

Minutes of the meeting of the Curriculum and Quality Committee (CQC) held at Peterborough College (PC) at 1730 hrs on 16 June 2022.

<b>Present</b>	Jenny Brassington	Steve Saffhill	Ashley Perewa	Angie Morris
	Jonathan Teesdale (From 44/21)	Pam Vaughan	Anthony Warner	Paul Wingfield (Chair)
<b>In Attendance</b>	Ralph Devereux (IGD)	Angela O Reilly (VPCQ)	Sarah Young (VPSSE)	Matt Shough (APQ)(SC)
<b>Apologies</b>	Alison Fox (EDBD)	Dr Mary Kiernan	Janet Meenaghan (CEO)	Rachel Nichols (DCEO)
	Jonathan Teesdale (Late arrival)	Cheryl Thompson (APQ)(PC)		

**40/21 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS**

The Chair welcomed all to the first “Live” meeting since the pandemic. The apologies were 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.

**41/21 STANDING ITEMS**

- a. The Minutes of the meeting held on 31 March 2022 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.

	See referenced minute for full action.	Status
<b>Action 1</b>	31/21. Last minutes confirmed for signature.	<b>complete</b>
<b>Action 2</b>	32/21. Staff response data to be further scrutinised.	
<b>Action 3</b>	35/21. Transport for SEND pupils to be scrutinised.	

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

**The information was noted and received.**  
**Actions had been noted. (Register 50/21 below)**

**42/21 CURRICULUM PLANNING**

A dynamic and affordable Group Curriculum Plan was fundamental to achievement of the Strategic Plan, which was to grow and diversify to satisfy local, regional or national skills requirements and to provide appropriate upskilling and retraining. The attached overview of the 2022/23 Plan (Appendix 1) accounted for key governmental changes in:

- a. apprenticeship growth;
- b. an increased funding base rate;
- c. an additional 40 curriculum hours per student;
- d. new growth enabling priorities for adult skills, particularly with the Cambridgeshire and Peterborough Combined Authority (CPCA); and
- e. preparation for delivery of TLevels and the associated transition.

The report then considered the six income strands and associated amounts that would fund the plan; essential elements of each were individually addressed:

- f. 16-19 learner funding was allocated on actual registration in the Group Individual Learner Records (ILR); this is lagged funding and so would be effective in 2023/24;

- g. adult funding depended on meeting agreed contractual values;
- h. apprenticeship funding was dependant on employers' recruitment facilitating subsequent income through the Apprenticeship Service; and
- i. the Adult Education Budget (AEB) was linked to the individual learners' paid fee could introduce negative in-year implications.

Target numbers had been informed by EMSI Labour Market Intelligence Data and some were challenging, particularly the 16-19 stream. The wider elements were then discussed. Some current provision would not achieve their targets and may be discontinued; this was discussed with particularly assurances regarding individual students' arrangements and the possibilities of running collaborative and parallel courses at both sites were discussed. Previously discussed challenges with staff recruitment also adversely affected provision and a special Executive meeting would consider this during the following week. The increased focus on English and Maths (EAM) provision, some on-line and feeding into TLevels, using the additional curriculum hours, was welcomed. Apprenticeship numbers were likely to increase, specifically in trade and construction related areas at both Peterborough and Stamford Colleges (PC & SC) but particularly at the latter. Looking forward, additional challenges were expected; the implications of the Skills and Post 16 Education Bill (Skills Bill) would affect the Further Education (FE) sector but these had been anticipated by the IED and arrangements had been established. Present arrangements for TLevels were explained including possible collaboration with other providers. Continuing and increased focus on local skills needs was planned and a Development Plan would be detailed in partnership with local agencies and a draft would be brought to the Committee at an appropriate time in the coming year. The VP (SSE) was thanked for the comprehensive and clear detail in the report and discussions.

**The information was noted and received.**

**Jonathan Teesdale joined the meeting.**

#### **43/21 CURRICULUM POLICY**

The Skills Bill was designed to ...*"help to create more routes into skilled employment in sectors the economy needs such as engineering, digital, clean energy and manufacturing, so more people can secure well-paid jobs in their local areas"*....Group arrangements to address the aims were detailed in the attached report, which was then discussed. As mentioned in the previous item, the IEG curriculum offer was locally focused and employers' skills requirements were fundamental to the system; accordingly, local learners would be provided with skills required locally. The Skills Bill also gave the Secretary of State additional new power over FE colleges and other providers, these were individually listed in the report and were discussed. The report then addressed:

- a. the IEG responses to the Skills Bill;
- b. the TLevel Programme, including Appendix 1;
- c. Adult skills and Higher Education (HE); and
- d. What Next?

