



MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE HELD 12 JUNE 2014

Present:
Mr H Guntrip
Mr P Hannan
Ms T Bruton
Ms L Currie
Mr D Enderby
Mr K Randall

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

69. Apologies were received from Mr P Morris and Ms S Lowen. The Clerk confirmed that the meeting was quorate. Other than the interests already declared in Members' Register of Interests for Mr H Guntrip, there were no declared interests against any of the agenda items. The Chair welcomed attendees to the meeting.

MINUTES

70. **RESOLVED -** That the minutes of the meeting of the Curriculum & Quality Committee held 27 February 2014 be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST & MATTERS ARISING

71. The '*Summary Action List*' was received (copy attached to the signed minutes). It was confirmed that the Destination Survey Report would be an agenda item at the November meeting of the Committee.

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

QUALITY IMPROVEMENT ACTION PLAN

73. The College report '*Quality Improvement Action Plan 2013/14*' (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.

74. Against each area for improvement identified as 'Amber', the Committee reviewed, in detail, the proposed actions to be taken, and the expected impact/outcomes arising from the actions, and by when.

75. In summary, the Vice Principal confirmed that there are no areas of concern to report to the Committee. All outstanding action points are either on track to be completed by their respective target date or good progress has been made. Any actions not fully implemented at year-end would be transferred into the QIAP for 2014/15.

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

LESSON OBSERVATION REPORT

77. The College reports '*Lesson Observation Report*' was received (copies attached to the signed minutes). Of the 104 graded observations, 86% were assessed as either good or better, 11% requiring improvement, with 3% inadequate. The target for good or outstanding lesson observations is 91%.

78. A Mock Inspection took place during April/May which confirmed reliance in the lesson observation process. The lesson observation profile was 82% good or better in curriculum lesson observed and 56% in Functional Skills. The specific issue in Functional Skills related to stretch and challenge with mixed level groups and training is being identified to address this.

79. A significant number of 'Good' and 'Outstanding' staff have now been observed and the percentage of staff graded 'Outstanding' has improved by 18 percentage points since the last report.

80. The Lesson Observation Team have 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.

81. The Vice Principal confirmed that the Mock Inspection provided the College with a range of positive feedback and actions have been put in place to address the areas for improvement identified during the Mock Inspection.

82. The main areas of strength identified were:

- Engagement, enthusiasm and enjoyment of students in their learning
- Classroom management
- Differentiation
- Embedding of English and maths
- Very good promotion of Health and Safety

83. The main areas that require improvement were:

- Promotion of Equality, Diversity & Inclusion
- Use of e-learning
- Stretch and challenge in mixed Functional Skills sessions with Levels 1 and 2 students
- Attendance and punctuality in a minority of areas

84. During the Mock Inspection, 17 curriculum lesson observations were conducted of which 14 were judged to be good or better (82%). The remaining 3 lessons were judged to be requiring improvement.

85. A total of 9 Functional Skills lessons were observed, of which 5 were judged to be good or better with 4 requiring improvement.

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

LEARNERS' ATTENDANCE REPORT

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

88. Full time FE authorised attendance was recorded at 90.19%, compared with 90.17% for the same period last year. Full time HE authorised attendance for the 1st term was recorded at 86.02% compared against 84.29% for the same period last year.

89. To improve the data analysis, it was **AGREED** for student numbers to be included in the curriculum attendance summary table.

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

FE RESIDENTIAL INSPECTION PILOT

91. The Vice Principal gave a verbal update on the outcomes of the recent Ofsted pilot inspection for FE residential and it was confirmed that a full analysis of the feedback received had been circulated to all governors via email.

92. The Committee welcomed the positive outcomes arising from the pilot inspection. The Vice Principal confirmed that the report would not be made available in the public domain as it was part of a pilot and, therefore, does not replace the currently published report that confirmed a grade of 'Outstanding' for the College.

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

93. 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.

94. 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.

95. 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. A discussion took place on whether the target of 25% is unrealistic. The Committee agreed that the setting of ambitious and aspirational targets is important and therefore agreed to keep the target at 25%.

96. 'Amber' assessments were noted on HE enrolments, current overall retention, learner attendance and lesson observation profiles. The report provided explanations of performance against set targets. Again the Committee noted that the targets set in these areas were well above the sector 'norm', but again, the setting of ambitious and aspirational targets is the responsibility of the Board.

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

98. 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

99. There was no other business.

DATE OF NEXT MEETING

100. To be confirmed

The meeting closed at 11.15

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who	When
90	Learner attendance: To improve the data analysis, it was AGREED for student numbers to be included in the curriculum attendance summary table	DoF	Nov 14