

**MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE
HELD 09 JUNE 2016**

Present: Mr H Guntrip (Chair)
Mr P Hannan
Ms T Bruton
Mr P Morris
Ms S Lowen

In attendance: Mr J Allen - Clerk to the Governors
Mr M Lumsdon-Taylor - Group Director of Finance
Dr L Pamphilon - Interim Assistant Principal
Quality, Standards and Performance (Part of the meeting only)

The meeting started at. 09.30

APOLOGIES, WELCOMES, DECLARATION OF INTERESTS & ANNOUNCEMENT

86. Apologies were received from Ms L Currie and the two student governors. The Clerk confirmed the meeting was quorate. Other than the interests already declared in the members' Register of Interests for Mr H Guntrip, and of the interests of those Members who are also members of either the Hadlow Group Board or the Board of West Kent & Ashford College, there were no declared interests against any of the agenda items.

87. The change in the senior leadership for quality and curriculum matters within the Hadlow Group was noted.

MINUTES

88. **RESOLVED -** That the minutes of the meeting of the Curriculum & Quality Committee held 11 February 2016 be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST & MATTERS ARISING

89. The '*Summary Action List*' was received. It was noted the Destination Report and Mock Inspection Action Plans are both agenda items. It was confirmed focus group meetings with students, to discuss English and maths, will be held as part of the Curriculum Health Check process 2016/17.

90. There were no other matters arising from the minutes and it was **RESOLVED** to note the '*Summary Action List*'.

QUALITY IMPROVEMENT ACTION PLANS

91. The following reports were received:

- Hadlow College Quality Improvement Plan
- Higher Education Quality Improvement Plan
- Inspection Preparation Action Plan

92. The College report '*Quality Improvement Action Plan 2015/16*' (QIAP) was received. The QIAP focused on operational areas for improvement identified in the College's Self-Assessment Report (SAR), and through feedback and assessments from external agencies such as Ofsted and Awarding Bodies.

93. Against each area for improvement the Committee reviewed, in detail, the proposed actions to be taken, and the expected impact/outcomes arising from the actions, and by when.

94. The Committee welcomed confirmation of there being no 'Red' assessments. All 'Amber' assessments were subject to a thorough review from the Committee with particular focus on the impact arising from the actions listed in the QIAP.

95. The '*HE Quality Improvement Plan*' has been put in place to enable governors to discharge their responsibility of monitoring the quality of HE provision. It was confirmed the HE Action Plan would now be a fixed agenda item at all meetings. It was agreed to consider this agenda item alongside agenda item 9 – 'Higher Education Review'.

96. The '*Inspection Preparation Action Plan*' was received. It was confirmed the plan addresses the areas for development identified following the recent inspection preparation activity.

97. It was **RESOLVED** to note the quality action plans presented to the Committee.

LESSON OBSERVATION REPORT

98. The College '*Lesson Observation Report*' was received. The overall lesson observation profile for term one and term two of those lessons graded good or better was 85% against the target of 93%. The current profile reflected the focus on observations carried out this term. Observations have been prioritised according to previous grade profiles, employment status, and those staff who had received either a Grade 3 or Grade 4 observation. The profile also reflected the increased number of new and unqualified staff and the number of staff who have declined to 'Requires Improvement' for the first time in two years. Assurances were received to confirm these staff members are being supported through the Advanced Learning Practitioners to develop further their practice.

99. The Committee welcomed the new initiative as to the use of student observers who were trained during term one. Seven observations involving student observers have taken place to date with students being very positive in their feedback.

100. It was **RESOLVED** to note the '*Lesson Observation Report*'.

(Dr L Pamphilon left the meeting at this point)

LEARNERS' ATTENDANCE REPORT

101. The '*Learner's Attendance Report 2nd Term*' was received (copy attached to the signed minutes).

102. Full time FE authorised attendance was recorded at 91.95%, compared with 90.08% for the same period last year. Full time HE authorised attendance for the period was recorded at 84.64%, compared against 87.35% for the same period last year.

103. Overall Functional Skills attendance for the year to date stands at 89.49%, an increase of 4.65%.

104. GCSE classes have finished and the final attendance figure was 84.69%, an increase of 7.01% compared for the same period last year.

