

# CORPORATION BOARD CURRICULUM, QUALITY & STUDENTS COMMITTEE



Minutes of a meeting held online on 12<sup>th</sup> March 2024 at 6pm

## **Present**

Astrid Schloerscheidt (Chair).  
Sam Wolfe.  
Lucy Butler.  
Jessie Weavers-Medina.  
Jacqui Canton (Principal).  
Kathryn Schutterlin,

## **In attendance**

Joanne Milsom, Deputy Principal.  
Scott Gray, Vice Principal, Curriculum & Quality.  
Jack Price, Vice Principal, Curriculum & Innovation.  
Howard Stamp, Clerk & Governance Advisor

Governor questions are represented with bullet points, and management responses are italicized.

## **1. Opening comments**

### **1.1 Apologies and matters to be raised under AOB.**

Apologies were received from Carole Kitching. There were no items raised for AOB.

### **1.2 Declarations of interest**

There were no declarations of interest raised.

## **2. Minutes of the meeting held on 27<sup>th</sup> November 2023**

### **2.1 Public Minutes**

The minutes of the previous meeting held on the 27<sup>th</sup> November 2023 were approved as a true and accurate record.

## **3. Matters Arising, Written Resolutions & Action Points**

All matters arising and actions points from previous meetings were noted as complete. There had been no written resolution circulated since the previous meeting.

## **4. Policies for approval**

There were no policies due for approval at this meeting.

## **5. Curriculum Presentation**

### **5.1 Bicester Construction Skills Centre**

The Head of Faculty attended the meeting to provide a short presentation on Bicester Construction Skills Centre which provided an overview of the performance of the Bicester Construction Skills Centre.

The presentation covered topics including the curriculum model and trade areas for the faculty and the types of provision such as Apprenticeships, short courses and adult qualifications. It also highlighted some of the key employers that are engaged with the provision and the high levels of partnership working with both large and small local employers.

The presentation also covered key four-year trends for the provision demonstrating growth in learner numbers across the last four years. The achievement rates were noted as above the national average for the last two academic years.

Curriculum, Quality & Students Committee 2023-24

The committee thanked the Head of Faculty for an in depth and detailed presentation.

The committee confirmed the presentation for the next meeting as the SEND provision.

Action	By Whom	Deadline
Presentation on SEND Provision to be added to the next meeting agenda and Hazel Friel to be invited to the meeting	Clerk	June 2024

## 6. Curriculum

### 6.1 Curriculum report

The Vice Principal for Curriculum and Innovation provided a comprehensive report on the current status of qualification changes. The report included details regarding qualifications, examinations, and the recent developments in technical qualifications.

The range of new programmes for the next academic year were discussed including the T level courses in media and animal care that are expected to start in September. New programmes will continue to be rolled out as the details of the new qualifications become available. The importance of continuously evaluating and updating course offerings to meet evolving market demands was noted by SMT members and the committee.

The Apprenticeships and HE courses planned for the following academic year were also discussed, including new provision in level 3. Courses including low carbon skills were being introduced to help meet the ongoing employment skills requirement for the green sector. Further courses in IT are also being developed, using funding from the (Learning Skills Improvement Fund) LSIF. HE programme development also included courses to support entrepreneurial skills for those looking to promote or develop their own small enterprises in the creative industries.

The committee noted the report.

### 6.2 Qualification review update

A presentation was provided to cover the changes in curriculum. This covered key external factors such as funding, competition, skills requirements, and many of the different study programme changes and all the possible unknowns as the qualification reforms continue to offer new and emerging information. This was highlighted as similar for the apprenticeship and adult offer with many different external factors changing the provision that will be delivered over the upcoming years.

A curriculum map was presented to the committee covering all subject sector areas and funding streams for the current and future academic years. The current approval process for new courses was outlined.

Governors recognised a version of this had been shared with wider governors at the recent strategy day where there was good discussion on the topic. Governors observed the pace of change for qualification reform and echoed concerns that were discussed at the recent strategy day. It was also noted the change in new qualifications does present the college an opportunity to change some teaching and delivery practice.

The committee noted the report.

### 6.3 Update on the HE review

Following on from the qualification review update, the committee received an update on the HE review. The Vice for Principal Curriculum and Innovation further expanded on the discussion to outline the changes to the HE provision explaining that the college intended the future Level 4 & 5 offer to focus on professional qualifications and higher level apprenticeships to meet the community needs and local skills requirements rather than the traditional undergraduate provision.

- **How does the college feel about other providers who may also close provision and what position does this leave us in?** *Yes, we agree, we are trying to keep an eye on any sector movements. We particularly want to be positioned to meet the needs of our community to ensure we have the right mix of provision; this could also mean modular provision. It will be an interesting time as the lifelong learning sector changes and our ambition is to be there for our community and the offer that meets their needs.*
- **Do we know what the community wants? How do we test that?** *This continues to be an ongoing piece of work for the college and a lot of this is through engagement with employers to ensure we can meet the skills requirements for new and existing employees.*
- **Are you looking at progression pathways with universities around you?** *Yes, we are considering how to market our courses and help showcase the different progression options.*
- **Do you look at schools and what the school children locally may be considering?** *Yes, we do, we also engage with many schools through our schools liaison work and many schools are now talking more about apprenticeship options alongside HE progression routes.*

The Committee noted the report.

