

**MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY
COMMITTEE HELD 13 JUNE 2013**

Present: Mr H Guntrip
Mr P Morris
Ms L Currie
Mr P Hannan
Ms T Bruton
Mr P Dubrow
Ms S Lowen
Mr T McKay

In attendance: Ms Z Stafford -Note taker
Ms L Brown -Vice Principal
Mr M Lumsdon-Taylor -Director of Finance & Resources

The meeting started at. 09.30

APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

75. Apologies were received from Mr J Allen. The new staff governor was welcomed to the meeting and introductions were made. It was confirmed that the meeting was quorate. There were no declared interests against any of the agenda items. In the absence of the Clerk it was agreed for Ms Z Stafford to Clerk the meeting.

MINUTES

76. **RESOLVED -** that the minutes of the meeting of the Curriculum & Quality Committee held 14 February 2013 be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST AND ALL MATTERS ARISING

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

MIN REF & DATE	DETAILS OF RESOLUTION/ACTION POINT	DATE OF NEXT REVIEW	ACTION UPDATE TO BE PROVIDED AT MEETING ON 13/6/13
55	Ofsted form 106 to be made available at the March Board meeting for their information. It was also agreed to attach the form to the Monitoring of College Performance Report so that Governors receive a termly update	13/6/13	Received at Board meeting and attached to the Committee's Monitoring report – agenda item 9
63	14 – 16 Learner recruitment Report to be made available at a future Board meeting	Executive	It was confirmed the College has met all criteria for 14-16 learner recruitment
67	Annual Equality & Diversity Report to be made available at the next Board meeting	13/6/13	Discussed at June Strategy meeting

	and Equality & Diversity training to be delivered at the next Board Strategy meeting scheduled for 6 th June 2013.		
69	Curriculum Strategy 2013/14 Report to be made available at the next Board Strategy meeting scheduled for 6 th June 2013.	13/6/13	Discussed at June Strategy meeting

78. It was **RESOLVED** to note the Summary Action List.

QUALITY IMPROVEMENT ACTION PLAN

79. The College report '*Quality Improvement Action Plan*' 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) and by external agencies such as Ofsted and feedback from Awarding Bodies.

80. 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

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. In summary, the Vice Principal confirmed that there are no areas of concern in the QIAP at this stage, with many of the timescales in the plan not due for completion until later in the academic year. The ultimate key measure of the effectiveness of the QIAP will be year-end success rates.

83. A request was made to receive at the next meeting a presentation on the Careers Hub.

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

LESSON OBSERVATION REPORT TERM 2

85. The report on '*Lesson Observation 2012/13 Term 2*' was received (copy attached to the signed minutes). Of the 78 observations, 24% were grade 1;

64% grade 2, giving 87% to be good or better against the target of 90%. 12% were grade 3 with 1% grade 4. The current 87% is 5% lower than this time last year and this reflects the changes in the Common Inspection Framework. The focus for term one has been on staff who were in Stepping Up or on probation and, for term two, for staff identified as requiring an early observation or having completed their supported period.

86. It was **RESOLVED** to note the report.
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STUDENT ATTENDANCE PROFILE 2ND TERM

87. The report on '*Student Attendance Profile 2nd Term*' was received (copy attached to the signed minutes).
88. Full time FE authorised attendance was recorded at 90.23%, compared with 87.34% for the same period last year. Full time HE authorised attendance for was recorded at 84.45% compared against 81.89% for the same period last year. The Committee welcomed the continuing in-year significant improvements in learner attendance.
89. The Vice Principal confirmed attendance is reviewed through Curriculum Improvement meetings and, where attendance is low, there is a whole set of monitoring behind it whereby the Vice Principal challenges staff on issues relating to poor attendance.
90. It was **RESOLVED** to note the report.

DESTINATION SURVEY

91. The College report '*Destination Survey 2011/12*' was received (copy attached to the signed minutes). The report summarised the verbal information given to the College for the destination of FE learners for 2011/12 academic year. The data was gathered in March 2013 as part of the six month follow-up survey.
92. From the 591 students subject to the survey, 399 (68%) achieved a 'Positive Outcome' – leavers who remained in education, employment, training or voluntary work. Excluding the 135 who were untraceable at the time of the survey, 88% achieved a 'Positive Outcome'.
93. It was confirmed that the survey was undertaken in March this year, and would be done again in January next year. It was agreed for outcomes to be made available to the spring term Curriculum and Quality Committee meeting.
94. It was **RESOLVED** to note the report.

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

95. 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.

96. 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.

97. All performance indicators identified for student experience, teaching & learning were assessed as green (no concern) with the following exceptions:

- 16-18 Recruitment AMBER Year-end target projection likely to be marginally under target.
- HE Enrollments AMBER The Finance Committee has flagged HE 'Red' for financial impact and this is flagged 'Amber' for retention purposes.

98. Following review of each agreed performance indicator and of performance to-date, it was **RESOLVED** to inform the Board of the following overall assessment:

Student experience, teaching & learning	No Risk/No Concerns
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ANY OTHER BUSINESS

99. There was no other business

DATE OF NEXT MEETING

100. Thursday 07 November 2013 @ 09.30

The meeting closed at 11.30

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who	Next review by the Committee
83	To receive a presentation on the Careers Hub	Executive	7/11/13
93	Destination Survey to be conducted in January with the outcomes reported to the Committee	Executive	27/2/14