105. The Committee welcomed the significant improvement in attendance for Functional Skills and GCSE English & maths. Attendance at Higher Education was a concern with a decline in attendance of 2.71%. It was confirmed there is a need to improve the HE offer and this is a planned agenda item at the Governors' Strategy Meeting to be held in June. The Committee agreed to defer any further discussion on the HE offer to the strategy meeting.

106. It was **RESOLVED** to note the report.

FUNCTIONAL SKILLS/GCSE UPDATE

107. The College report '*Functional Skills/GCSE Update*' was received (copy attached to the signed minutes). The report provided the Committee with a progress update on delivery models; lesson observation grade profiles; and attendance.

108. In addition to the attendance data already reviewed and discussed, the report reported on GCSE and Functional Skills predicted success and achievement for 2015-16.

109. On programme monitoring of student progress provided an indication of predicted achievement – 81% for English Functional Skills and 60% for English GCSE; and 65% for Maths Functional Skills and 31% of Maths GCSE.

110. Student support services continue to offer in-class exam preparation sessions.

111. It was **RESOLVED** to note the report.

DESTINATION REPORT

112. The College '*Destination Report*' was received. To support the report a presentation was received from the Group Director of Finance & Resources. The report summarised the information given to the College for destination of all students (both FE and HE) who completed a full-time course in the 2014/15 academic year, together with work based learning students. The data was gathered during November to March 2016 as part of the six month follow up survey.

113. The following key points were noted from the report:

- The number of unknown destinations has risen from 10% to 17%. This is partly due to the inclusion of work based learning students and HE students for the first time. This increased the number of students surveyed to 1,575 from 757 in 2013/14.
- The number of students entering employment (both full-time and part-time) declined by 9%.
- The number of students progressing onto HE increased by 16%.
- The number of positive destinations of known outcomes increased from 88% in 2013/14 to 97% in 2014/15.

114. The report provided further analysis of destinations at Entry Level, for vulnerable students, at campus locations, and by curriculum areas. It was confirmed the data arising from the analysis will feed into the College's quality monitoring processes at all levels including Annual Course Reports; Faculty Self Assessment Reports, the College Self Assessment Report, and Quality Improvement Action Plans. It was also confirmed positive destination data will be promoted through a range of marketing activities.

115. It was **RESOLVED** to note the '*Destination Report*'.

EXCEPTIONAL SAFEGUARDING REPORT

116. The fixed agenda item '*Exceptional Safeguarding Report*' was received.

117. The report confirmed staff training arrangements with confirmation received of there being no gaps in safeguarding training at the College.

118. The report listed the number of referrals made to agencies, with confirmation received as to there being no significant increases on which to report.

119. The Committee agreed there were no issues of concern to report to the Board.

120. It was **RESOLVED** to note the '*Exceptional Safeguarding Report*'

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

121. The College report '*Monitoring of College Performance & Assessment of Risk*' was received (copy attached to the signed minutes). The Board has agreed a framework for the monitoring of College performance and assessment of risk. The Committee is responsible for making assessments in the area of student experience, teaching & learning. Assessments are to be carried out at each meeting of the Committee through a standing agenda item '*Monitoring of College Performance & Assessment of Risk*', with an overall assessment for each of the two areas being made available to the Board.

122. Once the assessments have been agreed, the Committee, in conjunction with College management, will then agree on the overall assessment (Red for concern/risk, Amber for some concern/some risk/or Green for no risk/no concern) to be made for the area of student experience, teaching & learning.

123. One 'Red' (serious concern/risk) assessment was confirmed for progression into HE, with progression at 17% against the target 25%. 'Amber' assessments (some concern/some risk) were reported for HE recruitment, current overall HE retention, and learner attendance. An 'Amber' assessment was also reported on SFA assessments as a 'Minimum Level of Performance' was issued under the new calculating methodology for foundation studies functional skills.

'Amber' assessments were also noted for attendance, with attendance at 91% against the target of 93%; and lesson observations, with good or better lesson observations currently stand at 85% against the target of 93%.

124. All remaining performance indicators identified for student experience, teaching & learning were assessed as 'Green' (no concern/no risk).

125. Following the review of 'Red', 'Amber' and 'Green' assessments, it was **RESOLVED** to inform the Board of the following overall assessment:

Student experience, teaching & learning	NO CONCERN/NO RISK
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ANY OTHER BUSINESS

126. There was no other business.

DATE OF NEXT MEETING

127. 10 November 2016 @ 08.30

The meeting closed at 11.00

Signed: _____ Date: _____