



**MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE
HELD 26 FEBRUARY 2015**

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

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

47. Apologies were received from Mr K Randall, Mr P Morris and Ms L Currie. 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

48. **RESOLVED -** That the minutes of the meeting of the Curriculum & Quality Committee held 21 November 2014 be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST & MATTERS ARISING

49. The '*Summary Action List*' was received (copy attached to the signed minutes). The following updates were provided:

MIN REF & DATE	DETAILS OF RESOLUTION/ACTION POINT	ACTION UPDATE TO BE PROVIDED AT MEETING ON 26/2/15
3	Learner numbers: To improve the success rate data analysis, student numbers to be included in the success rate data table.	Actioned
29	A report on Functional Skills delivery models to be made available at the June meeting for further consideration.	Agenda item
33	The QAA review team made one	Agenda item

	recommendation. The Committee AGREED to see the actions set against this one recommendation at the next meeting	
44	To add a KPI on Work Based Learning success rates	Agenda item

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

QUALITY IMPROVEMENT ACTION PLAN

51. The College report '*Quality Improvement Action Plan 2014/15*' (QIAP) was received (copy attached to the signed minutes). 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.

52. 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.

48. One area of 'Red' concern was reported to the Committee – 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 75% which is 18% below the College target. 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.

49. In analysing the 'Amber' assessment for progression, it was agreed that for future reports the target on progression to be split into two targets – one covering 'positive progression' and the other covering 'internal progression' (progression from Level to Level).

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

INSTITUTIONAL TARGET SUCCESS RATES 2014/15

51. The College report '*Target Institutional Success Rates 2014/15*' was received (copy attached to the signed minutes). The College has set its institutional targets for 2014/15 as outlined in the report and the Committee is 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.

52. It was **RESOLVED** to recommend that the Board at its meeting on 26 March 2015 be asked to approve the following Success Rate targets for 2013/14:

Success Rate Target	16-18 (Actual 2013/14)	19+ (Actual 2013/14)
Overall College	91% (88%)	88% (86%)
Entry Level	89% (89%)	93% (91%)

Long Level 1	91% (89%)	98% (98%)
Long Level 2	93% (92%)	88% (86%)
Long Level 3	87% (85%)	82% (80%)
All Functional Skills	74% (70%)	67% (63%)
Maths FS	77% (73%)	70% (66%)
English FS	74% (69%)	65% (61%)
ICT (FS)	67% (63%)	66% (62%)
GCSE Maths	50%	N/A
GCSE English	50%	N/A

54. 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. It was confirmed a presentation is to be given to governors regarding these changes and their impact. It was agreed to deliver this presentation at the June strategy meeting.

LESSON OBSERVATION & LEARNERS' ATTENDANCE 1ST TERM

55. The College reports '*Lesson Observation & Learners' Attendance 1st Term*' was received (copies attached to the signed minutes). Of the 43 lessons observed, 63% were assessed as either Good or Outstanding, 32% Satisfactory, with 5% Inadequate. The target for good or outstanding lesson observations is 93%. The Committee sought explanations for the shortfall against the target. It was confirmed that the 63% 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. The current lesson observation profile stands at 89% good or better lessons, and the expectation is that the summer term report on lesson observations will provide a better analysis.

56. Full time FE authorised attendance was recorded at 89.70%, compared with 91.2% for the same period last year. Full time HE authorised attendance for the 1st term was recorded at 88.81% compared against 86.7% for the same period last year.

57. In terms of FE, it was reported that 10 of the 13 curriculum areas were below the attendance level achieved for this time last year, with Floristry and Equine recording the biggest decline.

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

FUNCTIONAL SKILLS/GCSE UPDATE

59. 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.

60. As discussed when reviewing the '*Quality Improvement Action Plan*', areas around lesson observation grade profiles are being addressed through performance management and support. The challenge facing the College, and indeed all of FE, is the recruitment of high quality English and maths teachers. Poor student attendance is being addressed through curriculum disciplinary and intervention meetings.

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

QAA/HIGHER EDUCATION REVIEW ACTION PLAN

62. It was agreed at the last meeting to receive at this meeting the action plan to address the one recommendation arising from the recent QAA/HER visit. The action plan was noted and it was confirmed that a copy of the action plan has been made available to the Quality Assurance Agency.

ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2013/14

63. The '*Annual Equality, Diversity & Widening Participation Report 2013/14*' was received (copy attached to the signed minutes).

64. 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
- 2014 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 during 2013/14

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

CURRICULUM STRATEGY 2015/16

66. The College report '*Curriculum Strategy 2014/15*' was received (copy attached to the signed minutes). The report provided a summary of recent developments that have informed curriculum proposals for 2015/16 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.

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

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

68. 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.

69. 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.

70. 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, learner attendance and lesson observation profiles. 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.

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

72. 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

73. There was no other business.

DATE OF NEXT MEETING

74. Thursday 25 June 2015 @ 09.30

The meeting closed at 12.00

Signed: _____ Date: _____

CURRENT SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who	When
29	A report on Functional Skills delivery models to be made available at the June meeting for further consideration.	VP	25/6/15
49	Progression target to be split into two targets – one covering 'positive progression' and the other covering 'internal progression' (progression from Level to Level).	DoF	25/6/15
54	New recording of success rates: Presentation to be given to governors at the June Strategy meeting regarding these changes and their impact	Dof	25/6/15

