



MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE 21 NOVEMBER 2014

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

In attendance:

| | |
|---------------------|---|
| Mr J Allen | - Clerk to the Governors |
| Mr M Lumsdon-Taylor | - Director of Finance & Resources |
| Ms B Cleves | - Assistant Principal Student Support Services |
| Ms L Pamphilon | - Associate Principal Quality & Staff Development |
| Ms L Hill | - Associate Principal Curriculum |

The meeting started at. 09.30

APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

1. Apologies were received from Mr P Morris, Mr W Bispham, and Ms L Brown. 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 12 June 2014 be approved as a correct record and signed by the Chair.

MATTERS ARISING

3. It was confirmed student numbers are included in the attendance table. In discussions on a later agenda item it was agreed to add student numbers to the success data table.

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

LANDEX LETTER

5. A copy of a letter received from Landex dated August 2014 was received. The letter confirmed that Hadlow College meets the requirements for 'designated specialist college' status, is financially sound, and qualifies to continue full membership of Landex.

6. It was **RESOLVED** to note the letter and to welcome the assessment from Landex.

OFSTED UPDATE

7. The report updated the Committee on the changes introduced to the Common Inspection Framework (CIF) from September 2014.

8. It was noted that safeguarding now has a high profile again with a written judgement being made on safeguarding arrangements. The written judgement will appear at the end of the 'effectiveness of leadership and management' section at the end of the inspection report.

9. Other changes include no longer using the term 'satisfactory' and for this to be replaced with 'requires improvement'. Providers that are 'requires improvement' from September 2014 will be inspected within 12-14 months (currently 12-18 months).

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

QUALITY IMPROVEMENT ACTION PLAN

11. The College report '*Quality Improvement Action Plan 2013/14*' (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 2014/15 that will be made available following the completion of the College SAR 2013/14.

12. 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 & Maths success rates against national averages) and the eight 'Amber' assessments. No issues of any particular concern were reported to the Committee.

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

LEARNER SUCCESS RATE DATA 2013/14

14. The College report '*Learner Success Data 2013/14*' was received (copy attached to the signed minutes). The following headline data was noted:

Success Rate

| | 2011/12 | 2012/13 | 2013/14 | Specialist National Average (NA) | Variance between 2013/14 & NA |
|---------------|---------|---------|---------|----------------------------------|-------------------------------|
| Long: | | | | | |
| All ages | 86% | 87% | 89% | 84% | +5% |
| 16-18 | 87% | 88% | 89% | 86% | +3% |
| 19+ | 84% | 86% | 88% | 81% | +7% |
| | | | | | |
| Short: | | | | | |
| All ages | 94% | 95% | 95% | 92% | +3% |

| | | | | | |
|-------|-----|-----|-----|-----|-----|
| 16-18 | 94% | 96% | 95% | 92% | +3% |
| 19+ | 97% | 97% | 98% | 92% | +6% |

15. The Committee welcomed confirmation of the substantial improvement made in Level 3 success rates, a key focus of the Quality Improvement Action Plan 2013/14.

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

LESSON OBSERVATION PROFILE 2013/14

17. The College report '*Lesson Observation Profile*' was received.

18. The table below shows a comparison of the grade profile against target for 2012/13 (data reports highest grade achieved (147 observations):

| Grade 1 target | Actual | Grade 2 target | Actual | Grade 3 target | Actual | Grade 4 target | Actual |
|---|---------------|-----------------------------|---------------|-----------------------|---------------|-----------------------|---------------|
| 33% | 25% (37) | 58% | 67% (98) | 8% | 7% (11) | 1% | 1% (1) |
| Total Grade 1 and 2 Observations | | 92% (Target 91%) | | | | | |

19. The number of Grade 1 lessons dropped from 42 in 2012/13 to 37 in 2013/14, This reflects a significant increase in the number of new and unqualified staff who have joined the College in-year. There could also be an element of staff feeling the need to deliver 'safe' teaching rather than innovative teaching where they may consider there is a greater risk of things going wrong. To maintain an overall profile in excess of 90% of 'Good or better' is very positive.

