



**MINUTES OF THE CURRICULUM PERFORMANCE COMMITTEE MEETING HELD  
ON MONDAY 23 JUNE 2025 AT 9.30 AM IN T108, THE BOARD ROOM AT THE  
ROUNDHOUSE**

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Present: Alan Brady (Chair), Andrew Cochrane, Bismah Latif, Jill Matthews, Narinder Sharma, Mandie Stravino, Anju Virdee

In attendance: Aaron Denton, Roberta Hall, Heather Kelly, Melanie Lanser, Rose Matthews (Clerk to the Corporation)

	Action	Date
<p><b>41/24-25 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received and accepted for Sue Bradley, Jane McNeil, Sophie Sanderson, Brian Malyan and Kate Cox.</p>		
<p><b>42/24-25 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM</b></p> <p>All members were eligible, and the meeting was quorate. There were no new declarations.</p>		
<p><b>43/24-25 MINUTES OF THE MEETING HELD ON 30 APRIL 2025</b></p> <p><b>RESOLVED:</b> The minutes of the meeting held on 30 April 2025 were formally approved as a true and accurate record.</p>		
<p><b>44/24-25 MATTERS ARISING</b></p> <p>05/24-25 Educational Outcomes – The AI Roadmap would be presented as part of the digital strategy update at the Corporation Strategy Day on 10 July.</p>		
<p><b>45/24-25 ORGANISATIONAL PERFORMANCE MANAGEMENT REPORT (OPMR)</b></p> <p>The Vice Principal – Quality of Education presented the OPMR which provided analysis of in-year performance to date and was structured around the Education Inspection Framework (EIF) judgement areas. The presented the key headlines for Committee members.</p> <p>The completion of 427 learning walks evidenced an increase in excellent and good practice. Targeted CPD had been arranged for those areas with significant concerns. The report also outlined those undergoing mentoring, with a focus on probationary support.</p>		

**The Corporation Chair asked how long the probationary period was.** It was 6 months or extended to 12 where it is felt necessary. This related to all teachers and assessor new to DCG.

The VP reported on the progress logs, the importance of accurate markbooks, and the significant minority of students below target. They emphasised the need for reliable data and the focus on improving retention.

**The Committee Chair asked how long Markbook had been in operation.** It was noted it had been a number of years, but intervention is now being put in place to ensure accuracy.

Student voice results were shared highlighting the high overall satisfaction from the student survey, with 96% of students being proud of their work and 94% satisfied with their course. They also noted the 99% satisfaction with safeguarding and the 20% increase in students developing digital skills.

**The Committee Chair asked how many students took part in the recent survey,** nearly 3K had responded, a KPI of 75% had been set, this was really good representation.

**The Corporation Chair asked if students were incentivised to respond.** Students were not.

Improvement in retention rates for 16 to 18-year-olds and 19-plus students was discussed, the common reasons for student withdrawals, and the focus on supporting students with mental health issues.

**Members asked if the withdrawals happened at key milestones.** It was explained they did not.

Apprenticeship achievement at 68% was higher than last year, with a strong system in place for predicting achievement, which helps in setting realistic targets and improving overall performance.

Narrowing the gap attendance and retention gaps by demographic indicate challenges with Mental Health and Pupil Premium Plus; marginal improvements in attendance.

Members heard how attendance was marginally higher at 87% in most academies. **The Committee chair accepted it was better, but noted it was still an issue.**

Overall, a lot of students did attend, the Level 1's had improved since last year. The problem areas were the entry level and maths and English Level 2's. Further work was required to look at the maths and English figures.

Members were appraised of formal warnings, time outs and exclusions. There had been an increase in good news comments.

**Jill Matthews asked where students went that were excluded from College.** It was explained they met with the careers team and Connexions service. The Local authority then refer to a training

provider. If they can demonstrate positive action, the College can revisit with a view to returning.

**The Committee Chair asked if the timeouts were repeat offenders.** A small few were, but as a rule they were not. They were mentored after timeouts, with the aim of improving their decision-making and reducing repeat offenses. If they reoffend, they got through formal disciplinary. **The Committee Chair asked if that involved parents and carers.** There was engagement from parent and carers when they know their young person is at risk on the programme.

There had not been any more official compliments since the last meeting, although a number of unofficial ones complaints had reduced.

