

## THE COLLEGE OF RICHARD COLLYER

### MINUTES OF THE MEETING OF THE QUALITY & CURRICULUM COMMITTEE HELD ON Monday 17 June 2024 at 16.30

Present: Steve Allen, Roisin Buckley, Dan Lodge (Principal), Dan Griffin, Will Power, Helen Smith

In attendance: Members of SMT – Rob Hussey (VP Curriculum), Andrea John (VP Pastoral)

Russha Sellings (Director of Governance)

Chair: Helen Smith

#### 1. Chair's Introductions and Apologies for Absence

Apologies had been received from the Chair, Dr Grant Powell, and the meeting was chaired by the Committee's Deputy Chair. Apologies were also received from Bev Valley.

The new Student Governors were welcomed to the meeting and the Chair said their perspective would be encouraged at the relevant points.

The Deputy Chair explained the focus of the meeting would be on Items 5-7 and Item 8 was a consent item.

#### 2. Declarations of Interest

None declared with respect of items on the agenda.

#### 3. Minutes of the meeting held on 11 March 2024

The minutes of the previous meeting were approved without amendment.

#### 4. Matters Arising

*(not already covered on the agenda)*

Item 5a(i): disability data (EDI report) – the VP (Pastoral) explained the background behind the figures in the report related to some high needs students having multiple diagnosis (e.g. Dyslexia and Autism) so in total there were 186 learners with SEND and a higher number of individual records.

#### 5. Strategy Developments

*Papers: Education KPIs, updated QIP, English EQR, Spanish IQR*

##### a) KPIs (Education)

The VP (Curriculum) explained the format changes with high grades shown for each subject. There was a slight decrease for A-Level high grades at PR3 down by 6.3% which was of moderate concern, although thought to be attributed to previously inflated grades and would probably settle around 3-4%. Members commented that the national benchmark data was more relevant in these circumstances and the VP (Curriculum) urged caution as it was difficult to ascertain with predicted results. The Principal agreed that in-year predictions presented challenges; if raw results were lower, the grade boundaries would adjust later and contribute to the settlement. The Staff Governor also commented on whether PR3 data was generated before exceptions. Members wished to explore whether there were any general causal factors contributing to the data especially where some subjects were not performing as well as others. The VP (Curriculum) said these were sometimes faculty specific and the SAR was the mechanism for scrutinising possible issues including the need for consistency in delivery of teaching and learning.

Vocational PR3 data was strong and T-Levels around the national average. Transition students were also performing well.

There was a discussion about the number of T-Level students and whether the data was statistically significant especially with Early Years and a small cohort. Members commented on the long term sustainability. The VP (Pastoral) said that the T-Level cohorts were variable and the courses were academically challenging which had an impact.

In reference to ALPs data, members observed that German was showing one student in the data and suggested the KPIs may benefit from additional commentary. The VP (Curriculum) said that the numbers had increased, however agreed to expand further. **(Action: VP (Curriculum))**

The VP (Pastoral) spoke to the Pastoral elements of the KPIs.

In response to members questions about tracking of high needs students, it was confirmed that due to the increasing number, these would now be included in the KPIs so progress could be monitored.

Attendance was increasing especially at subject level PR3 (94.2%), however the VP (Pastoral) said there was still work to do to improve persistent absence. The data was higher than national secondary absence (91.7%), however as members were aware, there was no benchmark for Post-16 although the expectation is that it would be lower. There was a discussion about Pro-Study and Enrichment attendance. Timetables were structured to provide a fuller timetable and encourage students to stay onsite for longer which the VP (Pastoral) explained had increased attendance overall. Another aim was to help students manage their workload by scheduling set study periods. The Student Governors were invited to share their experiences and said that not all students necessarily worked in Pro-Study slots but understood and supported the rationale. Social spaces were very important for overall attendance and they welcomed the refresh of the alcove area.

Retention rates were improved again for 2A students. For transition students there was a decline which may be due to a larger cohort. The VP (Pastoral) said the timing of the results of re-sits in the autumn term would likely have had an impact. The College continued to check on the reasons that students did not continue with their courses. It was noted Transition was to be renamed 'Foundation' in the plans to review the programme; enhancing the provision and improving overall engagement which would provide a better pathway to Level 3.

#### b) College QIP 2023-24 Parts 1&2

The VP (Curriculum) was confident that due to significant progress, most areas would reach their targets in the work completed by the end of term. The EQRs and new IQRs were very insightful and helped support improvements in certain subject areas.

Under 1.3, a member asked when the meeting would take place with the Chichester College Group to progress the skills collaboration. It was hoped it would take place in person this term.

Members asked how the Digital Lead appointment was progressing for the development of an AI strategy. The VP (Curriculum) confirmed the advert was due out soon.

