

THE TRAFFORD COLLEGE GROUP

**Minutes of the Meeting of the Further Education Curriculum & Quality Committee  
held at 5.30pm on Wednesday 10 March 2021 Via Microsoft Teams**

<b>Present:</b>	Sarah Drake	(Chairperson)
	James Scott	(Principal & Chief Executive Officer)
	Glad Capewell	
	Graham Luccock	
	Esha Mumtaz	(Student Governor)
<b>In Attendance:</b>	Barry Watson	(Corporation Secretary)
	Carmen Gonzalez-Eslava	(Deputy Principal)
	Andrew Mould	((Assistant Principal Stretford)
	Helen Wood	(Assistant Principal Altrincham)
	Joan Scott	(Assistant Principal Adult Learning & Apprenticeships)
	Emma Goodlet	(Assistant Principal 16-19 Study Programmes)
	Gemma Hawkley-Holt	(Head of Quality of Education)
	Richard Pleavin	(Interim Quality Manager)
	Michelle McLaughlin	(Student Engagement and Learner Voice Lead)
	Michael Jarkowski	(Student Governor)

**Minute No**

Prior to the commencement of the meeting the Chairperson welcomed Andrew Mould (Assistant Principal, Stretford) to his first Committee meeting.

The Chairperson also welcomed the newly appointed Deputy Principal (CGE) to her first meeting in her official capacity as Deputy Principal.

The Chairperson also congratulated the F.E Student Governor (EM) on her notable achievement as National Young Student of the Year for the Association of College Awards.

**GC&Q/01/21 Apologies for Absence**

The Corporation Secretary (CS) reported that no apologies for absence had been received.

**GC&Q/02/21 Declaration of Direct or Indirect Interest in any of the following Items**

There were no declarations of either direct or indirect interest in any of the meeting's business items.

**GC&Q/03/21 Minutes of the Curriculum & Quality Committee Meeting held on 11 November 2021**

The minutes of the meeting were approved and accepted as a correct account of the meeting's proceedings.

**Minute No****GC&Q/04/21****Matters Arising from the Minutes**

- i) GC&Q/41/20 – Matters arising from the Minutes – Apprenticeship Update and Action Plan

The Assistant Principal Apprenticeships and Adult Learning (APAAL) presented the Committee with a copy of the updated Improvement Plan for the Group's Apprenticeship provision which included an action plan update together with a RAG Rating for each of the improvement actions.

The APAAL provide the Committee with an overview of the progress that had been made since the last report, which covered the following issues/progress:

- Meetings with the two Link Governors and the items covered at the meeting.
- Progress of the Training Plans which were progressing well. It was also advised that refresher training for all staff (45) in Health and Safety had been completed and that they would all undertake the IOS qualification.
- Extension of the period of tenure for the Interim Apprenticeship Consultant (AS) up until the end of June 2021 which would help support and embed the agreed actions within the Improvement Plan.
- The updating of the Skills Plan.
- The content and scheduling of the Apprenticeship Improvement meetings.

Members raised several issues arising from the report as follows:

- A member commented that a previous manager (JK) was still included in the Improvement Plan and the APAAL advised that that was because the post holder had carried out the action whilst she was still in post.
- One of the Link Governors (SDR) for the provision commented that as they did not meet the Heads of Studies on a regular basis the last link meeting had been helpful in understanding the difficulties and complexities of the provision. It was further commented that there was now a vibrancy around the provision.

There were no further issues raised by members arising from the update and the Committee look forward to further reports concerning the progress of the required Improvements and Action Plan.

**Action: Assistant Principal Adult Learning & Apprenticeships**

**Minute No**

In discussing some of the other matters from arising from the minutes, it was noted that the Student Suspension Procedure had now been completed and approved by the Board of the Corporation.

It was also noted that the actions relating to the SEND report had also all been completed.

ii) GC&Q/46/20- Student Engagement Strategy Action Plan Update

The Chairperson commented that the updated action plan did not include the Impact assessment within the Plan as agreed at the last meeting.

The PCEO advised that it was the intention to review and rewrite the action plan and that a summary of the Impact assessment for the actions would be included in the updated version which would be presented to the Committee at its next meeting. It was further advised that the intention would be to sign off this year's action plan at the next meeting and to identify the priorities for the forthcoming Academic Year.

