

## **Heart of Yorkshire Education Group Corporation ('Corporation')**

### **Board of Governors ('Group Board')**

### **Curriculum and Quality Committee ('Committee')**

### **Minutes of the Meeting held on 7 November 2023 ('Meeting')**

**Present:** Dmitry Fedotov, David Powell ('Chair'), Vijay Teeluck, Ruth Baxter ('RB') (via Teams), Julian Harrison (via Teams), Annabelle James (via Teams) and Luke Aaron ('LA')

Sam Cremore ('Clerk')

**In attendance:** Clare Allcock ('CA'), Lorraine Cross ('LC'), Lisa Macdonald ('LM') and Andrea Quantrill ('AQ')

**Apologies:** None

#### **1. Appointment of Chair and Vice Chair for 2023/24**

IT WAS RESOLVED THAT David Powell be appointed as Chair of the Committee and Dmitry Fedotov be appointed as Vice Chair of the Committee each for the remainder of the academic year and until the first Committee meeting of the following academic year.

#### **2. Welcome and Apologies for Absence**

The Chair welcomed members and reported that due notice of the Meeting had been given, that Alex Miles had given her apologies and a quorum was present. Accordingly, the Chair declared the Meeting open.

#### **3. Declarations of Interest**

3.1. The Chair asked for declarations of interest. None were made.

3.2. No other business to be considered was raised by those present.

#### **4. Minutes of the meeting of 12 June 2023**

IT WAS RESOLVED THAT the minutes of the meeting of the Committee of 12 June 2023 were approved.

#### **5. Matter Arising**

5.1. The Clerk addressed the outstanding matters arising from the meeting of 12 June 2023 which were due to have been actioned by this Meeting as follows:

- 5.1.1. On matter arising one, members asked for an update regarding the inclusion of English and Maths within curriculum areas at the next meeting.
- 5.1.2. On matter arising two, members had asked whether there were College specific issues relating to construction achievement rates. LC noted that the relevant 2022/23 data was not yet available but explained that the previous year's performance had been slightly lower than average due, in part to staffing issues and some legacy data issues at Selby College. The Chair noted the negative direction of travel against the previous year. LC noted that a new Head of Department had been appointed which she hoped would improve matters. The Chair requested the relevant information to keep this issue under review.
- 5.1.3. On matter arising four, LM noted that 16-18 attendance would be kept under review by way of the QIP which would be brought to each meeting. Members requested a deep dive into the matter at an appropriate time during the academic year.

#### **6. Meeting Arrangements**

The Committee discussed meeting arrangements for the remainder of the academic year. It was agreed that all meetings, barring the last in June (which was to be held at the Castleford campus), would be held via Teams.

#### **7. Ofsted Feedback**

7.1. LC outlined the key feedback from the recent Ofsted inspection noting:

- 7.1.1. That overall effectiveness had been assessed as 'Good', contribution to skills was 'strong' and all provision types and key judgements had been graded 'Good'.
- 7.1.2. The areas of improvement highlighted by inspectors and the actions that would be taken to address these.
- 7.2. Governors noted their thanks to all staff involved in securing the Ofsted 'Good' grade.
- 7.3. Governors challenged as follows:
  - 7.3.1. Did the Ofsted feedback align with the QIP? LC confirmed that it did and that there had been few surprises.
  - 7.3.2. Had the right issues been picked for focus under the new QIP? LC noted that she was confident of this and that more issues had been picked for the QIP than were identified by Ofsted to ensure a comprehensive approach.
  - 7.3.3. Why was a SAR being prepared given the College had been assessed by Ofsted? AQ noted that the QIP was designed to bring out the finer details which helped to promote confidence in the quality of provision. RB explained that it encouraged ownership which drives results. Members agreed and noted that the College's strengths were impressive but that a push to improve should be sustained to reach 'Outstanding'.

