



MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE HELD 09 NOVEMBER 2017

Present: Mr H Guntrip (Chair)
Ms T Bruton
Mr P Morris
Dr P Worrall
Ms J Ann-Delaney
Mr P Hannan

In attendance: Mr J Allen
Mr M Lumsdon-Taylor
Dr L Pamphilon
Ms B Cleves
Mr D Payne

The meeting started at. 09.30

PRESENTATION HADLOW RURAL COMMUNITY SCHOOL

Mr Paul Boxhall, the Head Teacher of the Hadlow Rural Community School, gave a presentation on the work of the school and the plans for a second Free School.

The Committee endorsed the direction of travel outlined for a further Free School for the Hadlow Group. It was noted that approval would be sought from the Hadlow Corporation as and when a formal application is made to the Department for Education.

The Committee welcomed the presentation and thanked the Head Teacher for the detail of presentation.

WELCOME, APOLOGIES & DECLARATION OF INTERESTS

1. The Chair welcomed everyone to the meeting and in particular Dr P Worrall and Ms J Ann-Delaney who were attending their first Committee meeting. The Clerk confirmed the meeting was quorate. The absence of the two student governors was noted with disappointed, but the reasons given for their absence was acknowledged as unavoidable (work experience and a study visit).

2. The Clerk advised that the membership of the West Kent & Ashford Corporation and the Hadlow Group Board is a standing declared interest at each meeting for Ms T Bruton, Mr H Guntrip and Mr P Hannan. Similarly, the membership of the Hadlow Rural Community School Board for Mr P Morris, Mr H Guntrip and Mr P Hannan is a standing

agenda item at each meeting. The Clerk confirmed that all Members attending this meeting would be working and making decisions that are in the best interests of West Kent & Ashford College, regardless of their membership elsewhere within the Hadlow Group.

MINUTES

3. It was **RESOLVED** to approve the minutes of the meeting of the Curriculum & Quality meeting held 08 June 2017 as an accurate record of the meeting and to authorise the Chair to sign the minutes.

SUMMARY ACTION LIST & MATTERS ARISING

4. The three action points from the last meeting were agenda items at this meeting. There were no other matters arising.

LANDEX MEMBERSHIP LETTER

5. The annual Landex Membership letter was received and noted for information purposes.

REVIEW OF STUDENT RETENTION, ACHIEVEMENT & PASS RATES 2016-17

6. The College report '*Student Retention, Achievement & Pass Rates 2016-17*' was received for review. It was reported that there could still be some minor movements between now and the final validated figures.

7. The overall achievement rate, including functional skills, for the College stands at 82.3%, a decrease of 0.4% on the previous year and 5.8% below the national average. Removing functional skills from the date, the overall achievement rate is at 86.3%, a decrease of 2.1% on the previous year and 1.7% below the national average. The key message is that the College has held its position and has a good base from which to build on. However, there are some significant challenges ahead with the introduction of new qualifications and more examination based qualifications, especially for BTEC. So it will make a year-on-year comparison more difficult to make.

8. For 16-18, the challenge is at Level 3 where there remain significant issues. Achievement declined by 8% compared against the previous year, and is below the national average by 6.4%. The Quality Improvement Plan has a strong focus on seeking continuous improvement at Level 3. The main issue was on early withdraws from the 2 year programmes that make up the bulk of Level 3 provision. For those who were retained, the pass rate was 98.4%, as against 93.4% for the previous year, a year-on-year improvement of 5%.

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

LESSON OBSERVATION ANNUAL REPORT 2016-17

10. The '*Lesson Observation Annual Report 2016-17*' was a summary of the termly lesson observation reports considered at each meeting of the Committee in 2016-17.

11. As a minimum, all full time and substantial part time staff were observed at least once during the year, with new staff and those on 'Supported Development' receiving support and non-judgement observations in addition to judgement observations.

12. The main focus of observations was around classroom and practical sessions with the holistic teaching, learning and assessment experience being judged. Individual and Group Tutorial sessions were also observed.

13. The following headline summary was noted:

Expert Target	Expert Actual	Innovative Target	Innovative Actual	Develop. Target	Develop. Actual	Supported Target	Supported Actual
25%	40% (48)	65%	56% (68)	10%	4% (5)	0%	0% (1)
% Innovative and Expert		96% (116)					
		Target 90%					

14. The Committee welcomed confirmation that against the target of 90%, 96% of lessons observed were either innovative and expert.

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

STUDENT ATTENDANCE REPORT

16. The '*Student Attendance Report*' was received. The data in the report showed a decline in both FE and HE attendance compared with this time last year. It was reported that there are still issues around recording of attendance on registers with the risk that the data presented is not an accurate record of attendance. The view of the Executive was that the data, as presented, was not a true reflection of actual attendance with a potential movement of 0%-10%.

17. It was reported that many of the recording issues have since been addressed after half term. It was agreed to receive at the December Board meeting a revised paper on student attendance.

COLLEGE SELF ASSESSMENT REPORT 2016/17

18. A progress update on the completion of the '*College SAR 2016/17*' was made available. It was confirmed that the final report is on schedule to be made available at the December Board meeting for approval. The Principal thanked those governors who have agreed to participate in the forthcoming SAR validation days.

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

FUNCTIONAL SKILLS/GCSE REPORT

20. The Committee received the termly report on GCSE and Functional Skills. Many of the issues outlined in the report were confirmed in the review of the Success Report, the Lesson Observation Report and the Attendance Report – all earlier agenda items.

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

APPRENTICESHIP REPORT

22. The termly report on apprenticeships was received. It was confirmed the report covers the Hadlow Group, including West Kent & Ashford College.

23. The Committee noted the following from the report:

24. It was noted that in future reports, apprenticeship reporting for this Committee will just be on provision in Hadlow.

25. It was noted that the area of apprenticeship provision remains a high risk area. This provision is subject to monitoring on its own in an Ofsted inspection with a grade awarded. Any inadequate assessment from Ofsted would lead to the withdrawal of apprenticeship funding from the funding body.

26. In terms of the national picture with the introduction of the Levy, the number of apprentices starts have decreased by 61%. Many large employers have indicated that they will not be involved with apprenticeship delivery and will view the Levy as a tax liability.

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

QUALITY IMPROVEMENT ACTION PLANS - FE & HE

28. Following review of the various reports presented at the meeting, the Committee reviewed the College's '*Quality Improvement Action Plan (QIAP)*' for FE provision. The areas for development identified in the QIAP had already been brought to the attention of the Committee through the earlier agenda items on success rates, lesson observations, attendance, Functional Skills & GCSEs.

29. The HE QIAP is an important document, as Governors have to be able to demonstrate ownership of quality improvement for HE provision.

30. It was **RESOLVED** to note the action plans.

ANNUAL COMPLIMENTS AND COMPLAINTS REPORT 2016-17

31. The '*Compliments & Complaints Report 2016/16*' was received.

32. There were a total of 77 compliments formally logged during 2016/17, of which 33 compliments were from students, 12 from parents/guardians, 2 internal, and 30 external.

33. There were a total of 16 formal and 11 informal complaints logged during 2016/17. This compared against 26 complaints received in 2015-16.

34. 17 of the complaints were on FE with 8 from the Animal Management faculty covering staffing concerns in theory and practical sessions. These concerns have since been addressed.

35. No worrying trends were reported to the Committee and, following review, it was **RESOLVED** to note the report.

ANNUAL SAFEGUARDING REPORT 2016-17

36. The 'Annual Safeguarding Report 2016-17' was received. The report summarised details around staff training, Disclosure Barring Scheme checks, formal complaints, safeguarding trends, and Prevent.

37. The report confirmed there were no concerns regarding any adverse safeguarding trends at the College. It was confirmed, and welcomed, that students continue to state through surveys and the Learner Voice that they feel 'safe'.

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

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

39. 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.

40. 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.

41. There were no 'Red' assessments reported to the Committee. 'Amber' assessments (some concern/some risk) were reported for HE recruitment and 19+ apprenticeship recruitment, GCSE maths and English and Functional Skills, and learner progress into HE.

42. Following the review of the 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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RISK REGISTER REVIEW

43. The Audit Committee at its meeting on 4 July 2017 agreed the following:

- (i) For each Committee of the Board to review at each meeting those risks from the Strategic Risk Register that fall within the scope of the Committee's terms of reference and to report the outcomes of this review to the Audit Committee;
- (ii) For each Committee of the Board to be asked if any new risks were identified during their meeting that needs to be reported to the Audit Committee.

44. Made available for the Committee to review were those risks that fall within the terms of reference of the Committee taken from the Strategic Risk Register.

45. Following review, the Committee were assured that the mitigation plans to address the current risks were adequate and fit for purpose and no changes were proposed by the Committee.

46. In terms of any new risks identified during this meeting for inclusion on the risk register, it was agreed that the risks around High Needs Funding need to cover both curriculum impact as well as financial impact.

ANY OTHER BUSINESS

47. There was no other business.

DATE OF NEXT MEETING

48. Thursday 08 February 2018 @ Hadlow

The meeting closed at 12.00

Signed: _____ Date: _____

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who	Review Date
17	It was agreed to receive at the December Board meeting a revised paper on student attendance.	Executive	07/12/17
46	In terms of any new risks identified during this meeting for inclusion on the risk register, it was agreed that the risks around High Needs Funding need to cover both curriculum impact as well as financial impact.	Executive	08/02/18