



## MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE 12 NOVEMBER 2015

**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
Mr M Lumsdon-Taylor	- Group Director of Finance & Resources
Ms L Brown	- Group Vice Principal

The meeting started at. 09.30

### **APOLOGIES, WELCOMES & DECLARATION OF INTERESTS**

1. Apologies were received from Mr P Morris, Mr N Nutley and Mr A Diprose. The Clerk confirmed that the meeting was quorate. There were no declared interests against any of the agenda items.

### **MINUTES**

2. **RESOLVED -** That the minutes of the meeting of the Curriculum & Quality Committee held 25 June 2015 be approved as a correct record and signed by the Chair.

### **SUMMARY ACTION LIST & MATTERS ARISING**

3. The '*Summary Action List*' was received. It was confirmed progression targets have been split into 2 targets as requested in the Committee's monitoring framework – positive progression and internal progress (progression from level to level). The other action point, for the focus of English and mathematics during governor link visits, was confirmed at the recent Stewardship Governor meeting where governors met with their College links.

4. There were no other matters arising from the minutes.

### **QUALITY IMPROVEMENT ACTION PLAN**

5. The College report '*Quality Improvement Action Plan 2014/15*' (QIAP) was received. The QIAP focused on operational areas for improvement as identified in the College's Self-Assessment Report (SAR), also by external agencies such as Ofsted and feedback from Awarding Bodies. It was confirmed that any actions yet to be

completed will be transferred into the QIAP 2015/16 that will be made available following the completion of the College SAR 2014/15.

6. 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. The Committee reviewed in detail the one 'Red' assessment (GCSE English & Mathematics success rates against national averages) and the ten 'Amber' assessments. Other than the 'Red' assessment, there were no issues of concern reported to the Committee.

7. The key change noted on English and mathematics was, following a restructure of the Faculties for 2015/16, the Head of Faculty Skills for Life will focus solely on English and mathematics. This will include a staffing structure with an English and mathematics lead and all teaching delivered by College staff.

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

### LEARNER SUCCESS RATE DATA 2014/15

9. The College report 'Learner Success Data 2014/15' was received. The following headline data was noted:

#### Success Rate (Non QSR Rules Applied)

	2012/13	2013/14	2014/15	Specialist National Average (NA)	Variance between 2012/13 +1.5%
<b>Long:</b>					
All ages	88%	88%	90%	86%	<b>+4%</b>
16-18	88%	89%	90%	87%	<b>+3%</b>
19+	85%	86%	89%	82%	<b>+7%</b>
<b>Short:</b>					
All ages	97%	95%	97%	94%	<b>+3%</b>
16-18	96%	96%	97%	93%	<b>+4%</b>
19+	97%	98%	98%	94%	<b>+4%</b>

10. The Committee welcomed confirmation of the substantial improvement made in Level 3 success rates, a key focus of the Quality Improvement Action Plan 2014/15. Overall, Level 3 long success rates were at 90% for 2014/15, as against 83% for 2012/13 and 85% for 2013/14.

11. Functional Skills success rates for English was 71.3% compared with 69.1% in 2013/14. For Functional Skills mathematics, success rates declined from 73.1% in 2013/14 to 62.1% for 2014/15.

12. For GCSE mathematics, the success rate for A-D was 74% and 13% for A-C. For GCSE English, the success rate for A-D was 78% and 37% for A-C.

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

## INTERIM DESTINATION REPORT

14. The '*Interim Destination Report*' was received. The report outlined the significant changes being made to the collection of destination data with confirmation given that the spring term meeting of the Committee will receive the completed destination report.

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

## LESSON OBSERVATION PROFILE 2014/15

16. The College report '*Lesson Observation Profile 2014-15*' was received.

17. The table below shows a comparison of the grade profile against target for 2014/15 (data reports highest grade achieved (135 observations):

Grade 1 target	Actual	Grade 2 target	Actual	Grade 3 target	Actual	Grade 4 target	Actual
33%	33% (45)	59%	63% (85)	7%	3% (3)	1%	1% (2)
<b>Total Grade 1 and 2 Observations</b>		<b>96% (Target 92%)</b>					

18. The number of grade 1 and grade 2 lessons increased to 96% for 2014/15 from 92% for 2013/14. This improvement was linked very closely with the introduction of the 'Aspiring to Outstanding' course, the Peer Observation programme, and with faculties also taking the lead in the development of teaching and learning in the faculty.

