

Minutes of the meeting of the Curriculum and Quality Committee (CQC) held at Peterborough College at 1730 hrs on 15 June 2023.

Present	Angie Morris (Chair)	Pam Vaughan	Pamela Kilbey	Anthony Warner (Staff Governor)
	Jenny Brassington	Steve Saffhill (Staff Governor)	Liam Cudlipp (Student PC)	Rachel Nichols (CEO)
In Attendance	Joanne Ulyatt (Governance Director)	Angela O'Reilly (VP C&Q)	Sarah Young (VPSSE)	Matt Shough (APQ)(SC)
	Trisha Franklin (APQ seconded)			
Apologies	Tori Kaczarowska (Student SC)	Jonathan Teesdale		

39/22 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- Apologies were as noted.
- No notice had been received of any Member becoming ineligible to hold office and the meeting was quorate.
- There were no requests for urgent business.

40/22 STANDING ITEMS

- The Minutes of the meeting held on 20 April 2023 were confirmed for signature. **(Action 11)**
- Matters Arising. There were no matters arising.
- Outstanding Actions. All actions from the last meeting were complete.

See referenced minute for full action.		Status
Action 9	28/22a. Last minutes (09.02.23) confirmed for signature.	complete
Action 10	33/22c SY to explore the possibility of tutoring to help with signposting for students interested in pursuing degree apprenticeships	complete

The information was noted and received.

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

41/22 IEG KPI REPORT

- The report was provided in the usual format, giving brief analysis of KPIs in appendices.
- Attendance has been an area of concern, particularly around lower level groups. Attendance strategies for next year have been high on the agenda at curriculum performance reviews. An Assistant Head of Faculty role across the Group has been introduced in-year and is expected to have real impact next year, particularly around attendance. Ofsted identified attendance as good across all levels of provision.
- Retention continues to be strong; 93% for young people which is just on target, and slightly higher for adults at 95.4% Retention on lower level courses is good and staff are working hard with those learners that do not have as regular attendance as the Group would like but who are engaging and expected to achieve.
- Achievements are currently only at 48.3% but it is important to note that the majority of achievements for this age group will be released in August via exam results. Adult achievement is looking strong at 79% currently but there will again be a significant number of achievements to be added at the end of the academic year due to roll on roll off courses.
- Progression and destinations look strong this year and tell a positive story.

- f. Student satisfaction was a little disappointing as outcomes were slightly down since the mid-year survey. Actions will be taken to address areas identified.
- g. Student progress at Group level is at a healthy 81% currently. Best- and worst-case scenarios were noted.
- h. Apprenticeship provision is seeing very good overall attendance. Retention requires some analysis to understand the reasons for withdrawals.
- i. Difficulties with retention in SC for A levels was discussed, but noting the excellent pass rate. It has been a concern and review work has been undertaken. High volumes of learners presenting with mental health issues, including anxiety and depression, have also impacted on A levels where the learners do not have the resilience and mechanisms/strategies to cope with the exams and other things happening in their lives. Many of the young people who get towards the end of their first year and decide they cannot continue to tend to stay with IEG but move into vocational programmes, however, currently the funding regulations penalise IEG for that as they are not allowed to be transferred they have to be withdrawn which hits the retention rates. There is a strong sense that it is an issue nationally.
- j. AS levels as an option were discussed but the disadvantages of this mode of delivery were felt to be more detrimental.
- k. The support capacity for mental health issues was raised; the service teams are working hard to stop being reactive and focus on targeted work in terms of what they can do to build resilience and coping strategies. MindSpace is also working directly with A level students to develop coping skills and strategies.

The information was received and noted.

42/22 QIP REVIEW

- a. The QIP has been reviewed continuously throughout the year. Most actions are now closed off and there are only a small number with work still to do. Three areas for continued focus will be taken forward into the next academic year.
- b. Governors were impressed with the document which really shows how issues are being moved forward. The QIP provides excellent detail not only giving a sense of strategy but also as a working document that shows the history and the progress. Thanks to be passed on to teams for a really good piece of work.
- c. Attendance was discussed in relation to cultural shift. IEG has high expectations around attendance and staff are working tirelessly to address the issues within the lower level programmes by working with young people to ensure sure they understand the reasons attendance is so important, not just for their education now, but also for their future jobs and employer expectations that come with that. It is also important to note the starting point of some of these learners coming into the Group; many of the learners with attendance of 60-70% were school refusers who were not attending at all, so it is also about the progress of those learners and ensuring that they are going on to achieve.
- d. Retention and recruitment of staff continues to be the number one risk on the Risk Register; the situation is improving slowly with vacancies down from 80-90 to circa 62 currently and out of which only 11 or 12 have been vacant for more than 3 months, but this remains too high. HR are advising that application volumes have increased since the Ofsted inspection report was released. All of the work implemented around pay, additional benefits and rewards will hopefully help with recruitment and retention going forward.

The information was received and noted.

43/22 OFSTED REPORT & POST-INSPECTION ACTION PLAN

- a. The Ofsted report had been shared and the action plan put in place to respond was presented, with the major focus on apprenticeships. A small minority of curriculum area issues were taken out of the plan to instead be added into faculty QIPs to address. Each of the judgment areas were reviewed and actions put in place to address, but there has also been an internal review of apprenticeships on a broader scale. IEG are working with the FEC within an action group set up due to trends within apprenticeship provision and the sector wide challenge that is faced, to share best practice and help inform the most appropriate direction of travel.
- b. Governors praised the robust plan which we can returned to each meeting.
- c. Governors asked if the SARs already in place when the inspection happened correlated with inspection findings; the gradings within the IEG SAR were matched or exceeded in the Ofsted outcomes and the minor points picked up within curriculum areas were

recorded in the SAR and QIPs for those areas which is reassuring as it indicates that the SAR process had been very robust and that IEG is self-aware and recognises its strengths and weaknesses. Had there been a disconnect then this would have been recognised in the leadership and management outcome which would have suffered had there not been a good level of congruence between the two.

