

Minutes
 GB Curriculum Quality Assurance Committee
 Governance

Date: 12 / 03 / 2024

Time: 4.00pm – 5.30pm

Location: Boardroom @ Hill Campus (and online)

Present:	Mike Sutcliffe	(MS)	Chair
	Mario Michaelides	(MM)	Vice Chair
	Jenny McLaughlin*	(JM)	Governor
	Hannah Talabany	(HT)	Staff Governor
	Sharon Croxon*	(SC)	Staff Governor
	Liloththan Paskaran	(LP)	Student Governor
Permanently Invited:	Dylan McTaggart	(DM)	Deputy CEO and Group Principal
	Jo Withers	(JW)	Principal – Harrow College
	Gavin Hughes	(GH)	Principal – Richmond upon Thames College
Invited speakers:	Alastair Mullins*	(AM)	Assistant Principal - Academic Programmes & Value added
	Asif Khan	(AK)	Assistant Principal - IoT, Engineering and Technologies
	Mumtaz Van-der-Vord	(MV)	Assistant Principal - Supported & Targeted Learning
	Sultan Soukani*	(SS)	Assistant Principal - Workplace and Employability Skills
	Mohammad Milani	(MMi)	Assistant Principal - Student Aspiration and Projects
	Louise Southam*	(LS)	Assistant Principal - Curriculum and Quality
Governance:	Sarah Steadman	(SS)	Assistant Director - Academic Standards
Apologies:	Perry Perrott	(PP)	Chief of Staff & Governance
	Rekha Kaul	(RK)	Senior Governance Manager
Apologies:	Keith Smith	(KS)	Ex Officio, Chief Executive
	Susan Kingman	(SK)	Governor
	Sofia Barbosa-Boucas	(SBB)	Governor
	Muaz Shariar	(MS)	Student Governor

*Attended online**

12th March 2024 CQA ACTION LOG:

No.	Action:	Who:	By When:
1.	Governors to be sent invitations to HRUC College events March – July 2024 (e.g. Student Conferences) via newly trialled GovernorHub communication tool. Invitations are to contain sufficient context for Governors to understand and sent out as soon as they are known, to allow Governors as much time as possible to block out their diaries.	Governance	Mar – July 2024
2.	Curriculum to re-review the risks and (effectiveness of) mitigations, as well as to remove duplication/ambiguous terminology. Updated monetary cost values to be provided.	DM/Curriculum	20 th June CQA
3.	AI incl. Immersive Learning to be added to the Risk Register as a new risk, which is linked to an updated Assessment Strategy.	AK	24 th April CEWG
4.	Deep Dive on AI which explores the link between the curriculum and teaching practice at the 24 th April CEWG. Next steps/outcomes from a deep dive into AI, are expected to flow through to the 20 th June QCA with potential recommendations made to a future Corporation.	AK/DM/ Governor MM	24 th April CEWG / 20 th June CQA
5.	Invitation to be sent to MS and MM to attend LSEC / HRUC joint AI Conference for Governing Bodies in central London taking place in May.	Governance	1 st May 2024
6.	A printout of DM's powerpoint and Ofsted crib sheet to be posted to Governors after meeting.	Governance	18 th March 2024
7.	DM will lead on the Ofsted readiness session at the 24 th April 2024 Governor Conference.	DM	24 th April Governor Conference
8.	Student Attendance to be added to the Risk Register as a new risk.	DM	24 th April CEWG
9.	Governors have been sent a copy of the two HE reports and are asked to send any questions directly to AK, to be followed up upon outside of the meeting.	Governors/AK	24 th April CEWG
10.	DM/Governance to follow up on the feedback as received for deep dive TLA question 1.	DM/ Governance /Governor JM	24 th April CEWG
11.	DM/Governance to undertake an exploration of the data reporting in liaison with MM.	DM/ Governance /Governor MM	24 th April CEWG
12.	DM/Governance to collate all the feedback and bring back updates to the next CEWG and CQA.	DM/ Governance /Governor MS	24 th April CEWG
13.	Future CQA meetings to be diarised for two hours.	Governance	20 th June CQA

12th March 2024

MINUTES OF MEETING:

