



MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE

15th NOVEMBER 2012

Present:	Mr P Morris	(Chair)
	Mr P Hannan	
	Ms T Bruton	
	Mr T McKay	
	Ms L Currie	
In attendance:	Mr J Allen	Clerk to the Governors
	Ms L Brown	Vice Principal

The meeting started at. 09.30

APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

1. Apologies were received from Ms P Palmer-Abbit, Mr H Guntrip, and Mr M Lumsdon-Taylor. The Clerk confirmed that the meeting was quorate. There were no declared interests against any of the agenda items. The student governor was welcomed to their first meeting of the Committee. In the absence of the Chair it was agreed for Mr P Morris to chair the meeting.

MINUTES

2. **RESOLVED** - that the minutes of the meeting of the Curriculum & Quality Committee held 14th June 2012 be approved as a correct record and signed by the Chair.

MATTERS ARISING

3. It was confirmed the Careers Hub is now 'up and running' and a Careers Adviser has been in post since September. The new careers adviser is working on agreed priorities to ensure that there is an effective land-based link with all curriculum areas and employers.
4. There were no other matters arising from the minutes.

LANDEX LETTER

5. A copy of a letter received from Landex dated August 2012 was received (copy attached to the signed minutes). The letter confirmed that following the peer review of the College's self-assessment and quality arrangements, Landex awarded the top grade of 'Green' to Hadlow College and this qualifies the College to continue in full membership of Landex.
6. It was **RESOLVED** to note the letter and to welcome the assessment from Landex.

QUALITY IMPROVEMENT ACTION PLAN

7. The College report '*Quality Improvement Action Plan 2010/11*' (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) 2010/11, 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 new QIAP that will fall-out from the College Self Assessment Report 2011/12.
8. Progress updates were made available against each of the following areas for improvement:
 - To improve retention across the College specifically 16-18 year olds and overall College retention to 90%
 - To improve one to one tutorial provision
 - To develop a land based careers hub
 - To continue improvements in teaching and learning
 - To improve Functional Skills success rates to 60% and achievement rates to 75%
 - Development of engagement with pre 16 learning institutions including 14-16 year olds, Key Stage 3 and primary learners.
9. It was noted that there are currently four 'Amber' assessments where actions have yet to be fully completed. Although the attendance dashboard is complete, further dashboards will be implemented in 2012/13. Further focus is required on the collection and analysis of destination data. Some progress has been made on E-learning but there is further work required to ensure it is fully embedded into all courses. The remaining 'Amber' assessment is the need for greater differentiation focus in lesson observations.
10. Against each 'Amber' area for improvement, the Committee reviewed in detail the proposed actions to be taken, and the expected impact/outcomes arising from the actions, and when these would be met. The Committee was assured that robust action is being taken to address each of the 'Amber' assessments.
11. An update was made available on the Free School with confirmation given on the latest recruitment levels and capital project plans. The Principal confirmed that the senior management team will soon be attending an away day to discuss possible future governance models and other matters relating to the Free School.
12. It was **RESOLVED** to note the '*Quality Improvement Action Plan*'.

LEARNER SUCCESS RATE DATA 2011/12

13. The College report '*Learner Success Data 2011/12*' was received (copy attached to the signed minutes). The report provided an analysis on 2011/12 retention, achievement & success rate data and the following data was presented in the report:

Retention:

	2009/10	2010/11	2011/12	Land-based benchmark	Variance between 2011/12 & benchmark

Long:					
All ages	83%	82%	91%	86%	+5%
16-18	87%	81%	91%	87%	+4%
19+	78%	83%	91%	85%	+6%
Short:					
All ages	95%	97%	98%	94%	+4%
16-18	94%	94%	98%	97%	+1%
19+	95%	99%	98%	94%	+4%

Achievement:

	2009/10	2010/11	2011/12	Land-based benchmark	Variance between 2011/12 & benchmark
Long:					
All ages	96%	92%	95%	94%	+1%
16-18	97%	96%	96%	94%	+2%
19+	95%	87%	93%	93%	+0%
Short:					
All ages	100%	95%	96%	97%	-1%
16-18	100%	100%	96%	94%	+2%
19+	100%	93%	98%	98%	+0%

Success Rate (Retention x Achievement)

	2009/10	2010/11	2011/12	Land-based benchmark	Variance between 2011/12 & benchmark
Long:					
All ages	80%	76%	86%	81%	+5%
16-18	84%	78%	87%	82%	+5%
19+	75%	72%	84%	79%	+5%
Short:					
All ages	95%	92%	94%	92%	+2%
16-18	94%	94%	94%	91%	+3%
19+	95%	91%	97%	92%	+5%

14. The Committee welcomed the significant improvement in retention figures, especially as this was a key area for improvement identified in the QIAP 2011/12. The improvement in retention at all levels and at each age group resulted in the College being above the land-based benchmark data for success rates in all areas. The Vice Principal confirmed that the focus of Quality Improvement Meetings that took place for each curriculum area was a significant driving force behind the improvements. These meetings were used to 'drill down' the performance of each student and where staff were made aware of their responsibility to deal with student issues. Such an approach enabled the Vice Principal to be alerted where there were issues of concern, as and when they occurred. Staff, too, were empowered to make tough decisions and to take corrective action if required, even if this resulted in the student leaving the programme

15. It was **RESOLVED** to note the report and for the minutes to record the Committee's thanks to all staff for the significant improvements made to retention in all areas during 2011/12.