- d. Unfortunately, in Apprenticeships, Ofsted looked at only 10% of the provision and extrapolated the data which goes some way to explaining the disappointing outcome. It was noted that the recent student survey indicated that a high level of apprentices would recommend the college.

The information was received and noted.

44/22 INTERNAL PROGRESSION & STUDENT APPLICATIONS UPDATE

- a. An overview paper was provided, covering headline application data, significant growth areas, applications through the internal progression process, conversion rates and keep warm activity in place, as well as space utilisation and ensuring an effective enrolment process. Applications are significantly up on the same point last year which is really positive and shows IEG is becoming a first-choice provider. Robust processes are in place to ensure every young person has contact with tutors and IAG to help them make choices.
- b. New students have been invited to attend a taster day via invites from Eventbrite. 600 have already confirmed attendance. Further chasers are scheduled for tomorrow and next week and IEG are also using Purlos alongside this to double up on communications. Reporting tools will track from first contact through to 42 days to be able to better understand the impact of all the engagement implemented. Non-attenders will be followed up again after the event with further communications.
- c. Lessons learned from last year in regards to extra capacity to accommodate growth will be actioned, including new roles being advertised to support growth numbers.

The information was received and noted.

45/22 CURRICULUM PLANNING UPDATE 2023/24

- a. An update was provided in relation to the curriculum plan which has now been signed off with the CFO and MIS. Some new provision being offered was discussed, including expansion of DofE provision and some new and innovative programmes.
- b. Governors noted that the new initiatives sound very good and asked if any crossover with skills needs documents could be referenced. Curriculum planning is aligned to external requirements but it should also be noted that the skills priorities account for only 20% of the jobs in the area, so whilst they do need to be incorporated, it is not the only priority. Going forward report authors will ensure the crossovers are better referenced.

The information was received and noted.

46/22 STAFF DEVELOPMENT (ARRANGEMENTS FOR STAFF CONFERENCE JULY)

- a. Arrangements for the staff development week were shared which will be the first opportunity for IEG as a group to bring everyone together following Covid. The theme, The Brilliance Within, is a celebration of the great work throughout the year, of staff achievement and will see the introduction of staff awards. The Nourish element of the programme links to wellbeing and self-care aspects which in turn improve individual performance. The Innovate piece focuses on the future of the organisation and how to move forward and continue to achieve great things.
- b. It is hoped that within the programme of events on offer that there is something for everyone and that everyone is encouraged to take some time out for themselves.

The information was received and noted.

47/22 STUDENT UNION ACTIVITY & ACCOUNTS

- a. Activities throughout the year were highlighted.
- b. Governors noted thanks to the SU and asked that the SU President passed this message on.
- c. The remaining budget will be rolled over to be spent for the benefit of students.

The information was received and noted.

48/22 STUDENT OUTCOME PREDICTIONS

- a. The predictions process was outlined and more predictions have been pulled in since this report which presents a positive picture; education and training best case scenario of 88.6% against an 83.6% national average. Predictions last year were very close to outcomes.
- b. Apps – 54.6% compared to 56.3% last year; actions are recorded within the Ofsted Post-Inspection Plan to drive improvements.
- c. APT is predicting 74.3% - 79.8% against an 86.2% national average for all adult courses; this is a very bespoke provision type often with learners working FT and a 100% exam model with high pass rate thresholds which accounts for some of the difficulties.
- d. The high level of English and maths without predictions was explained.

The information was received and noted.

49/22 END OF YEAR SURVEY

- a. A summary paper was provided of the survey completed by 2300 students across the two campuses, with largely positive outcomes. A couple of areas of concern have been identified; feedback and timeliness of feedback will be a key focus next year; along with careers advice, though a great deal is provided at course level so this could also be an issue with the wording of question which needs to be further investigated. This was the first year that questions from the mid-year survey were repeated in the end of year survey in order to look at progress so it was disappointing to see a lack of growth; the team will be looking at how to respond to student feedback in-year next year to ensure IEG is robust in the responses put in.
- b. Wording of questions was discussed and some suggestions made.
- c. Some fantastic comments were made within the survey and it would be good to include some of those into the report to governors.
- d. Governors noted the interesting consistency between the results from both colleges.

The information was received and noted.

50/22 YOUNG CARERS AT IEG

- a. A letter had been sent to all governors, sharing information regarding the number of IEG students that are young carers, outlining the work IEG do as an organisation and how to support those learners going forward. There are learners who do not realise they are carers because it is just what they do all of the time so this is vital work to help ensure they are aware of the support available. This forms part of onboarding and the team are also working on wider communications about services and support available within the Group as well as signposting to support outside of education too.
- b. There can be some challenge in identifying young carers and there is possibly some work to be done with feeder secondary schools to help aid identification. IEG also has strong adult provision and so it is important to think about how to respond with messaging for adults as well.

The information was received and noted.

51/22 URGENT BUSINESS

There had been no urgent business requested.
Governors expressed thanks to all staff for their hard work throughout the year, and praise was given for the quality of papers provided.

52/22 DATE OF NEXT MEETING

The next meeting date is TBC.

ACTION REGISTER

		Resp	By
	See referenced minute for full action.		
Action 11	40/22a. Last minutes (20.04.23) confirmed for signature.	GD	wie

The meeting closed at 7pm.