

## **Minutes of the Self-Assessment Validation Meeting of the Quality & Equality Advisory Group held on 09 November 2016**

**Present**                      Mr B Armstrong (Chair)  
                                      Mr J Bolt  
                                      Ms T Aust  
                                      Ms A Patterson

**Also present**                Mr J Allen  
                                      Ms K Lehman  
                                      Mr G Baker

The meeting commenced at 14.00.

### **APOLOGIES, DECLARATION OF INTERESTS**

39. Apologies were received from Ms C Singh. There were no declared interests against any of the agenda items. It was confirmed that the meeting was quorate.

### **SELF-ASSESSMENT VALIDATION - PROCESS**

40. The self-assessment validation 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 achievement rates. Following this update the External Moderator conducted a desktop analysis of each curriculum SAR to ensure continuity in approach and interpretation of achievement 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.

41. At the last meeting of the Committee, it was agreed the SAR Validation meeting needed to be used to unpick the issues in each of the curriculum areas and to ensure the proposed curriculum quality improvement action plan is fit for purpose to address areas identified for improvement. It was confirmed at the meeting that Quality Improvement Plans are to be finalised once the curriculum SARs have been through the moderation and validation process. The overarching College Quality Improvement Plan will be presented to the Corporation for approval.

42. At the last meeting of the Committee, it was agreed for the SAR Validation meeting to present achievement data in two formats, one reporting on results including functional skills and GCSE and the other reporting on results excluding functional skills and GCSE. Presented to the Committee was headline data performance for each SSA, reporting on achievement for 16-18 and 19+ including Functional Skills and GCSE with a separate table

reporting on achievement excluding Functional Skills and GCSE. Both tables made reference to available national benchmark data and RAG rated achievement against the national average.

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

- A context which summarises the provision offered
- Effectiveness of Leadership & Management
- Quality of Teaching, Learning & Assessment
- Personal Development, Behaviour and Welfare
- Outcomes for Students
- Overall Effectiveness

44. Each Director had been invited to attend the meeting to present their Curriculum SAR and to present a key strength and an area for development for each component above. 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. The Committee agreed to focus questioning on the following key areas:

- GCSE English & maths and Functional Skills
- Programme of Study
- Safeguarding and Prevent and IMPACT
- Leadership & Management and performance management
- Progression
- In-Year progress against learning goals

46. 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 07 December 2016.

#### **SELF ASSESSMENT VALIDATION – GRADES**

47. 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	L&M	TLA	PDB &W	OFS
01	Health, Public Services & Care	3-	3-	3-	3-	3-	3-
02	Science and Maths	2+	1-	1-	1-	1-	1-

04	Engineering	2+	2+	1-	2+	2+	2+
05	Construction & Planning	3	3	3	3	3	3
06	Information & Communication Technology	2-	3+	3+	3+	2-	3+
07	Retail & Commercial Enterprise	2	2	2+	2	2	2
08	Leisure, Travel, & Tourism	2-	3	3+	3	2-	3
09	Arts, Media & Publishing	2-	2-	3+	2	2	2-
14	Preparation for Life & Work - ESOL	1-	1-	1-	1	1	1-
14	Preparation for Life & Work - Functional Skills and English & Maths	3	3-	3-	3-	3	3-
14	Preparation for Life & Work – Supported Learning	1	1	1-	1	1	1-
15	Business	2+	2	2	2	2+	2

48. Following the validation process, the Committee validated all of the overall grades proposed for each curriculum area, with the exception of:

- Science & Maths, with the overall grade changed from 2+ to 1- due to the good outcomes in the SSA
- Information & Communication Technology, from 2- to a 3+ due to issues on student outcomes
- Leisure, Travel & Tourism from a 2- to a 3 due to issues on student outcomes
- Preparation for Life & Work - Functional Skills and English & Maths from a 3 to a 3- due to English and maths success rates across many curriculum areas
- Business from a 2+ to a 2 due to student outcomes

49. The SSA causing greatest concern was Health, Public Services & Care that has seen a year-on-year decline, having previously been a grade 1 area. The overall grade for this SSA was agreed as a 3-, in line with what was proposed. In agreeing the overall grade, the Committee placed on record their disappointment with the performance of this SSA.

50. As the SAR submissions were reviewed and considered with the College management in earlier meetings, the Committee agreed it would be useful in future to have some brief record of management's comments and findings to consider alongside the SARs. This would enable the Committee to see what management felt the issues were, and to see whether or not the relevant directorate had responded

**ANY OTHER BUSINESS**

51. There was no other business.

**DATE OF NEXT MEETING**

52. Wednesday 08 February 2017 @ 1800.

The meeting closed at 19.30

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair)