

Heart of Yorkshire Education Group Corporation ('Corporation')

Board of Governors ('Group Board')

Curriculum and Quality Committee ('Committee')

Minutes of the Meeting held on 12 June 2023 ('Meeting')

Present: Dmitry Fedotov ('Chair'), David Powell, Vijay Teeluck (from minute 7), Ruth Baxter, Julian Harrison, Annabelle James (via Teams)

Interim Clerk to the Corporation ('Clerk')

In attendance: Clare Allcock ('CA'), Kim Chafer, Lorraine Cross ('LC'), Clare Hagerup ('CH'), Jack Leng ('JL'), Alex Miles, Matthew Staples ('MS'), Lisa Macdonald ('LM')

Apologies: None

1. Welcome

The Chair noted that he was standing in as Chair for David Powell who he welcomed back following his sabbatical. He also welcomed Alex Miles who had been invited to the Meeting in anticipation of her formal appointment as a member by the Group Board on 4 July 2023.

2. Apologies, declarations of interest and any other business

2.1. The Chair reported that due notice of the Meeting had been given, that no apologies had been received and that, therefore, a quorum was present.

Accordingly, the Chair declared the Meeting open.

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

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

3. To receive and approve the Minutes of the meeting of 28 February 2023 and consider any matters arising

3.1. IT WAS RESOLVED THAT the minutes of the meeting of the Committee of 28 February 2023 were approved.

3.2. The Clerk addressed the outstanding matters arising from the above meeting which were due to have been actioned by this Meeting many of which were to be addressed during the Meeting. Matters arising 4 and 13 would remain to be actioned after the Meeting.

4. Local College Board matters

4.1. The Chair noted:

4.1.1. The Wakefield Local College Board meeting had been postponed but the others had taken place.

4.1.2. That very positive student engagement sessions had taken place at each college and that good feedback, positive and negative had been noted by each board.

5. Dashboard Matters

5.1. LM noted:

5.1.1. Retention rates had improved compared to the previous year and that work was ongoing to maintain these.

5.1.2. That attendance was steady against previous reports to the Committee but remained below target. She outlined the actions which would be put in place to try to improve this.

5.2. Governors asked:

5.2.1. Had the gaps between sessions, which it was understood exacerbated attendance issues, been addressed? LM confirmed they had. She explained that the emphasis for the coming year was the inclusion of Maths and English within curriculum areas which she hoped would lead to greater ownership and improved figures. Governors asked for an update regarding the inclusion of English and Maths within curriculum areas at the next Committee meeting.

5.2.2. Was attendance expected to improve the following academic year? LM noted that this was unknown. She explained that it was an entrenched

issue which had been worsened by the pandemic, but she was hopeful new measures would help.

6. Apprenticeship accountability framework (AAF) measures

6.1. LC referred to the AAF measures and noted:

6.1.1. That there was a red RAG rating relating to EPAO data but that this was incorrect and only yet to be corrected due to a data lag. Members were satisfied with this.

6.1.2. That there was an amber RAG rating relating to learners past their end date. She noted these learners had been inherited from Selby College following the merger, that work was ongoing to try to catch them up and that the Group was committed to supporting these learners to finish. She explained that the position would improve as learners completed their studies.

6.2. Governors asked for assurance staffing issues had been resolved. LC noted that engineering assessors continued to be an issue but explained that contingency plans were in place including the use of agency staff as necessary. She noted that the Head of Engineering had been replaced which alleviated these issues to some degree.

6.3. LC referred to matters arising 7 and 8 and outlined predicted achievement by department. She noted that Engineering was expected to meet the QIP achievement rate target, but Construction was not.

6.4. Governors asked whether there were college specific issues relating to Construction achievement rates. LC noted that this data was not yet available but that she would provide it ASAP. She explained that the area was under new management which she hoped would bring improvements.

7. Student matters

7.1. CA:

7.1.1. Outlined SSIG student numbers which she noted were similar to the previous year. She explained there had been an increase in confidential comments and that SSIG student attendance was lower than the previous year.

- 7.1.2. Noted that there had been an increase in student disciplinaries with numbers being higher at every level due, in part, to the impact of the pandemic and attendance issues.
- 7.1.3. Noted that student survey results had been strong, drawing particular attention to the fact that students reported feeling safe in College. She explained that those who responded negatively were followed up with individually.
- 7.2. Governors:
 - 7.2.1. Commended the SSIG support which was to be provided during the summer break.
 - 7.2.2. Asked what the student survey response rate had been. CA confirmed that it had been 49%.
 - 7.2.3. Asked how the Group determined the opinions of the remaining 51%. CA outlined the range of other approaches taken by the Group and Governors confirmed they were assured that as much as possible was being done in this regard.
 - 7.2.4. Asked whether there were low scoring areas. MS confirmed there were no areas scoring two or below.
 - 7.2.5. Asked for student survey data to be broken down by different groups to be available in the future which was agreed.

