



## MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE HELD 14<sup>th</sup> FEBRUARY 2013

- Present:** Mr P Hannan  
Ms T Bruton  
Mr P Dubrow  
Mr T McKay
- In attendance:** Ms Z Stafford -Note taker  
Ms L Brown -Vice Principal  
Mr M Lumsden Taylor -Director of Finance & Resources

The meeting started at. 09.30

### APOLOGIES & DECLARATION OF INTERESTS

41. Apologies were received from Mr H Guntrip, Mr P Morris, Ms L Currie, and Mr J Allen. It was confirmed that the meeting was quorate. There were no declared interests against any of the agenda items. In the absence of the Chair it was agreed for Ms T Bruton to chair the meeting.

### MINUTES

42. **RESOLVED** - that the minutes of the meeting of the Strategy & Performance Committee held 15 November 2013 be approved as a correct record and signed by the Chair.

### SUMMARY ACTION LIST AND ALL MATTERS ARISING

43. The College report '*Summary Action List*' was received (copy attached to the signed minutes).
44. It was confirmed that the scope of future Complaints reports will include compliments and the Clerk will incorporate this change in the Committee's schedule of business for 2013/14.
45. A report on Function Skills requested at the last meeting is an agenda item.
46. It was **RESOLVED** to note the Summary Action List.

### QUALITY IMPROVEMENT ACTION PLAN

47. 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.
48. 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
49. 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.
50. 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.
51. One 'Red' assessment was noted by the Committee against the action ' all courses to review skills required at each level and to embed skills development into curriculum delivery – Preparation for Progression project'. Although this has not yet been implemented, the timescale for completion is July 2013. The Committee noted that in year development is taking place to provide a framework for identification of skills and that this is a long-term project.
52. It was **RESOLVED** to note the report.

### **TARGET INSTITUTIONAL SUCCESS RATES 2012/13**

53. The College report '*Target Institutional Success Rates 2012/13*' was received (copy attached to the signed minutes). The College has set its institutional targets for 2012/13 as outlined in the report and the Committee, on behalf of the Board, is asked to approve the targets. It was confirmed that the core targets reflect the realistic projections for retention and success for the current financial year. Targets for retention have been set with a 1%-3% increase on 2011/12 position. Success rate targets show an increase on previous year position at all levels. It was confirmed that the targets are cascaded to all Heads of Faculty and Course Managers through the Business Planning Cycle.
54. It was **RESOLVED** to recommend that the Board at its meeting on 21 March 2013 be asked to approve the following Success Rate targets for 2012/13:

Success Rate Target	16-18	19+
Overall College	90%	88%
Entry Level	87%	98%

Long Level 1	89%	96%
Long Level 2	90%	87%
Long Level 3	86%	83%

55. The Principal informed the Committee that Ofsted have distributed Form 106 which they expect a College they are inspecting to have completed for their arrival. The Executive are in the process of completing the form. This committee discussed the form and agreed for it to be taken to 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.
56. It was **RESOLVED** to note the report.

### **LESSON OBSERVATION & LEARNERS' ATTENDANCE 1<sup>ST</sup> TERM**

57. The College reports '*Lesson Observation & Learners' Attendance 1<sup>st</sup> Term*' was received (copies attached to the signed minutes). Of the 36 lessons observed, 80% were assessed as either Good or Outstanding; 17% Satisfactory, with 3% Inadequate. The overall lesson observation to date is strong and the current 80% status is higher than this time last year (78%). It was confirmed that this is a positive position, especially in light to the changes made to the lesson observation system to meet the new focus on teaching & learning in the revised Ofsted Common Inspection Framework.
58. Full time FE authorised attendance for the 1<sup>st</sup> term was recorded at 91.01%, compared with 87.34% for the 1<sup>st</sup> term last year. Full time HE authorised attendance for the 1<sup>st</sup> term was recorded at 85.17% compared against 81.89% for the same period last year. The Committee welcomed the significant improvements in learner attendance for the first term.
59. It was **RESOLVED** to note the reports.

### **14-16 YEAR OLDS LEARNER RECRUITMENT**

60. The College report '*14-16 Year Olds Learner Recruitment*' was received (copy attached to the signed minutes). It was confirmed that from September 2013 the opportunity for full time 14-16 enrolment will be available as a new avenue for FE and Sixth Form Colleges. This new development is in response to the Wolf Review.
61. The College report outlined the criteria and legal requirements and the application process and for the need to have in place policies and procedures that can be adapted to meet the needs of 14-16 year olds.
62. It was **RESOLVED** to note the report, and as it involved a new strategic direction, for the report to be subject to Board discussion at a latter date.

### **FUNCTIONAL SKILLS**

63. The College report '*Functional Skills*' was received (copy attached to the signed minutes). It was agreed at the last meeting for the Committee to receive at this meeting a monitoring report on Functional Skills. The report confirmed that Functional Skills success rates have been improving over a three year period,

but remain low at 62%. This has been acknowledged in the College's Self Assessment Report and is featured in the Quality Improvement Action Plan. With the changes in the Common Inspection Framework there is now a greater focus on English and Maths in terms of success rates on Functional Skills and how it is promoted within teaching, learning, and assessment. It was confirmed that this was a key priority for the College and the report outlined the range of actions being taken to improve Functional Skills.

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

#### **ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2011/12**

65. The '*Annual Equality, Diversity & Widening Participation Report 2011/12*' was received (copy attached to the signed minutes).

66. 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
- 2012 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 2011/12

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

#### **CURRICULUM STRATEGY 2013/14**

68. The College report '*Curriculum Strategy 2013/14*' was received (copy attached to the signed minutes). The report provided a summary of recent developments that have informed curriculum proposals for 2013/14 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.

69. It was **RESOLVED** to note the report and for the report to be made available at the next Board Strategy meeting scheduled for 6<sup>th</sup> June 2013.

#### **MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK**

70. 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 S&P 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.

71. 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.

72. 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.
- Learner Progression to internal HE      RED      14% progression against the target of 25%
- % of teaching staff who hold or working towards a teaching qualification      AMBER      Year-end target projection likely to be marginally under target

73. 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**

74. There was no other business

**DATE OF NEXT MEETING**

75. Thursday 14 June 2013 @ 09.30

The meeting closed at 11.30

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## CURRENT STRATEGY & PERFORMANCE SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who	Next review by the Committee
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	Executive	13/6/13
62	14-16 Recruitment to be subject to discussion at a future Board meeting	Executive	TBC
63	14 – 16 Learner recruitment Report to be made available at the next Board Strategy meeting scheduled for 6 <sup>th</sup> June 2013.	Executive	13/6/13
67	Annual Equality & Diversity Report to be made available at the next Board meeting and Equality & Diversity training to be delivered at the next Board Strategy meeting scheduled for 6 <sup>th</sup> June 2013.	Executive	13/6/13
69	Curriculum Strategy 2013/14 Report to be made available at the next Board Strategy meeting scheduled for 6 <sup>th</sup> June 2013.	Executive	13/6/13