

**CURRICULUM PERFORMANCE & REVIEW COMMITTEE**

**DATE:** WEDNESDAY 16 MARCH 2022

**PLACE:** Meeting held VIA ZOOM

**TIME:** 4.00pm.

**PRESENT:** Barbara Spittle (Committee Chair designated for this meeting)  
 Mary Hughes Governor  
 Judy Peck Academic Staff Governor  
 Christine Ricketts Principal & CEO

**IN ATTENDANCE**

Sarah Clancy Director of Quality & Standards  
 Terrie Carter Executive Director Curriculum.

Natalie Watt (Clerk to the Corporation)

STANDING AGENDA ITEMS	Action By
<p>1. <b>Action in the Event of Fire</b> Meeting held via ZOOM.</p>	
<p>2. <b>Welcome &amp; Apologies for Absence</b></p> <ul style="list-style-type: none"> <li>The Chair of the Committee welcomed Judy Peck to her first meeting of the CPR Committee.</li> </ul> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li><b>Governor apologies - Jackie Pearson, Bob Pickles, Jeanette Bell.</b></li> <li>Attendee apology - Andy Russell, Executive Director Student Support &amp; Stakeholder Relationships</li> </ul>	
<p>3. <b>Declarations of Interest</b> Bob Pickles, Governor at East Surrey College – (Not in attendance at the meeting).</p>	
<p>4. <b>Notification of Any Other Business</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	
<p>5. <b>Minutes of the meeting held on 15 November 2021</b></p> <ul style="list-style-type: none"> <li>Members requested additional detail under Item 10 relating to the request for functional skills data to be split out from the achievements in the curriculum areas and by levels.</li> <li>Noted and amendment agreed, for approval by the Chair of the Committee. Subject to the above amendment, the minutes were agreed as a true and fair reflection of the meeting and were <b>APPROVED</b> for signature by the Chair.</li> </ul> <p style="text-align: right;"><b>Minutes APPROVED.</b></p>	
<p>6. <b>Matters Arising from the meeting on 15 November 2021.</b></p> <ul style="list-style-type: none"> <li><b>Item 10 SAR Changes</b> – The Committee noted that the changes requested at the meeting had been made to the final draft that was subsequently approved at the Corporation meeting on 15<sup>th</sup> December 2022.</li> </ul>	

- **Item 17 Workplan** – The Clerk confirmed that the changes requested had been made and the work plan for the Committee updated.

## Items for Information, Discussion & Approval

### 7. **Update on current Covid impact** – Presented by the Principal & CEO

Items discussed:

- The Principal & CEO provided the Committee with an update on current absences for both staff and students and assured the Committee of the College's continuing compliance with all required COVID safety measures.
- The Committee noted that local rates of infection were increasing and that this was reflected in the update provided.
- The Principal & CEO confirmed that the College would no longer be providing lateral flow tests and they were no longer provided for free to the College. Staff and students were now required to obtain their own tests. Noted. The Committee were assured that the College was complying with the DFE requirement to report the number of weekly cases.

**Update RECEIVED.**

### 8. **Achievement Rates 2020/21 & Retention & Attendance to date.** – Presented by the Principal & CEO.

- The Committee noted that the College returned to full delivery on site in September 2021. The Exec.Dir.Curriculum, informed the Committee that the transition to site following COVID, has been difficult for some learners who are experiencing higher levels of anxiety and mental health.
- It was noted that overall, attendance is 80.4%, this is a -1.8% reduction compared to 2020-21.
- COVID related absence has contributed 3.5% to this reduction.
- It was noted that the 16-18 Students attendance was at (81%) and 19+ Students at (78.8%).
- The Committee were advised that overall attendance on English and maths programmes is poor at 66.87% and -13.6% below attendance on the vocational programme.
- The Committee noted that there were still some challenges with REMS implementation affecting some registers. The Principal & CEO confirmed that these were being addressed.
- Members were advised that increased learner support has had a positive impact on college overall retention rates.
- Retention across all levels shows a positive picture, Level 1 programmes increased from 94.3% in 20/21 to 96.7% 21/22, Level 2 programmes 94.6% to 96.3% 21/22, Level 3 programmes 92.4% 20/21 to 98.8 21/22.
- The Committee discussed the report and noted the assurance that Curriculum staff continue to support learners well across all areas to maximise achievement and learner outcomes.
- The Committee noted the updates at paragraphs 6,7 and 8. Brief discussion followed on the Teacher Assessed Grades (TAGS).
- The Committee discussed the detail in paragraph 10 relating to Functional English and Maths, noting the focus on ensuring that students were on the correct course was key to supporting student's willingness to commit to attendance.
- Members challenged the attendance levels and sought clarification on the impact poor attendance would have on both Students and ultimately income.

