

Waltham Forest College



THE CORPORATION OF WALTHAM FOREST COLLEGE

CURRICULUM AND QUALITY COMMITTEE

MINUTES OF THE MEETING HELD ON 18 MAY 2022

MEMBERSHIP

Governors:

Alison Morris (Chair), Gary Davies, Janet Gardner (Principal), Andrew Hall, Susannah Hume, Fosterer Joseph

Co-opted external Member: Ian Gurman

In Attendance:

Hassan Rizvi - Deputy Principal Curriculum & Quality (DPCQ)

Amir Ahmed - Director of Learner Services, Marketing & Communications (DoLS)

Jack McCabe - Director of Teaching and Learning, (DoTL)

Clerk to the Corporation

Naomi Shoffman - Director of Governance (DoG)

22 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting.

Apologies for absence received from Gary Davies due to a family emergency and Fosterer Joseph due to work commitments. Both student Governors were unable to be in attendance due to a clash with work/study commitments.

23 DECLARATION OF INTERESTS

There were no issues included on the agenda for the meeting in which they had a personal interest relative to the College.

24 MINUTES OF THE CURRICULUM AND QUALITY COMMITTEE MEETING HELD ON 10 FEBRUARY 2022

The minutes of the meeting held on 10 February 2022 were agreed as a correct record. It was confirmed that all follow up actions were completed.

25 SAFEGUARDING AND PREVENT REPORT

The DoLS spoke to the report and highlighted key variances compared to the previous year.

In the academic year 2021-2022 for term 2, the College received a similar number of referrals for safeguarding compared to the same period in the previous year. However, there has been a 6.3% decrease in safeguarding referrals linked to unique learners, in comparison to the same position the year before.

- The breakdown of all the safeguarding concerns and key categories and headlines.
- The College will be revisiting the mental health theme during term 3 and building further awareness during Mental Health Awareness Week, themed around 'loneliness'.
- The support in place for Vulnerable Learners
- The support in place for learners who are unaccompanied Refugee and Asylum Seekers
- 100% Safeguarding and Prevent Training Completion Rates

Members asked that future reports include Longer timeseries comparators as it would be useful to see longer term trends over several years

The Committee:

- **Noted the safeguarding trends and actions to mitigate risks**
- **Noted work undertaken on the key theme sexual harassment and sexual violence**

26 OFSTED FEEDBACK

The DPCQ spoke to the presentation which provided the outcomes of the pilot Ofsted inspection. The oral feedback from the inspection team was overwhelmingly positive and indicated we were on the right track towards our journey to outstanding. There was nothing observed by Ofsted that that we were not already aware of. As this was a pilot programme a formal report is not published. The outcomes of the inspection have been linked to our work and the QIP has been updated to reflect this.

The Chair said the report was very positive and offered the Committee's congratulations to the SLT and all College staff. A Member added that it was good to see the staff feeling valued statement.

The Chair asked, of the areas identified for improvement, which are the most challenging – the DPCQ responded to this and said that the key areas and actions are within the QIP to address this. The pilot carried out 8 deep dives, and all are performing at Good standard

The Chair asked whether this felt different to other inspections – the Principal it was a much more supportive process and although the inspectors did not produce a formal report their feedback was far more detailed than it would be usually. We have used this as a learning and development opportunity.

The Committee Noted the report

27 CURRICULUM & QUALITY UPDATE INCLUDING PROGRESS AGAINST KPIS

The DPCQ introduced the report which provides a summary of term 3 and progress against key performance indicators. He highlighted the following points:

- Retention is in line with expectations
- Support and preparation in place for exams,
- Claim/ achievement rates to date
- Attendance remains a challenge
- Strategies in terms of learner engagement have paid off in terms of attendance for exams
- The ongoing actions being taken to ensure KPI's are met

The DPCQ concluded his report and advised the Committee that the College had had a surprise JCQ inspection that day to check the exam arrangements and organisation in place were as they should, and it went very well.

A Member asked with the achievements rates if the Committee can see these tracked against where we were last year – The DPCQ explained that at this point the rates are just indicative where we are now with those that have already completed – which is more or less where we were last year though some of the areas are ahead.

A Member asked whether Ofsted highlighted if achievement rates were related to staffing issues–The DPCQ confirmed that there is a correlation in some case where there are staff shortages or agency staff do not perform as well as a permanent Member of staff. He then explained what is being done to address that. A discussion ensued as to whether there is a case for trying to grow apprenticeship given the problem with staffing-and the challenges around this.

A Member commented that he was unsure what the numbers meant and that it needs more context. He suggested and the Committee agreed that it would be useful to add more narrative to the summary to add further explanation as to the context

The Committee noted the progress on the key aspects of curriculum and quality

28. QIP UPDATE

The DPCQ introduced the report and highlighted the following points:

- The key areas in the plan for improvement
- Additional actions, as identified by Ofsted have been added to the QIP.
- Review of Term-2 completed and actions for Term-3 are updated and in progress.
- Actions are in place to support the learners with their progress on their respective courses.
- Staffing issues in two areas are being addressed but remain challenging.
- Attendance is being addressed through a combination of actions which has improved engagement.
- The actions are reviewed regularly for impact.

The DPCQ concluded his report and advised the Committee that The DoTL has put a plan in place monitoring progress of areas requiring improvement as identified by Ofsted and those we noted ourselves in the inspection as well.

A Member said that when reporting on attendance it would be helpful to have more context. She also commented that the numbers, once actions have been implemented, look flat. She suggested that it may be useful in terms of the attendance dynamics to break this down more by course so see where the tricky bits are. Also, there is a lot of activity happening to try and address this at what cost? She offered to help look at this to see which bits are actually contributing or at least holding and what can be left, and resources used elsewhere? The Principal said that the team had taken on board what was said at the last meeting in terms of what is activity and resources are enough. She then went through some of the outcomes and underlying aspects. The focus now has shifted to engagement which has had more impact, however we can't ignore the issue as it could impact on achievement. The Principal thanked the Member for her observations and said she welcomes any support offered.

A Member asked if there is something the Board can do over the next few years to support the team in terms of resources, staffing? The Principal said the issue is around so many more students having to balance work with study due to the general financial crisis and other global problems.

The Committee noted the progress on the Quality Improvement Plan for 2021- 22

29. TEACHING AND LEARNING REPORT

The DoTL spoke to this paper and highlighted the following points:

- Following the recent Ofsted inspection, the College continues to complete learning walks and undertake quality assurance activities.
- Strengths and areas for improvement have been refreshed
- Those carrying out learning walks continue to ensure staff are enforcing the 'Forest Five' driving the overall standard of teaching and learning forward while collating ideas for our upcoming CPD days in July.
- The College KPI for lessons being taught at the expected standard has currently been exceeded and overall the quality of TLA is good.
- 75 CPD sessions have been delivered
- Deep dive activity and the proposal is to replace 'deep dives' with biannual subject area reviews.

A Member commented that the quality of T & L looks very good which is a great achievement- he asked what the College is doing with those that didn't meeting standards. The DoTL advised this is a very small minority and how the College is supporting them now and explained that they are all in the process of teacher training so are still on a journey.

The Committee noted the on the key aspects of TLA

30. PROGRESS REPORT FOR FE PROFESSIONAL DEVELOPMENT GRANT PROJECT

The DPCQ spoke to this paper and highlighted the following points:

- The main delivery of the project (October 2021- March 2022) concluded on 31 March 2022.
- The Project was delivered in partnership with another London College and led by WFC. This was a strong collaboration between both Colleges.
- In terms of KPI's Quality exceeded over 90%.
- In terms of the finance KPI, the College has utilised 96% of the allocated funding. The shortfall is due to under-utilisation of the funding allocated to cover travel expenses, because of a low claim rate from staff. The shortfall is shared almost equally by both Colleges.
- Staff feedback has been very positive. The very large majority of participating staff in both Colleges felt they had returned to College with useful ideas, resources, skills and knowledge that they can now confidently use to improve their teaching, advice and support to learners.
- The project has significantly increased the number of employers actively engaged with both College groups. A total of 118 employers hosted industry placements across the two Colleges.
- The vast majority of students feel that they are now learning up to date skills relevant to current industry practice.
- The vast majority of students at WFC report that the teaching on their course has become more interesting, challenging or enjoyable since the project began.

The Chair congratulated staff on this fantastic job in such a short space of time and said it would be good to know how many Colleges managed this in the challenging timescales.

A Member asked whether we can we use this as a PR exercise? The DPCQ said this has already been done and there is some more in the pipeline. The College is also promoting this through sharing with other organisations such as the AoC.

The Chair asked whether this will this lead on to other collaboration with the partner College. The DPCQ confirmed that this was the case and that it is planned to deliver joint CPD sessions on 7th and 8th July and share good practice. He added that although we are competitor Colleges where there has been opportunity to collaborates this has benefited everyone.

The Committee noted the report

31. RISK REGISTER REVIEW

The DPCQ highlighted the changes on the College risk register, since the last report, and the controls in place to mitigate risks identified for curriculum and quality:

- The risk around on-going staff shortages and recruitment crisis across London and UK as a whole has increased due to the increase in cost of living forcing people to seek higher paid jobs etc
- The risk around the impact of COVID has now reduced with the new government policy of living with COVID strategy.
- COVID related sicknesses across College has reduced but still remains.
- A further action has been incorporated following the feedback from Ofsted to strategic risk 5 – Quality - but this not changed in terms of the risk grade. Until eventual outcomes are known we will not be able to determine whether the action has had impact., but there are good indicators of how we are progressing.

The Committee received and noted the updated College Risk Register.

32. COMMITTEE BUSINESS

The Committee undertook the annual review of the Committee's Terms of Reference and asked that safeguarding and prevent oversight is added to the list of re responsibilities; the Committee also made some minor housekeeping changes.

The Committee then reviewed, discussed and agreed the content of the evaluation questionnaire. The Committee asked the DoG to circulate the document in word format for completion by the end of May. All responses will be collated, and a grade determined accordingly. Ultimately the responses/outcomes to all the Committees' Evaluation Questionnaires and follow up discussion will be incorporated within the annual Governance Self-assessment

The Committee:

- **Agreed to recommend to the Committee's Terms of Reference, with the agreed changes, to the Corporation for approval.**
- **Noted the report**

33 ANY OTHER ITEMS OF URGENT BUSINESS

None

34 DATES OF FUTURE MEETINGS

Autumn Term -TBC

35. ITEMS TO BE ADDRESSED AT FUTURE MEETINGS OF THE COMMITTEE

The agendas for future meetings will include items as per the agreed business cycle for 2022/23.

19.16 finish

These minutes have been approved by the Curriculum and Quality Committee and signed by the Chair as a correct record.

.....Alison Morris.....

Signed

...22 November 2022.....

Date