



## THE CORPORATION OF WALTHAM FOREST COLLEGE

### CURRICULUM AND QUALITY COMMITTEE

#### MINUTES OF THE MEETING HELD ON 26 MARCH 2024

#### MEMBERSHIP

##### **Governors:**

Alison Morris (Chair), Andrew Hall (Vice Chair), Susannah Hume (SEND lead), Bryan Johnston Janet Gardner (Principal)

##### **In Attendance:**

Jack McCabe – Director of TLA (DoTLA)

Amir Ahmed - Director of Learner Services, Marketing & Communications (DoLS)

Stella Hawkins – Director of Curriculum (DoC-SH)

Rochelle Sanaria – Director of Curriculum (DoC-RS)

Michael Burgoyne – Quality Consultant (QC)

##### **Clerk to the Corporation**

Naomi Shoffman - Director of Governance (DoGov)

#### **79. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed everyone to the meeting. The DPCQ was not in attendance as he was representing the College at an external event. The Principal said she will be presenting his papers.

#### **80. 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.

#### **81. MINUTES OF THE CURRICULUM & QUALITY COMMITTEE MEETING HELD ON 28 NOV 2023**

The minutes of the meeting held on 28 Nov 2023 were agreed as a correct record. It was confirmed that all follow up actions were completed.

#### **82. UPDATE ON SEND CODE OF PRACTICE**

The DoC-SH presented the report updating the Committee on the SEND Code of Practice highlighting the following points:

- The SEND Code of Practice provides guidance for those organisations working with young people with special educational needs and disabilities.
- Key legislation supports the rights of these young people, for example the Equality Act (2010) and the children and Families Act (2014).
- The college has various responsibilities under these acts, such as not discriminating against learners with SEND, making reasonable adjustments and working to improve outcomes for them. It also has a key role in preparing learners with SEND effectively for adulthood and employment.
- The Board also has certain responsibilities, one of which is to have a lead governor for learners with SEND.
- The current number of High Needs learners enrolled at the College. In the wider College Construction, has the highest number of High Needs learners.

The SEND lead governor lead reported on the several meetings she has had with the SEND department and confirmed the report on SEND provision aligns with her experience.

A member asked about the different provision on offer and if there are any resources challenges. The DoC -SH talked through some of the challenges and the wraparound support and staffing required. In addition, the funding calculations are very complex and needs to be done for each individual learner. This makes the provision organisationally and administratively heavy. The Principal added this is a very heavy burden on staff as we do not always know individual learners' needs in advance which presents the challenges with funding and staffing etc. Currently HNL funding changes are undergoing consultation. This may make it more simplified but there is a concern that the proposed banding will not accommodate all learners. We will update Governors as more information comes out.

**The Committee noted the report.**

### **83. CURRICULUM AND QUALITY UPDATE - TERM 2**

The Principal presented the report which provides an update on College performance for Term 2 of 2023/24, ongoing actions and progress against key performance indicators highlighting the following points:

- Retention rates
- Overall attendance rates
- Attendance rate at and results of the vocational external exams in January. Overall, the outcomes are positive.
- The number of additional short qualifications being delivered in 2024-25 to support learners with vocational and employability skills of which just under half have already been achieved while others are either awaiting external assurance or being delivered.
- The very successful 'Employer Engagement' event at the College in January 2024, 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-2 targets.
- Attendance still too low and needs to improve. However, engagement strategies are proving to be highly effective, and the vast majority of learners are on track to achieve
- Attendance strategies are starting to have an impact while learner support during out of timetables sessions continues.

The Principal clarified some further details on the short qualifications provision, how they are funded and delivered.

A Committee member commended the employer engagement event and asked whether there is a pipeline for employers and what is done to develop them? The Principal explained the processes in place, networking opportunities and how connections are made.

The Chair asked about the LSIF bids. The Principal advised where we are with the projects. More will be included on this and how we work with other colleges in London in the next Principal's report to Corporation.

