

# CURRICULUM AND QUALITY COMMITTEE

13 November 2025

16:30 - 18:30

Colchester Campus

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## ATTENDANCE

### **PRESENT**

Adam Fair

Ali Davies

Alison Andreas

Alison Bennett

Angela O'Donoghue

Caroline Williams

Chris Coe

Lisa Blake

Mark Emerson

Nicola Jay

Sally Messenger

Suzanne Kinsey

### **ABSENT**

Gary Horne MBE

Lee Bingham

Marco Iciek

Oyinkansola Adelani

## 1. APOLOGIES FOR ABSENCE

Decision item                      Speaker: Chair

To receive and APPROVE any apologies for absence.

Apologies received from:

Sanjeev Arya

Oyinkansolaadesewa Adelani

Apologies were received and **ACCEPTED** from Sanjeev Arya, Marco Iciek and Oyinkansolaadeswa Adelni.

Lee Bingham was not present.

Chris Coe was welcomed to the meeting as an observer.

## 2. DECLARATION OF ANY CONFLICTS OF INTEREST

Information item                      Speaker: Chair

Members and Staff are asked to declare the nature and extent of any financial, or other interests, in the business to be discussed.

None.

## 3. ANY OTHER URGENT BUSINESS

Decision item                      Speaker: Chair

To APPROVE the discussion or any urgent items that cannot wait until the next meeting

None.

## 4. CICCQ25401 MINUTES OF THE PREVIOUS MEETING

Decision item                      Speaker: Chair

To RECEIVE and APPROVE the minutes of the meeting held on 26 June 2025.

CICCQ25401, Minutes of the meeting held on 26 June 2026, were received and **APPROVED** as a true and accurate record.

## 5. CICCQ25402 ACTION SHEET AND MATTERS ARISING

Discussion item

Speaker: Chair

To DISCUSS any outstanding actions and matters arising from previous minutes.

CICCQ25402, CQC Action Sheet, was **RECEIVED** and it was noted that there was one outstanding action, CICCQ2517, due in January 2026.

## 6. CICCQ25403 SELF ASSESSMENT REPORT 2024-25 (TO INCLUDE APPENDIX OF QIP ROUND UP FOR 2024-25)

Decision item

Speaker: Deputy Principal

To APPROVE for recommendation to Board

CICCQ25403, Self-Assessment Report (SAR) 2024-25 (including the Quality Improvement Plan (QIP) round up for 2024-25) was **RECEIVED** and **DISCUSSED**. It was agreed that this item would be recorded as a confidential minute.

## 7. CICCQ25404 QUALITY IMPROVEMENT PLAN (QIP) 2025-26

Decision item

Speaker: Deputy Principal

To APPROVE for recommendation to Board

CICCQ25404, Quality Improvement Plan (QIP) 2025-26, was **RECEIVED and DISCUSSED**.

The Quality Improvement Plan has been developed to respond to the requirements of the new Inspection Framework, the Ofsted Toolkit, which has a renewed focus on inclusion which is defined as any barrier to learning.

A working group is considering how to actively capture information on learner and apprentices who have declared barriers to learning and how learners and apprentices needs are being addressed through the use of adaptive teaching strategies.

Workload and wellbeing will also have a stronger emphasis in the new inspection framework and are therefore being incorporated into the QIP.

The Artificial Intelligence section in the previous QIP has been removed and broadened, following the introduction of the Digital Strategy, to cover all forms of digital innovation.

Teaching and Learning: Governors **CHALLENGED** the figure reported for "all learners," noting it is likely unachievable, and commented that no supporting information was included. It was agreed that measurable targets should be incorporated into the QIP.

**ACTION:** Deputy Principal to include measurable targets in the QIP

'Participation' was explained to be a combination of Personal Development and Attitudes to Learning.

Governors **QUIRED** the whether the QIP included all emerging areas requiring improvement in terms of the new Ofsted Toolkit. The College Executive confirmed that horizon scanning has been conducted.

The Committee **APPROVED** the QIP 2025-26 for **RECCOMENDATION TO THE BOARD**.

**DECISION:** QIP 2025-26 to be presented for Board approval at the meeting on 15 December 2025.

## 8. CICCQ25405 UPDATE ON ENROLMENTS BY PROVISION TYPE

Discussion item

Speaker: Deputy principal

To DISCUSS the update on enrolments across provisions

The Deputy Principal reported that it had been a positive start to the year in terms of enrolment. It was reported that:

- 4155 full time learners on a study programme, which is 9pp above last years position (as of 6/11)
- 430 apprentices against a target of 432 for Quarter 1. The College continues to recruit and expects to achieve the fully year target.
- 981 adult learners, 13pp below last years position. Adult Learners continue to recruit good numbers.