- The Exec.Dir. Curriculum, assured the Committee that all students at risk had been identified and follow up was in place to ensure that they were attending functional skills as required.
- The Committee's attention was drawn to the retention update and the summary at paragraph 19 detailing the achievements boards which were held monthly. Noted.
- The Committee discussed the challenge for students who had not sat a formal examination for two years having been assessed on their completed work during the pandemic.

**Report RECEIVED.**

**9. Quality Improvement Plan 2021/22** – Presented by the Executive Director of Curriculum.

- The Committee noted the College Improvement Plan (CIP) provides an update against key areas for improvement for 2021/22 and has been aligned to the new strategic objectives and recommendations from the FEC Stocktake Report.
- Governors noted that the report confirmed that the quality of education continues to be Good. Noting that overall achievement rates are currently forecast to be slightly below target at 86%.
- The Committee noted however, that as detailed in the report that this is a conservative figure and takes into consideration those students who are engaging in learning but are 'at risk' due to safeguarding and/or high levels of anxiety which are impacting on their studies.
- The Committee were assured that intervention strategies are in place for these learners to support them to achieve their qualifications and that this figure is broadly in line with QAR provider rates and achievement rates for 2019/20 (86.7%).
- The Committee noted the strengths identified at paragraph eight. The Committees discussed in some detail the focus identified at paragraph eight on developing HE further.
- The Committee noted the extra effort that the College was taking to expand HE provision. It was acknowledged that building partnerships would take time but the Principal & CEO confirmed that she had made progress on this particularly during the current year.
- Members of the Committee welcomed the positive view of the intervention strategies being employed, however, there was challenge questioning the extent of the impact on functional skills achievement.
- The Principal & CEO conceded that progress was not at the pace needed but emphasised that progress was still happening.
- Detailed discussion followed on the range of issues facing this area in term of Students, Family Support and post pandemic challenges.
- Discussion took place on GCSE Maths and English and performance in these areas. The Principal & CEO discussed the development of staff who taught in these areas.
- It was noted that there were shadowing and mentoring practices in place and that best practice was being disseminated.
- The Chair of the Committee proposed that the details discussion on the management actions taking in place could be explored further at the next performance review for this area. Agreed.
- The Principal & CEO raised a question from the Governor in attendance at the performance review regarding delivery of theory lessons.
- The Committee were advised that the matter had been looked into and due to staffing challenges the group had to merge with another on a temporary

basis. The situation had now been reviewed and all theory classes were being delivered as originally structured.

**Report RECEIVED.**

**10. Learner Complaints 2021/22** – Presented by the Director of Quality & Standards.

Items discussed:

- The Principal, & CEO raised an issue flagged up by the Governor attending a performance review on apprenticeships relating to the non-participation/delivery of theory lessons. The Principal & CEO confirmed that she had looked into the matter. The students had received the lessons but had been infilled into another class following staff sickness. This had now been resolved and all student groups were now receiving discrete theory lessons. Noted.
- The Director of Quality and Standards drew the Committee's attention to the number of complaints, 37 complaints received as at 28/2/22, which is a decrease of -2 during the same period in 2020/21.
- The Committee were informed that an additional 17 complaints have been received since 31/10/21, two separate complaints were made by the same SEND complainants raising different concerns.
- The Committee noted the detail provided in the report. The Director of Quality and Standards confirmed that there no distinct 'clusters' of complaints around one area of activity and this indicates that there were no obvious systematic issues. The Committee were assured that in line with the complaints policy all complaints were dealt with within ten working days.

**Report RECEIVED.**

**11. Learner Behaviour Report** – Presented by the Principal & CEO.

Items discussed:

- The Committee noted that overall during 2021-22, there has been a decrease in the number of performance and conduct hearings (-51.6%).
- However, they also noted the reported increase in supportive intervention meetings which were beneficial in during 2020-21.
- Discussion followed on the poor low-level behaviour around the campus that had been reported. The Committee were informed that this behavioural trend has also been reported by the College's local feeder schools and partner colleges. The Principal & CEO advised the Committee that the College is responding to this trend with the introduction of a Learner Engagement and Inclusion Lead to support.
- Members discussed the challenges facing students in returning to face to face delivery in term one and the higher levels of anxiety following a generally unsettled two-year period. Overall, attendance is 80.3% (-2.2%, 2020-21). COVID-19 related absence has contributed 3.5% to this reduction.
- The Principal & CEO informed the Committee that the College had introduced a concerted strategy focussing on recognising and reinforcing positive behaviour. It was reported that this has had a positive impact.
- Members of the Committee discussed student behaviour in general and asked for specific feedback on behaviour of students in work placements. The Principal and CEO informed the Committee that she had not requested any analysis of this aspect of behaviour to date.
- It was agreed that feedback on placements would be sought and reported to the next meeting of the Committee.

**Report RECEIVED.**

Principal &  
CEO

**12. Learner Engagement & Involvement Termly Update 2021/22** – Presented by the Principal & CEO.

Items discussed:

- The Committee’s attention was drawn to the update on the Learner Involvement Assessment Tool which was developed to provide a comparative overview of positive learner involvement across the College.
- Members of the Committee noted that overall induction learner survey engagement increased by 5% in 2021-22 with 68% of 16-18-year olds completing the survey compared with 61% in 2020-21.
- The Principal and CEO informed the Committee that new staff appointments had been made and were having a positive impact on learner engagement across the curriculum.

**Report RECEIVED.**

**13. Curriculum Planning for 2022/23**  
**i) Proposed Changes**

- The Principal & CEO provided an overview of business planning process and changes to curriculum e.g. T Level implementation.
- The Committee were also informed that it had been decided to hold a Governors training session just prior to the Corporation focussing on the T level Strategy at Brooklands.
- The Committee noted that occupation pathways for these T Levels include:
  - **Health:** Care Worker, Healthcare Assistant, Ambulance Care Assistant and Emergency Care Assistant
  - **Education & Childcare:** Nurse Worker, Teaching Assistant, Learning Mentor, Playworker and Special Educational Needs Assistant.
  - **Digital Support Services:** IT Security Coordinator and IT Support Technician
  - **Digital Production, Design & Development:** web developer, software developer and computer games developer.
- The Principal & CEO confirmed that the College had now submitted a T Level Capital bid which, if successful, would provide the capital investment for a new IT Digital suite in the Locke King building, and a realistic working environment for Education & Care/ Health, in the Edge building.
- Discussion followed on the potential for Art and Design to continue. The Principal & CEO informed the Committee that this was under review and the College was striving to ensure that the curriculum remained fit for purpose and was in the interests of students gaining employment.
- Members queried whether the Ambulance Care Assistant Role was that of a paramedic – This was confirmed.
- The Principal & CEO informed the Committee that the SLT were looking to streamline provision and improve the offer at the same time. Discussion followed on access programmes and whether T levels would be extended to Adults.
- The Committee’s attention was drawn to the detailed update on the delivery of year one of the strategic plan (2021/22). Members noted the detailed curriculum updates included in the report at paragraph 8.
- Members noted the detailed update and analysis of applications at paragraphs 11-13 in the report.
- The Principal and CEO informed the Committee that the marketing of the curriculum and T levels would be fundamental to its success. It was noted that the marketing strategy would be reviewed to ensure it was fit for purpose.

**Update RECEIVED.**

Principal &  
CEO

**ii) DFE Paper “Review How Well the Curriculum meets Local Needs”.**

- The Principal & CEO provided an overview of the attached appendix report from the DfE issued in July 2021, setting out the key principles to enable governing bodies of institutions within the further education sector, to comply with their duty under a new section 52B of the Further and Higher Education Act 1992 to review provision in relation to local needs.
- Members were informed that the main points of the report (page 5) highlight the following:
- Governing bodies must undertake regular reviews of how well the education or training provided by the college meets local needs, in particular local employment needs.
- Governing bodies should undertake a review at least once every three years.
- In reviewing provision within a local area, governing bodies are expected to collaborate with other governing bodies also serving that area.
- Governing bodies are required to publish the outcome of their reviews on their websites. Governing bodies must consider what actions they and other providers can take to best meet local needs, in particular local employment needs, including changes to the structures through which provision is delivered.
- The responsibility for the curriculum continues to rest with individual governing bodies.
- Ofsted focus.
- The Committee discussed the need to be aware that learners may travel/ move out of county for work and due to cost of living/ expense of living in Surrey and that this would need to be understood and considered.
- Following discussion, it was agreed that the CPR Committee would APPROVE the recommendation that the College commissions an external review of the College Curriculum Plan for 2022/23, to assess if the curriculum plan for 2022/23 is meeting local need, and in particular local employment needs. It was further agreed that the Corporation would be advised that on completion of the review, the Corporation should publish the report on the college website.

**Report RECEIVED recommendation to commission an external review  
APPROVED for onward recommendation to the Corporation.**

**14. Quality of Teaching & Learning** – Presented by the Director of Quality & Standards.

Items discussed:

- The Committee received the report and noted the areas of strengths identified at paragraphs 35-39 and the areas for development detailed in paragraphs 40-43.
- The Principal & CEO informed the Committee that a teaching and learning day with Governors would take place on Monday 21<sup>st</sup> March 2022.
- Five Governors have confirmed attendance. The Committee endorsed the approach to provide an opportunity for Governors to “validate” what they are seeing reports to Committee and the Corporation.
- However, the Chair of the Committee did request that more advance notice be given in future. *Agreed.*
- The Committee noted the detail provided at paragraphs 14 to 18 on the teaching and learning visits undertaken in Term 1.
- The Committee also noted the reported impact of the Development Coach support in 2021-22 detailed in the report at paragraph 24.

**Report RECEIVED.**

**15. Safeguarding Report** – Presented by the Principal & CEO and the Safeguarding Strategic Link Governor (In the absence of the Exec.Dir.SSSR).

Items discussed:

Principal &  
CEO

- The Strategic Lead Governor for Safeguarding provided a comprehensive summary and overview of the report and her participation in meetings.
- The Committee were informed that mental health issues were a key theme and focus and a range of strategies were being employed to provide support across the board.
- Discussion followed on the need for targeted support for non-designated safeguarding staff who nevertheless had to deal with many difficult and challenging issues in this area.
- The Committee were informed that the safeguarding team were developing ideas to enhance the support already in place, including the potential use of trainee and volunteer counsellors. Noted.
- The Principal & CEO confirmed that she would be reviewing these options in due course and that Brooklands College had agreed to work closely with East Surrey College on this area in future.
- The Committee were also informed that the Safeguarding Officer would now be meeting with the Strategic Safeguarding Governor prior to attendance at College meetings to provide a more detailed briefing.
- The Committee were informed that there was good evidence to show that the sexual consent training would be completely rolled out to all college staff by the end of the academic year.
- It was noted that the links to the course had also been circulated to Governors.

**Report RECEIVED.**

**16. Sustainability Updates 2021/22 – Presented by the Principal & CEO**

Items discussed:

- The Principal & CEO confirmed to the Committee that a Strategic Lead Governor in place had already been appointed, (Melanie Harding, a role descriptor was currently being formalised and agreed.
- The Committee noted that the minutes of the sub group are currently submitted to the CPR committee.
- However, following discussions and acknowledging that some of the initiatives will require further funding consideration, it was agreed to propose that sustainability reporting be moved to the Resources Committee Agendas.
- The Committee also agreed to propose that there was a termly report to the Committee but an annual report to the Board.
- The Committee were informed that the sustainability Strategic Lead Governor would be attending the AOC Conference on Sustainability.

Principal &  
CEO &  
Clerk

**Report RECEIVED and recommendation on transferring monitoring to the Resources Committee APPROVED for proposal to the Committee and Corporation.**

**17. Link Governor Update - Oral Update**

Items discussed:

- The Principal and CEO updated the Committee on the recent proposals to the Search and Governance Committee regarding link Governors.
- The Committee were advised that Governors would be encouraged to visit Curriculum Areas as much as possible. In future this programme would be called Governor Engagement, to match the strategies employed for Learner Engagement.
- A Strategic Lead Governor title was also being introduced to clearly define the additional roles undertaken.
- The Committee were reminded that the current Strategic Lead Governors were:

- Careers & Business – Jackie Pearson
  - Sustainability – Melanie Harding
  - Safeguarding – Mary Hughes
  - Employer Engagement – Bob Pickles
  - The Committee were advised that the role descriptors, in a standardised format, were currently being drafted with the agreement of those appointed.
  - These would be presented to the Search and Governance Committee for approval in due course.
  - The Clerk informed the Committee that the Governor Impact Forms had been circulated and were being returned providing a string evidence base for reporting on Governor engagement for the next self-assessment process.
- Update RECEIVED.**

**18. Policy Update Schedule – for information.**

- The Clerk advised the Committee of the list of policies due to be submitted for approval in the following academic year.

**Update RECEIVED.**

**19. Any Other Business**

The Chair of the Committee took the opportunity to express appreciation on behalf of the Committee, for the hard work and commitment that Terrie Carter, Executive Director, Curriculum, had shown during her tenure at Brooklands College. The Committee wished Terrie every success for her future.

**Terms of Reference**

- Proposals to move sustainability to Resources Committee, subject to the Committee's approval were agreed.
- The Clerk was requested to review the Terms of Reference and liaise with the Resources Committee and the Corporation as needed.

Clerk

**Delivery of Meetings**

- The Clerk to the Corporation noted that all the Committee had been asked to consider the preference for the delivery model for meetings.
- It was noted that this matter would be discussed with the Chair of the CPR Committee in due course, however, it was noted that the Committee expressed a strong preference for ZOOM meetings to continue. Noted.

Clerk

**20. Date of Next Meeting**

- Wednesday 22 June 2022 at 4pm VIA Zoom (TBC)

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_