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

## STUDENT ATTENDANCE REPORT

20. The '*Student Attendance Report up to Period 3*' was received and the following data was reported to the Committee:

- (i) Authorised FE attendance was confirmed at 92.62%, compared with 94.02% for the same period last year (-1.04%)
- (ii) Authorised FE attendance (including validated absence) was confirmed at 92.66%, compared against 94.23% for the same period last year (-1.57%)
- (iii) Authorised HE attendance was confirmed at 91.07%, compared against 93.22% (-2.15%)
- (iv) Authorised HE attendance (including validated absence) was confirmed at 91.15% compared against 93.38% (-2.23%).

21. For those curriculum areas where attendance is below the College target, attendance will be an identified area for development in their SARs and in their QIAPs.

22. The following attendance data on Functional Skills and GCSEs were reported to the Committee:

- (i) Authorised Functional Skills attendance was confirmed at 87.38%, compared with 84.6% for the same period last year (+2.78%)

- (ii) Authorised Functional Skills attendance (including validated absence) was confirmed at 87.38%, compared against 84.4% for the same period last year (+2.98%)
- (iii) Authorised GCSE attendance was confirmed at 82.39%, compared against 77.47% (+4.92%)
- (iv) Authorised GCSE attendance (including validated absence) was confirmed at 82.39% compared against 77.68% (+4.71%).

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

#### **COLLEGE SELF ASSESSMENT REPORT 2014/15**

24. A progress update on the '*College SAR 2014/15*' was made available. It was confirmed that the final report is on schedule to be made available at the December Board meeting for approval.

25. The Principal thanked those governors who participated in the validation process.

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

#### **FUNCTIONAL SKILLS REPORT**

27. The termly report provided the Committee with a summary on the delivery model for Functional Skills. The report also summarised attendance data, retention, achievement, success rates, and lesson observation data, many of which had already been subject to detail discussion and analysis through earlier agenda items.

28. The report summarised the key challenges in delivering high quality English and mathematics with the main issues being around the recruitment of high quality staff in both English and mathematics. This is a sector wide issue and not just isolated to further education but also includes schools. Recruitment of English and mathematics lecturers has been successful for the College. However 33% of the mathematics team are currently studying Initial Teacher Education (ITE) and are inexperienced. Additional developmental support is being made available to these lecturers.

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

#### **COMPLAINTS & COMPLIMENT REPORT 2014/15**

30. The '*Complaints & Compliment Report 2014/15*' was received. It was noted the number of complaints had fallen to 41 compared with 64 for the previous year. Against each formal complaint received, actions taken to address the complaint are recorded in the 'Complaints Log' (included within the report).

31. No worrying trends were reported to the Committee.

32. Following review, it was **RESOLVED** to note the report.

#### **ANNUAL SAFEGUARDING REPORT 2014/15**

33. The '*Annual Safeguarding Report 2014/15*' was received. The report summarised details around staff training, Disclosure Barring Scheme checks, formal complaints, safeguarding trends, and detailed residential analysis across a range of areas,

34. The report confirmed there were no concerns regarding any adverse safeguarding trends at the College. Ofsted also confirmed this during the Residential Care Inspection that took place in February 2015.

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

#### **CURRICULUM MATTERS RELATING TO HADLOW RURAL COMMUNITY SCHOOL**

36. The following minuted 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.*

37. The report provided the Committee with an overall update on curriculum matters. The report confirmed one of the unique selling points of the school – the progression of pupils who left in July 2015. This group came to the school with some significant barriers to learning. Of the 17 students in the Year 11 cohort, 8 progressed to Hadlow College, 1 to Plumpton College, 5 to General Further Education, 2 into 6<sup>th</sup> Form Colleges, and 1 into an apprenticeship.

38. The report summarised the key challenges ahead for the School. Overall the School, from a disrupted start, has made excellent progress in achieving 'Good' from Ofsted. Areas that have been significant challenges are being addressed and there is strong effective leadership and governance resulting in improved standards.

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

#### **MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK**

40. The College report '*Monitoring of College Performance & Assessment of Risk*' was received. 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.

41. 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.

42. One 'Red' assessment (high risk) was reported on learner progression internally to higher education, with progression at 17% against the target of 25%.

43. Two 'Amber' assessments (some risks) were recorded – SFA/EFA assessments on some provision and HE enrolments

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

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

**ANY OTHER BUSINESS**

46. There was no other business

**DATE OF NEXT MEETING**

47. Thursday 11 February 2016 @ 09.30

The meeting closed at 10.45.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SUMMARY ACTION LIST**

<b>MIN REF</b>	<b>DETAILS OF RESOLUTION/ACTION POINT</b>	<b>When</b>
14	To receive the Destination Report	11/2/15