

**MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY
COMMITTEE HELD 27 FEBRUARY 2014**

- Present:** Mr H Guntrip (Chair)
Mr P Hannan
Ms T Bruton
Ms S Lowen
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

42. Apologies were received from Mr P Morris and Ms L Currie. 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.

MINUTES

43. **RESOLVED -** That the minutes of the meeting of the Curriculum & Quality Committee held 07 November 2013 be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST & MATTERS ARISING

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

Minute Ref 5: LANDEX were unable to make available any supporting evidence to support their judgement on the College's physical resources. The Principal has reminded Landex that in the event of any challenge, judgements made in their letters to College's must be supported with evidence.

Minute 83: Destination survey is an agenda item

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

QUALITY IMPROVEMENT ACTION PLAN

46. 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.

47. 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.
48. In summary, the Vice Principal confirmed that there are no areas of concern to report to the Committee and all outstanding action points are on track to be completed by their respective target date.
49. It was **RESOLVED** to note the '*Quality Improvement Action Plan*'.

INSTITUTIONAL TARGET SUCCESS RATES 2013/14

50. The College report '*Target Institutional Success Rates 2013/14*' was received (copy attached to the signed minutes). The College has set its institutional targets for 2013/14 as outlined in the report and the Committee is asked to recommend the targets for Board approval. It was confirmed that the core targets reflect the realistic projections for retention and success for the current financial year. It was noted that in all areas the target set exceeds outcomes for 2012/13, with the exception of 19+ Long Level 1 where the target of 97% is the same as the outcome for 2012/13. It was confirmed that the targets are cascaded to all Heads of Faculty and Course Managers through the Business Planning Cycle.

51. It was **RESOLVED** to recommend that the Board at its meeting on 27 March 2014 be asked to approve the following Success Rate targets for 2013/14:

Success Rate Target	16-18 (Actual 2012/13)	19+ (Actual 2012/13)
Overall College	90% (88%)	88% (86%)
Entry Level	81% (79%)	95% (93%)
Long Level 1	90% (88%)	97% (97%)
Long Level 2	92% (91%)	87% (85%)
Long Level 3	86% (84%)	80% (78%)

LESSON OBSERVATION & LEARNERS' ATTENDANCE 1ST TERM

52. The College reports '*Lesson Observation & Learners' Attendance 1st Term*' was received (copies attached to the signed minutes). Of the 19 lessons observed, 69% were assessed as either Good or Outstanding, 8% Satisfactory, with 1% Inadequate. The target for good or outstanding lesson observations is 91%. The Committee sought explanations for the shortfall against the target. It was confirmed that the current 69% status reflects the focus of observations this term. This has been prioritised according to previous grade profiles, employment status, staff on Grade 3 and Grade 4 being supported through Stepping Up and those coming to the end of their probationary period. The current lesson observation profile stands at 83% good or better lessons, and the expectation is that the summer term report on lesson observations will provide a better analysis.

53. In terms of the relatively low number of observations conducted, it was confirmed that this year has seen a significant number of new staff join the College. As a result a number of lesson observations carried out have been 'indicative' observations rather than graded observations.

53. Full time FE authorised attendance was recorded at 90.69%, compared with 89.72% for the same period last year. Full time HE authorised attendance for the 1st term was recorded at 87.12% compared against 84.53% for the same period last year. The Committee welcomed the continued improvements in learner attendance.

54. It was **RESOLVED** to note the reports

ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2012/13

55. The '*Annual Equality, Diversity & Widening Participation Report 2012/13*' was received (copy attached to the signed minutes).

56. 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
- 2013 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 2012/13

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

DESTINATION SURVEY 2012/13

58. The College report '*Destination Survey*' was received (copy attached to the signed minutes). The report outlined the process used to capture and analyse the verbal information given to the College for destination of FE leavers for the academic year 2012/13. It was confirmed data will be collected during February and March 2014 and a report will be made available for the next meeting.

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

CURRICULUM STRATEGY 2014/15

60. The College report '*Curriculum Strategy 2014/15*' was received (copy attached to the signed minutes). The report provided a summary of recent developments that have informed curriculum proposals for 2014/15 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.

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

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

62. 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.
63. 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.
64. 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.
65. All remaining performance indicators identified for student experience, teaching & learning were assessed as 'Green' (no concern/no risk) with the exception of HE recruitment that was assessed at 'Amber' – some concern, some risk.
66. 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

67. There was no other business.

DATE OF NEXT MEETING

68. Thursday 12 June 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
58	Destination Report 2012/13 to be made available for the next meeting	VP	12/06/14