Governors ASKED whether the college has the staff and facilities to deliver to the increased number of learners recruited to the curriculum areas that had recruited higher numbers of learners. DP confirmed that the number of learners recruited matched the target numbers in the curriculum plan.

## 9. CICCQ25406 COMPLIMENTS AND COMPLAINTS 2024-25

Information item

Speaker: Deputy Principal

To RECEIVE and NOTE a summary of compliments and complaints received during the 2024-25 academic year

CICCQ25406, Complaints and Compliments 2024-25, was **RECEIVED** and **CONSIDERED**.

Governors were informed that a new team is in place to more closely monitor complaints and compliments and work is underway to better distinguish what is a complaint and what is a concern.

It was reported that no complaints have been escalated to the EFSA.

Governors were informed that all complaints are used as a learning tool, whether through whole-college training or targeted action within specific areas or individuals.

Governors commented that, for an organisation the size of the College, the number of complaints received is low, and **ASKED** how this compares with the previous year. The Deputy Principal said that 66 complaints had been recorded in the previous academic year against the 76 recorded in this year..

Governors **ASKED** about the complaints relating to EHCPs. The Deputy Principal explained that two of the three were not College issues, but were addressed by the College. The third was a College issue. The Committee was assured that College processes are robust.

Governors **ASKED** whether compliments are routinely shared with the College Leadership Management Group (CLMG) and the Marketing team. The Deputy Principal confirmed that they are.

## 10. CICCQ25407 TEACHING AND LEARNING ASSESSMENT REPORT

Discussion item

Speaker: Deputy principal

To DISCUSS the Teaching and Learning Assessment Report

CICCQ25407, Teaching and Learning Assessment Report, was was **RECEIVED** and **CONSIDERED**.

It was noted that this is the first time report on teaching, learning and assessment had been received by governors as a result of the work that has been ongoing through the year on Teaching and Learning. Governors **ASKED** who undertook the learning walks. The Deputy Principal explained that it is the Area Heads and SLT. Governors ASKED about the figure of 76% of learners being present at start of lessons. The Assistant Principal explained that further investigation has taken place and areas have been asked to provide detail confirming where learners are expected to be at the start of their lesson to ensure those carrying out learning walks know where learners in each area should be as it may not always be the classroom. Governors **ASKED** how those carrying out learning walks know what they are looking for in relation to adaptive teaching. It was confirmed that they have all received training in this area.

Governors **ASKED** whether the Expert Practitioners are new to college. The Deputy Principal explained that one is new to the College, with the rest being existing college staff. All expert practitioners teach one day per week, allowing them to evidence what they are teaching, and are also available to support any member of teaching staff.

The Deputy Principal went on to say that curriculum area judgements are more critical than cross college judgements in the first round of assessments.

## 11. CICCQ25408 LEARNER SURVEYS

Information item

Speaker: Deputy Principal

To RECEIVE an update on:

- NSS (National Student Survey) 2024-25
- FE Induction Survey 2025-26
- Apprenticeship Induction Survey

CICCQ25408, FE Induction survey, was **RECEIVED** and noted.

Governors were advised that the learner induction survey achieved a 79% response rate. Of the 27 questions included, 20 received positive responses of between 90–100%. Newly introduced questions also achieved positive responses within the 90–100% range. There was one question with a significant decline in satisfaction and that was “my career options,” which saw a reduction of 22 percentage points. The Deputy Principal explained that last year the survey took place later in the academic year and, due to lower engagement, was conducted over a longer period. This year the survey took place earlier. The earlier timing meant that subject areas, such as careers, had not yet been covered. Going forward the survey will be streamlined to include fewer but more focused questions. Governors **COMMENTED** on the strong engagement rate of 79%.

Where outcomes have fallen below expectations, the data is being reviewed in Quality Monitoring meetings. Foundation and Supported Learning results were lower than in previous years, which has been attributed to changes in the delivery method of the survey in that area.

Apprenticeships:

Survey results for apprenticeships were reported as very positive.

National Student Survey (NSS) 2025:

It was explained that the NSS 2025 survey, surveyed the views of final year degree students only. Of the 57 eligible students 48 took part - 84% response rate, 15% points up on the previous year.

The Board were assured that:

- There was year on year improvement in all but one category
- Results were better than the average for England in all but one category.
- Teaching and the support provided to students are highly valued by students
- There has been continuous improvement over a five-year period in all categories
- That the poor response on resources was from Creative Arts where respondents were all on courses in 'teach out'.
- The current final year of Fine Art students are very content with the resources provided this year as they are studying in the First Site Gallery in Colchester.
- This third consecutive year of strong and improved outcomes will prepare CI well for future TEF applications.

## 12. CICCQ25409 ANNUAL SAFEGUARDING REPORT FOR 2024-25

Information item

Speaker: Deputy Principal

To RECEIVE and NOTE the annual safeguarding report for 2024-25

CICCQ25409, Annual Safeguarding Report 2024-25, was **RECEIVED** and noted.

The Deputy Principal reported that the current compliance rate for safeguarding mandatory training is 96%. Governors were informed that four new staff members had not yet completed mandatory training. Going forward, compliance figures will be broken down to distinguish between new-starter training and refresher training.

Governors **QUIRED** the 73% return rate for self-declarations and were assured that outstanding returns continue to be actively followed up.

Governors noted that three DBS checks were outstanding and sought assurance that staff awaiting clearance are not undertaking regulated activity unsupervised. The Deputy Principal confirmed this, adding that currently only one DBS check now remains outstanding.

Governors **ASKED** whether the compliance figures include governors. The Deputy Principal replied they do not, and confirmed that governor compliance is 100%. Governors requested that either the governor compliance figure or an explanation of where this will be reported, be included in future reporting.

## 13. POLICY REVIEW

Decision item                      Speaker: Deputy principal

### 13.1 CICCQ25410 SAFEGUARDING POLICY

Decision item                      Speaker: Deputy Principal

To AGREE for recommendation to Board

CICCQ25410, Safeguarding Policy, was was **RECEIVED** and **REVIEWED**.

The Committee was advised that in response to a question submitted by the FE Student Governor regarding support available outside of College hours, an additional reference would be included to inform that out-of-hours support is available via the "You Matter" section of the College website. The Staff Governor asked whether the policy should reference the use of coloured lanyards. It was agreed that this could be incorporated.

Subject to the agreed amendments, the Committee **APPROVED** the Safeguarding Policy for recommendation to the Board for approval.

**DECISION:** Safeguarding Policy to be **RECCOMENDED TO BOARD** for approval

### 13.2 CICCQ25411 UCC QUALITY ASSURANCE POLICY 2025-26

Decision item                      Speaker: Principal

To APPROVE the UCC Quality Assurance Policy 2025-26

CICCQ25411, UCC Quality Assurance Policy 2025-26, was **RECEIVED** and **REVIEWED**.

Governors were advised that the main change is the removal of the Learning and Teaching Committee (which previously reported to the Academic Board). The small and flat management structure in UCC had resulted in the same staff meeting twice (once at Learning and Teaching Committee and again at Academic Board) to cover, largely, the same agenda. These two committees have therefore been merged. Enhanced Programme Quality Meetings will ensure that no rigour or content is lost from the revised process.

The Committee **APPROVED** the UCC Quality Assurance Policy 2025-26 for recommendation to the Board for approval.

**DECISION:** UCC Quality Assurance Policy 2025-26 to be **RECOMMENDED TO BOARD** for approval

### 13.3 CICCQ25412 UCC TEACHING AND LEARNING POLICY FOR HIGHER EDUCATION

Decision item                      Speaker: Principal

To APPROVE the UCC Teaching and Learning Policy for Higher Education

CICCQ25412, UCC Teaching and Learning Policy for Higher Education, was **RECEIVED** and **REVIEWED**

The Committee **APPROVED** the UCC Teaching and Learning Policy for Higher Education for recommendation to the Board for approval.

**DECISION:** UCC Teaching and Learning Policy for Higher Education, to be **RECOMMENDED TO THE BOARD** for approval

## 14. REVIEW OF MEETING

Discussion item                      Speaker: Chair

The Committee is asked to:

- Agree the items/papers to be reported to the next Board meeting.
- Consider whether any matters discussed should be treated confidentially.

The Committee agreed the following items to be reported to the 15 December meeting of the Board:

- Safeguarding Policy
- Recommending SAR 2024-25
- Recommending Summary of QIP 2024-25
- Recommending summary of QIP 2025-26

The Committee considered that the SAR will remain confidential to the organisation.

## 15. MEETING DATES

Information item

Speaker: Chair

To note the 2025-26 meeting dates as being:

29 January 2026

30 April 2026

23 June 2026