



MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE HELD 10 NOVEMBER 2016

Present: Ms T Bruton – Chair
Professor S Lea
Mr P Morris
Ms S Lowen
Mr G Coshall
Ms R Mather

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

The meeting started at. 09.30

WELCOME, APOLOGIES & DECLARATION OF INTERESTS

1. The Chair welcomed everyone to the meeting and introductions were made with the Student Governors. Apologies were received from Mr H Guntrip and Mr P Hannan. In the absence of the Chair it was agreed for Ms T Bruton to chair the meeting. The Clerk confirmed the meeting was quorate.

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 25 June 2016 as an accurate record of the meeting and to authorise the Chair to sign the minutes.

MATTERS ARISING

4. There were no matters arising.

HADLOW GROUP HIGHER EDUCATION QUALITY IMPROVEMENT ACTION PLAN

5. The '*Hadlow Group Higher Education Quality Improvement Action Plan*' (HEQIAP) was received for review. The HE QIAP was put into place to address the areas for improvement identified in the self assessment reports for both West Kent & Ashford College and Hadlow College.
6. It was confirmed the areas for development are actioned through detailed operational plans with targets and timescales. Formal monitoring of progress will take place through HE Managers meetings, Senior Management Team meetings and at each meeting of the Curriculum & Quality Committee.
7. It was noted the QIAP has been updated to close 2015/16. Data regarding outcomes where possible have been included. 'Amber' actions due for completion in 2015/16 have been carried forward into 2016/17. In many cases these actions have not been further updated, as the next availability opportunity is not until 2017.
8. The HE QIAP is an important document, as Governors have to be able to demonstrate ownership of quality improvement for HE provision within the Group. Therefore, the same document was considered by the Hadlow College Curriculum & Quality meeting when it met last week.
9. It was noted that a majority of the 'Amber' actions points relate to the need to update the college's website to meet the requirements of the Consumer Marketing Agency. It was confirmed that the marketing team has reformatted the current website and is in the process of negotiating and constructing a new website that will be fully compliant with Consumer Marketing Agency requirements.
10. It was **RESOLVED** to note the '*HE QIAP*'.

STUDENT ACHIEVEMENT, RETENTION & SUCCESS RATES

11. The College report '*Student Achievement, Retention & Success Rates*' was received for review.
12. It was confirmed the data presented was the final validated data.
13. The overall College success rate (QSR rules including additional learning goals, GCSE, Functional Skills) was confirmed at 83%, compared with 82% in 2014/15, a 1% improvement. For 'Long' courses (learner numbers of 2,455 against the total college student population of 2,701), success was confirmed at 82% compared against 79% for 2014-15, an improvement of 3%.
14. Excluding QSR rules (i.e., excluding GCSE Maths & English and Functional Skills), the overall success rate was 91%, compared against 90% for 2014/15. For 'Long' courses, the success rate was 89% compared to 88% for 2014/15.
15. GCSE English passes at A-C were confirmed at 37% compared against 42% in 2014-15. GCSE passes at A-C for Maths declined from 17% in 2014/15 to 15% for

2015-16. Achievement for Functional Skills English was 73%, in line with the national average. Achievement for Functional Skills Maths was 63% against the national average of 67%. The issues around GCSE Maths delivery and Functional Skills has been brought to the attention of the Committee at previous meetings and is again summarised in the later agenda item on Functional Skills and GCSE.

17. It was confirmed the validated results have been used to inform curriculum self assessment reports that are soon to go through a validation process that would involve governor participation.

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

LESSON OBSERVATION ANNUAL REPORT 2015-16

19. The '*Lesson Observation Annual Report 2015-16*' was a summary of the termly lesson observation reports considered at each meeting of the Committee in 2015-16. Of the 168 observations, 92% were 'Good and Outstanding' against the target of 92%.

20. It was confirmed this would be the last report in this format on lesson observations. The new approach to lesson observations is to focus on judgements and identified areas for development rather than lesson observation grades.

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

STUDENT ATTENDANCE REPORT

22. The '*Student Attendance Report*' was received. The report confirmed current student attendance for FE at 93.19% against the target of 93%; and HE attendance at 91.17%.

23. The Committee welcomed confirmation that 9 of the 12 FE curriculum areas are currently achieving the attendance threshold of 93%, and all curriculum areas are currently in excess of 90%.

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

COLLEGE SELF ASSESSMENT REPORT 2015/16

25. A progress update on the completion of the '*College SAR 2015/16*' 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 Committee thanked those governors who had participated in the SAR validation days on the 31st October and 1st November.

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

FUNCTIONAL SKILLS/GCSE REPORT

27. 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.

28. The Committee received and noted the detail action plan to address areas for improvement. The action plan covered three key judgment areas – effectiveness of leadership and management; quality of teaching, learning and assessment; and personal development, behaviour and welfare.

29. It was confirmed the action plan would be subject to on-going review by the Committee through the fixed agenda item on '*Functional Skills/GCSE*'.

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

QUALITY IMPROVEMENT ACTION PLAN (QIAP)

31. 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.

32. It was **RESOLVED** to note the QIAP.

ANNUAL HADLOW GROUP HIGHER EDUCATION REPORT

33. The '*Annual Hadlow Group Higher Education Report 2016-17*' was received. The report provided a clear reporting framework to governors on the evaluation of quality and improvement as well as innovation. It was confirmed the report would be subject to review at each meeting of the Committee.

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

APPRENTICESHIP REPORT

35. The termly report on apprenticeships was received. It was confirmed the College is in a period of transition following a major restructure of its apprenticeship provision. The report provided the Committee with an analysis on data (success rates/ numbers on programme) with a summary on quality assurance and growth opportunities

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

ANNUAL COMPLAINTS & COMPLIMENTS REPORT 2015-16

37. The '*Complaints & Compliments Report 2015/16*' was received. A total of 26 formal complaints were received and recorded as against 41 for the previous year. There was no area of concern or trend reported to the Committee,

38. In terms of compliments, 63 were formally logged during 2015-16 compared with 20 in 2014/15. Of the 63, 28 compliments were from students with 24 from external customers/stakeholders.

ANNUAL SAFEGUARDING REPORT 2015-16

39. The '*Annual Safeguarding Report 2015/16*' was received. The report summarised details around staff training, Disclosure Barring Scheme checks, formal complaints, safeguarding trends and Prevent.

40. 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'.

41. It was noted the highest number of safeguarding concerns reported are to do with mental health conditions including anxiety, depression and stress.

42. There were no reported incidents to the Local Authority Designated Officer (LADO).

43. Safeguarding and Prevent both remain a College priority and are fully embedded into all College practices.

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

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

45. 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.

46. 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.

47. One 'Red' (serious concern/risk) assessment was confirmed for progression into HE, with progression at 11% against the target 25%. 'Amber' assessments (some concern/some risk) were reported for HE recruitment and 16-18 timely apprenticeship success rates and learner attendance. An 'Amber' assessment was also reported on SFA assessments as a 'Minimum Level of Performance' was issued under the new calculating methodology for foundation studies functional skills.

48. All remaining performance indicators identified for student experience, teaching & learning were assessed as 'Green' (no concern/no risk).

49. 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
---	---------------------------

ANY OTHER BUSINESS

50. There was no other business.

DATE OF NEXT MEETING

51. Thursday 09 February 2017 @ Hadlow

The meeting closed at 12.00

Signed: _____ Date: _____