

Minutes of the meeting (electronic) of the Curriculum and Quality Committee (CQC) held at 1730 hrs on 11 March 2021.

Present	Dr Mary Kiernan	Alex Johns	Angie Morris	Gabe Manthorp
	Janet Meenaghan (CEO)	Lionel Muskwe	Rachel Nicholls (DCEO)	Steve Saffhill
	Jonathan Teesdale	Anthony Warner	Paul Wingfield (Chair)	
In Attendance	Julie Addison (DC (ACS))	Ralph Devereux (Interim DG)	Alison Fox (EDBD)	Julian Kirkpatrick (APQC)(PC)
	Angela O Reilly (VP)(PC)	Gary McPartland (DC (TVS))	Matt Shough (APQ)(SC)	Cheryl Thompson (DPQ)(PC)
	Sarah Young (VP)(SC)			

26/20 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- a. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.
- b. Electronic meetings were confirmed as compliant with Standing Orders (SO); the meeting format was explained and agreed. **(Action 1)**

27/20 STANDING ITEMS

- a. The Minutes of the last meeting (12.11.20) were confirmed for electronic signature. **(Action 2)**
- b. The Minutes of the C&Q (Peterborough College sub-committee (PCSC) meeting held on 28 January 2021 were received.
- c. The Minutes of the C&Q Stamford College (SCSC) meeting held on 02 February 2021 were received.
- d. Matters Arising. There were no matters arising.
- e. Outstanding Actions. All actions from the last meetings were considered and discussed;

See referenced minute for full action.		Resp	By
Action 1	12/20esa. Urgent Business was agreed as first item	Chair	wie
Action 2	12/20b. Meeting procedure agreed		
Action 3	12/20c. Last minutes (16.09.20) confirmed for signature.	Clerk	wie
Action 4	13/20. Forming of C&Q sub-committees recommended.	Chair	08.12.20
Action 5	14/20. Timeframe for integrated Safeguarding required.	MS/LB	02.02.21
Action 6	14/20. Safeguarding Policy recommended to Corporation.	Chair	18.12.20
Action 7	16/20. SARs and QIP recommended to Corporation		
Action 8	18/20. Staff working from home challenges to be addressed	JM/RN	asap
Action 9	21/20. KPI's approved		

- a. The information was received
- b. Actions had been identified (34/20) below.

28/20 SPRING RE-OPENING

Students had returned to studies the previous Monday and all had gone well. It had been decided to reinstate the former timetable and system controls such as “bubbles” and staggered lunch breaks. Preparation for lateral flow tests had been completed and there were two operational sites at each College, which were working effectively with 3642 tests, (1826 at PC and 1816 at SC) completed since Monday 8th March, there had been no positives at either site. The process would continue through the following week and from then they would be superseded by home testing arrangements. Face to Face teaching was being proportionately increased and hopefully would be fully restored by Easter. All of this reflected tremendously on all staff and the smoothness of the arrangements was a credit to all involved. Particular thanks were recorded to staff governor Tony Warner, who had been part of a small team who have developed helpful websites to guide students and staff through the process.

The information was received.

29/20 EXAMINATIONS AND ASSESSMENTS

After consultation, preliminary arrangements for the awards process had been released on 25 February; the guidance specified a similar process to that adopted last year and more detail was expected from Awarding Organisations (AO) by the end of the current term. Guidance for Staff and Students was at Appendices 1 & 2, respectively. Assessment details were discussed:

- a. A Level & GCSE. Examinations would be replaced with assessed grades, initially from teachers, moderated and confirmed by the centre using a wide range on information and to defined parameters.
- b. Vocational and Technical Qualifications (VTQ) VTQ had been separated into 3 “groups”:
 - (i) Group 1. Vocational examinations would also be replaced by centre assessment using a similar process to that outlined above;
 - (ii) Group 2. Technical Qualifications which required competency tests would be completed as normal, unless there were safety concerns; and
 - (iii) Group 3. Assessments for VTQ that are used for progression, for example “Functional Skills” (FS) would proceed, preferably either on-site or remotely but guidance on alternatives was awaited.