Each of these inter-related sections was then individually explained and discussed. The Group key aim "to achieve excellence" had been the focus for the development process. The Report was received.

**The information was noted and received.**

#### **44/21 PROGRESSION & DESTINATIONS**

Improvements to the alignment and progression process had now been introduced. The internal progression had been launched and completed on-line during Term 4 with 4,404 full time (FT) students (97%) completing their application. Each student's personal progression, which compared individual aspirations and plans on enrolment (Appendix 2a), continually tracked progress towards that aim including any changes and offered continuous advice and guidance; 95% of students had indicated their next steps. This facilitated determination of bespoke "career pathways," where a routing through educational levels eventually delivered

the student appropriately qualified to embark on their career choice. Internal progression applications were administered before the end of term to reassure the individual and to maximise resources to address the enrolments for the coming year. The data now enabled support for individual bespoke support to take advantage of their next opportunity; an impressive piece of work. All completing students have an exit interview with their course tutor and the outcomes were tabulated at Appendix 2b. In collaboration with other regional colleges and the CPCA, data was gathered through a pilot scheme using Purlos, a programme resulting out of the remote learning environment that had evolved during the pandemic. Actual destinations had been analysed with the Group outcome of 96% positive. Further information was summarised at Appendix 3. Looking ahead it was planned to analyse destination data more deeply, to further develop the capture processes and report on all intended and actual destinations by October 20. and to continue in the Purlos collaborative project.

**The information was noted and received.**

#### **45/21 APPLICATIONS**

A verbal update considered the Group application and enrolment position for 2022/23; the 16-19 target was 5100 enrolments and to date there had been a Group total of 6395 applications including both initial applications and internal progressions. It was important that conversion of the initial applications was effective and that all of the imaginative “Keeping warm” processes were applied. As already explained, progressing students were assured of their place for the coming year but should be fully included in this “sharing and caring” group approach. Face-to-face initial application interviews had now been reintroduced and the results were encouraging, there was also likely to be a late surge through the reversion to live examinations this year. The improved processes and addition of a specialist on L2&3 progression combined to provide a positive outlook for the coming year.

**The information was noted and received.**

#### **46/21 KEY PERFORMANCE INDICATORS (KPI)**

Suggested Key Performance Indicators (KPI) for the Group and both individual Colleges were considered and discussed; the demographic differences between the 2 areas served by each campus were understood and informed bespoke policies. The information provided information for Members to monitor, check and challenge performance and accordingly, an analysis of the data including key headlines had been identified and listed in the report, each was then considered.

**The information was noted and received.**

#### **47/21 PREDICTED ACHIEVEMENTS**

End of year predictions for Further Education (FE) and Apprenticeship achievement rates were considered. There were 14,622 enrolments for consideration although the tabulated data, at Appendix 1, did not include those (454), still under analysis, the complete information would be included in the Group Self-Assessment Report (SAR). The Group summary for 2021-22 was:

- a. overall outturn, 87.2% (2020/21 – 85.3%);
- b. Education & Training (E&T) excluding EAM, 87.1% (2020/21 – 88.4%); and
- c. EAM, 87% (2020/21 - 77.5%).

Quality improvement work and the return of face-to-face teaching had prompted the welcome EAM increase of 9.4% and the reduction in E&T was due to Covid related withdrawals affecting 2 year courses. Areas of concern were highlighted:

- d. - at SC, Academic Studies (71.9%) and Business and IT (72%); and
- e. at PC, IT (64%), Technical (66.6%) and Public Services (72.3%).

Apprenticeships numbers were then considered:

- f. the Group – 63%;
- g. at SC – 62%;
- h. at PC – 61%; and

i. Partners – 67%.

These compared with the National Average (NA) of 59.2%.

**The information was noted and received.**

**48/21 URGENT BUSINESS**

There had been no urgent business requested.

**49/21 NEXT MEETING**

The next meeting details would be informed.

**50/21 ACTION REGISTER**

See referenced minute for full action.		<b>Resp</b>	<b>By</b>
<b>Action 1</b>	41/21. Last minutes (31.03.22) confirmed for signature.	<b>IDG</b>	<b>wie</b>