Waltham Forest College

THE CORPORATION OF WALTHAM FOREST COLLEGE

CURRICULUM AND QUALITY COMMITTEE

MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2023

MEMBERSHIP

Governors:
Alison Morris (Chair), Janet Gardner (Principal), Andrew Hall, Susannah Hume, Antoinette Beekye
Co-opted external Member: Ian Gurman

In Attendance:
Hassan Rizvi - Deputy Principal Curriculum & Quality (DPCQ)
Jack McCabe – Director of TLA (DoTLA)
Amir Ahmed - Director of Learner Services, Marketing & Communications (DoLS)

Clerk to the Corporation
Naomi Shoffman - Director of Governance (DoGov)

47.	**WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed everyone to the meeting. Ms Beekye gave apologies due to work commitments. The DoGov advised that Mr Davies had recently resigned from the Corporation, which means there is a vacancy on this committee and efforts to recruit new governors are ongoing.

48.	**DECLARATION OF INTERESTS**

There were no issues included on the agenda for the meeting in which they had a personal interest relative to the College.

49.	**MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING HELD ON 22 NOV 2022**

The minutes of the meeting held on 22 Nov 2022 were agreed as a correct record. It was confirmed that all follow up actions were completed. The Principal expanded on some of the initiatives implemented to gain positive feedback from learners to their teachers. The executive team will build on the feedback to date and take this further with learners at the end of their course. This is an ongoing action and will be updated at the end of the year when students complete their programme

50.	**CURRICULUM AND QUALITY UPDATE - TERM 2**

The DPCQ introduced the report which provides an update on College performance for Term 2 of 2022/23, ongoing actions and progress against key performance indicators. The DPCQ highlighted the following points:

- Retention rates
- Overall attendance rates
- Attendance rate at vocational external exams in January, increased from 2021-22, results are expected in March/April.
- The additional short qualifications being delivered in 2023-24 to support learners with vocational and employability skills.
- The very successful 'Employer Engagement' event at the College in January 2023, to further strengthen the employer links with curriculum.

- GLA Multiply project commenced to deliver maths skills to adult learners. The project is on track to meet year-1 targets.
- Attendance still too low and needs to improve
- Ongoing work to support students to stay on track outside of timetabled sessions.

A Committee member suggested that the report was good, clear, and well presented, however, since attendance was the only red rated area in the QIP whether there might be any scope to have an exception plan. The Principal agreed this is a valid point and said that the action plan in place needs to be more explicit on this point.

There followed discussions around Ofsted and apprenticeships and some additional support strategies for apprenticeships.

The Committee noted the progress on the key aspects of curriculum and quality

51. **Quality Improvement Plan (QIP) 2022-23**

The DPCQ introduced the report and highlighted the following points:
- Substantial progress has been made against the vast majority of outlined areas for improvement.
- The impact of the actions can also be seen in the overall progress and learner experience.
- The key areas where progress is still required are:
  o Attendance
  o Apprenticeships
- The learner engagement strategies that are having a positive impact in addressing these areas. Similarly, the close monitoring of apprenticeship provision is also facilitating in addressing the areas for improvement identified.

A member asked about the outcome of the review of classroom feedback in Nov 22 and whether it took place. The DoTLA confirmed it had. He explained this was around ensuring curriculum staff understand how the qualifications have changed so it was more an audit of staff awareness and ensuring standardisation of feedback to the learners. This is recorded in another part of the document but may need to be tweaked as it that point should have been put in the action.

Another member said she liked the new QIP format much easier to follow. She asked about the reaction learners had to having their targets printed on their lanyards. The DoTLA responded that there have not been any negative reactions and it was foo for learners to see their targets which we have made clear are aspirational.

In response to another member's query a discussion ensued around T level placements and employer engagement.

The Committee noted the progress made against the Quality Improvement Plan for 2022-23.

52. **TEACHING & LEARNING REPORT**

The DoTL spoke to this paper and highlighted the following points:
- 95% of lessons at the College currently exceed the expected standard, the target is set at 90%.
- The College continues to implement the newly introduced Teaching and Learning Framework and is developing a new policy around observations.
- CPD remains a key focus at the College and is highly valued by staff. CPD focus this term has been on T Levels.
- A higher number of learners were entered for the November English and maths examinations, than the previous years, and achievement rates have been very good.

A member observed that it is very clear through the reports how much support and help teachers are being given to strengthen their own teaching and professional practice, she asked the DoTLA to talk about the hearts and minds component of this work. The DoTLA responded that everything

introduced is being done in a supportive way highlighting the benefits to the teachers. This is progressing slowly but surely with evidence of best practice sharing and teachers showing real willing. The Principal added that the executive had looked very closely at staff feedback and what they had said about CPD, so we are now trying to tailor CPD, so it is more effective.

A member commented that in all documents the presentations are good. He observed that although the resits numbers look good it would be helpful to have seen some comparison made. The DoTLA agreed to use comparators going forward.

The Committee noted the report.

53.   **Safeguarding and Prevent Report – Term 1**

The DoLS spoke to the report and highlighted the following points:
- There has been an increase of 44% in referrals compared to the previous year. The number of learners in college compared to last year has increased by 11%.
- The breakdown of all the safeguarding concerns and key categories and headlines.
- the main issues being around mental health, inappropriate behaviours, victims of crime, all of which echo national trends
- There has been an Increase in the number of vulnerable learners and more of these learners needing support for safeguarding
- CPD work is being done to address these issues and challenges
- There has been a 100% completion rate of safeguarding training by governors; staff and assessors are not quite there due to staff absence/sickness

A member commented that he was happy that referrals have increased as it shows the culture created has enabled more referrals to be made. The Principal said she was pleased to see so many referrals coming through after the first term when there was a big campaign around this, so it had the desired impact. She said she was conscious of the pressures on the Be Safe team so will be looking to increase capacity in business planning for next year to cope with increased growth and demand on the service.

A member said she finds this reassuring to see the team is on top of everything with referrals. She asked that going forward table 3 the Safeguarding Theme Referral table includes a 3-year trend. In addition, it would be helpful of multiple years are listed in the same order throughout all the reports for consistent presentation and ease of reference.

A member asked about Mental health first aiders and the DoLS reported that the College had secured DfE funding for this. The Principal added that a number of staff and students have been trained as mental health aiders.

The Committee noted the report.

54.   **LEARNER VOICE**

The DoLS introduced the report which provides an update on the learner voice progress and actions. He highlighted the following points:
- The QDP survey outcomes were mainly very positive.
- The College is ranked nationally in the top fifth for return rate (92%) and overall satisfaction is 91%.
- There are 3 areas of key strength which are treated fairly and respect, understanding rights and responsibility and understanding the College's attendance and punctuality expectations
- Most improvement was seen in students feeling safe in college

- Areas for improvement were around learners having all of the information they needed when starting their course and how easy it was to enrol
- Targeted focus groups are underway with learners for a deeper analysis and understanding of responses in order to progress with the most effective strategies to support further improvement to the overall student experience.
- Steps taken to address course and departmental areas for development will be communicated and visibly displayed in the form of 'You Said, We Did' posters in departmental areas.
- Google Reviews increases the College's online exposure. It also has a direct impact on the Google Search Algorithm, a complex system used to retrieve data from its search index and instantly deliver the best possible results for a query. Waltham Forest College has maintained a healthy ranking of 4.4 out of 5 through enhanced learner experience, testimonials, and increased reviews from key stakeholders.

A member commented that we should clarify the difference between rating by google rather than ranking; this was agreed.

Another member said it was great to be using google reviews but asked that the actual numbers are included to give it context. She also said that given the previous report it was positive to see that learners feel safe in college

The Committee noted the report.

55. **RISK REGISTER REVIEW**

The DPCQ presented the Risk Register showing pre and post mitigation scorings and controls in place to mitigate risks identified for curriculum and quality. All key risk areas have been updated with recent controls and management activities. Apprenticeship provision has been added as a sub risk under Risk 5 but this has not changed the scores. There has been no change to the pre and post mitigation score since the last review, but this is being closely monitored for risk.

The Committee confirmed they were satisfied with the scores and the actions being taken to mitigate risk. The Chair thanked the DPCQ for the report.

The Committee received and noted the updated College Risk Register.

56. **ITEMS TO BE ADDRESSED AT FUTURE MEETINGS OF THE COMMITTEE**

The Committee is asked to note that the agendas for future meetings will include items as per the agreed business cycle for 2022/23.

19.19 finish

These minutes have been approved by the Curriculum and Quality Committee and signed by the Chair as a correct record.

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Signed   **Date**

ACTION POINTS ARISING FROM THIS MEETING OF THE COMMITTEE

Minute No.	Issue and Action	Who is responsible	Target Date	Achievement Date
	Update on how College gains positive feedback from learners to their teachers to next meeting-	DoLS	May 2023	262 feedback cards received.
51	QIP – more clarity in QIP around actions being taken to address attendance	DPCQ	May 2023	Actioned and included in the reports.
	Where comparisons made include 3 year trends	– all report authors	May 2023	Actioned and included in the reports.
	Consistent presentation of multiple years comparators in all reports	– all report authors	May 2023	Actioned and included in the reports.
54	Learner voice report google reviews – include actual number of reviews	DPCQ/DoLS	May 2023	285 reviews received for Waltham Forest College, further review analysis below.

Institution	Number of Reviews	Review Ranking
Waltham Forest College	285	4.4
Barking and Dagenham	263	3.9
Newham College	156	3.8
Sir George Monoux College	77	3.7
Croydon College	190	3.7
Leyton Sixth Form College	93	3.4
New City College	17	3.2
Barnet & Southgate College	19	1.7
Capital City College Group	3	1.0