The information had been circulated, detailed on both websites, (relevant links were included in the Paper) and would be updated as necessary reinforced by other communications media such as newsletters, one was attached for information; the importance of continuing student engagement had been strongly emphasised to all. A Level and GCSE grades were required at AO by the 18 June; however, no date had yet been informed for VTQ. The results would be published by AO:

- (iv) A Level and Vocational L3 on 10 August;
- (v) GCSE and Vocational L2 on 12 August; and
- (vi) the remainder throughout the year from April.

Results could be appealed; full detail of process was awaited. During general considerations some practical points, such as socially distanced examination rooms, the numbers of invigilators and replacement for “lost learning”, were discussed. The important difference between schools and the FE sector in terms of parity for GCSE and FS appeared to have been overlooked. This was unfair. The Association of Colleges (AoC) had challenged the process, which clearly disadvantaged some learners. Students’ self-esteem could suffer through the process.

The information was received.

30/20 COLLEGE AND CURRICULUM PLANS 2021.22

Progress with Curriculum Planning and associated timings, which had been detailed at the previous meeting were explained. Some timings, particularly with Phase 2 had been adjusted by two weeks through Covid related issues; these were explained at Appendix 1 and the work

was bringing the plan back on track, expected by the end of March. Initial target setting had been completed and was being reviewed against funding allocations, income projections and delivery costs to inform a complete Business Plan for inclusion in the 2021.22 draft annual budget. Much of the content had been rolled forward from the previous year, but there would be an increased focus on adults and change towards new pathways; the detail emphasised what had gone well during the current year and what experience had been gained, for example, blended learning and the associated benefit to English and Maths (EAM). The increased focus on adults was in anticipation for the expected demand in adjustments and demand for “lifetime skills”. Considerable joint work was being completed with Job Centre Plus and the Cambridgeshire and Peterborough Combined Authority (CPCA) in this area in particular. Members welcomed the update and the clear tabulated presentation and thanked those involved in the work.

The information was received and noted.

31/20 SUBSIDIARY AND SUBCONTRACTING

The report detailed Subsidiary and Subcontract partners expected contract numbers and current and predicted achievement rates; most were progressing well despite lockdown, Anglia Professional Training (APT) had a low number of enrolments but the introduction of on-line courses had yielded 3 additional cohorts, which had yet to be added. GLADCA had also missed out on the January cohort as they had been in lockdown and, despite an April entry of 50 learners they were likely to miss this year’s target; close joint monitoring of the numbers continued. In anticipation of these reduced numbers there had been an increased focus on direct delivery and a new Distance Learning offer including digital EAM directed to adults would help towards meeting the Adult Education Budget (AEB) allocation. Retention and Achievement were regularly reviewed and all partners were doing well, full predictions were at Annex 1. As to be expected apprenticeship numbers were well (-30%) below target and the decision had been taken that further chasing for the current year was self-defeating and energies had been redirected to 2021.22; accordingly, there would be no new cohort in April and that was endorsed. Once the roadmap to lockdown had been travelled apprentices would again start to appear.

The information was received and noted.

32/20 URGENT BUSINESS

This had been Gabe Manthorp’s last meeting as he was moving to a promoted post elsewhere; he was thanked for his contribution and wished well for the future.

33/20 NEXT MEETING

The next meeting would be at 1730 on 20 May 2021.

34/20 ACTION REGISTER

See referenced minute for full action.		Resp	By
Action 1	26/20b. Meeting format agreed.	Clerk	wie
Action 2	27/20a. Last Minutes (12.11.20) confirmed for signature.		

Ralph Devereux (Clerk) for Paul Wignfield (Chair)

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Final Audit Report

2021-05-24

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