

PETROC

Minutes of the meeting of the Curriculum and Quality Committee held via Teams on Wednesday 24 May 2023 at 16:30

Present:

Pat Denham	Vice-Chair of Board, Chair of Committee
Deborah Watson	External Governor
Dawn Stabb	External Governor
Melinda Stacey	Chair of Board
Katerina Kolyva	External Governor
Sean Mackney	Principal and CEO

In attendance:

Jason Jones	Deputy Principal Education and Learners
Bill Blythe	Vice Principal Finance and Resources and Regional Affairs
Sheena Murphy-Collett	Vice-Principal People, Organisational Development and Engagement
Joanna Boardman	Governance Advisor and Head of Executive Office
Jeanne Gollop	Head of Quality

1. Apologies for Absence

Apologies were received from Bella Dash

2. Declaration of Interests

No declarations of pecuniary or non-pecuniary interests were made in respect of the items on the agenda.

3. Confidential Items

No items were confidential on the agenda.

4. Minutes and Matters Arising

The minutes and actions from the meeting of 8 February 2023 were approved.

It was noted that all actions were up to date.

5. Matters Brought Forward by the Chair

The Chair shared that the Terms of Reference (TOR) would be removed from consideration at this committee as the Governance Advisor was undertaking a full review of the Standing Orders including all committee TORs for presentation to the Search and Governance Committee. A full pack would then be presented to the full board at the July meeting.

The Chair and Committee also noted the minor amendment to the Study programme which was presented. The amendment was approved.

6. Deputy Principals Report (receive)

22CQ16

The Deputy Principal presented the report in sections and invited questions throughout.

They confirmed that a significant amount of time had been spent drilling down into the college provision and sharpening the focus of what is delivered poorly and what needed to be changed. A clear movement towards career sightlines and surfacing both the Employer Engagement Strategy and the Curriculum Delivery and Design was discussed whilst embedding the Learner Success Standards at the same time.

An update of the Quality Improvement Plan (QIP) was given acknowledging that the major concerns at the time of reporting were apprenticeships, some staffing issues, and online learning.

It was acknowledged that some areas showing amber showed good practice in some areas such as achievement rates.

The committee asked about the attendance rates for Maths and English with the response being sensed as good, but that the Deputy Principal would report back to the Committee with data on that.

The priorities and alignment of the QIP were seen as good by the committee who questioned if they aligned with the requirements of Ofsted, to which the answer was given as yes.

A further question was asked around the completion, results, and feedback of lesson observation. It was questioned if any senior leaders completed observations and what trends were emerging.

The Head of Quality described the process undertaken and it was agreed that the current completion rate of 32% was too low, but that this was being looked at. The expectation was that Faculty Managers complete the lesson observations whilst the senior leaders undertake more informal walkabouts, dropping into lessons and teams, whilst still providing feedback on those.

Thematic analysis was described as underway, which will draw together actions for the future. It was agreed that the impact of the observation was the crucial factor rather than just completing several observations.

The committee requested some case studies to be presented in future meetings which looked to actions and the impact of those with supporting data.

The committee was asked for any general insights they may have to support the college developing its approach to observations and the following were noted:

- Think about feedback and action than on completion of forms.
- Simple forms to complete.
- Avoid 'quid pro quo' observations.
- Where possible avoid complicated fixes that take a long time and require long consultation
- Be action orientated not report orientated.
- Short observations and longer on follow up and feedback.
- Possibility exists for Faculty Managers completing some analysis to identify cultural aspects involved and share.

The difficulty in the ability to track in year achievement in the college was discussed in depth and was described as 'patchy.' The assumption of the Deputy Principal was that issues may continue in achievement and value add rates this year and with that awareness enhanced interventions would be implemented. Further professional learning for educators would be looked at to help address the issues, but it was noted that there remain some unknowns around the likelihood of GCSE scores declining. The college stated that it remains committed to not disadvantaging learners.

The committee asked the college to ensure that no silos were being created in the curriculum following a session that the Careers Link Governor attended about Gatsby benchmarking. It was stated that the Deputy Principal and Vice Principal People, Organisational Development and Engagement were working closely together on that.