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

### **84. OFSTED UPDATE**

The Principal introduced the report and highlighted the following points:

- The College had its full enhanced inspection from 12-15 March 2024 by Ofsted under the Education Inspection Framework (EIF).
- The Ofsted Inspection provisional outcomes
- Key Strengths – Aspects and provision types

The Principal alerted the Committee that the published report will probably only provide a summary of the feedback so more detail is provided here.

The Chair congratulated the team and College on the excellent outcome.

**The Committee noted the report.**

**85. QUALITY IMPROVEMENT PLAN (QIP) 2023-24**

The Principal presented 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:
  - Attendance
  - GCSE outcomes (Grades 4-9)
  - Small minority of areas requiring further support of learner feedback
- In order to address these areas, the learner engagement strategies are having a positive impact. Similarly, the continued close monitoring of apprenticeship provision is also facilitating in addressing the areas for improvement identified.
- In addition, continued regular monitoring, tracking and support of T Levels programmes is ongoing.

A member asked about the number of withdrawals this year and the reasons for it. The Principal said the Committee will be updated on the attrition rate at the year end. A member asked whether the College has withdrawn any learners due to low attendance or for other reasons. The Principal advised some of the strategies used to support learners and improve attendance and stressed that the College would only withdraw a learner as a last resort. This information will be added to future reports.

A member asked about the A levels plans and interest so far in this provision. The DoTLA provided some details of the response to it and the progress with recruitment of staff and students. The outcome of the Ofsted report should bring in more interest. The Principal added that if we do not recruit staff at the right level or learners at the right grades then we will delay for a year which will need to be decided by May. Also, we could possibly provide some IAG where appropriate and redirect some learners to other areas of the curriculum such T levels.

A member commented that it would be good to know any lessons learnt around T Levels.

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

**86. T LEVEL UPDATE**

The DoC-RS presented the report updating the Committee on the implementation and progress of the current T Level programmes, and highlighted the following:

- This academic year 2023/4 is the first year of delivery for T levels.
- Current recruitment levels to the programmes
- Students are making good progress.
- High quality industry placements have been sourced for the majority of learners.
- Student attendance for T level programmes are around 10% higher than other programmes in the college.
- Six new pathways are planned for 2024/25.

The Chair asked about industry placements and whether some areas are more challenging than other. The DoC RS said it has been a challenge, but the College had access to some funding to start preparing industry placements. All learners have placements ready, and we are building on those relationships to grow the placement for next year.

A member asked about the recruitment levels to this provision and what the feedback has been from learners. The DoC-RS said awareness is one of the issues as most people are more familiar with other qualifications and so measures are being put in place to raise awareness. Some learners prefer a more practical course. The Principal said that initially we had decided not to offer any alternatives but in order to keep learners we decided to reintroduce the Btec provision which also enabled progression for existing learners. A member asked whether we have fed back why learners do not want to do T levels to the DfE. The Principal confirmed this is fed back regularly to a variety of personnel, senior official politicians and different fora.

**The Committee agreed to:**

- **Note the overview and update on our current T Level provision.**
- **Monitor the progress of T levels.**
- **Note the proposed T Level delivery from the new academic year 2024/25.**

## **87. TEACHING & LEARNING REPORT**

The DoTLA spoke to this paper and highlighted the following points:

- The percentage of teachers are teaching at the expected standard against the College's KPI
- The strengths and areas for development across the College, and areas for development within department areas.
- All areas for development feature on the College's Quality Improvement Plans.
- The College employs five staff who are new to teaching who are being supported by the quality team.
- CPD is well received at the College with all sessions receiving a high rating. Future sessions include artificial intelligence, modelling and feedback which are priorities identified from learning walks and observations.
- Colleagues are accessing meaningful placements as part of industry updating and using this well to inform their classroom teaching.

A member asked for more details on the teachermatic AI platform. The DoTLA explained how this platform works and supports teachers. CPD has been delivered on this with some teachers doing better than others with this tool, but on the whole, it is a positive resource.

