

## Newbury College Corporation Curriculum & Quality Committee

**Minutes of a meeting held on Monday 30<sup>th</sup> November 2020, 4.00 PM via MS  
Teams**

<b>Present</b>	<b>Name</b>	<b>Role</b>
<b>Membership</b>	Sue Wood (SW)	External Member – Chair
	John Knight (JK)	External Member – Vice Chair (from Item 6)
	Matt Grimston (MG)	Student Governor
	Simon Thompson (ST)	External Member
	Sally Osmond (SO)	External Member
	Iain Wolloff (IW)	Principal
	Shelly Van Meter (SVM)	Staff Governor
	Rachel McCleary (RM)	Student Governor
<b>In Attendance</b>	Lee Hunt (LH)	Vice Principal
	Jo Houghton (JoH)	Director of Business & Partnerships
	Jackie Heggs (JHe)	Teaching and Quality Manager
	Gill Parkinson (GP)	Clerk to the Corporation
	Jayne Steele (JS)	Director of Finance
	Iain Wolloff (IW)	Principal
	Cathy Wright (CW)	Director of HR and Support Services
<b>Quorum:</b>	Three members required	Meeting quorate, 8 members present

<b>Item No.</b>		<b>Action</b>
1.	<b>APOLOGIES FOR ABSENCE</b> There were no apologies. New members SO, SVM and RM were approved, following the introduction of SVM and RC to the Committee.	
2.	<b>DECLARATIONS OF INTERESTS</b> There were no declarations of interests.	
3.	<b>MINUTES OF THE PREVIOUS MEETING</b> The Committee approved the Minutes of the meeting held on 9th March 2020 and these would be signed by the Chair and sent to GP.	<i>SW/GP</i>
4.	<b>MATTERS ARISING FROM THE MINUTES</b> There were no matters arising.	

5.	<p><b>REVIEW OF TERMS OF REFERENCE (TORs)</b>  SO noted that a proposal to align the terms of Chairs and Vice Chairs and the timing of TOR reviews across Committees would be taken to the FCM on 14<sup>th</sup> December.  <b>ACTION: There were no changes proposed and the Terms of Reference were recommended to the Corporation.</b></p>	GP
6.	<p><b>SELF ASSESSMENT REPORT (2019-20)</b>  LH presented the report assessing the FE and Apprenticeship work of the College. (JK joined the meeting). He highlighted:</p> <ul style="list-style-type: none"> <li>• Feedback from the student survey was positive. The first student survey of 2020-21 was about to begin, aiming for a 70% response rate. JoH noted there would be more internal employer surveys undertaken this year.</li> <li>• 2 Enrichment coordinators were in place and would plan activities such as E-sports and Duke of Edinburgh Awards.</li> </ul> <p><b>How were the SAR outcomes affected by the pandemic? SW</b> The effect was comparatively minimal. Up to the start of the 1<sup>st</sup> lockdown on the 23<sup>rd</sup> March retention and attendance were good, which continued throughout lockdown. Staff were effective in moving to an online approach, and as much course assessment was via portfolio evidence, the impact was low. RC noted she could work effectively from home so was not significantly affected. As previously mentioned, MG had also found remote working an effective way to work.</p> <p><b>JK noted that 90% of students felt safe at College (p. 7) and asked whether this was seen as a positive response?</b>  LH explained that the 10% who did not respond positively to this question represented around 15 students. The team had engaged with Student Councils to explore student views of Safeguarding and it was likely that the issue of concern related to the attitude and behaviour of some students, rather than being a concern for safety.</p> <p><b>How did the QIP relate to Ofsted observations from the last inspection? ST</b> LH noted that since the 2017 Ofsted L2 performance had improved. Ofsted criteria had also changed since then. <b>ACTION:</b> LH would provide a summary of Ofsted recommendations and actions to Governors.</p> <p><b>SW asked whether the aim of raising higher grades for GCSEs should be across all areas of the curriculum as part of challenge and stretch.</b> LH and SW had discussed this and would work on the wording of this part of the QIP including an assessment strategy – <b>ACTION:</b> LH/SW. IW noted that the improvement of the tracking of student progress was begun in 2019/20 and the achievement of high grades in all graded qualifications were a key part of this.</p> <p>SW thought the Quality Cycle was a crucial document. <b>ACTION:</b> LH to send a copy to Governors.</p> <p><b>The Self-Assessment Report was recommended to the Corporation for approval.</b></p>	<p>LH</p> <p>LH/SW</p> <p>LH</p>

