

**Minutes of the Curriculum and Quality
Committee – Tuesday 19 November at 17:00 via
TEAMS**

Present

Julie McLeod	Chair
Pat Denham	(Chair of Board)
Dawn Stabb	External Governor
Jon Walton	Student Governor
Jon Price	Staff Governor (left at 6pm)
Kurt Hintz	Principal and CEO EX Officio Member

In Attendance

Jason Jones	Deputy Principal
Bill Blythe	Vice Principal
Jeanne Gollop	Director of Quality Improvement
Sarah Freeman	For A Level Deep Dive item only
Joanna Boardman	Director of Governance and Director and Executive Operations

1. Apologies for Absence

It was noted that Katerina Kolyva had stepped down from the Board due to personal circumstances. James Wright and Daisy Thynne sent apologies.

2. Declaration of Interests

None noted

3. Confidential Items

None above normal business matters

4. Minutes and Matters Arising

24CQ01

Minutes from previous meeting were approved.

5. Matters Brought Forward by the Chair

N/A

6. Deep Dive into A-Levels

Verbal/Presentation

Faculty Manager Sarah Freeman was invited to deliver a deep dive into the A-Level provision at the college.

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A presentation accompanied the verbal element and is attached to these minutes for information.

Key Areas:

- Focus on quality enhancement.
- Goal: To become the most successful A-Level provider in North Devon, a destination of choice.
- Current Provision: 2-year program with over 20 subjects.
- Reasons for Decline in Pass Rate (23/24):
 - Inconsistent staffing due to personal leave.
 - Removal of academic tutoring deemed not suitable for A-Level environment.
- New Provisions:
 - Increased focus on Quality Improvement (QI) and teaching & learning.
 - Observation weeks for staff and students.
 - Redefined Faculty Manager (FM) roles for consistency.
 - Value Added focus with ALP data monitoring.
- Action Plan:
 - Improve value added by one grade per subject.
 - Implement a 5/4 model with an hour a week dedicated to Aim Higher Academy boost sessions.
 - Partner with Harringay Trust for outsourced learning opportunities.
 - Implement WEX (Workplace Experience) program.

Committee Discussion

- Value Added and Curriculum - Consideration of AAQ (Area for Additional Quality) from September.
- Mock Exam Schedule and reporting timeline.

7. Deputy Principals Report

24CQ02

Self-Assessment Report (SAR)

- Focus on 23/24 with feedback from Ofsted.
- Proposed overall grade aligns with Ofsted report (Requires Improvement).
- Committee discussion on measuring QIP impact and rapid improvement strategies.
- Need for clarity and impact reporting within the QIP document.

Agreed by the committee to recommend to the Board for approval.

Quality Improvement Plan (QIP) and KPI Scorecard:

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- Focus on data reporting accuracy and intermediate data points for action planning.
- Discussion on attendance and use of attendance contracts to stimulate improvement.
- Need to encourage more staff to become A-Level examiners.
- Discussion on the 2-year linear A-Level program and support for students struggling.
- Goal to improve pass rates to 98% and Y1 retention to 95%.
- Partnership with Exeter's Aim Higher Academy for student support and career development.
- Emphasis on sightlines to careers for all students, not just those who may be university-bound.
- If the QIP was enough to get the college to a 'GOOD' Ofsted grade

Key Highlights and Q&A:

- Explanation of KPI Scorecard and its use at all curriculum levels. – effectively green gradings are good and the governors should investigate red and then amber.
- Discussion on building work impacting learners and planned solutions.
- Importance of QIP updates highlighting changes and progress.
- Data accuracy and impact reporting needs within the QIP.
- Committee requested a clearer understanding of "achievement" within the HE (Higher Education) Report.
- Discussion of the Access and Participation Plan as presented, with questions on the details on timelines and implementation being sought by the Chair.
- Discussion of the new curriculum strategy timeline and creation plan was held. Questions were sought around the skills gaps and employer engagement routes that needed to be factored into the build.

Action Items:

- Update QIP document with changes and progress highlights for presentation to the full Board meeting.
- Provide a full presentation of the Access Participation Plan (APP) implementation plan, actions and timeline at the next committee meeting.
- Share details of the Curriculum Strategy roll-out with stakeholders.
- Discuss local skills strategy with students and career development opportunities.

The Deputy Principal shared that their primary concern was around attendance and that this week had shown a small decline so the college would be keeping a close eye on that.

Overall the committee felt that there were a good set of updates presented

8. Committee Terms of Reference*

24CQ03

Nothing to note this meeting

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Action List

Action No	Action	Owner	Date Due	Status
1				