**The Committee noted the report.**

## **88. SAFEGUARDING AND PREVENT REPORT**

The DoLS spoke to the report and highlighted the following points:

- Overall safeguarding referrals has increased, and the number of unique learners supported by the safeguarding team has increased, in comparison to the same period in the previous year.
- The breakdown of all the safeguarding concerns and key categories and headlines.
- The key issues being around Mental Health, External Agency Request, Criminal Conviction and Domestic & Relationship Abuse
- 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.
- The Home Office has refreshed and updated the Prevent duty to reflect several recommendations of the Independent Review of Prevent. There are no new legal requirements or additional responsibilities for education settings.
- The new section added to the report - safeguarding oversight extra monitoring.

A member asked what happens with the extra monitoring and learners. The DoLS explained how this is monitored and actions taken to address any concerns. The Principal said out of the whole list of learners under the remit of at risk, these are deemed as the highest at risk out of all the at risk learners.

**The Committee noted the report.**

**89. LEARNER VOICE**

The DoLS introduced the report which provides an update on the learner voice progress and actions. He highlighted the following points:

- QDP (E&T) return rate of and overall satisfaction perception which is regarded as 'very good' by QDP.
- QDP (Apprenticeships) return rate of apprentices and employers' satisfaction rates. All above QDP benchmark
- Aspects identified as areas for improvement have been addressed through learner and employer meetings and 'You Said, We did' posters have been displayed.
- The QDP teaching survey is currently ongoing.

The Chair commented these were great results and it was good to see the learners acknowledging how important attendance is.

A member agreed and said it was a great tribute to see how person centred the College's approach is.

**The Committee noted the report.**

**90. OFS AND HE PROGRAMMES**

The QC introduced the report which provides information and implications on college strategic plans for HE recognition via OfS. He highlighted the following points:

- An education provider in England will be required to register with the OfS if it wishes to access public grant funding, and/or student support funding for Level 4/5 qualifications. The college would seek the approved (fee cap) registration to deliver HNC/D.
- To register with the OfS, providers need to demonstrate that they satisfy a set of initial conditions of registration to ensure they are able to offer high quality higher education to students. They will be subject to a risk assessment to determine whether they will be able to continue to satisfy the OfS conditions. These are linked to HE Quality Framework.
- The OfS conditions and regulations sit outside the usual routines and pathways of most GFE colleges. A separate framework aligned to the HE Quality Framework will be needed to satisfy the OfS requirements and prove understanding use and application which includes additional governor oversight.
- HE Regulatory Framework Grid (summary for information)
- Annex G application OfS
- Draft Terms of Reference of HE Governors' Oversight

The Committee discussed the implications for the introduction of college HE level qualifications.

Ms Hume and Mr Hall agreed to sit on the HE Governors' Oversight and will then report back to this Committee.

A member cautioned that the College must ensure it is being paid for this and said he would be happy to have a conversation about some funding pots the College can access.

There was a discussion around the risks and the amount of bureaucracy required to gain the accreditation.

The Committee Agreed to recommend to the Board approval of the committee structure to include governor oversight as part of OfS conditions of registration approval process.

**91. ACCOUNTABILITY AGREEMENT**

**a. Progress Monitoring Of The Accountability Agreement 2023-24 Action Plan**

The Principal presented the report updating the Committee on progress against the Accountability Agreement Action Plan in line with priority areas which has been very good. The Committee discussed how this document adds value and provides assurance to the Governors.

**The Committee Noted the report.**

**b. Updated Guidance on Annual Accountability Agreements 2024/25 & The Local Needs Duty**

The DoGov presented the report updating the Committee on the changes required for the Accountability Agreements 2024/25 submission.

**The Committee Noted the report.**

**92. RISK REGISTER REVIEW**

The Principal 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 as a result one Residual risk score has reduced.

The Committee confirmed they were satisfied with the scores and the actions being taken to mitigate risk.

**The Committee received and noted the updated College Risk Register.**

**93. AOB**

- The Principal provided an update on new equipment for the HS & C provisions that the College has recently installed.
- The Committee had a discussion around Institutes of Technology.

**94. 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 2023/24.

**19.36 finish**

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

.....A Morris ..... 18 June 2024

**Signed**

**Date**