**Action: Deputy Principal**

A member commented that if Ofsted visited before then, then Governors would need to have sight of the updated plan.

The PCEO advised that he would consider seeing if it was possible to do this before the end of the Spring Term 2021 with the possibility of having an interim position by June 2021. The Link Governor for Quality of Education commented that the matter could be picked up at the next Quality of Education Link visit.

**Action: Deputy Principal/ Quality of Education Link Governor**

iii) GC&Q/47/20 – Student Governors' Report

A member commented concerning the very successful outcomes and organisation of the Question Time event and asked what the future intentions for the event were.

The PCEO advised that there was every intention to keep the event going for the foreseeable future.

**Action: Student Engagement and Learner Voice Lead**

iv) GC&Q/53/20 Safeguarding Children and Vulnerable Young Persons Update Report

A member asked if a copy of the Safeguarding report is sent to the Link Governor for Safeguarding.

**Minute No**

The Assistant Principal 16-19 Study Programmes (APSP) advised that it was not and that she was meeting her next week for her Link meeting when the matter would be discussed and actioned.

**Action: Assistant Principal 16-19 Study Programmes**

In discussing the matter, it was suggested that the Link Governor for Safeguarding should be a member of the FE C&Q Committee and the Chairperson of the Board of the Corporation agreed to raise the suggestion with the relevant member.

**Action: Chairperson of the Board of the Corporation**

- v) GC&Q/49/20 – Quality Improvement Plan and Performance Indicators Report 2020/2021

The PCEO confirmed that the outcomes for 2019/2020 had now been reconciled and included in the data for internal outcomes which was noted.

- vi) GC&Q/53/20 – Unlocking Potential Fostering Success at Stockport College

A member enquired why there was no Stockport Project update report included on the meeting's agenda.

The PCEO advised that a full summary report of the achievements relating to the project would be provided at the next Committee meeting together with actions that would be carried over for 2021/2022 Academic Year.

**Action: Deputy Principal**

The Stockport Link Governor commented that there would be a Link Governor meeting before the end of March 2021 where a progress update would be undertaken.

**Action: Link Governor – Stockport College**

A member asked about the progress regarding the alumni proposals that were considered at the last meeting.

The PCEO advised that the Marketing team were currently working with the Marketing Link Governor (JH) and that it had been accepted that the Alumni was not a project from which the Group could increase substantially its income, rather it is an approach to ensure that students who leave stay in touch with the Group and remain invested in the organisation.

The PCEO further advised of other activities that were being considered in respect of Alumni including courses for ex-students and linking in with students who were now employers in terms of guest speaking, work placements and ex-students within Technical provision.

**Minute No**

A member suggested that alumni could also be used as a buddying or mentoring capacity and suggested an annual dinner / buffet where alumni could perhaps meet with members of the Governing Body.

**Action: Marketing Team**

## vii) GC&amp;Q/54/20 – Ofsted Update

A member asked about the intentions for the next meeting of the Ofsted Ready Group.

The PCEO advised that he was still unsure of the current position given the organisation's status in respect of the proposed merger with Cheadle and Marple Sixth Form College (CAMSFC).

He further advised that technically the Group was in scope for a Summer Term visit but that in his view it was more likely to be an Autumn Term 2021 visit.

Members discussed the position in detail and after due consideration it was agreed that a meeting of the Ofsted Ready Group should be convened the first week after Easter 2021.

**Action: Principal & Chief Executive Officer/ Corporation Secretary**

There were no other matters raised by members arising from the minutes and it was resolved that they be noted.

**GC&Q/05/21****Safeguarding Children and Vulnerable Young Persons Update Report**

The APSP presented a report and verbal update which provided the Committee with details of the key issues and actions regarding the implementation of the Group's Safeguarding Children and Young Persons Policy.

The report and verbal update provided Committee members with the following information:

- There had been a small decrease in Safeguarding referrals at both main campuses, but the overall numbers were high compared to last year. It was further advised that the number of mental health referrals had increased with the current number being 55 students. The APSP informed the Committee that the workload for the Pastoral Support Mentors (PSM) had increased by 769 to 1334 which was largely as a result of the 3<sup>rd</sup> lockdown. It was advised of the nature of the cases that the PSMs were dealing with, which included increases in domestic abuse and neglect. The APSP further advised that in order to address the increase, Deputy Safeguarding Leads had been appointed at both Stockport and Altrincham Campuses and advised of the resourcing of the posts together with support that continued to be provided by Trafford Counselling Service.