20. The attendance target of 93% for 2014/15 was welcomed by the Committee.

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

STUDENT ATTENDANCE REPORT

22. The '*Student Attendance Report Period 2*' was received (copy attached to the signed minutes) and the following data was reported to the Committee:

- (i) Authorised FE attendance was confirmed at 90.20%, compared with 92.19% for the same period last year (+0.01%)
- (ii) Authorised FE attendance (including validated absence) was confirmed at 94.42%, compared against 92.52% for the same period last year (-0.10%)
- (iii) Authorised HE attendance was confirmed at 91.51%, compared against 89.61% (+2%)
- (iv) Authorised HE attendance (including validated absence) was confirmed at 91.81% compared against 89.92% (+1.89%).

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

COLLEGE SELF ASSESSMENT REPORT 2013/14

24. A progress update on the 'College SAR 2013/14' was made available (copy attached to the signed minutes). 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.

28. Since authoring the report, the Assistant Principal attended a workshop at the AoC conference where the discussion was around a bold approach to English & Maths with delivery being solely through GCSEs and not Functional Skills. The workshop confirmed that Ofsted would favour such an approach.

29. After discussing this in some detail it was **AGREED** for a report on Functional Skills delivery models to be made available at the next meeting for further consideration.

HIGHER EDUCATION REVIEW (HER)

30. The Higher Education Review (HER) was received and the report confirmed the HER review conducted by the Quality Assurance Agency took place over 3 days in September.

31. The QAA make four overall judgements following a review and the best descriptor that can be achieved is '**meets**' UK expectations.

32. The report confirmed that against each of the four judgements listed below, the College '**meets**' UK expectations.

- The quality of academic standards
- The quality of student learning opportunities
- The quality of information produced by the College
- The enhancement of student learning opportunities.

33. Four areas of good practice were identified. The QAA review team identified no affirmations and made one recommendation. The Committee **AGREED** to see the actions set against this one recommendation at the next meeting. The Executive were very disappointed that no areas were judged as 'Commended'. However, overall, the outcome of the QAA review is an excellent result clearly demonstrating the quality of experience given to Hadlow College HE students.

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

COMPLAINTS & COMPLIMENT REPORT 2013/14

35. The '*Complaints & Compliment Report 2013/14*' was received (copy attached to the signed minutes). It was noted the number of complaints has increased to 64 compared with 49 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).

36. A large proportion of the complaints were specific to Dog Grooming and Veterinary Nursing. A decision has been made to close dog grooming on quality grounds and the programme will only be re-opened when staffing and quality issues have been addressed. Approximately 30 part-time students have been affected by the Dog Grooming issues.

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

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

38. 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.

39. 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.

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

41. Two 'Amber' assessments (some risks) were recorded -16-18 apprenticeship recruitment (but the year-end target should be achieved); and HE enrolments

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

43. 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 |
|---|---------------------------|

44. It was **AGREED** to add a KPI on Work Based Learning success rates.

ANY OTHER BUSINESS

45. There was no other business

DATE OF NEXT MEETING

46. Thursday 26 February 2015 @ 09.30

The meeting closed at 11.45.

Signed: _____ Date: _____

SUMMARY ACTION LIST

| MIN REF | DETAILS OF RESOLUTION/ACTION POINT | Who | When |
|---------|---|-----|---------|
| 3 | Learner numbers: To improve the success rate data analysis, it was AGREED for student numbers to be included in the success rate data table. | DoF | 26/2/15 |
| 29 | A report on Functional Skills delivery models to be made available at the next meeting for further consideration. | VP | 26/2/15 |
| 33 | The QAA review team made one recommendation. The Committee AGREED to see the actions set against this one recommendation at the next meeting | VP | 26/2/15 |
| 44 | To add a KPI on Work Based Learning success rates. | DoF | 26/2/15 |