8. QIP Progress

- 8.1. LM noted:
 - 8.1.1. That there were no items which were red RAG rated.
 - 8.1.2. That she had three areas of concern relating to 16-18 attendance on non-core subjects, which she hoped would improve with the integration of English and Maths into curriculum areas; high grades in 16-18 Maths, which she noted were below target at Wakefield and Castleford, she explained, however, that these figures may have been overly cautious; and high need student achievement. In relation to the latter, she explained that students were entering a crucial period and that actions were being taken to rectify the issue including scrutiny from the Director of Inclusion and the involvement of the Group's Centre of Excellence.
- 8.2. Governors asked:

- 8.2.1. What the national average was for high grades. LM explained it was 11% nationally and that the Group was behind this at approximately 5%.
- 8.2.2. Whether the number of new teachers were a contributing factor. LM noted that they could be but that this was unclear. She explained that the Group had been in the process of training new teachers to its standards.
- 8.2.3. Governors stressed the importance of understanding these issues for Ofsted inspection. Management confirmed their understanding.
- 8.3. Governors requested an item at the next Committee meeting on 16-18 attendance.

9. Update on work placements and mandatory placements

- 9.1. CA noted:
 - 9.1.1. There had been good recording via the Navigate software of employment related enrichment activities and that many more had taken place compared to the previous year. She explained that the Navigate system would be put in place at Selby shortly.
 - 9.1.2. 87% of mandatory placements were ongoing or complete with 100% for T-Levels scheduled.
 - 9.1.3. That she expected an outturn of 75% for non-mandatory work placements for the year, which was lower than target, but she reiterated the strength of employment related enrichment activities.

10. Core Strategic Items

- 10.1. In relation to 10i - Annual report TLA & QER, MS noted:
 - 10.1.1. There had been 310 assurance activities in year and that most observations and deep dives had met expectations.
 - 10.1.2. That there had been quality reviews for areas of concern.
 - 10.1.3. That actions had been set for all teachers regardless of outcome.
- 10.2. Governors asked:
 - 10.2.1. What had been done to address areas of concern? MS noted that actions had been raised with the relevant Heads of Department and teachers.
 - 10.2.2. Whether expectations were challenging enough. Governors noted 241 areas for improvement which they believed was proportionately high when

compared with good and exceptional practice. MS noted that these areas for improvement may only be minor in otherwise good sessions. Governors noted that the four cited areas for improvement were fundamental issues relating to teaching. It was opined that this could explain some of the issues raised in relation to the QIP earlier in the Meeting. Governors asked for clarification as to why so many observations met expectation given the reporting of significant areas for improvement.

- 10.3. In relation to 10ii – Sustainability, CH noted that the Group had been awarded sustainability project funding and that training had been piloted in certain curriculum areas. She asked for Governor feedback on how to progress the initiative. Governors suggested the communication of good practice between departments and the inclusion of Apprenticeships for the future.
- 10.4. In relation to 10iii – Development of digital skills, JL noted that a new department had been created with the aim of getting people excited about digital pedagogies within curriculum areas. He noted that digital coaches were getting staff to try new things and outlined his proposed KPIs.
- 10.5. Governors asked whether there was a standard approach to marking and feedback. MS explained it depends on the subject, but the Group had minimum expectations regarding feedback. Governors discussed a standard approach to marking and feedback and the feasibility of applying a single approach to a broad range of subjects which it was determined would be difficult. Governors concluded that what mattered was the provision of developmental, impactful improvement actions.

11. CPD matters

LM noted her concern regarding the level of industry related CPD to which teachers were exposed and outlined a project designed to address this which would lead to recommendations made at appraisals and targets being set.

12. Committee self-assessment

The Clerk outlined the self-assessment process and requested Governors provide thoughts on the Committee's effectiveness during the year and compliance with its Terms of Reference.

13. Review of Terms of Reference

The Clerk asked Governors to feedback on issues they had identified with the Terms of Reference during the year.

14. Briefing papers

The Clerk reminded Governors to send their questions regarding the briefing papers, the answers to which would be circulated by email.

15. Any other business and review of the effectiveness of the meeting

It was agreed that the Meeting had been effective. Governors considered increasing the length of meetings to allow for further discussion of key issues. They also considered reducing the number of items on the agenda. It was noted the Clerk would be giving consideration to the schedule of business over the summer.

The Chair noted that the next meeting of the Committee was to take place in the Autumn of the following academic year with dates to be approved by the Group Board at its meeting on 4 July 2023.



Signed..... Date 07/11/2023

Actions

No.	Minute	Details	Deadline	Responsibility
1.	5.2.1	Governors asked for an update regarding the inclusion of English and Maths within curriculum areas at the next Committee meeting.	The next Committee meeting	LM
2.	6.4	Governors asked whether there were college specific issues relating to Construction achievement rates. LC noted that this data was not yet available but that she would provide it ASAP.	The next Committee meeting	LC
3.	7.2.5	Governors asked for student survey data to be broken down by different groups to be available in the future which was agreed.	The next student survey results reported to the Committee	CA
4	8.3	Governors	The next	CA

		requested an item at the next Committee meeting on 16-18 attendance.	Committee meeting	
5	10.2.2	Governors asked for clarification as to why so many observations met expectation given the reporting of significant areas for improvement.	The next Committee meeting	MS
6	12	The Clerk outlined the self-assessment process and requested Governors provide thoughts on the Committee's effectiveness during the year and compliance with its Terms of Reference.	The next Committee meeting	Clerk
7	13	The Clerk asked Governors to feedback on issues they had identified with the Terms of Reference during the year.	The next Committee meeting	Clerk

