

Minutes of the meeting of the Curriculum and Quality Committee (CQC) held remotely at 1730 hrs on 20 October 2022.

<b>Present</b>	Angie Morris (Chair)	Pam Vaughan	Jenny Brassington	Anthony Warner (Staff Governor)
	Jonathan Teesdale	Steve Saffhill (Staff Governor)	Rachel Nichols (CEO)	
<b>In Attendance</b>	Joanne Ulyatt (Governance Director)	Cheryl Thompson (APQ)(PC)	Sarah Young (VPSSE)	Matt Shough (APQ)(SC)
	Laila Bentley (APSE&S)(PC)	Julie Addison (APSE&S)(SC)		
<b>Apologies</b>	Angela O Reilly (VPCQ)			

**1/22 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS**

- a. The Governance Director welcomed everyone to the first committee meeting of the academic year, noting the recent resignation of Dr Mary Kiernan from the IEG Board. The apologies were accepted. The committee were advised that Angie Morris had put herself forward as nominee for the position of Chair of Committee. AM was unanimously appointed as Chair.
- b. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.
- c. Urgent Business. There were no requests for urgent business.

**2/22 STANDING ITEMS**

- a. The Minutes of the meeting held on 16 June 2022 were confirmed for signature. **(ACTION 1)**
- b. Matters Arising. There were no matters arising.
- c. Outstanding Actions. All actions from the last meeting were complete.

See referenced minute for full action.	<b>Status</b>
<b>Action 1</b>   41/21. Last minutes (31.03.22) confirmed for signature.	<b>complete</b>

**The information was noted and received.**

**Actions had been identified.** (See Register at end of document)

**3/22 TEACHING, LEARNING & ASSESSMENT (TLA) REVIEW OF 2021/22**

- a. An overview was given of the 2021/22 year, which had been a challenging year for both staff and students following the impacts of Covid and returning to face to face activity. The report included feedback on the end of year student survey which had encountered some issues with the timing, being published after some students had completed; this has been addressed to correct going forward. The induction survey has just been completed and results will be shared at the next meeting.
- b. Following on from TLA work last year, IEG has continued with the deep dive methodology set out by Ofsted. With the new EIFs greater focus on skills, lots of questioning has been undertaken around how this requirement is met.
- c. A summary of the support available for lecturers was provided, advising that processes were being aligned between PC and SC.
- d. Focus groups within departments have been identifying themes from the induction survey to ensure any issues are addressed and progress measured.

- e. Following recruitment of a high number of new staff at Peterborough College, the Quality team worked hard to enhance quality of provision and this can be seen in achievements; governors noted the impressive progress made. Support is personalised to the needs of the individual but there is always lots of call for support with digital technology. There has also been a lot of work with QTLs focusing on classroom management and behavioural issues.
- f. Governors asked whether the student survey results could include further analysis relating to patterns of non-response, and any negative feedback in terms of ethnicity, gender or learning needs. The current level of scrutiny is by department area and in order to collect the results anonymously to encourage participation they have not previously collected data on characteristics, partly due to system limitations. Going forward this should be analysed and shared with governors from an EDI perspective to identify areas of strength and weakness.
- g. Issues with the tables for Deep Dive Data for Stamford College and Peterborough College were raised; ALS and student mentors included at PC but not SC. Headings incorrect on the final page of tables. MS and CT to look into this further and address. **(ACTION 2)**

**The information was received and noted.**

**Actions had been identified.** (See Register at end of document)

#### **4/22 IEG STUDENT ACHIEVEMENT OUTCOMES REPORT 2021/22**

- a. Very promising results for the 2021/22 year were presented, including particularly notable results in vocational curriculum, English and maths, and A Levels. Physics students at Stamford College achieved the highest grades of all AQA students in the whole country. Areas for improvement were noted as retention and achievement rates for 19+ learners and addressing staffing and leadership issues in IT and Business.
- b. Regarding low retention on A Level courses, this has been identified as a key area of focus for Stamford College this academic year as a lot of progress was made with A Levels previously and it is saddening to see the decline. Pass rates are excellent but retention is lower than average. A number of learners who, post-covid, were part way through their courses were choosing to move to vocational subjects for which there is a better breadth of provision at various levels. This has been recognised and listed on the QIP as the first area to address.
- c. RN noted that some further analysis is required on the tables presented and the data is still being finalised as the hard close for results is today. Governors are encouraged to attend the self-assessment moderation panels where provision across the group will be considered in greater detail.
- d. Staff briefing tomorrow will cover outcomes; there are still areas for improvement but the improvement on last year is positive.