Apprenticeships were discussed with the college sharing that:

- they had met with the Department for Education to discuss the provision.
- that the meeting of minimum standards was at risk
- a new accountability agreement was being written and Board would review that at the next meeting.

The general sense from the college was that the provision would be stable for this year and that the end of year looks safe. There was recognition that there is much still to be done moving forward. The committee asked to pass their thanks along to GW and JBa for the work they have done to date.

Attendance was talked over with some issues still being recognised, but improvements starting to show in digital delivery (quality of delivery in digital was recognised as still concerning). The committee had previously requested a break

down on SEN students between digital and in person sessions, which the college agreed to follow up on.

The group discussed the impact of cost of living implications and whilst the committee felt reassured by the work the college is undertaking to ensure disadvantaged learners do not get left behind, it noted that importance of the work needed.

It was noted that the responses to the question regarding students feeling safe could do with some drilling down into by the college to understand the context.

With regards to progression the college shared its pleasure at seeing the positive impact on disadvantaged learners that are now being felt. There had been some impacts around available T levels which the college reported had had an impact on the college in increased workload to resolve alternative progression routes.

8. Safeguarding Report (receive)

22CQ17

The paper was taken as read and the committee was reminded that MS was the Safeguarding Link Governor and DS was the SEND link Governor.

The paper was commended for the content although it was asked if data could be included in the future on the percentage against the base cohort of SEN students.

There was concern noted around the uplift in sexualised behaviour and it was asked if this was peer on peer, which it was although not always on colleges sites. Some had been referrals from outside and noted a number a forward referrals.

It was discussed that the safeguarding team had engaged more staff this year and noted the additional support from Plymouth University trainee nurses. The main issue remains in external support due to budget cuts.

9. SEN Update (receive)

22CQ18

The Deputy Principal described the key elements within the report including that around improved Home to Onsite (H2O) which supports learners who are reticent to attend onsite. It was described as a transition for learners where across the first term they are worked with within their own home and then in the second at a public offsite location and finally in the third on site with the College. This was noted as Petroc initiative and the committee commended it and asked for a case study at some stage in the future.

A related initiative providing enhanced transition for 14-16 learners was also noted as in place where learners attend one day a week on a college site to adapt to a new environment.

CPD programmes were noted as being provided to support staff through training in handling anxiety and support with specific days being allocated through mandatory training.

It was noted that there is a Link Governor report in this area which will go to Full Board in July. Overall it was seen that specialist provision was strong, however confidence levels fell in mainstream provision areas. It was felt that the additional training noted above was a positive move forward.

10. National Achievement Rate and Department for Education Performance Tables (NARTS) (note) 22CQ19

The Deputy Principal set the context for the NARTS and explained that the performance tables had paused during COVID so there had been a difficulty benchmarking against other providers.

The overall picture was described as having some positives, but key areas such as achievement are poor currently. The issue in education with Widening Participation and Value Added. There were internal methods noted for using learner results on release day and mapping through Petroc systems to identify interventions and support that can be made available.

The committee asked for some mid-year reviews and reflections on this year with what strategies have worked to improve attendance.

It was noted that the college Key Performance Indicators (KPIs) are benchmarked nationally to the college would be able to return to that analysis this year.

Action List

Action No	Action	Owner	Date Due	Status
1	Deputy Principal to present an updated report to the next Board meeting	JJ	19 April 2023	Completed
2	Deputy Principals report to cross reference the QIP in future presentations	JJ	19 April 2023	Completed
3	Governance Ofsted development plan to be developed and shared	JJ/JB	9 May 2023	Completed
4	Update on the actions from the apprenticeship improvement work to	JJ	23 May 2023	Completed

	the next committee meeting			
5	Report from SEND link governor to committee/board	DS/MW/PG	23 May 2023	Completed
	Next meeting to have an in-depth report on Apprenticeships	Craig Litster	8 February 2023	Completed
	Next meeting to have an in-depth report on attendance	Craig Litster	8 February 2023	Completed
	College to undertake survey review and report learner information to this committee and staff information to the Finance and General Purposes Committee	Sheena Murphy-Collett	8 February 2023	Completed

The meeting concluded at 18:04

The next meeting of the committee is on 17 October 2023