

Minutes of Curriculum and Quality Committee

Date: 20th June 2024

Time: 4.30 - 5.22pm

Location: In College, S11

Present:	Mrs S Hammett (Chair)	Mr B Jones
	Mr A Scott	Mrs M Harris-Bridge
In attendance:	Miss F McIntyre	Mrs R Stratton
Apologies:	Mr M McCauley	Ms S Garner
	Mr M Brown	
Absent:	Miss S Duggan	

1 Apologies

1.1 Apologies received as above.

2 Declarations of interest

2.1 None in addition to those previously declared.

3 Minutes of the last meetings

3.1 Minutes of the previous meeting held on 14th March 2024 were reviewed and following amendments:

Students on roll sp

3.2 Minutes approved.

3.3 Matters arising - none not covered by agenda.

4 Review of the College QIP

Made good progress with QIP with actions all completed. Attendance is looking positive as just above last year. Gradually improving year on year but not back to pre pandemic levels. Retention is also higher.

4.1 Equality Objectives

Weakest attendance is level 1 but have made good progress with core qualifications. Not all will achieve functional English and Maths.

4.2 Post Inspection Plan

Attendance and enrichment were actions from previous inspection and making good progress.

4.2.1 Level three attendance is reasonably strong and in line with other colleges across the city and nationally which is positive.

Q: Are level one/two not in line?

A: Level one is slightly lower. Bulk of Itchen's level one is long courses and is not always in other Colleges. Level two is in line.

- 4.2.2 Enrichment is a good offer and students are engaging well. Offer a wide range of enrichment that is beyond sport. But also caters for recreational sport rather than elite. If they are having a positive College experience and building social skills can have a positive impact on attendance also.

Q: Do you have statistics on the courses offered and participation?

A: It was done in Autumn term and can be looked at again.

Q: Is the correlation to those who participate in enrichment and outcomes trackable?

A: Do track this but also look at over two years.

- 4.2.3 Apprenticeships were raised in inspection but no longer offered so no further actions.

4.3 Student Retention

Retention is higher in A levels than last year. Last year the withdrawal level was higher whereas this year starting points were clearer.

4.4 Student Attendance

Work with students who do not attend well and try to continue to encourage them to complete qualifications rather than set targets they won't meet. If they still overcome challenges to achieve an outcome then positive results and worthwhile.

4.5 Review of the College KPIs

Finished the review meetings. For vocational, most students have completed the coursework so can work out value added. KPI meetings were positive.

- 4.5.1 Value added courses targeted to improve. Until they sit, exam results do not know the achievement. The teacher's predictions are generally realistic.

5 Staff Development Plan

- 5.1 Also shared with G&E committee and shows the staff development opportunities that are available throughout the year.

- 5.2 It is going from strength to strength and is refined each year. Try to ensure staff development caters for all staff - teachers and support. Also responsive to demand and student voice.

- 5.3 *Q: There was mention of teaching practice in the document relating to Festival of Learning, would this include all staff?*

A: Festival of learning is for all staff although it mentions teaching. It is used to remind what everyone is doing in College and all roles are important and what can be done to work together.

Q: Are greenlight classrooms open to all?

A: These are open to all staff too, not just teachers.

Q: CPD, adult community need for training. They are not specifically mentioned in the document but in QIP?

A: Could be referenced to highlight. They have the same opportunities but also some additional aspects.

- 5.4 Comment: report laid out really well and a lot going on and available to staff

6 Student and Parent Voice Report

- 6.1 Good response rate and consistency from last year's report. Consistency between staff and parents. Area that was not strong was careers guidance in both. Needs to be looked at in College. The careers program that is on offer in College is immense. The opportunity students have to go to university visits, guest speakers, work experience and tutor programs, apprenticeship talks, university talks and support and access for students to look at these things.

A lot is offered but students don't always attend. Also considering if they recognise what is being given to them as careers guidance.

Q: How many students take the individual careers interviews?

A: Not a huge number and tends to be students that are at a loss what to do next.

- 6.2 Students may not recognise the trips they go on to visit a university are careers guidance. They are given opportunities.

- 6.3 Also going to consider the wording in the survey..

- 6.4 Key responses good and bad included in the report. Parent positive response rate and improved on previous year.

- 6.5 *Q: Was there lower scores for academic support and communication that previous year?*

A: Yes. In comments communication comes up as positive often. A lot of comments that come through reflect frustration as students have to book appointments for review day.

Had issues in Textiles and Biology with staff absence and some of the comments from parents were around communication when the teacher is absent and whether classes will be covered. Some general comments may relate to this also.

Q: Do staff know about the results?

A: Yes, it will be shared with staff tomorrow after the governors.

- 6.6 Comment: good it is so comprehensive and can see year on year improvements.

7 Terms of reference and Calendar of business review.

- 7.1 Keepstaff and student survey in June meeting.

8 AOB

- 8.1 Mergers update requested or other local College activity. The Principal reported that it has gone quiet with Southampton college group. Lead at Southampton group did not attend the last two meetings with the Principal. Applications from these Colleges are going up for students that have been there for a year. With provision being moved the students can be unwilling to travel. Itchen is seeing a benefit which is likely to increase with more duplication reductions.

- 8.2 UTC when previously mentioned it does not look likely but another site found but not aware yet where. August 2027 opening date suggested.

- 8.3 St Vincent's and RT - shared application data with RT.
- 8.4 *Q: What happens with Southampton changing course in two year courses? Can courses be withdrawn after one year?*
A: They do not offer two year courses.
Q: How is Southampton city group recruitment going?
A: Do not know.
- 8.5 It was explained the Audit committee had difficulties appointing a new internal auditor. a tender process was undertaken and the current Auditors were the only company who applied. They are going to be appointed for a further twelve months as there have been issues with the service received. Going to consider if different external companies could be utilised for different areas instead of one general provider.
- 8.5.1 Governors are asked to consider what they would look at and assurance on. This can either be in the next twelve months or if the process is changed after.
- 8.5.2 Some suggestions:
- Effectiveness of SAR in bringing improvements.
 - Staff and student survey data - how it is generated
 - Quality cycle
- 8.5.3 Do not have to have internal auditors but good practice to have external review of practices.
- 9 Impact and Action Review**
- 9.1 Impact - detailed reports and robust questioning.
Actions - all governors consider what could be included in an internal audit plan.
- 10 Date of next meeting – TBC at FGB**