LESSON OBSERVATION PROFILE 2011/12

16. The College report '*Lesson Observation Profile*' was received (copy attached to the signed minutes). The following points were noted from the report:
- (i) A target of 150 lesson observations was set for 2011/12. This year 196 observations took place, including 1:1 tutorials, group tutorials and supportive observations.
 - (ii) As a minimum, all staff members and substantial number of part-time staff are observed once within the academic year.
 - (iii) All staff receiving a grade 3 or 4 are re-observed and enter the Stepping Up process. Where a member of staff receives one grade 4 they enter the capability procedure. Where a member of staff receives three grade 3 observations they also enter the capability procedure.
 - (iv) The lesson observation profile reports the highest grade achieved during the year of every member of staff. The report for all grades is not reflective of the quality of the overall teaching as it includes more observation grades for those staff who are a grade 3 or 4 and being observed more frequently and is therefore not included in the report.
 - (vi) The table below shows a comparison of the grade profile against target for 2011/12(data reports highest grade achieved (126 observations)):

Grade 1 target	Actual	Grade 2 target	Actual	Grade 3 target	Actual	Grade 4 target	Actual
25%	34%	62%	60%	13%	5%	0%	1%
Total Grade 1 and 2 Observations		94% against the target of 85%					

17. The Vice Principal confirmed that 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.
18. The Vice Principal informed the Committee that the following year will be a transitional period. The College plans to make changes to the lesson observation process to take into account the new Common Inspection Framework. As a result the expectation will be for the grade profile to dip during this transitional period.
19. It was **RESOLVED** to note the report.

STUDENT ATTENDANCE REPORT 1st TERM 2012/13

20. 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 to-date is at 92.89%, compared with 86.18% for last year.

- (ii) Authorised FE attendance (including validated absence) 2012/13 to-date is at 93.09%, compared against 87.34% for last year.
 - (iii) Authorised HE attendance 2012/13 to date is at 88.41%, compared against 81.81% for last year; and
 - (iv) Authorised HE attendance (including validated absence) 2012/13 to-date is at 88.47%, compared against 81.89% for last year.
21. It was agreed that in future attendance reports, comparison reporting should be on a like for like basis with 1st term data being compared against 1st term data from the previous year, instead of against for the data for the full-year.
22. It was noted that two curriculum areas recorded a drop in attendance during the 1st term compared against 2011/12. Assurances were given to the Committee that through the Quality Improvement Meetings senior management will hold curriculum staff accountable, and will deal robustly with any e issues relating to attendance.
23. It was **RESOLVED** to note the report.

COLLEGE SELF ASSESSMENT REPORT 2011/12

24. A progress update on the 'College SAR 2011/12' 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

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 the good practice continues. 'Green' assessments were recorded against each action point with the exception of one 'Amber' assessment – the development of strategy for scholarly activity. Further education does not give the same degree of research time to staff as do universities. Instead, staff in further education have CPD time which can be used to conduct research.
28. It was **RESOLVED** to note the report.

COMPLAINTS REPORT 2012/13

29. The 'Complaints Report 2011/12' was received (copy attached to the signed minutes).
30. The Complaints Report includes all official complaints made through the Complaints Procedure between the months of September 2011 up to and including August 2012. 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.

31. A total of 68 complaints were received, compared with 73 for 2011/12. Of the 68 complaints, 47 were 'formal' with 21 being 'informal'. 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.
32. Following review, it was **RESOLVED**:
 - (i) For the scope of future Complaints reports to include compliments; and
 - (ii) To note the report.

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

33. 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.
34. 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.
35. All performance indicators identified for student experience, teaching & learning were assessed as green (no concern) with the following exceptions that were assessed at RED (HIGH CONCERN/HIGH RISK):
 - HE Enrolment against targets
 - Learner progression to internal HE
36. Amber assessments (SOME CONCERN/SOME RISK) were confirmed for 16-18 recruitment and the % of teaching staff who hold, or are working towards, a teaching qualification.
37. As the 'Red' and 'Amber' assessments do not relate specifically to the student experience, and as all KPIs that relate to student experience are assessed at 'Green', it was **RESOLVED** to inform the Board of the following overall assessment:

Student experience, teaching & learning	NO CONCERN/NO RISK
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38. It was **AGREED** to receive, at the next meeting, a report on Functional Skills as this was an area of potential concern requiring on-going monitoring.

ANY OTHER BUSINESS

39. There was no other business

DATE OF NEXT MEETING

40. Thursday 14th February 2013 @ 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
32 (i)	For the scope of future Complaints reports to include compliments – the Clerk to include this in the schedule of business for 2013/14.	Clerk	14/2/13
38	To receive at the next meeting a report on Functional Skills	VP	14/2/13