

**MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY
COMMITTEE
07 NOVEMBER 2013**

Present: Mr P Hannan
Ms T Bruton
Ms S Lowen
Mr D Enderby

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

1. Apologies were received from Mr P Morris, Ms L Currie, Mr H Guntrip and Mr K Randall. The Clerk confirmed that the meeting was quorate with four governors in attendance. In the absence of the Chair, it was agreed for Ms T Bruton to chair the meeting. There were no declared interests against any of the agenda items. The student governor was welcomed to his first meeting of the Committee.

MINUTES

2. **RESOLVED -** That the minutes of the meeting of the Curriculum & Quality Committee held 13 June 2013 be approved as a correct record and signed by the Chair.

MATTERS ARISING

3. It was confirmed the Careers Hub presentation is an agenda item. Destination data will be reported on at the spring meeting.
4. There were no other matters arising from the minutes.

LANDEX LETTER

5. A copy of a letter received from Landex dated August 2013 was received (copy attached to the signed minutes). 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. The letter commented on the need for continuing development of physical resources and it was **AGREED** to receive a further update on this at the next meeting.
6. It was **RESOLVED** to note the letter and to welcome the assessment from Landex.

CAREERS HUB PRESENTATION

7. The Committee received a presentation from Kathryn Townsend on the work of the careers hub. The presentation covered, in some detail, all the services provided by the careers hub.
8. The Committee welcomed the detail of the presentation and it was agreed for the next review to focus more on how the work of the Hub impacts on learners.

QUALITY IMPROVEMENT ACTION PLAN

9. The College report '*Quality Improvement Action Plan 2012/13*' (QIAP) was received (copy attached to the signed minutes). The QIAP focuses 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 2013/14 that will be made available following the completion of the College SAR 2012/13.
10. Progress updates were made available against each of the following areas for improvement:
 - To improve retention on long courses at 16-18 particularly Level 3 two year courses
 - Development of a co-ordinated and coherent information, advice and guidance service to meet the needs of all learners at each stage of the learner journey and meet the needs of employers
 - E Learning is underdeveloped across the College and there needs to be greater consistency in the use of VLE and interactive teaching and learning methods
 - More robust mechanisms for monitoring progress in year of individual learners against minimum target grades
 - Increased focus on the embedding of function English and Maths through the delivery of primary learning goals including increased success rates on Functional Skills
 - Development of 'Expert Learner' approach to independent learning skills to ensure that learners achieve on their course and are well prepared for the next stage of education and employment
 - Review Work based Learning and improve timely success rates for Work Based Learning
11. 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.
12. In summary, the Vice Principal confirmed that there are no areas of concern to report to the Committee and the four current "amber" assessments will be rolled forward into the QIAP 2013/14.
13. It was **RESOLVED** to note the '*Quality Improvement Action Plan*'.

LEARNER SUCCESS RATE DATA 2012/13

14. The College report '*Learner Success Data 2012/13*' was received (copy attached to the signed minutes). The following headline data was noted:

Success Rate

	2010/11	2011/12	2012/13	Land-based benchmark	Variance between 2012/13 & benchmark
Long:					
All ages	77%	86%	87%	83%	+4%
16-18	78%	87%	88%	84%	+4%
19+	75%	84%	86%	80%	+6%
Short:					
All ages	93%	94%	95%	92%	+3%
16-18	97%	94%	96%	92%	+4%
19+	91%	97%	97%	92%	+5%

15. A further breakdown was made available on success rates at each level for both 16-18 and 19+. In all areas, with the exception of Level 3 (Long) for 19+, confirmed success rates were above both specialist and college national benchmark data. For Level 3 (Long) 19+ the success rate of 78% was in line with the national College benchmark but was 2% below the specialist college benchmark figure of 80%. The Committee sought confirmation on the actions being taken to address this area of concern and assurances were given that appropriate and robust monitoring arrangements were in place with curriculum managers.

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

LESSON OBSERVATION PROFILE 2012/13

17. The College report '*Lesson Observation Profile*' was received (copy attached to the signed minutes). During 2012/13 190 observations took place, including 1:1 tutorials, group tutorials, supportive observations and pre-school.

18. The table below shows a comparison of the grade profile against target for 2012/13 (data reports highest grade achieved (130 observations)):

Grade target	Actual	Grade target	Actual	Grade target	Actual	Grade target	Actual
26%	33%	64%	58%	10%	8%	0%	1%
Total Grade 1 and 2 Observations		91%					

19. The Vice Principal confirmed the College recognises that the profile of lesson observations is very high and efforts have been made to validate the profile through peer review via Landex and the use of Ofsted Inspectors. The outcome of these standardisation visits was positive, and the College is confident that the lesson observation profile is accurate.