**The information was received and noted.**

#### **5/22 IEG ANNUAL COMPLAINTS & COMPLIMENTS REPORT 2021/22**

- a. The reporting of complaints and compliments has been altered this year to align to elements of the new EIF. There has been an increase in complaints this year which is positive in that students have had a voice; all have been resolved and actions taken forward. Compliments have also increased. The Quality Team continue to work closely with Faculty Heads regarding any emerging themes.
- b. Governors noted that it is not always a negative when complaints go up and that with only 1% of complaints relating to leadership and management this endorses the journey the college has been on and the hard work put in that is now paying off. Increased complaints indicate greater communication; further detail on the complaints upheld would be useful.
- c. Concern was raised about the number of complaints relating to staff attitude; usually there would be an additional column indicating whether the complaint was upheld or not because how many of the complaints had merit is crucial information. This information is stored on a spreadsheet shared with faculties so will be added to the report in future. **(ACTION 3)** It was noted that a number of staff members involved in these complaints are no longer with IEG.

**The information was received and noted.**

**Actions had been identified.** (See Register at end of document)

## **6/22 IEG ANNUAL SAFEGUARDING REPORT 2021/22**

- a. The annual report was presented showing key growth and development over the year, and reflecting on how services have been aligned. A restructure at the end of term 1 has enabled more collaborative working between the safeguarding teams. More work is being done around the sexual harassment and sexual violence agenda, and collaboration with partners is growing in strength. The report showcases the journey as to how the team has reflected on the previous year and moved forward with the strengthening of support and policies.
- b. The Group currently utilises the ProMonitor suite for robust and secure recording of safeguarding requirements which has been efficient. The team are also looking at a package called My Concern to ensure they have the most effective solutions in place.
- c. It was noted that the next Governor Development session will provide a focus on asylum seekers, refugees and key updates around governor responsibilities.
- d. The Safeguarding Policy was approved for recommendation to the IEG Corporation Board. **(ACTION 4)**

**The information was received and noted.**

**Actions had been identified.** (See Register at end of document)

## **7/22 IEG ENROLMENT REPORT & RECRUITMENT UPDATE**

- a. A summary of overall enrolment activity was provided, demonstrating a really positive picture in terms of work done on internal processes and from a marketing perspective to attract, recruit and retain students.
- b. 4965 16-19 year olds have been recruited to date and this figure remains very static which is promising; there appear to be lower levels of transfers and withdrawals compared to the previous year but there is still work to be done with MIS to clean up the data. Robust procedures are in place to really ensure that every student is given the support, advice and guidance they need and this has translated into improved retention. The enrolment process for new students has encouraged growth and positive feedback has been received from staff, students and parents noting the slickness of processes. Positive PR has reinforced the piece of work in terms of reputation.
- c. IEG has also implemented a very successful 'It's not too late campaign' and continues to recruit. Most courses are full and students have used the 'Steps to Success' programme successfully. An 'At Risk' campaign is now live to reach out to all students to make sure they are happy, and consequently, if any are looking likely to dropout then early interventions can be made to support them and work with them to signpost the options. The Executive Team are generally confident that the funded target of 4750 will be achieved.
- d. Next steps are to scrutinise the reports and accuracy of data and then carry out further analysis and learning from what has been done this year, looking at where the growth is to help inform marketing plans. Recruitment has already begun for the next academic year.
- e. The recruitment targets, funded target, the 42-day rules and lagged funding were discussed and explained.