1.0	Declaration of Recording for Data Protection Purposes:
	Recording: meetings are recorded for the purposes of minutes.
1.1	Apologies for absence:
1.1.1	Apologies were noted from: KS, SBB, SK and MS.
1.1.2	Governor AP is on one year sabbatical (maternity leave).
1.2	Declarations of Interests and Hospitality:
	No declarations were received from Governors or EMT/SLT.
2.0	Minutes of 23rd November 2023 Committee:
	MS asked if any members had any amendments or questions arising from above minutes, none were received and under resolution the minutes were APPROVED.
2.1	Action Log of 23rd November 2023 Committee:
2.1.1	Curriculum colleagues were thanked for making timely and positive progress against twelve actions.
ACTION 1:	Governors to be sent invitations to HRUC College events March – July 2024 (e.g. Student Conferences) via newly trialled GovernorHub communication tool. Invitations are to contain sufficient context for Governors to understand and sent out as soon as they are known, to allow Governors as much time as possible to block out their diaries.
2.1.2	From the actions it was requested that Governors would receive invitations to all College events in a timely manner. The Committee discussed the use of a new communications platform called Governor Hub which is accessible online and via the mobile phone.
3.0	Risk Register update - CQA extract: (Time 4.05pm – 4.21pm)
3.1	<i>LP (Student Governor) joined the meeting room in person at 4.14pm and was introduced to all.</i>
3.2	Governors were reminded that risks are reviewed at the start of all committee meetings.
3.3	Governors reviewed 13 risks which had been updated with mitigations and implications provided.
ACTION 2:	Curriculum to re-review the risks and (effectiveness of) mitigations, as well as to remove duplication/ambiguous terminology. Updated monetary cost values to be provided.
3.4	MS thanked Curriculum for the improved quality of reports. Good progress has been made to further enable the Governor/EMT partnership to support the College to deliver upon improvements.
3.5	EMT/SLT training sessions are scheduled on how to enhance presentations to Corporation and how to precis documents, to improve the effectiveness within committee meetings.
3.6	A decision matrix for governance decision making / approvals route has been drafted for how to manage risk and provide a business case to mitigate risk. The decision matrix will be going to the 26 th March Corporation.
3.7	Members discussed the need for clear guidelines and policies regarding the use of AI and immersive learning in education, in particular the impact of students using AI (quality of work / plagiarism), the risk to curriculum and the risk to assessment.
3.8	Official guidance about AI is awaited from the Examining Boards.
3.9	DM is leading the development activity on AI / Immersive learning for the College group, in terms of online teaching technologies, immersive and augmented technology.
3.10	New HRUC AI Policy is being drafted which includes guidance from Joint Information Systems Committee (JISC).
3.11	The discussions touched upon quality considerations (free version 3.5 Chat GPT vs. paid version 4.0 Chat GPT) provides enhanced AI functionality and pedagogy and ethics considerations; how is AI to be embraced within teaching.
3.12	HRUC has introduced training on how teachers can use AI to enhance teaching practice and create efficiencies and this was positively received by staff.
ACTION 3:	AI incl. Immersive Learning to be added to the Risk Register as a new risk, which is linked to an updated Assessment Strategy.

