

Waltham Forest College



THE CORPORATION OF WALTHAM FOREST COLLEGE

CURRICULUM AND QUALITY COMMITTEE

MINUTES OF THE MEETING HELD ON 23 MAY 2023

MEMBERSHIP

Governors:

Alison Morris (Chair), Janet Gardner (Principal), Andrew Hall, Susannah Hume, Antoinette Beekye

Co-opted external Member: Ian Gurman

In Attendance:

Hassan Rizvi - Deputy Principal Curriculum & Quality (DPCQ)

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

Amir Seyyad - Governor

Clerk to the Corporation

Naomi Shoffman - Director of Governance (DoGov)

57 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting and in particular Mr Seyyad who was attending as an observer.

Apologies for absence were received from Ms Hume who is on parental leave and Ms Beekye due to a domestic issue. Apologies for lateness were received from the Principal who was in an external meeting and joined the meeting for items recorded from Minute 62 onwards. The DoGov confirmed the meeting was quorate. She also advised that efforts were in train to recruit additional members to the Committee.

58 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.

59 MINUTES OF THE CURRICULUM AND QUALITY COMMITTEE MEETING HELD ON 7 FEBRUARY 2023

The minutes of the meeting held on 7 February 2023 were agreed as a correct record. It was confirmed that all follow up actions were completed.

60 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:

- The overall current retention rate, which is above KPI, and above the end of year retention in 2021/22.
- The latest National Achievement Rates Table (NARTs) 2022/23 which have been released for the first time since 2018/19 and show WFC is ranked third in London for FE colleges overall achievement rates.
- Qualification achievement rates are above national rates in 2021/22 year across all ages and apprenticeships.
- The outcomes for January external Exam results which are better than 2021/22.
- The overall achievement rate predictions for all ages in 2022/23 remain in line with expectations.

- Attendance remains a challenge, however the College's engagement strategies implemented to support learners is having a positive impact with the vast majority of learners on track to achieve, and an increased attendance for GCSE exams.
- The updated work experience figure is on track to achieve the KPI

A Member commended the achievements rates saying we cannot underestimate how difficult it has been to get here. He asked what the main concerns would be should Ofsted come in now. The DPCQ went through the main issues. The Member said it was important to be able to tell a story to show the root causes and mitigating actions taken to address these issues and the good progress being made and also to show that we understand the challenge and reasons and are doing what we need to do but it is a process. The DPCQ agreed and said that his team has collated case studies to support this and are producing separate position statements on attendance and English and maths. He explained that usually we would focus only on the key aspects Ofsted looks at, but we are adding this material to tell a clear story and demonstrate the impact of the actions being taken. The DoTLA added that as new Ofsted reports are published, they are discussed by SLT to see where the focus is.

A Member asked whether finding apprenticeships and T level placements is proving difficult; The DPCQ responded it is a challenge to find the placements so what we are doing to identify these. The T level implementation is being led by a curriculum director.

A Member asked if there is an official benchmark for attendance; The DPCQ said there is not, and that Colleges use different ways to measure attendance as it is very much about context. A Member asked what would be considered an acceptable level of attendance; The DPCQ responded that it is difficult to quantify as so many of the contributing factors are outside of the College's control and gave some examples.

A Member said that his understanding is that currently Ofsted inspectors are doing a deep dive on IAG and making sure other pathways are being looked at and that careers' education is being properly promoted. The DPCQ responded that WFC is guided by the Gatsby benchmarks and explained what is being done to support learners with their career choices.

The Chair commended all on the excellent achievement rates look and asked that the Committee's thanks be conveyed to all who played a part.

There followed a discussion around the likely timing of an Ofsted inspection.

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

61. QIP UPDATE

The DPCQ introduced the report and highlighted the following points:

- The review of Term-2 has been completed and actions for Term-3 have been updated and are in progress.
- We are up to date in the majority of actions identified, most are closed.
- Attendance still requires improvement however there has been a notable impact of multiple engagement strategies which is evidenced in the ongoing outcomes.
- The Apprenticeship action plan has also resulted in a positive impact with current improved outcomes, quality assurance and student experience.
- Progress Monitoring of the QIP is continuing during Term-3

A Member asked how the new learning walks policy has been received. The DoTLA advised this was covered in his report (minute 62) but confirmed this has been rolled out successfully and there has been positive feedback from staff.

A Member noted an error in one of the tables which the DPCQ will correct.

A Member said the story being told on enrichment is very positive.

The Committee noted the progress on the Quality Improvement Plan for 2022-23

62. TEACHING LEARNING AND ASSESSMENT REPORT

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

- The framework of Learning walks and quality assurance has been adjusted following our pilot inspection last year, the College has increased the frequency of monitoring compared to 2021/22.
- The areas of clear strengths and those requiring further development.
- The College KPI for lessons meeting the expected standard (as per ETF teaching framework) which is above target.
- The outcomes of the QDP survey of learners to ascertain views of their experiences at the College.
- CPD remains an area of strength.
- The significant improvement in English and Maths.

A Member asked to what extent are we confident with the learning walks conclusion that a high rate of lessons are being taught at the expected standard. The DoTLA advised that assessment is based on the ETF framework standard and then went through the other factors and processes that contribute to assessing performance. Assessments are moderated to ensure there is no bias and evaluation is consistent; where teachers do not meet the expected standard, support is provided.

A Member asked whether the individual teacher's curriculum knowledge and understanding of intent is taken account of as when being assessed, as if that is the case this is not clear in the majority of the documentation. The DoTLA explained how this is assessed and measured, which again encompasses several factors; we are able to capture where subject knowledge is seen as a strength so we could include that next time round. As part of their CPD every teacher spends 3 days with employers to update their industry and subject knowledge, which is helping the level of expertise and high-level technical skills so we can add that in. Many teachers are collaborating directly with employers to help design the curriculum and deliver masterclasses.

A Member commented that it was good to see learners taking part in and winning competitions. The DoTLA agreed saying it is difficult to get learners to compete, so the College is very proud of these achievements. The team is currently trying to maximise these opportunities and are considering how to move this forward next year. The Principal added that competitions were not previously embedded into the culture of the College and new members of staff in some areas have helped drive this step change.

The Committee noted the report

63. RISK REGISTER REVIEW

The DPCQ presented the Risk Register showing the top finance risks, pre and post mitigation scorings, and controls in place to mitigate risks.

The Committee received and noted the updated College Risk Register.

64. COMMITTEE BUSINESS

The Committee undertook the annual review of the Committee's Terms of Reference and considered the proposed changes.

The Committee then reviewed, discussed, and agreed the content the Committee's Cycle of Business 2023/24.

The Committee:

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

- Agreed to recommend the Committee's Cycle of Business 2023/24 to the Corporation for approval.

65 ANY OTHER ITEMS OF URGENT BUSINESS

None

66. DATES OF FUTURE MEETINGS

Autumn Term -TBC

67. 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 2023/24.

18.32 finish

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