

Minutes of the meeting (electronic) of the Curriculum and Quality Committee (CQC) held at 1730 hrs on 21 October 2021.

Present	Dr Mary Kiernan	Angie Morris	Rachel Nicholls (DCEO)	Seve Saffhill
	Jonathan Teesdale	Paul Wingfield (Chair)	Anthony Warner	
In Attendance	Julie Addison (DC (ACS))	Ralph Devereux (IGD)	Julian Kirkpatrick (APQ)	Angela O Reilly (VPCQ)
	Matt Shough (APQ)(SC)	Cheryl Thompson (APQ)(PC)	Sarah Young (VPSSE)	
Apologies	Janet Meenaghan (CEO)			

01/21 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

The apology was accepted. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.

02/21 STANDING ITEMS

- a. The Minutes of the meeting held on 20 May 2021 were confirmed for electronic signature.
(Action 1)
- b. Matters Arising. There were no matters arising.
- c. Outstanding Actions. All actions from the last meetings were considered and discussed. Action 2 would be included in the next meeting;

See referenced minute for full action.		Status
Action 1	36/20a. Last Minutes (11.03.21) confirmed for signature.	complete
Action 2	39/20. "Career Pathway" bespoke plans to next meeting.	27.01.22
Action 3	40/20. Pass appreciation to those concerned with Item 6.	complete

- d. Urgent Business. There were no requests for urgent business.

The information was noted and received.

Actions had been noted. (Register 14/21 below)

03/21 APPEALS OUTCOMES

The Office of Qualifications and Examinations Regulation (Ofqual), the Joint Council for Qualifications (JCQ) and other Awarding Organisations (AO) had stipulated the methodology for the Qualification Teacher Assessed Grades (QTAG), which had then informed a fully managed and robust IEG process which had been explained to the Corporation, students, parents and employers. The QTAG arrangements had not included Functional Skills (FS) and online vocational examinations, which had continued together with practical assessments. The appeals process was an automated 2-stage arrangement, under any one of 3 Ofqual set criteria, which were explained in the accompanying paper; Stage one was an appeal to IEG and, if considered valid, that entered Stage 2.

- a. Peterborough College (PC) had received 3 appeals, 2 of which had entered Stage 2; all associated grades had been changed accordingly and revised certificates issued.
- b. Stamford College (SC) received 31 appeals, (including 10 relating to non-achievement of first choice Higher Educations (HE) establishment) three from the main category entered Stage 2; 2 of those were upheld.

Members took comfort that the small number of appellants, compared to the total number of results, and their associated outcomes, evidenced the process' integrity. Appendix 1 was a full analysis of the Appeals. Detail of process for returning students was explained in the report and was noted,

The information was noted and received.

04/21 STUDENT ACHIEVEMENTS

Achievements for the last academic year had been drawn together into a comprehensive report supported by 4 specialist Appendices; members were reminded that quoted national comparator data (PGA/NA) related to 2018/19 since Covid had precluded analysis for the last 2 years. The detail was then explained, challenged and discussed. Key outcome headlines had been detailed for the Group (Appendix 1) and individual Colleges (Appendices 2&3):

- a. Overall, retention and pass rates had improved (+0.5%/+1.6% respectively) but achievement had weakened and was below both PGA/NA (-1.8%/-1.1% respectively) prompted mainly by FS and 19+ outcomes;
- b. 16-18, achievement above PGA/NA (+0.2%/+1.0% respectively) with a pass rate of +3.2% & retention +1.3% over the previous year; and
- c. 19+, achievement below PGA/NA (-3.1%/-2.3% respectively), pass rates continued in a 3-year decline against PGA/NA (-3%/-3.2%).

The numbers were discussed, particularly 19+ pass rates, informed by the report detail and supplemented by verbal explanation in response to questions and challenge. The Group data was reliable as the new Group Management Information System (MIS) was fully operational. Results for each College had been included in the comprehensive report and were then interactively discussed under the same parameters as above:

- d. Essentially, PC continued to improve, with overall achievement at 84.9% compared with a pre-merger norm of c77.5%; and
- e. SC overall achievement was at a 3-year low; particularly with FS (See below re examination) partly compensated by sound vocational results.

English and Maths (EAM) GCSE showed solid progress particularly with High Grade outcomes (HG); FS showed improvements for PC against a decline at SC, which was discussed and explained. Members were reminded that FS students (Appendix 4) had been required to sit formal and unmodified exams unlike GCSEs which had been based on actual work completed; Members were reminded that FS provision was being re-aligned, with a proportion moving to GCSE. It seemed that FS was not fully understood by some senior agencies and lobbying through the Association of Colleges (AoC) and local influential personalities continued. Apprenticeship outcomes for both Colleges and sub-contract partners had been tabulated and the numbers were discussed together with focused plans for the year.

The lockdown effect on the detailed information remained largely unquantifiable but environmental differences between Colleges including but not limited to contrasting levels of digital poverty, had undoubtedly affected outcomes. Objective sector wide performance data during the lockdowns was not yet available and the sector TAG results could not provide a commonly sourced database. The detailed and clear report and easily understood information was welcomed and the results were rewarding after the disrupted academic year.

The information was noted and received.

