

**Minutes of the Self-Assessment Validation Meeting of the Quality & Equality
Advisory Group held on Tuesday 01 December 2015**

Present Mr B Armstrong (Chair)
Ms C Ajit Singh
Ms A Patterson
Mr J Bolt
Ms M Semple
Mr M Piwowarski
Ms I Stefan

Also present Ms Tracy Aust
Mr Graeme Baker

The meeting commenced at 14.00.

APOLOGIES, DECLARATION OF INTERESTS

41. Apologies were received from Mr A Joshie and Mr J Allen. There were no declared interests against any of the agenda items. It was confirmed that the meeting was quorate.

SELF ASSESSMENT VALIDATION - PROCESS

42. The self-assessment validation process was outlined to the Committee and the process involves the following key stages:

- Curriculum areas begin the drafting of their Self Assessment Report (SAR) in July. The draft SAR was subject to an initial review from a Panel. Membership of the Panel included an external moderator who has been involved in the process throughout to ensure continuity of approach.
- The draft SAR was subject to further updating in August/September after a review of year-end success rates. Following this update the External Moderator conducted a desktop analysis of each curriculum SAR to ensure continuity in approach and interpretation of success data.
- Curriculum Managers attended a second Panel meeting where they presented their SAR, including key strengths and areas for development and proposed grade profiles.
- The validation process is concluded with the same presentation being made to the Quality & Equality Advisory Group whose task is to validate the proposed self-assessment grade profiles.

43. The summary SSA reports reviewed by the Group followed an agreed structure that included:

- A context which summarises the provision offered
- Outcomes for Learners
- Quality of Teaching & Learning
- Leadership & Management
- Overall Effectiveness
- Quality Improvement Plan

44. Each Director had been invited to attend the meeting to present the key strengths and areas for improvement. Following the presentation of each curriculum SAR, the Group

were invited to question the evidence on which the grades have been based, with particular focus on the grade for Overall Effectiveness. The outcomes of the exercise will either:

- Proposed grade confirmed
- Proposed grade amended
- Further evidence required in order for a decision to be made

45. It was confirmed that the Corporation would be asked to approve the final version of the College's Self Assessment Report at the Corporation meeting scheduled to take place on 16 December 2015.

SELF ASSESSMENT VALIDATION – GRADES

46. Following the presentations made by each Head of Department, and after detailed questioning from the Group, it was **RESOLVED** to validate the Self Assessment Grades for Overall Effectiveness as follows:

SSA	SSA Area	Proposed Grade	Grade Validated by the Group
01	Health, Public Services & Care	2-	2-
02	Science and Maths	2	2
04	Engineering & Manufacturing Technology	2	2
05	Construction	3+	2-
06	IT	2-	2-
07	Hairdressing & Beauty	2	2
07	Catering	3+	3+
08	Travel, Tourism and Sport	2	2
09	Visual & Performing Arts & Media	2	2
14	ESOL	1-	1-
14	Functional Skills and English & Maths	3-	3-
14	SLDD	1	1
15	Business	2+	2+

ANY OTHER BUSINESS

47. There was no other business.

DATE OF NEXT MEETING

48. Wednesday 10 February 2016 @ 1800.

The meeting closed at 18.30

Signed: _____ Date: _____
(Chair)