**The Committee Chair asked if they could see performance data from backgrounds.** It was collected, but there were no gaps in the whole college. Academies know where their gaps are.

**The Committee Chair asked what staff turnover had been like in terms of vacancies for September.** At the moment OK, but the problems arise during enrolment when some resignations come through if approached by another provider. They can often arise after industry days when they are approached by employers.

**The Committee Chair asked how the exams had gone.** The last A Level was on Friday and the GCSEs are now complete. There were JCG functional skills and smaller exams still ongoing. Overall, they appear to have gone OK and had good attendance. **He went on to ask about predictions.** Some of the technical results were in and there had been good results in building services and animal care and BTEC for applied psychology.

**Members noted there had been concerns about particular academies and asked if there had been any improvements with those in intervention.** The most improved was Early Years. Those academies still in intervention were shared.

**The Corporation Chair asked what the top priorities were for next year.** They were the BTEC improvement – noting a BTEC CPD day on 8<sup>th</sup> July, a continued focus on attendance and progress measuring and the rapid improvement process.

**The Committee Chair asked the Student Governor if she had any feedback on the student experience, reflecting back over her year.** She said she was surprised how many students engaged with the Student Engagement Team and the Union. There was nothing in particular to draw out in relation to student life, other than the catering prices and variety for different diets. A focus group had been set up with students to look at this.

**He went onto ask about the transition from student to governor.** She said she felt able to engage with students and staff due to the nature of the role. **Jill Matthews asked if her experiences had been shared with the new appointment which would support with future transition.** It had.

The Clerk indicated she had received some feedback from the AoC indicating the Student Union President might not be the most suitable route to act as the Student Governor. She asked the Student Governor her views. She said it was the right role to represent the whole of the student body. The President had a broader view and had more time to interact with students than someone who was a student at just one site.

**RESOLVED: The Committee discussed and accepted the OMPR.**

**46/24-25 POLICY REVIEWS**

- **SELF-ASSESSMENT AND CURRICULUM IMPROVEMENT POLICY**
- **STUDENT BULLYING AND HARASSMENT POLICY**

A review of policies had taken place with the Self-Assessment and Curriculum Improvement Policy having undergone a full review to strengthen quality oversight for non-regulated qualifications, HE and formalise the rapid improvement process.

**RESOLVED: The Committee recommended the Self-Assessment and Curriculum Improvement Policy to the Corporation for approval.**

There were minor changes made to the Student Bullying and Harassment Policy relating to mis-information, dis-information and mal-information.

**RESOLVED: The Committee approved the Student Bullying and Harassment Policy.**

**47/24-25 LITTLE EXPLORERS SELF-EVALUATION FORM AND QUALITY IMPROVEMENT PLAN**

The Nursery Operations Manager had sent her apologies. The Committee reviewed her report.

**RESOLVED: The Committee accepted the Little Explorers Self-Evaluation Form and Quality Improvement Plan.**

**48/24-25 HIGHER EDUCATION PERFORMANCE AND COMPLIANCE**

The Higher Education Manager presented the Higher Education Access and Participation Plan, a four year plan which highlighted the commitment to supporting disadvantaged students.

This document was a requirement of the Office for Students and presented for recommendation to the Corporation.

The HE Manager highlighted the objectives of the plan, one for access and three for success. The plan was focussed on where the most impact could be made.

Chair 10/07/25

<p><b>The Committee Chair asked if the plan was new.</b> This previously went to HE Academic Board before it was incorporated into this committee and requires review every four years.</p>		
<p><b>The Committee Chair asked how many out of the 500 HE students were disadvantaged.</b> It was explained in terms of declared disability and mental health, there were not that many, with some declaring while on programme. However, 60% of the cohort were from a disadvantaged background.</p>		
<p><b>The Committee Chair asked if the College supported in terms of fees.</b> It was noted they could access a student loan, but the College did offer a bursary and hardship fund. <b>The Committee Chair asked how many were supported in that way</b> – around 60 financially and with academic support, around 100% with most accessing the academic coaches.</p>		
<p><b>RESOLVED: The Committee accepted the report, and recommended the Access and Participation Plan to the Corporation for approval</b></p>	Chair	10/07/25
<p><b>49/24-25 DATE OF NEXT MEETING</b></p> <p>The Chair thanked everyone for their attendance and confirmed the next meeting would be held in September 2025.</p>		
<p><i>he meeting finished at 11.05 am.</i></p>		