## **8. Quality of Teaching Strategy 2023/24**

- 8.1. AQ tabled a schedule of activities to be undertaken throughout the academic year to ensure the quality of teaching. She then:
  - 8.1.1. described the QA activities to be undertaken during 2023/24, in detail;
  - 8.1.2. outlined the key changes to the QA approach compared to the previous academic year;
  - 8.1.3. described the QI activities to be undertaken during 2023/23, in detail; and
  - 8.1.4. outlined the plan to take the College to outstanding at its next Ofsted inspection.
- 8.2. The Chair suggested members attend appropriate development activities to help them carry out their Committee duties more effectively.
- 8.3. Governors challenged as follows:

- 8.3.1. How had the approach to learning walks changed and had these changes been discussed with staff? AQ explained that the language around learning walks would be changed to help remove the 'fear factor' which she hoped would promote improvements and that 'drop ins' would be used to encourage peer to peer development. She explained that English and Maths staff, who were currently going through the process, had been informed.
- 8.3.2. How many Maths staff were agency staff? AQ explained that there were a high number of agency staff but that many were subsequently recruited. She noted that 'drop ins' were designed to help these new teachers. VT offered to provide support regarding the turnover of Maths staff.
- 8.3.3. Who carried out learning walks and drop ins? AQ noted that this was the responsibility of the Excellence in Learning Team.
- 8.3.4. How will the College ensure consistency? AQ explained that joint learning walks were being carried out by High Performance Advisors and relevant managers and colleagues had been invited to observe one another.
- 8.3.5. The Chair asked managers to consider filming good teaching as a demonstration to other teachers.

8.4. Members asked for an explanation of PRISM. AQ explained that it was an internal strategy for assessing the quality of teaching and provided detail.

## **9. Student Experience Annual Report 2022/23**

9.1. CA outlined the key aspect of the annual report noting:

- 9.1.1. Improvements had been made to practice, visibility and reporting relating to sexual harassment.
- 9.1.2. Prevent and British Values activities had been effective and student knowledge was strong.
- 9.1.3. A high level of interventions, particularly relating to mental health continued to take place and SSIG groups were aligned across the Group to provide support to the most vulnerable.
- 9.1.4. Student voice activity had been strengthened.
- 9.1.5. Student behaviour regulations had been standardised across the Group and that there had been an increase in issues but lower levels of extreme violence.

- 9.1.6. Enrichment and personal development activities had been extensive.
  - 9.1.7. Pastoral curriculum had been aligned across the Group and there had been high levels of achievement of the PEARL qualification.
  - 9.1.8. Work experience activity had been extensive.
  - 9.1.9. Matrix accreditation had been maintained.
  - 9.1.10. Financial support had been provided to help with the challenging economic climate.
- 9.2. DF, in his capacity as Lead Governor, gave his assurances to the Committee regarding the quality of the student experience. He noted that he had attended the Class Representative Conference at which there had been high numbers, that he was confident that the student voice was very strong, that Ofsted had praised the College for its approach to safeguarding, explaining that an inspector had remarked that they were 'very impressed', and that partners provided good student support.
- 9.3. Governors challenged as follows:
- 9.3.1. What was the response rate to student surveys? CA noted that it had been 49%, explained that this was a fairly good result, and that student feedback was also collected via a number of other channels to capture the opinions of those that had not responded.
  - 9.3.2. How many hours of pastoral curriculum is taught per year? CA confirmed 36 hours was taught but there had been more in total via other channels. Members were satisfied with this.
  - 9.3.3. The Chair noted that 'Personal Development' and 'Behaviour and Attitudes' had been assessed as 'Good' by Ofsted and asked what would need to be done to get to 'Outstanding'. He noted, in particular, that participation in enrichment activities had been deemed to be too low to warrant a grade one, despite the range of activities having been praised. LA noted that enrichment activities were well advertised but that many students did not want to participate. LM confirmed that efforts would be made to address the specific weaknesses identified by Ofsted in these areas which would be monitored via the QIP.
  - 9.3.4. How many cases of sexual harassment had been reported during the year? CA noted the number of cases that had been reported, in respect of which appropriate interventions had been taken. She explained that work had been done to improve students' knowledge regarding how to report

such incidents and that students had overwhelmingly reported feeling safe at College.