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

STUDENT ATTENDANCE REPORT 2012/13

21. The '*Student Attendance Report*' was received (copy attached to the signed minutes) and the following data was reported to the Committee:
- (i) Authorised FE attendance 2012/13 was confirmed at 89.72%, compared with 86.18% for 2011/12, an increase of 3.54%.
 - (ii) Authorised FE attendance (including validated absence) 2012/13 was confirmed at 90.17%, compared against 87.34% for 2011/12, an increase of 2.83%.
 - (iii) Authorised HE attendance 2012/13 was confirmed at 84.53%, compared against 81.81% for 2011/12; an increase of 2.72%.
 - (iv) Authorised HE attendance (including validated absence) 2012/13 was confirmed at 84.79% compared against 81.89% for 2011/12, an increase of 2.90%
22. The Committee received attendance summary for up to October 2013. Overall, attendance for both FE and HE remain above the attendance levels for 2012/13 but both areas are below those recorded for the same period last year. Following further questioning from the Committee, it was confirmed that attendance issues are around specific courses and is not a systemic problem. Where attendance issues have been identified, curriculum managers and course tutors are held to account on the actions being taken to improve attendance through regular review meetings with the Vice Principal.
23. It was **RESOLVED** to note the report.

COLLEGE SELF ASSESSMENT REPORT 2012/13

24. A progress update on the '*College SAR 2012/13*' 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. It was **RESOLVED** to note the report.

IQER ACTION PLAN & HIGHER EDUCATION REVIEW (HER)

26. The IQER Action Plan was received (copy attached to the signed minutes).
27. Against each of the elements of good practice identified by the IQER process, a commentary was provided on the actions being taken to ensure that good practice continues. 'Green' assessments were recorded against each action point with no 'Amber' assessments. It was **AGREED** that there was no longer the need to report to the Committee on the IQER Action Plan as all actions have been fully implemented.
28. A briefing paper '*UK Quality Code/Higher Education Review*' was received (copy attached to the signed minutes). The report outlined the new arrangements for the assessment of quality for Higher Education.
29. It was **RESOLVED** to note the reports.

COMPLAINTS & COMPLIMENT REPORT 2012/13

30. The '*Complaints & Compliment Report 2012/13*' was received (copy attached to the signed minutes).
31. It was noted that this was the first year where compliments received have been formally logged and analysed. In future years, the analysis will be more meaningful as there will be year-on-year comparisons. A total of 34 compliments were formally logged but it is thought the number of compliments actually received were higher but were unrecorded as staff are reticent to share personal feedback.
32. The complaints section of the report summarised all official complaints made through the Complaints Procedure between the months of September 2012 up to and including August 2013. The aim of the report is to present and analyse the data collected during this period, to make comparisons with previous years and, where possible, comment on any trends and to make recommendations for improvement.
33. A total of 41 formal complaints were received (excluding complaints relating to the Hadlow Rural Community School planning application), compared with 47 for last year and 73 for 2011/12. The report provided a detailed breakdown of the classification and description of all complaints received. It was confirmed that all complaints received during the year have been concluded and resolved completely with no outstanding issues. There were no specific themes of concern arising from the complaints received.
34. Following review, it was **RESOLVED** to note the report.

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

35. 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.
36. 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.
37. One 'Red' assessment was reported on learner progression internally to higher education, with progression at 17% against the target of 25%. The figure of 17% compared favorably against 13% recorded for 2011/12.
38. All remaining performance indicators identified for student experience, teaching & learning were assessed as 'Green' (no concern) with the following exceptions that were assessed at 'Amber' – some concern, some risk.
 - 16-18 Enrolments
 - HE Enrolment against targets
 - Overall College Success rate – Long FE for both 16-18 and 19+. Although an improvement in both areas compared against 2011/12, the success rates

achieved were just below the targets set by the College (88% success rate for 16-18 against the target of 90% and 86% achieved for 19+ against the target of 88%)

- % of teaching staff who hold, or are working towards, a teaching qualification.

39. 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

40. There was no other business

DATE OF NEXT MEETING

41. Thursday 27 February 2014 @ 09.30

The meeting closed at 11.40

Signed: _____ Date: _____

CURRENT STRATEGY & PERFORMANCE SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who	When
83 12/13	Destination Survey to be conducted in January with the outcomes reported to the Committee	VP	27/2/13
5 13/14	Landex Letter: To receive an update on the comment in the letter reference physical resources	VP	27/2/12