

Colchester Institute Corporation

Minutes of a Virtual Meeting of the Curriculum and Quality Committee
held on 24th November 2022

Present

Kevin Prince, in the Chair
Alison Andreas
Angela O'Donoghue
Brenda Rich

Dawn Swainson
Jenny Thorpe
Caroline Williams

In Attendance

Maeve Borges	Vice Principal: Student Services and Support
Caroline Fritz	Assistant Principal: Quality, and Teaching and Learning Improvement
Hazel Paton	Clerk to the Governors
Jason Peters	Vice Principal: Curriculum Delivery and Performance
Jill Wognum	Executive Vice Principal: Curriculum, Planning and Quality

1. **Apologies for Absence**

Apologies for absence were received from Peter Cook and Terry Smyth

2. **Declaration of any conflicts of interest**

None

3. **Agreement to Starred Agenda Items**

Members when invited to indicate any items which they wished to star for discussion or question. Items that were not starred were noted and/or approved by the Committee without discussion.

4. **Minutes**

The minutes of the meeting held on 29th June 2022 (CIC/CQ/22/4/1) were received and approved as an accurate record.

5. **Matters Arising from the Minutes**

CIC/CQ/22/4/2, Curriculum and Quality Committee action sheet, was received and noted.

6. **Self-Assessment Report 2021-22 and Quality Improvement Plan 2022-23**

CIC/CQ/22/4/3, Colchester Institute Self-Assessment Report (SAR) 2021-22 and Quality Improvement Plan (QIP) 2022-23, was received and discussed.

Governors noted the references to the recent Ofsted Inspection in the SAR and asked how the outcomes of the Ofsted Report had been used to inform the self-assessment process and drive improvement. It was reported that as a result of the Ofsted visit, time had been spent time with managers talking about the themes that came out of the inspection, and all the themes identifies were reflected in the SAR and the QIP. Evidence had also been sought to support the judgements in the Ofsted report.

Governors commented on areas which they felt were not sufficiently addressed or would improve the SAR if included, which the Senior Leadership agreed to consider before the SAR is received by the Board. **Action:** Executive Vice Principal: Curriculum, Planning and Quality

In response to a question, it was reported that the English and maths progress scores were calculated in house using the same methodology as in the national performance tables.

Subject to the above, the Committee APPROVED the Self-Assessment Report (SAR) 2021-22 and Quality Improvement Plan (QIP) 2022-23 for recommendation to the Board.

7. **Compliments and Complaints 2021-22**

CIC/CQ/22/4/4, Compliments and Complaints 2021-22, was received and noted.

8. **Curriculum and Quality Update Report**

CIC/CQ/22/4/5, Curriculum and Quality Update Report – Autumn 2022, was received and considered. A Member asked for clarification on the pass rate for End Point Assessments on Apprenticeships. It was reported that the pass rate was 96%. Of the 96% that passed, 98% passed first time.

9. **Learner Surveys**

9.1. **NSS (National Student Survey) analysis 2021-22**

CIC/CQ/22/4/6, NSS (National Student Survey) analysis 2021-22, was received and presented by the Executive Vice Principal: Curriculum, Planning and Quality. It was reported that the results were disappointing in some areas. Over the last two to three years there had been an issue with IT. This had been remedied with a lot of investment in HE areas in January/February 2022, but some of the previous concerns were still reflected in the survey, which started in January 2022. Another factor last year was that one or two courses did not have a first-year intake because of reducing numbers in HE and some of the staff had left. Students saw this as a downgrading of their resources.

Arising from the discussion Members:

- Observed that as the NSS is carried out at the end of a three year programme, students completing the survey would have been at the College during by the pandemic, which could account for some of the low scores.
- Noted that some of the lowest scores related to the student voice but there was little detail in the actions on what the College was going to put in place to enable students to have a voice. It was reported that this had been highlighted in the previous year's survey. As a result a small Students Union had been formed, and student representative meetings had been set up.
- Suggested using a survey based on the NSS for first and second year students, so that they get used to answering the questions and to give the College an insight on what is going well and no so well. **Action:** The Executive Vice Principal: Curriculum, Quality and Planning agreed to feed this suggestion back to the area.
- Asked how the UCC student body compares to universities. It was reported that the College compares itself to two data sets, the overall HEI average in England and the mixed FE/HE sector average, but has achieved varying results against both sets.

9.2. **FE Student Induction Survey 2022-23**

CIC/CQ/22/4/7, Student Induction Survey 2022-23, was received and presented by the Assistant Principal: Quality, and Teaching and Learning Improvement. It was reported that this was one of at least two surveys that FE students undertake during the year. Apprentices have surveys continuously, often involving employers, but the results are not pulled into reports.

It was reported that the purpose of the induction survey was to gauge how well learners understand the important messages conveyed to them at the start of the year. Students are asked at the start of the year if they have an awareness of the main topics covered in induction. There is also a tutorial programmes which picks the topics up during the year. In response to a question, it was reported that the induction survey is not used to provide a baseline to see the distance travelled and impact of

the tutorial programme. Area Heads with scores lower than would be expected had been asked to take action.

10. **Safeguarding Report**

CIC/CQ/22/4/8, Safeguarding Report, was received and presented by the Vice Principal: Student Services and Support.

It was reported that compared to five years ago, some of the young people coming into year 12 were more needy in terms of their wellbeing, welfare, mental health and ability to cope, placing increasing demands on the Safeguarding Team. The College was at the point where to support the increased numbers coming through it might have to review priorities and lessen the service offer to users with lower levels of concern.

It was reported that the College has a zero tolerance approach to students carrying drugs and/or weapons, or being abusive to staff. A number of stop and searches on students had been carried out because there was reason to believe they were carrying something they should not have, and five students had been asked to leave. This year before making a decision to exclude a student additional and more thorough checks were being made to see if there is something that may have caused the behaviour, for example does the student have a declared learning support need or Education, Health and Care Plan, or are they known to the Welfare Team. It was reported that there had been ten summary exclusions compared to ten exclusions for the whole of the previous years, five for carrying drugs and five for exceptionally abusive language towards members of staff. One case, involving the carrying of a knife as well as drugs, had been referred to the police because of the potential risk elsewhere

11. **Update on One Year Strategic Plan Action Plan**

CIC/CQ/22/4/9, Update on Strategic Plan Goals, was received and noted.

12. **Quality Framework Strategy**

CIC/CQ/22/4/10, Quality Framework Strategy 2022-23, was received, considered and APPROVED.

13. **Policy Review**

The Committee received, considered and approved for recommendation to the Board:

- CIC/CQ/22/4/11, UCC Disciplinary Policy
- CIC/CQ/22/4/12, Higher Education Compliments, Comments and Complaints Procedure
- CIC/CQ/22/4/13, Disciplinary Policy for Students on Further Education, Adult Learning or Apprenticeships Programmes

14. **Governor Link Scheme**

CIC/CQ/22/4/14, Governor Link Scheme, was received and presented by the Clerk. The Committee noted the link visit reports 2022 and points for the attention of the Committee and approved the Governor links for 2023.

15. **Review of Meeting**

Items to be referred to the Board were agreed.

16. **Date of Next Meeting**

Wednesday, 25th January 2023 at 4.30pm via Zoom

17. **Any Other Urgent Business**

There were no items