## **10. Student Experience Update**

10.1. CA noted:

10.1.1. That enrolment and induction had been standardised across the Group.

10.1.2. That there had been some challenges relating to staffing for wellbeing and attendance.

10.1.3. That levels of wellbeing, SSIG, counselling, safeguarding and vulnerable students were on par with the previous year with increases in looked after children and young carers.

10.1.4. Levels of behaviour related interventions were significant.

10.1.5. Actions continued to be taken to ease the cost-of-living crisis on students.

10.1.6. In relation to safeguarding, local risks had been prioritised in student delivery and activities.

10.1.7. Student voice had been strong.

10.1.8. Partnership remained a priority.

10.1.9. The careers activity programme was underway.

10.2. Governors were satisfied with the information provided.

## **11. Student complaints Annual Report 2022/23**

11.1. LC referred to the complaints Annual Report noting:

11.1.1. There had been an increase in complaints and the number of people complaining which she opined was due to a new more efficient complaints procedure.

11.1.2. That given the number of College students it could be inferred that the vast majority were happy with their experience.

11.1.3. The departments in which complaints had increased and the reasons behind these.

11.1.4. That there had been four complaints made to the College by students against another student for the posting of a video online relating to protected characteristics.

11.2. Governors challenged as follows:

- 11.2.1. Does the College receive many vexatious complaints? LC confirmed that it did but the new process helped to weed these out.
- 11.2.2. How had the online video referred to at minute 11.1.4 been dealt with? LC agreed to report back to the Committee with details.
- 11.2.3. Why were there more complaints received by email? LC opined that this was likely due to a change of approach which encouraged reporting by this means.
- 11.2.4. Were there themes to the complaints received? Members asked that these themes should be included in future reports. KS confirmed that the Executive Team would consider whether there were any and report back.

## **12. CPD**

12.1. KS outlined the CPD plan for 2023/24.

12.2. Governors challenged as follows:

12.2.1. Does the College employ a 'buddy' system for new teachers? KS confirmed noting that new teachers benefitted from mentors and an assigned member of the High Performance Team.

12.3. The Committee debated the extent to which CPD was a matter for it given that it was regularly considered by the Finance, People and Resources Committee. It was concluded that, at least as far as this relates to the quality of teaching, it was a Committee matter.

## **13. Committee Self-Assessment**

The Clerk asked the Committee to complete the self-assessment questionnaire which he had circulated explaining that the feedback would form part of the Board's self-assessment and that feedback would be given at the next meeting.

## **14. Review of Terms of Reference**

14.1. The Clerk referred to the amended Terms of Reference noting that the Chair had given his feedback on the document. He outlined the changes and the suggested further amendments of the Chair.

14.2. IT WAS RESOLVED TO recommend the amended Terms of Reference incorporating the Chair's suggested amendments to the Board.

## 15. Briefing papers

The Clerk noted that no questions had been received relating to the briefing papers but he reminded Governors that they could still send their questions, the answers to which would be circulated by email.

## 16. Review of the effectiveness of the meeting

16.1. The Chair asked for feedback from each member of the Committee. These were positive but suggestions for improvement included:

16.1.1. There had been a lot of business to get through which might be reviewed.

16.1.2. That acronyms should be used less frequently.

The Chair noted that the next meeting of the Committee was to take place in on 30 November at which the QIP would be considered for recommendation to the Board.



Signed..... Date 24/01/2024

## Actions

No.	Minute	Details	Deadline	Responsibility
1.	5.1.1	Members asked for an update regarding the inclusion of English and Maths within curriculum areas at the next meeting.	The next meeting of the Committee	LM
2	5.1.2	Members asked whether there were College specific issues relating to construction achievement rates and requested relevant information to keep this under review.	The next meeting of the Committee	LC
3	8.2	The Chair suggested members attend appropriate development activities to help them carry out their Committee duties more effectively.	N/A	Clerk

4	11.2.2	How had the online video referred to at minute 11.1.4 been dealt with? LC agreed to report back to the Committee with details.	The next meeting of the Committee	LC
5	11.2.4	Were there themes to the complaints received? Members asked that these themes should be included in future reports.	The Autumn 2024 meeting of the Committee	Executive Team
6	13	The Clerk asked the Committee to complete the self-assessment questionnaire	ASAP	Committee members