ACTION 4:	Deep Dive on AI which explores the link between the curriculum and teaching practice at the 24th April CEWG. Next steps/outcomes from the deep dive into AI, are expected to flow through to the 20th June QCA with potential recommendations made to a future Corporation.
ACTION 5:	Invitation to be sent to the MS and MM to attend LSEC / HRUC joint AI Conference for Governing Bodies in central London taking place in May.
4.0	State of the Nation:
4.1	DM presented an updated high level powerpoint presentation on: the impact of key performance indicators year to date (YTD); Journey to outstanding; Lesson observations 23-24; Bitesize Ofsted update and AI/immersive technologies to be in classrooms by September 2024.
4.2	Whilst progress has been made in HRUC Student attendance, retention, and observation, student attendance remains a national issue.
4.3	The positive impact of teaching and learning was highlighted. The College is committed to enhancing the student experience with more focus on improving the TLA which will drive up student attendance.
4.4	DM provided assurance of ongoing exploration and improvement being made to teaching and learning.
4.5	DM stated that HRUC is on track to achieve Good with some Areas for Improvements (Afls) by July 2024, if the current rate of improvements continues on track.
4.6	MS stated a key function of the CQA committee is to drive improvements that: <ul style="list-style-type: none"> ▪ enhance the student experience of teaching, learning and assessment (TLA) ▪ curriculum to be enhanced through developments in technology ▪ increase the rate of change / improvements across the group ▪ staffing and investment matters
4.7	Attendance issues were discussed, with a focus on finding solutions.
ACTION 6:	A printout of DM's powerpoint and Ofsted crib sheet to be sent to Governors after meeting.
ACTION 7:	DM will lead on Ofsted readiness session at the 24th April Governors Conference, followed by a Governor deep dive discussion on progress.
ACTION 8:	Student Attendance to be added to the Risk Register.
4.8	The Committee thanked DM for a comprehensive update.
4.9	<i>Guest speaker SS joined the meeting at 4.45pm to talk to agenda item 7.</i>
5.0	Mid-Year Safeguarding: (Time 4.38pm – 4.42pm)
5.1	GH talked to the mid-year Safeguarding report which was provided in the pack and was taken as read.
5.2	Uxbridge College: During the first half of the year 38 students (compared to 33 at the same time in '22/23) required a serious safeguarding response and, where appropriate, initial advice was sought from the local authority Child Protection Officer. There have been no Prevent referrals compared to 1 last year.
5.3	Harrow College: During the first half of the year 22 students (compared to 17 at the same time in '22/23) required a serious safeguarding response and, where appropriate, initial advice was sought from the local authority Child Protection Officer. There have been no referrals this year to date for Prevent (compared to 0 last year).
5.4	Richmond Upon Thames College: During the first half of the year 26 students required a serious safeguarding response compared to 14 at this time last year. There have been no referrals this year to date for Prevent (compared to 0 last year).
5.5	Regular college meetings take place to monitor Safeguarding and Prevent matters.
5.6	There are no concerns as compared to national comparators.
5.7	A Safeguarding and Prevent Audit has been commissioned with a lead HMI, to take place on 25 th March for a duration of one week. The inspector will visit all campuses and provide the College with an in depth Safeguarding report.
5.8	Governors welcomed the audit and agreed that it was good preparation for Ofsted inspection.
5.9	GH confirmed that all Safeguarding meetings invitations are now being sent to the Safeguarding Lead Governor Nasim Khan.
5.10	REMINDER for all Governors to complete Smart Safe Safeguarding & Prevent and EDI training courses by 29th March.

5.11	GH and the Safeguarding teams were thanked for the huge amount of complex and good work that has taken place.
6.0	HE Report:
6.1	AK had provided two HE reports one week in advance of the meeting but were not included in the pack.
6.2	The two reports were re-circulated to the full CQA Committee during the meeting.
6.3	Office for Students condition updates were noted.
ACTION 9:	Governors have been sent a copy of the two HE reports and are asked to send any questions directly to AK, to be followed up upon outside of the meeting.
6.4	AK was thanked for providing the reports.
7.0	Deep dive - impact of Teaching, Learning and Assessment:
7.1	DM introduced guest speaker Sarah Steadman who talked to the key highlights of the report: <ul style="list-style-type: none"> ▪ Headline strengths and Afls incl. lesson observations ▪ Alignment to Ofsted framework ▪ Quality improvement and mindset of delivery ▪ Student Experience ▪ Industry/real life relevance
7.2	HRUC retention 96.5% up 1.4%.
7.3	First impressions survey evidenced 94% HC, 94% UC, 92% RC students satisfied with TLA
7.4	Overall attendance is an Area for Improvement for HRUC at 82%, which is below 86% target. Too many students do not yet attend consistently.
7.5	Headline areas for improvement were noted: <ol style="list-style-type: none"> 1. Lesson aims could be clearer to show purpose of the lesson 2. Group profiles used inconsistently to inform teaching/learning. 3. Teachers are not sufficiently aware of learners SEND/ EHCP targets. 4. Classroom layout is not always conducive to highly effective participation from learner
7.6	A series of activities are planned for the remainder of the academic year: <ul style="list-style-type: none"> ▪ Intensive deep dives into subjects in March 2024 ▪ Targeted CPD ▪ Staff Industrial updating day ▪ Academic ambition hour ▪ Visits to other outstanding colleges
7.7	A 10 minute Governor activity took place focused on blue sky thinking – how to improve TLA quality.
7.8	The committee was split into three groups for five minutes and brought back together as a full group to provide feedback on three questions:
7.9	Group 1: how would governors want to explore teaching practice across HRUC?
7.10	<i>T Levels, lesson drop ins, shadowing lesson observations and understanding the big exam days. Better understanding of what is in the curriculum, so that Governors can better understand how to support the Work Experience and Placements, to make sure the three way enrichment takes place (learners, employers and staff all get enrichment).</i>
ACTION 10:	DM/Governance to follow up on the feedback as received for deep dive TLA question 1.
7.11	Group 2: What more would governors like to see us report on regarding teaching?
7.12	<i>Data on attendance vs. pass rate vs. grade distribution vs. observation grade vs. student experience.</i>
7.13	<i>Seeing the full picture will enable governors to be able to see where the strengths and Afls are.</i>
7.14	Student feedback methods include: surveys, course rep meetings, Conference, Student Apps
7.15	A new Comments and Compliments System is being rolled out across HRUC, to be centrally logged and feedback statistics provided to governors (comments / compliments / complaints).