**Minute No**

- **Counselling Update.** It was advised that 87 learners had received counselling support which was an increase of 47 learners compared to the Academic Year 2019/2020. The report provided members with a breakdown of the referrals by campus. Regarding Adult Counselling it was advised that the Trafford Counselling and Family Centre (TCFC) would be reopening in the Summer Term 2021 to support adult learners with declared mental health needs. The APSP also provided details of the Group tutorials that had been undertaken by TCFC to 290 adult learners, in coping with Covid19.
- **Looked after Children (LAC) and Care Leavers by Campus.** The APSP advised that there was not much change to report with 50 LAC's across the Group compared to 57 in November 2020. Attendance data was also provided for each of the Group's campuses.
- **Regarding Young Carers** it was advised that there were now 35 across the Group which was an increase in 5 since the last report and that their overall attendance was 83% with retention at 100%. It was further advised that 13 Young Carers continued to be supported by the College Ready Transition Programme and that the students were engaging well with the programme.
- **DBS Update.** It was noted that there were no DBS certificates waiting to be processed.

A member commented that the work that was being undertaken was very impressive and was particularly pleased with the retention rates for LAC's which were very good. The member asked if there was an issue with attendance with High Needs at the Stretford Campus and was advised that there were no significant issues and that the data was impacted by small group numbers. The Assistant Principal Stretford (APS) confirmed that there were clear communications with both teams and that there was a joined-up approach in dealing with the learners.

There were no other issues raised by members and after due discussion and consideration it was resolved that the report be noted.

**GC&Q/06/21****SEND Update Report**

The APSP presented a report which provided the Committee with a progress update for all matters relating to inclusion at the Group.

The APSP advised that the report covered all activities relating to learners with disclosed needs and provided the Committee with an overview of the key issues arising from the report which were as follows:

- The establishment of a site register detailing numbers of vulnerable learners and the up-to-date retention and attendance data relating to Learners with EHCP. The APSP advised that that 7 students had withdrawn but that there had been a significant increase in ALS Funding of £400,000 compared to the previous year's figure of £70,000. It was also advised that the majority of EHCP reviews would take place in the Summer Term 2021.

**Minute No**

- High Needs Learners. The APSP advised that High Needs Learners continued to get one-to-one study support during lockdown and that additional support funding of £60,000 had been secured from Trafford MBC in February 2021. The attendance and retention figures for the provision were also detailed together with the relevant data for General SEN and Adult Learners with disclosed needs.
- Support arrangements for Apprenticeship provision.
- Access arrangements, Transition Support, Continuing Professional Development and other activities that were taking place within the provision.

A member commented that it appeared that the whole support system was getting tighter and that more management focus was delivering improved outcomes.

There were no further issues raised by members arising from the report and after due discussion and consideration it was resolved that it be noted.

**GC&Q/07/21****Curriculum Development Area Review Update Reports**

The Interim Quality Manager (IQM) provided the Committee with copies of the recently completed Curriculum Development Area Review (CDAR) reports in respect of the following areas of provision:

**Foundation Learning (FDL)**

The IQM provide the Committee with a brief overview of the report and drew members' attention to the following key issues:

- The nature, mix and background of the provision.
- How the Group provides support to the learners, particularly regarding employability skills, improving Maths and English and progression onto Level 1 and 2 qualifications. The IQM also outlined the activities that were undertaken in order to provide the support, which included numerous visits, case studies and meetings with staff and students.
- Areas for Improvement and the areas that were being worked on in order to secure improvements.
- Positive aspects of the provision.

Members raised several issues arising from the report as follows:

- A member commented that this was a report that gave him concerns with 13 recommendations for improvement. He expressed the view that an action plan was needed and asked what actions were being taken to address the issues raised in the report.

**Minute No**

The Assistant Principal Altrincham (APA) advised that the Head of Study for the provision had drawn up a Team Improvement Plan (TIP) which included and identified all the key areas for improvement.

