



**MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE
HELD 25 JUNE 2015**

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

The meeting started at. 09.30

APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

76. Apologies were received from Ms L Currie and the 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.

MINUTES

77. **RESOLVED -** That the minutes of the meeting of the Curriculum & Quality Committee held 26 February 2015 be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST & MATTERS ARISING

78. The '*Summary Action List*' was received. It was confirmed that the Destination Survey Report would be an agenda item at the November meeting of the Committee.

MIN REF & DATE	DETAILS OF RESOLUTION/ACTION POINT	UPDATE PROVIDED AT MEETING 25 JUNE 2015
29	A report on Functional Skills delivery models to be made available at the June meeting for further consideration.	Agenda item
49	Progression target to be split into two targets – one covering 'positive progression' and the other covering 'internal progression' (progression from Level to Level).	To be incorporated into the Monitoring Framework from 2015-16
54	New recording of success rates: Presentation to be given to governors at the	Completed

	June Strategy meeting regarding these changes and their impact	
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79. There were no other matters arising from the minutes and it was **RESOLVED** to note the '*Summary Action List*'.

QUALITY IMPROVEMENT ACTION PLAN

80. The College report '*Quality Improvement Action Plan 2014/15*' (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.

81. 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.

82. The same 'Red' concern reported at the last meeting was again confirmed – success rates in GCSE English and maths to be 50% for A* - C and 100% for A* - G. Although success rates will not be confirmed until year-end, other indicators give cause for concern resulting in the 'Red' assessment. In particular, current attendance is 79% for English and 74% for maths, both below the College target of 93%. The Committee sought assurances on the actions being taken to address attendance and it was confirmed that compulsory interventions are being put in place to support those students with poor attendance including revision days. The current lesson observation profiles for GCSEs is still a concern and reflects the national challenge in recruiting high quality English and maths teachers.

83. The Committee discussed in detail how governors could best support the English & maths agenda. It was agreed Committee members need to get a good feel on the issues around the delivery of English and maths. It was **AGREED** to make 2015/16 the year of focus on English & maths for governors, with all governor being asked to focus on English and maths during their link visits with particular focus on how curriculum teams were embedding the delivery of English & maths within the curriculum. Governors were also invited to participate in diagnostic testing for English & maths. It was also **AGREED** to receive at the next meeting a presentation from the College's English & maths co-ordinator.

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

LESSON OBSERVATION REPORT

85. The College reports '*Lesson Observation Report*' was received. The overall lesson observation profile for term one and term two of those lessons graded good or better was 92% against the target of 91%.

86. The Committee sought assurances the excellent lesson observation profile is an accurate reflection of the quality of lessons. It was confirmed the Lesson Observation Team carried out a number of joint observations with external consultants and with colleagues from another college. In all cases the College staff have reached the same judgement as the externals. The College is therefore able to have confidence in the accuracy of judgements made by the Lesson Observation Team. The Committee welcomed this assurance.

87. The Committee welcomed the initiative where 12 students were trained to carry out lesson observations alongside members of the Lesson Observation team. Students do not make grade judgements but provide feedback to the Lesson Observation team. To date 6 observations have been carried out and all feedback received from the students was in agreement with the judgements of the Lesson Observation team.

88. The reported summarised the number of staff in the 'Stepping Up' programme with confirmation of the support being given to them.

89. It was **RESOLVED** to note the lesson observation report.

LEARNERS' ATTENDANCE REPORT

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

91. Full time FE authorised attendance was recorded at 89.3%, compared with 90.19% for the same period last year. Full time HE authorised attendance for the was recorded at 87% compared against 86.02% for the same period last year. This now represents the full year position as all HE classes have ended.

92. Overall Functional Skills attendance for the year to date stands at 84.07%. For English, attendance was 84.72%; for Maths 83.30%, and for IT 85.87%. Punctuality for Functional Skills remains an issue at 4.24%.

93. GCSE classes have finished and the final attendance figure was 76.65%, with English at 78.97% and Maths at 74.26%.

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

FUNCTIONAL SKILLS/GCSE UPDATE

95. 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.

96. In addition to the attendance data already reviewed and discussed, the report reported on GCSE and Functional Skills attendance at each site. The area of concern noted by the Committee was the lower attendance at GCSEs at Hadlow – 76.9% attendance for English and 69.48% for maths compared with the overall average of 78.97% and 74.26% respectively.

97. On programme monitoring of student progress provided an indication of predicted success rate grades – 62% for English and 37% for maths, against the target of 50% for both. The Committee was informed the predictions were based on mock exam outcomes. The Committee asked if such a grade profile if realised could put at risk an inspection if one took place now. The Principal reported that Colleges recently inspected had been downgraded based on their poor performance in English & maths, so this is an area of risk for all Colleges. This information reinforced the decision of making 2015/16 the year of focus on English & maths for governors.

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

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

99. 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.

100. 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.

101. As already reported, one 'Red' (serious concern/risk) assessment was confirmed for English and maths. 'Amber' assessments (some concern/some risk) were reported for learner progression, 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.

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

103. 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

104. There was no other business.

DATE OF NEXT MEETING

105. 12 November 2015 @ 08.30

The meeting closed at 11.00

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who	When
49	Progression target to be split into two targets – one covering 'positive progression' and the other covering	DoF	12/11/15

	'internal progression' (progression from Level to Level).		
83	It was AGREED to make 2015/16 the year of focus on English & maths for governors with all governor being asked to focus on English and maths during their link visits with particular focus on how curriculum teams were embedding the delivery of English & maths within the curriculum. Governors were also invited to participate in diagnostic testing for English & maths.	Governors	12/11/15
83	It was also AGREED to receive at he next meeting a presentation from the College's English & maths co-ordinator.	VP	12/11/15