the MSB). Considerable disappointment was expressed that the latest governmental announcements on emergency educational recovery and school meals had not included the Further Education (FE) sector; The Association of Colleges (AoC) was lobbying on the issue.

**The information was noted and received.**

### **C52/19 URGENT BUSINESS**

There had been no urgent business agreed. Members formally recorded thanks to all colleagues who, throughout the lockdown had, shown such professionalism, resourcefulness and commitment. **(Action 4)**

- a. **The information was noted and received.**
- b. **Action had been identified. (Register at 54/19)**

### **C53/19 DATES OF NEXT MEETING**

The date of the next meeting (Inspire Education Group (IEG)) would be advised.

### **C54/19 ACTION REGISTER**

Please refer to referenced minute for further detail		Resp	Date
<b>Action 1</b>	44/19b. BR to act as Chair.	<b>Clerk</b>	<b>wie</b>
<b>Action 2</b>	45/19a. Last Minutes (30.03.20) confirmed for electronic signature.		
<b>Action 3</b>	48/19. TW commended (Student Engagement App) development.		
<b>Action 4</b>	52/19. Thanks recorded to Colleagues to be passed on.		
		<b>Chair</b>	
		<b>RN</b>	

*Rajesh Deyveera (Chair) for Brian Redman (Acting Clerk)*

# CQMins22.06.20RDBRMKAO

Final Audit Report

2021-02-11

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