7.	<p><b>HIGHER EDUCATION ANNUAL REVIEW</b></p> <p>JHe presented and explained that the report aimed to evaluate all programmes at level 4 and above. Higher Education Courses were reviewed annually to ensure that expectations for standards and quality were met. This SER focused on elements of the QAA quality process, breaking this down into different sections.</p> <p>MG thought the report was a fair reflection and the UCN was working very well.</p> <p><b>The Committee discussed whether there was confidence in the high level of first-class honours achieved by engineering degree students.</b> The OfS reviewed the proportion of students achieving higher degree levels. IW noted that most students were more mature and employed in highly successful engineering companies, so were likely to achieve higher standards than many traditional, younger degree students. SVM and JoH pointed out that many of the students were involved in cutting-edge engineering research with their employers.</p> <p>SVM explained that she had attended the Bucks University meeting that had awarded the grades and noted the rigour of the process and the examiner’s satisfaction with the grades awarded. MG added that many students topped up to a degree after the completion of an HND/C which meant that some students who were less successful may have left the programme at level 4 or 5. SVM noted the programme lead was extremely experienced and provided excellent motivation for students; some of whose degree work was of publishable quality.</p> <p><b>The HER Review was recommended to the Corporation for approval.</b></p>	
8.	<p><b>SAFEGUARDING REPORT</b></p> <p>ST (Safeguarding Governor) explained that the College was moving in the right direction and he agreed with the conclusions of the report. LH thanked ST for his external viewpoint which had been very useful.</p> <p>The open campus meant that there could be a vulnerability to trespass by undesirable outsiders. <b>SW asked how this affected the Castle School?</b> LH confirmed that the College and School worked closely on a joint approach, and the School was housed in a secure compound including swipe cards and a Receptionist.</p> <p><b>Would safeguarding at Highwood Copse School be the College’s responsibility? SW</b> IW confirmed that this responsibility would be held by the leadership and governors of the Academy Trust.</p> <p><b>Was there a necessity to move to card access to the College? MG</b> This was an expensive solution to very few incidents and overall risk was low. Classrooms were locked between sessions and the site patrolled.</p> <p>There were no further questions.</p>	
9.	<p><b>STUDENT ENROLMENT To consider student enrolments for 2019/20</b></p> <p>IW presented the report to the Committee – this was also of interest to the Finance &amp; Resources Committee.</p>	

	<p>There was a large increase in 16-19s (includes 19+ with EHCP), half of which was accounted for by the football academy. Income would be lagged to 2021-22. There were slightly more apprentices compared to last year, against a difficult background due to the pandemic. Many other providers had seen a decrease in apprentices.</p> <p><b>How would HE enrolments be increased?</b> SW JoH noted the new proposed partnership with the University of Northampton to deliver a range of new degree programmes.</p> <p><b>Did adding another University partner create overheads for the College in understanding new systems?</b> JK JoH agreed there was a significant workload in working with and setting up validations with each University.</p> <p><b>Were students enrolled or registered with the Universities and was there an impact on access to resources?</b> JK Unis provided resources. Part of the student agreement was with the University so there was no not disadvantage in studying through the College.</p> <p>There were no further questions.</p>	
<p><b>10.</b></p>	<p><b>AOB</b></p> <p>IW confirmed there was an ongoing restructuring of the wider leadership team following staff interviews (some of which SW attended). Some roles were at risk of redundancy, but the process had been carefully managed to be fair and appropriate. Board members would be informed of changes.</p>	
<p><b>11.</b></p>	<p><b>COMMITTEE SUMMARY</b></p> <p>IW explained that all Committees should consider the matters which they wished to take forward to the Board and this would be a Standing Item. The two key items from this meeting were the SAR and HER Review which would be tabled at the FCM on 14<sup>th</sup> December for approval.</p> <p>SW stated that Safeguarding would also be noted as being discussed. The Student Enrolment Report would be put on the Corporation’s agenda following consideration from the Finance &amp; Resources Committee.</p> <p>The meeting concluded at 17:38.</p>	

Confirmed as a correct record: .....

Signature of Committee Chair

Date .....