



MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE HELD 11 FEBRUARY 2016

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

In attendance:

Mr J Allen	-Clerk to the Governors
Ms L Brown	-Vice Principal
Mr M Lumsdon-Taylor	- Director of Finance

The meeting started at. 09.30

APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

48. Apologies were received from Mr P Morris, Ms C Turner and Ms D Hamilton. The Clerk confirmed that the meeting was quorate. Other than the interests already declared in 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.

MINUTES

49. **RESOLVED -** That the minutes of the meeting of the Curriculum & Quality Committee held 12 November 2015 be approved as a correct record and signed by the Chair.

MATTERS ARISING

50. The one action point from the last meeting – to receive a Destination Report - is to be an agenda item at the June meeting of the Committee.

51. Under 'Matters Arising', the Committee received a copy of the Landex letter dated 17 August 2015 that confirmed Hadlow College meets the requirements for 'designated specialist college' status, is financially sound, and qualifies to continue in full membership of Landex.

52. Concern was raised on some of the negative statements made in the letter and the Committee asked why these statements had not been subject to a challenge from the College. In response, the Principal stated that any challenge is now too late to pursue and elements of the letter, and how it was drafted, reflect more on the approach of the Chief Executive of Landex. The Committee agreed to 'park' the letter as it is purely an internal letter and not for publication in the public domain.

It was further agreed that, if the next annual letter for 2015/16 from Landex again makes similar errors on the analysis of data, this must be challenged with reference made to the issues arising from their analysis for 2014/15.

MOCK INSPECTION

53. The College report '*Curriculum and Quality Review*' was received. It was reported to the Committee that a mock inspection had recently taken place over two days with no prior notice given to staff. The key issue arising from the mock inspection was the quality of teaching, learning and assessment, seen by the inspectors, was not at a level at which the College's own observation profile has shown. It was noted that the College's own observation profile does include a large number of external observations, conducted by experienced Ofsted inspectors, so there is some cause for concern on the mixed messages being received.

54. Two challenges were identified arising from the mock inspection. The first was the need to move away from a procedurally driven tick box approach on lesson observations to one that creates an environment to allow staff to take risks and to be innovative in their approach to teaching. The second challenge was of the need to have better planning to meet individual student needs.

55. It was confirmed an action plan is being drafted to meet the areas for improvement identified from the mock inspection and this would be made available for review at the next meeting. However, the Quality Improvement Action Plan will continue to be the main document for addressing areas for development and improvement.

QUALITY IMPROVEMENT ACTION PLAN

56. 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.

57. 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, with predicted completion dates.

58. It was noted, and welcomed, that there were no 'Red' areas of concern being reported to the Committee. The Committee reviewed the actions and progress against impact on all 'Amber' assessments. There were no issues of serious concern arising from the review.

59. It was **RESOLVED** to note the '*Quality Improvement Action Plan*'.

INSTITUTIONAL TARGET SUCCESS RATES 2015/16

60. The College report '*Target Institutional Success Rates 2015/16*' was received. The College has set its institutional targets for 2015/16, as outlined in the report, and the Committee was asked to recommend the targets for Board approval. It was confirmed that the core targets reflect the realistic projections for retention and success for the current financial year. It was confirmed that the targets are cascaded to all Heads of Faculty and Course Managers through the Business Planning Cycle.

61. It was **RESOLVED** to recommend that the Board at its meeting on 26 March 2015 be asked to approve the Success Rate targets for 2015/16 – copy of the targets attached to the minutes.

62. It was reported a new methodology has been introduced on how success rates are to be recorded, with the change from 'levels' of student to type of 'qualification', and to include functional skills performance and GCSE outcomes within core rates.

LESSON OBSERVATION & LEARNERS' ATTENDANCE 1ST TERM

63. The College reports '*Lesson Observation & Learners' Attendance 1st Term*' was received. Of the 56 lessons observed, 84% were assessed as either Good or Outstanding and 16% Satisfactory, with no inadequate lessons observed. The target for good or outstanding lesson observations is 92%. The Committee sought explanations for the shortfall against the target. It was confirmed that the 84% status reflects the focus of observations for the 1st term. This has been prioritised according to previous grade profiles, employment status, staff on Grade 3 and Grade 4 being supported through Stepping Up and those coming to the end of their probationary period.