It was further advised that the TIP was subject to regular robust and continuous review.

The APA commented that progress was being made against all the key elements and that improvements had already been evidenced during the Autumn Term 2021. It was further commented that the significant issues were at the Trafford College and that a further progress report would be provided to the Committee at its next meeting.

**Action: Assistant Principal Altrincham**

A member supported the comments made by the member and added that the report in her view was detailed and rigorous and demonstrated the value of the process which was to the Group's credit. The member added that she would pick up the issues raised in the next Governor Link Quality of Education Meeting.

**Action: Link Governor Quality of Education**

The Deputy Principal (DP) commented that there was a lot of work being undertaken in this area and that the content of the curriculum was the driver behind many of the issues that had been identified in the report.

The DP also advised that colleagues were working with other Colleges to secure improvements and that they would be taken forward for the next academic year's plan.

A member asked about learner attendance and the DP outlined the current attendance patterns for the provision following lockdown which were good.

It was advised that it was difficult to engage with learners remotely but that two PSM's were supporting learners directly and that full-time retention was stronger than with part-time provision.

- A member asked if the Group had any members of staff who are Ofsted Inspectors, given the usefulness that this had provided in the past. The PCEO advised that currently they did not but that AG who had recently left the Group was still providing support in a consultancy capacity.
- A member thanked the team involved for their efforts to improve the provision and the IQM reminded members of the review process for the CDAR.

There were no further issues raised by members arising from the report and it was resolved that it be noted.



**Minute No****Construction (Update Report)**

The APS presented the CDAR which was a follow up on the initial report that had been undertaken in 2020.

The report identified the actions and themes that were required to be addressed and the progress that had been made to date against the requirements.

The APS advised that the key improvements were as follows:

- A significant step change in the expectations of learners and staff including pedagogical activities.
- Improved links between curricular and pastoral teams.
- The positive approach to re-engagement following lockdown.
- Establishment of masterclasses for catch up for Levels 1 and 2 aimed at improving skills sets.
- Improvements to the work placements programme and the use of virtual work experiences. It was advised that there were now 25 planned work experience places, which was a significant improvement.
- Other activities that were planned in terms of work placements and how it linked to the Student Engagement Strategy.

Members welcomed the progress that was being made. There were no further issues raised by members arising from the report and verbal update and, after due discussion and consideration, it was resolved that it be noted.

**GC&Q/08/21****Student Engagement Strategy Action Plan Update**

The Student Engagement and Learner Voice Lead (SELVL) presented a report which provided members with a copy of the updated action plan for the Student Engagement Strategy (SEG).

The SELVL advised the Committee that the 6 objectives of the SEG remained unchanged, and provided an overview of the key activities that had been undertaken in relation to the action plan update as follows:

- Student Leadership meeting to take place during the Spring Term 2021.
- The Equalities Council arrangements and activities.
- Mental Health and Wellbeing Champions.
- The Student Newsletter and the Student Conference which had been held on 4th and 11th February 2021 at the Altrincham and Stockport Campuses.

**Minute No**

- The continued activities of the Community Kitchen which had been set up in response to the Covid19 Pandemic.
- Progress regarding the development of a construction package aimed at 300 students.
- Progress regarding the “Cut it Out” project for the Hair and Beauty Curriculum area at Altrincham.

The DP commented that the impact measures regarding the action plan could be secured through Navigate and the APSP explained in detail to members how the process could be implemented.

A member commented that the work that was been undertaken was excellent and commended the staff for their efforts. The member added that it had been a privilege to attend the Student Conference and thanked all involved for their efforts and contributions.

- A member asked how student feedback was secured in the context to improvements to the quality of teaching and learning.

The Head of Quality of Education (HQE) explained all the activities that were undertaken to secure the feedback and the member made the comment that if all the activities as detailed were being undertaken then they should be captured and presented as part of student voice and engagement impact information.

**Action: Head of Quality of Education**

There were no further issues raised by members arising from the report and after due discussion and consideration it was resolved that the report be noted.

**GC&Q/09/21****Student Governors' Report**

The Student Governor (SG) and Deputy Student Governor (DSG) provided the Committee with a verbal report which identified some of the key student issues both strategically and operationally at the Group.