**The information was received and noted.**

## **8/22 IEG CAREERS PROGRAMME**

- a. The IEG Careers Strategy, Careers Programme Calendars for 2022/23 and Personal Development Programme roadmap were shared. The recently appointed Group Manager, Personal Development, Careers and Community has been in post since May and has already made some key changes in terms of driving forward collaborative practices with curriculum. Guest speakers have been brought in to provide rich opportunities for young people to engage with business sectors of interest, and a more joined up approach with student mentors is in place.
- b. Governors noted the Personal Development Programme roadmap highlighting the journey the student is on in terms of progress throughout the programme and praised the small but purposeful reference in the title section of 'Society's Future Leaders'; IEG is not just about courses but also about developing learners as leaders so they are able to make a positive contribution in the community they live in and work in.

**The information was received and noted.**

**9/22 IEG SELF ASSESSMENT TIMELINE 2022/23**

- a. An update on progress with the SAR process and timeline was provided. All departmental faculty and partner SARS are expected by the week after half term ready to be put before robust moderation panels. QIPs are key documents and a lot of focus is being placed on them this year. The documents are much the same as last year with some changes to the context statement to place additional focus on skills and aligning with the new EIF. This has generated some really good conversations with Heads of Faculties about how they contribute to the national skills agenda.
- b. Governors have been invited to join the moderation panel for the IEG SAR along with some other external participants.
- c. Governors enquired as to any areas they should really aim to focus on when attending for link visits; the skills focus, to meet both local and national needs, as well as destinations and student progress were noted.

**The information was received and noted.**

**10/22 IEG QUALITY IMPROVEMENT/ASSURANCE GUIDE 2022/23**

- a. The paper was presented including an overview of the quality improvement initiatives in place. An updated IEG Quality Guide and TLA Strategy have been uploaded to Board Intelligence.
- b. Concerns were noted that IT at Peterborough College continues to require Quality Improvement Initiatives; intervention began in early November as achievement rates were low and some problems with quality assurance of some qualifications had arisen. Three members of the team have been lost to ARUP and it has proven extremely difficult to recruit the calibre of staff required so a new team are now being supported to complete teaching qualifications. There are also problems with team dynamics and some ongoing disciplinary action. Disappointing results for Level 2 students who sat examinations unfortunately brought the results down. There are currently five QTLs working individually with staff members, providing coaching and shadowing, and looking at how to support the new staff to move them forward and drive up outcomes. There are also issues with Business and IT at SC in terms of staffing and recruiting high calibre staff as IEG cannot compete with industry salaries nor the draw for IT professionals of working from home.
- c. The 21<sup>st</sup> Century TLA Strategy has been updated. CPD has been adapted to align, particularly with VR and immersive technology. A very successful CPD week was carried out in the summer term, including Wellbeing Wednesday and a host of different activities focusing on staff development and the craft of teaching.
- d. Regarding subcontracted provision, from a quality perspective the processes are the same; all IEG students have access to the complaints procedure, a great deal of QA and QI is undertaken to ensure the provision is really robust, LB is engaged with subcontracted provision from a Safeguarding point of view, annual reviews of their policies and risk assessments are undertaken, and they also have SARs and QIPs.

**11/22 URGENT BUSINESS**

There had been no urgent business requested.

**12/22 DATE OF NEXT MEETING**

The next meeting would be held on Thursday 9 February 2023 at Peterborough College.

**ACTION REGISTER**

See referenced minute for full action.		Resp	By
<b>Action 1</b>	2/22a. Last minutes (16.06.22) confirmed for signature.	<b>GD</b>	<b>wie</b>
<b>Action 2</b>	3/22g MS and CT to review Deep Dive Data tables	<b>MS/CT</b>	<b>wie</b>
<b>Action 3</b>	5/22c Complaints data to include whether upheld or not	<b>MS/CT</b>	<b>wie</b>
<b>Action 4</b>	6/22d Safeguarding Policy recommended to Board for approval	<b>GD</b>	<b>13/12/22</b>

The meeting closed at 7:15pm.