In response to the Pastoral targets, 2.4, members asked about engagement with the full 12 hours of enrichment considering this was across the year. There was a further question about including extra-curricular activities outside of College. The VP (Pastoral) referred to the volume of tracking involved. In the 360 programme, some activities were more popular than others, however the breadth of offer was considered important which the Student Governors agreed with. The Student Governors asked if the 12 hours could be divided over the 3 terms and also suggested it would be helpful to have directed enrichment by subject. The VP (Pastoral) believed this was already taking place but agreed to follow up to ensure the dialogue with teachers and tutors was maximized. **(Action: VP (Pastoral))**

c) Strategic workforce planning (Curriculum/Pastoral)

The VPs presented some slides that had been shown at a recent all staff meeting about the plans to increase capacity across the faculties and student support teams to both improve efficiencies and prepare for growth. The Education Committee had focused on interventions and attendance in the new structure and there would be additional resource for Progression and Level 2 Foundation. A member asked about the recruitment process and whether it was possible to fill all the vacancies before the end of term. The VP (Pastoral) said the recruitment was underway and they had made an appointment that day. There had been an increase in workload in the short term but it was hoped these measures would provide many benefits over time.

d) English EQR / Spanish IQR

The VP (Curriculum) made reference to an action plan for English and said the work would continue to be driven through faculty leadership and Head of House. Members asked when to expect to see an impact. The GD advised an action plan crossed over with Audit & Risk and there was a request for this Committee to continue to monitor progress of the actions identified for improvement and it was agreed this would be reported back at the next meeting. **(Action: VP (Curriculum))**

## 6. Student Engagement

*Papers: Student Engagement SAR-QIP, Student Behaviour Policy and appendices*

(i) Directorate QIP review

There was a change of Director noted since the start of the QIP period.

Each target was largely on track including tackling behaviour and attendance at an early intervention stage (Stage 1) and through progress reviews. Improvements had already been made and members heard the structure presented in the previous item underpinning this process would support the key pastoral areas further. Additional elements such as transition to sixth form through 'Step up to Collyer's' was being increased this year following initial success.

(ii) Behaviour Policy and appendices inc appendix 1 Student Contract (new) and Intervention & Disciplinary Procedures (appendix 4 revised)

The VP (Pastoral) drew members attention to the new student contract and the expectations on attendance. The Committee supported the new document that clearly laid out the requirements. After the discussion members felt the contract should emphasise reaching 100% as the goal as opposed to 90% which was the minimum before an intervention plan started and it was agreed to adjust the wording. **(Action: VP (Pastoral))**

**Recommendation: The Governing Body approve the Student Behaviour Policy and appendices including a new appendix 1 once amended.**

## 7. Student Support

*Papers: Student Support SAR-QIP, Safeguarding date, Safeguarding & Child Protection draft policy*

(i) Directorate QIP review with data

The termly update covered 3 key areas SEND, Wellbeing and Safeguarding via the Pastoral QIP and the format of the reporting had so far been well received. The VP (Pastoral) provided some additional commentary. Members reiterated the importance of tracking SEND students through the KPIs so their progress could be monitored and tracked over time. There were a number of initiatives underway to support high needs students in the interim phase of the estates development including creating new comfort zones and safe spaces where students could find a quieter environment in breaks or work in smaller numbers and members said it was important to ensure these new areas were modernised to create facilities on par with the rest of the campus.

Members asked about student finance allocations and it was pleasing to note that funding was being fully utilised with more students that ever applying for the bursaries. However, numbers of students with FSM had dropped.

The VP (Pastoral) presented termly data which remained concerning in respect of attempts at suicide. The new roles created within the Pastoral staffing structure would increase capacity to support students; essential in light of growth in student numbers and ongoing limited access to external support.

(ii) Safeguarding & CP Policy

The VP (Pastoral) advised members that there had been minimal updates this year, largely in line with statutory guidance which had not had significant changes.

***Recommendation: The Governing Body approve the Safeguarding and Child Protection Policy effective from September 2024***

(iii) New format of governance safeguarding reporting

The newly agreed template would be used to report safeguarding termly to the Committee with input of the new Safeguarding linked Governor who would receive and scrutinise the data and make the relevant checks on other key areas for assurance. The Governing Body would receive an annual summary and the timing agreed in the autumn term with key data, analysis and commentary provided through the Directorate SAR and additional commentary from the Safeguarding Link Governor.

**8. \*Update from the Skills Agenda WP**

*Paper: Accountability Statement (approved)*

The minutes record the document had been presented at the recent Strategy Day and approved by Governors. The VP (Curriculum) said he would upload the document to the DfE portal before the deadline of the 30 June 2024.

**9. Stakeholder feedback**

*Paper: Student survey data*

The feedback informed the SAR-QIP and it was pleasing to note that most responses were high (92% or above). Curriculum satisfaction had dipped slightly and the VP (Curriculum) said subject level evaluation was required to assess the response in more detail. Members emphasised the need to complete this process in the Business Faculty. It was noted that completion remained mandatory.

**10. AOB**

None to record.

**11. Annual Meeting Assessment and ToRs**

The Student Governors were thanked for the contributions throughout the meeting.

The GD drew members' attention to the proposed changes to the ToR providing some clarifications including oversight of admissions and the approach to Skills reporting now the review had been completed. The ToR would be included in GS&R papers and then endorsed to Governing Body.

***Recommendation: The Governing Body approve the updated ToR at their next meeting.***

**12. Date of the Next Meeting:**

The Committee would meet again in the summer term on **Wednesday 27 November 2024**, 16.30.

The meeting closed at 18.30

Chair.....

Date .....

RRS 28-06-24