The update covered the following issues:

- The Student Newsletter which had been written by students for students and had been published since October 2020. The DSG advised members of the content of the newsletters.
- The Global Mental Health Research project and the application that had been made to be part of the project
- The work and activities of the Equalities Council since the last report. It was advised that Mental Health had been chosen by students as the current top issue and that a Mental Health Work Group had consequently been formed, comprising of staff and students.

**Minute No**

- Actions taken to encourage students to register for voting entitlement.
- The Student Conference. The work and activities of the various Student Engagement Groups which were explained in detail.
- Environmental activities including efforts to raise awareness.

Members welcomed the report and update and acknowledged the excellent and innovative work that was being undertaken regarding Student Engagement and the activities of the Student and Deputy Student Governors and the Student Body as a whole.

There were no further issues arising from the update and members thanked the students for their report and resolved that it be noted.

**GC&Q/10/21      The Quality Education Update**

The HQE presented a report which provided the Committee with an update concerning the Quality of Education at the Group.

The report covered the following aspects of provision:

- **Remote Learning Update**

The HQE provided a detailed overview of the activities relating to the approach to the Quality of Learning and Quality Improvement in a virtual environment, the updating of the Group's Digital Strategy and the Overview of Findings by provision type.

The HQE advised that, regarding the overview of findings, the Group had used Microsoft Teams since the start of the Academic Year and that the number of class teams held had not always been the same. It was further advised that different classes/ groups had held different numbers of Teams classes during the period which made comparisons hard to make.

The HQE also commented that there had been real improvements in both the Quality of Resources outcomes and lessons since her last report. The HQE provided the Committee with the national context in terms of the 95% expectation for engagement in classroom activity and the current RAG Rated outcomes.

- **Lesson Visit Activity and Developmental Lesson Visits**

The HQE advised concerning the up-to-date position for both Lesson Visits and Developmental Lesson Visits.

**Minute No**

- **Continuing Professional Development Activity**

The HQE advised concerning the Tier 1 Action Research Projects and the bookable Tier 2 CPD activities that had been agreed and implemented for the Academic Year.

Members raised several questions arising from the report as follows:

- A member commented that the Group had developed a good process for the assessment of the quality of remote learning and asked about the green RAG Rating for FDL given the previous considerations in the CDAR agenda item and whether the RAG Rating was painting too healthy a picture?

The HQE advised that in the first term there had been difficulties with combinations of students on different courses and that particularly in the first two weeks of term attendance data was not good with significant numbers of students not engaging. The HQE further advised of the actions taken to support teachers delivering to FDL Groups to address the specific needs of FDL.

The HQE also outlined the other actions that had been taken to secure and impact on the Green RAG rating, including regular meetings with Heads of Learning, the creation of the Team Improvement Plan, agreement on attendance targets and the Tier 1 and CPD actions to drive the Improvement Plan.

The member asked if the response package that had been initiated reflected individual teams and the HQE confirmed that they did.

The APA also confirmed that the Group had changed the delivery model for English and Maths in order to improve attendance.

There were no further issues raised by members arising from the report and, after due discussion and consideration, it was resolved that it be noted.

**GC&Q/11/21****Quality Improvement Plan and Performance Indicators Report 2020/2021**

The PCEO presented a report which provided members with a copy of the RAG rated and updated Quality Improvement Plan (QIP) – (March 2021).

The report also included a summary of performance indicators targets for 2020/2021 together with the predicted achievement rates with comparators for 2018/2019 and 2019/2020.

The report identified the 9 key objectives, each of which had been allocated to a member of the leadership team who were responsible for delivering the actions and outcomes.

The PCEO advised members that the QIP had been updated since it was last presented and commented that most of the issues identified, had been or would, be considered in other agenda items of the meeting.

**Minute No**

The report identified that the key risks arising from the updated QIP were as follows:

- Student Engagement since lockdown: since January 2021 this had been low in Foundation Learning, Construction, Art and Design and some programmes within Engineering. It was also advised that engagement was also low in Maths and English and the PCEO identified the actions that had been taken to address the issues.
- At MAP 3 only 73% of students were at or above target.
- The impact of the latest lockdown had had a disproportionate impact on students with declared mental health issues and LAC's, despite high levels of remote support.
- The completion of the Navigate Skills Diagnostic was still too low.