64. Full time FE authorised attendance was recorded at 92.61%, compared with 92.1% for the same period last year. Full time HE authorised attendance for the 1st term was recorded at 88.31% compared against 89.95% for the same period last year.

65. It was **RESOLVED** to note the reports

FUNCTIONAL SKILLS/GCSE UPDATE

66. The College report '*Functional Skills/GCSE Update*' was received. The report provided the Committee with a progress update on delivery models; lesson observation grade profiles; and attendance.

67. The Committee welcomed the in-year improvement in attendance in GCSE English at 85% in January 2016, compared against 79% in October 2015. Attendance for GCSE Maths was at 86% in January, compared against 88% in October. Although a slight decline, the overall attendance for Maths was still seen to be good. Functional Skills attendance confirmed an in-year improvement with attendance for English increasing from 88% in October to 89% in January and attendance in Maths increasing from 85% to 88%.

68. The report outlined, in detail, how the progress of individual learners is being monitored along the various intervention strategies being pursued to provide additional support where necessary.

69. It was noted and welcomed that specific English and Mathematics Learner Voice meetings are scheduled for this term to gather further feedback from students. The outcomes of these Learner Voice meetings will be reported upon in the next report for the Committee to review.

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

ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2014/15

71. The '*Annual Equality, Diversity & Widening Participation Report 2014/15*' was received (copy attached to the signed minutes).

72. The report provided the Committee with updates on:

- The legal context
- Scope of the Annual Equality & Diversity Report
- Strategic Plan and objectives: an overview of targets, progress against targets, and further action
- Staff Survey Results
- Single Equality Scheme
- Ofsted Inspection Outcomes
- Equality Analysis (Equality Impact Assessment)
- Staff Development and Training
- Student Awareness and Training
- Initiatives to support Equality Duties
- Equality and Diversity Impact Measures (EDIMs)
- Data Monitoring and Reporting (staff and students)
- Analysis of Equality Performance

73. It was **RESOLVED** to note the report and to recommend the report to the full Board.

CURRICULUM MATTERS RELATING TO HADLOW RURAL COMMUNITY SCHOOL

74. The following minute was recorded at the Hadlow Corporation meeting held on 09/07/2015:

The Chair of the School's Board to make available a progress report on curriculum matters to each meeting of the Corporation's Curriculum & Quality Committee.

75. The School continues to build upon the positive Ofsted inspection report in June 2015. The adviser used by the School to monitor progress being made visited the school over two days in January. The adviser reported that good progress continues to be made with identified areas for on-going improvement. The School is maintaining good behaviour and there are high expectations of the students. The challenges of measuring 'assessment without levels' has been addressed well by the School. The areas for development are:

- Improving teaching, learning and assessment to outstanding
- Continue to improve attitudes of students to learning and high expectations with students being involved in their own learning
- Develop further links with the College related to shared curriculum coverage and behaviour management strategies
- Continue work on 'assessment without levels'.

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

CURRICULUM STRATEGY 2016/17

77. The College report '*Curriculum Strategy 2016/17*' was received. The report provided a summary of recent developments that have informed curriculum proposals with a summary of the new courses planned to be delivered. It was confirmed that the curriculum strategy is aligned to national priorities and builds on the current curriculum provision focused on land based and rural industries.

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

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

79. 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.

80. 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.

81. One 'Red' (serious concern/risk) assessment was confirmed for learner progression to internal HE with progression at 13% against the target of 17%. Amber' assessments (some concern/some risk) were reported on SFA assessments as a 'Minimum Level of Performance', HE recruitment, overall retention, learner attendance and lesson observation profiles.

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

83. 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

84. There was no other business.

DATE OF NEXT MEETING

85. Thursday 09 June 2016 @ 08.30 at TONBRIDGE

The meeting closed at 11.00

Signed: _____ Date: _____

CURRENT SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who	When
50	To receive Destination Report	Executive	9/6/16
55	To receive Mock Inspection Action Plan	Executive	9/6/16
66	English & Maths Learner Voice meetings – outcomes to be reported to the Committee	Executive	9/6/16