05/21 COMPLAINTS AND COMPLIMENTS(CC)

The annual CC Report was discussed. The majority of complaints, arising from a wide range of sources including students, parents and employers, had been promptly and correctly investigated including a substantial number in person; gender and ethnicity analyses had not revealed any patterns or associated disadvantage. Existing process, including monitoring to identify any emerging themes but supported by

- a. promotion of positive feedback through inclusion in Curriculum Performance Reviews, staff intranet and Self-Assessment Reports (SAR); and
- b. adoption of a Group CC Policy including consistency of complaint categories.

Individual appendices for each College tabulating and analysing the number, category and outcomes of complaints showed that PC (Appendix 1) had received 47 and SC (Appendix 2) had received 8 complaints. A “complaint” was defined as such when referenced by the originator of if a member of staff considered the issue to be in that category. The combined policy would ensure consistency of approach and the lower number at SC was considered; in response to a challenge, it was explained that, after consideration, management were satisfied, but not complacent, that the present range of options for registration, paralleled with robust student voice arrangements was sufficient. It was agreed that there may be complaint threads on social media, which would be more closely monitored with full awareness of false postings. There had only been 4 recorded compliments although there had been a high number of informal instances of appreciation.

The information was noted and received.

06/21 SAR TIMINGS

The Group SAR process including 3 specialist appendices considering: the timeline, Quality Improvement Plan (QIP) template and the moderation process, all of which had been revised following Ofsted feedback, was discussed. Arrangements for SAR Panel meetings, including a reciprocal arrangement for attendance by external moderators were explained and as was normal practice, Corporation participation was essential; 4 Members were asked to attend the final moderation meeting planned for 1000 on 23 November. **(Action 2)** The revised process was welcomed and noted.

The information was noted and received.

Actions had been noted. (Register 14/21 below)

07/21 ENROLMENTS

The current enrolment situation was then discussed, informed by an electronic presentation by the VP (SSE). The enrolment total was below expectations and anecdotally that applied cross sector. As had been explained to the Corporation meeting on 19 October, reasons could include, the TAG process, which had led to grade inflation at GCSE level and which may well have prompted potential entrants to choose school sixth forms. The jobs market was buoyant and apprenticeships were in favour. Essentially the Group 16-18 total was currently 300 below target with implications for next year’s funding. There would be a further recruitment push in January 2022, which may ease the situation. A current “follow up” process involving contact with students who had formerly expressed interest but had not enrolled had been initiated. A fresh marketing partner “PURLOS” had recently reinforced the team; this “Software as a Service” (SAAS) organisation contacted prospective students through WhatsApp and other social media channels. Also, initial arrangement for next year had started and a recent live event had seen strong attendance at both colleges, other planned initiatives, including the establishment of an IEG Task Group were explained and it was agreed to update the January 2022 meeting on progress. **(Action 3)**

The information was noted and received.

Actions had been noted. (Register 14/21 below)

08/21 STUDENT INDUCTION

Induction for both new and returning students was then considered and discussed. Group Strategies required as essential, early settlement of students, the induction process was key and covered the 3-week induction period. A new platform had been introduced, which clearly explained Group expectations and included information to help students settle; the information was available on all devices and the student handbook was now almost completely virtual. Arrangements for late starters were queried and explained as delivered to small groups with self-completion options available. On-line student feedback arrangements worked well. It was agreed that Members would be provided with access to the electronic process and individual user accounts would be arranged. **(Action 4)**

The information was noted and received.

Actions had been noted. (Register 14/21 below)

09/21 KPI

Suggested Key Performance Indicators (KPI) for the Group, both Colleges and Apprenticeships were considered and discussed; suggested metrics for inclusion were listed in the attached document and agreed. The presentation had been considerably upgraded and improved by the MIS staff and the examples, using dummy data were agreed as clear and easy to understand. It was suggested that avoidance of blue/green comparators would be useful for colour blind users. The format was welcomed and approved. **(Action 5)**

**The information was noted and received.
Actions had been noted. (Register 14/21 below)**

10/21 STAFF INDUCTION

Staff induction arrangements had been revised and based on a new online platform; the scope detailed in the attached documents, was explained and discussed. The full induction programme extended for the first 9 months of each new colleague's employment, including lesson observations at the 3,6 and 9 month points and appointment of a local mentor. Staff feedback on the process had been positive and Members also welcomed the arrangements.

The information was noted and received.

11/21 COMMITTEE TOR

The Committee Terms of Reference (TOR) had now been in use for over 12 months and it was agreed that no changes were necessary and they were approved for continuance. **(Action 6)**

12/21 URGENT BUSINESS

There had been no formal urgent business requested, but the Chair explained that the reports received at the meeting had clearly indicated the sound progress that was evident as a Group organisation and it would be useful to focus on merged/new curriculum for 2022 referencing local skills requirements, such as Local Enterprise Partnership (LEP) priorities etc during the next meeting

13/21 NEXT MEETING

The next meeting details would be at 1730 on 27 January 2022.

14/21 ACTION REGISTER

See referenced minute for full action.		Resp	By
Action 1	02/21. Last minutes (20.05.21) confirmed for signature.	IGD	wie
Action 2	06/21. 4 Governors required for SAR process.	APQs	23.11.21
Action 3	07/21. Enrolment update to January meeting.	VPSSE	27.01.22
Action 4	08/21. User accounts for all Governors tba.	AW	wie
Action 5	09/21. KPI for Group approved.	VPCQ	
Action 6	11/21. TOR agreed for continuance.	Clerk	
Action 7	12/21. Local skills provision tbc at next meeting.	VPCQ	27.01.22

C&QMins 21.10.21RDPWRN

Final Audit Report

2022-01-31

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