Members raised several issues arising from the report as follows:

- A member asked about Maths and English in remote learning which was RAG Rated as red in the QIP with the assessment being green and asked if the Rating took into account the assessment.

The PCEO commented that the official attendance for Maths and English was problematic with the issue of students undertaking the assessment but not going to sessions, and the data is therefore not as bad as it appears.

- A member asked if the retention data for 16-19 included the 2-year courses. The PCEO advised that the issue related to A Levels and provided members with the updated data which he advised was an improving picture.
- A member asked for about the Timely Achievement Data for Apprenticeship provision which was down at 49%.

The PCEO advised that this was a correct figure and that it was a direct result of the impact of lockdown. The member asked if it was in line with other providers in the sector and the PCEO confirmed that it was.

In answer to a question from a member, the PCEO confirmed that the progress relating to MAP 3 could be ascertained from Part 3 (page 2) of the Summary Report.

There were no further issues raised by members arising from the report and it was resolved that it be noted.

**GC&Q/12/21****Careers Education, Information and Advice & Guidance Report**

The APSP presented a report which updated members concerning the progress that had been made against the 8 Gatsby Benchmark and milestone targets within the Careers Education, Information and Advice & Guidance Strategy (CIEAG).

**Minute No**

The report included a copy of the CIEAG Self-Assessment and Action Plan 2020/2021 progress update as at March 2021. The report also set out the milestone targets for 2020/2021.

The APSP reported that the main issues arising from the report were as follows:

- The accreditation for 2020/2021 had been successful and that a further full review would now take place in January 2022.
- The progress in respect the DFE monitoring form which had been submitted in December 2020. The APSP advised that progress was proceeding well and that a further submission would be made in June 2021.

**Action: Assistant Principal 16-19 Study Programmes**

- Progress regarding Navigate with a third of learners requiring improvement, which would be picked up in the Summer Term 2021.

**Action: Assistant Principal 16-19 Study Programmes**

- Progress towards achieving benchmark 6 regarding work placements, which was limited due to lockdown.

There were no further issues raised by members arising from the report and, after due discussion and consideration, it was resolved that it be noted.

**GC&Q/13/21****Student Mental Health and Wellbeing Strategy Update Report**

The APSP presented a report which updated members concerning the progress that had been made in relation to the Group's Student Mental Health and Wellbeing Strategy.

The report included a copy of the associated Action Plan for 2020/2021 together with a progress update against the Plan as at March 2021.

The APSP advised that the main issues arising from the report had been covered in the agenda item relating to the Student Engagement Strategy Action Plan Update.

The APSP provided the Committee with a brief overview of the following key issues:

AoC funding for the PSM's.

Content and Impact of the Group Tutorial sessions that had been held for 2,000 learners.

Details of the number of declared mental health issues (279) and that the PSM's were supporting 1334 learners across all campuses. The APSP also provided the Committee with a breakdown on the student numbers across the campuses.

**Minute No**

There were no issues raised by members arising from the report and, after due consideration and discussion, it was resolved that the report be noted.

**GC&Q/14/21 Maths and English Strategy Action Plan Update Report**

The APSP presented a report which provided the Committee with a progress update on the implementation of the English and Maths Strategy for the Spring Term 2020.

The report included a copy of the Action Plan update which enabled the Committee to monitor current progress against the Strategy.

The APSP commented that the key risk was the dip in student attendance (Maths 64% and English 69%) and identified the actions that were being taken to address the issue including:

- Role of the attendance officer who would be targeting high risk areas to re-engage learners over the next 2 weeks.
- Planned Maths and English Workshops which would be targeted for those learners identified as being at risk.

A member commented that there appeared to be a tremendous amount of work and effort put in by the staff in seeking to secure the required improvements in what were very trying circumstances

There were no other issues raised by members arising from the report and, after due discussion and consideration, it was unanimously resolved that it be noted.

**GC&Q/15/21 Any Other Business**

There were no matters raised by members under any other business.

**GC&Q/16/20 Date of Next Meeting**

It was agreed that the date of the next meeting would be held on Wednesday 9 June 2021.

**Action: Corporation Secretary**

The meeting closed at 7.33.pm