## 7. Quality

### 7.1 Quality Report

The Vice Principal for Curriculum and Quality presented key highlights from the report, including the ongoing work at the college to meet the student support needs.

The discussion expanded on the topic of progress points meetings, which the college used to review likely achievement data. The next progress point is scheduled for Easter to give a further informed picture of the likely achievement data for the year. This next progress point will include the English & Maths provision.

English and Maths achievement rates were highlighted to the committee as a risk given the number of students this year enrolling without having achieved their grade 4. After the exam results, the college will review learner progress as well as those achieving a “good pass”/ grade 4, by measuring those students that have moved between grades (eg a 1 to a 2).

The retention and achievement information for apprenticeships, adults and higher education was discussed; there were no causes for concern at present.

Discussion also included the particular focus in TLA through learning walks over the last half term; the college has introduced a back to basics approach to TLA and there has been really good engagement with this from across the college. This includes a constant review of the support given to curriculum staff to support their development.

The report also highlighted updates to the Quality Improvement Plan (QIP) and the rolling QIP for all individual faculty areas. There is progress being made against QIP and the end of this academic term will give a good indication of annual progress for this academic year.

- **When driving the quality strategy forward, to what extent are you getting consistent buy in from curriculum areas and curriculum managers?**  
*Progress has been made, but there is some work still to do in some areas to empower the individual managers to understand their responsibility for the quality improvements in their areas.  
There are then a small number of areas that need a more focused step change and in these particular areas there is a slower improvement than we would like, but this is to be expected given the work needed*
- **Do you have any benchmarking data from other FE colleges?** *Yes, there is national average achievement data. The challenge over the last couple years has seen skewed data following the outcomes during covid, however we are now a few more years on and hope to be able to return to more informed benchmarking comparisons. This will be included in the SAR at the end of the year.*

## 8. Students

### 8.1 Students Report

The report was presented by the Deputy Principal with the student survey being highlighted as a particular area of interest. An update was provided from the Term 2 student survey, providing a positive improvement on the Term 1 data, particularly around the items of Prevent and radicalisation. It was noted there has been an increase in the numbers of students completing the survey than in previous years and terms.

Discussion was held around the information on Transgender student guidance received from the Department of Education and governors recognised the challenges that this report presents. The committee agreed it was quite a concerning document and it would be interesting to see the outcomes of the consultation.

- **Is it possible to have sight of the college's response to the consultation on the guidance?** *The consultation response was via an online form, so no copy is available, however once the outcome is published, we will absolutely share the details with the committee and wider Board members.*

It was discussed the college does not have any intention to change how we currently work in this area and this was agreed and welcomed by the committee. In particular the student governor offered their support on behalf of the student voice to feed into any work the college is doing in this area.

### 8.2 Annual Safeguarding report

Key items from within the report were highlighted by the Deputy Principal including the increase in safeguarding referrals. The local issues were discussed to include particular concerns for county lines and a small number of concerns for right wing extremism.

- **The numbers for LADO of staff members seem high, is this correct?** *It is high in terms of referrals; the current approach is a cautious one for reporting to the LADO and many of the cases don't meet the threshold and are subsequently not taken forward. A small change in the process for approval has been implemented to double check referrals to help minimise unnecessary referrals.*

The committee were grateful for the detail of the report provided and the level of work that is carried out by the college in this area.

The Committee noted the report.

## 9. Update on delivering the College underpinning strategies

Curriculum, Quality & Students Committee 2023-24

The Principal provided a mid-year update on the progress of the underpinning strategies overseen by the committee, specifically focusing on quality, TLA, curriculum development and student engagement. It was highlighted that each operational plan has been reviewed, with a RAG rating provided for the progress made against the objectives.

The committee recognised that while there were areas marked as amber, it was clear progress was being made and the overall direction is positive with a clear understanding of the objectives and strategies in place.

The committee noted the report.

**10. Any Other Business**

There were no items raised for any other business.

**11. Future Business**

The SEND support provision was highlighted as an area for presentation at the next committee.

Approved for signature: ..... 12/03/2024

Signature .....  
A Schloerscheidt  
17/Aug/2024 20:02:44  
*A Schloerscheidt*

Date ..... 17/08/2024



This Document has been Signed with a **secure electronic signature** via E-Sign.

## Envelope Details

Title	02_CQS_Minutes_12th_March_2024.pdf.pdf
Author	Howard Stamp (howard.stamp@abingdon-witney.ac.uk)
Envelope Created on	Tue, 09 Jul 2024 09:52:18
Envelope ID	82c286b8-ecf1-4c21-81f5-c4b52e28e4e8

## Document Details

Title	02_CQS_Minutes_12th_March_2024.pdf.pdf
Digital Fingerprint	7f0a659e-0488-411a-9165-f27093010b56

## Document Signers Scan/Click the QR Code to view signature information

Name	<u><a href="#">Astrid Schloerscheidt</a></u>
Email	aschloerscheidt@brookes.ac.uk
Status	<b>SIGNED</b> at Sat, 17 Aug 2024 20:02:44 BST(+0100)
Signature Fingerprint	21d2b213-5217-425a-beb2-964a8d0fef91



## Document History

Sat, 17 Aug 2024 20:02:45	<b>Astrid Schloerscheidt</b> Signed the Document (IP: 78.143.219.231)
---------------------------	---