ACTION 11:	DM/Governance to undertake an exploration of the data reporting in liaison with MM.
7.16	Group 3: Noting the areas for improvement, what approaches might you request the College explore?
7.17	<i>Group 3 focused on how to deliver more inclusive lessons to learners with EHCP: more CPD, staff training on how to plan and deliver outstanding lesson plans for learners with EHCP needs.</i>
7.18	<i>If TLA is right for SEND learners, the benefits will be felt by all learners else as well.</i>
ACTION 12:	DM/Governance to collate all the feedback and bring back updates to the next CEWG and CQA.
7.19	DM and all were thanked for the interactive TLA session.
8.0	KPI Dashboard:
8.1	Curriculum provided a detailed Data-dashboard in advance of the meeting, which was taken as read.
8.2	DM and Curriculum were thanked for providing a comprehensive report.
9.0	English & Maths midyear report:
9.1	44% of all qualifications taught at HRUC are English and Maths qualifications.
9.2	27% of all qualifications taught at HRUC are GCSE English and Maths qualifications (1 in 4 qualifications reported upon is either English or Maths).
9.3	The success of the November series for GCSE English and math qualifications was noted: <ul style="list-style-type: none"> • High grades of entries: English 27.7% (482/1741) and Maths 15.6% (188/1209) • High grades of starts: 16.6% (482/2903); Maths 5.4% (188/3453) • Success in November series has reduced GCSE cohort size by 9.6% resulting in smaller classes.
9.4	New DfE condition of funding requirements introduced for 25/26 onwards which include: <ul style="list-style-type: none"> • Increase in Maths hours from 3 to 4 per week. • Inclusion of 19+ study programme students. • Reduction of tolerance from 5% to 0% over two years.
9.5	SLT will be discussing this complex and challenging subject in the coming week.
9.6	The potential challenges of increasing math hours per week and reducing tolerance for students without GCSE English or math were discussed: A RECOMMENDATION was AGREED for this issue to go to the Estates & Property Task Force, for further risk analysis and discussion about additional funding to potentially be introduced earlier into resources classroom/estates and staffing. What is the strategy on estates, given the changing landscape.
9.7	PP advised that CAPEX and Estates Strategy will be presented at 24 th April Governor Strategy Conference, to allow Governors to be able to see the big picture and cross pollinate between the issues.
10.0	Any Other Business (AoB)
	None.
11.0	Dates of the next meetings
	Dates of forthcoming GB Curriculum Quality Assurance Committee meetings: Thursday 20th June 2024: 4.00 - 6.00pm @ Uxbridge Campus.
ACTION 13:	A VOTE was taken and Members AGREED for future CQA meetings to be diarised for two hours.
	MS thanked curriculum colleagues for the high-quality reports as provided and thanked all for the productive and collaborative discussions which have taken place at today's CQA meeting.
	Meeting closed at 5.30pm

SIGNED:

DATED: