

Minutes of the Self-Assessment Validation Meeting of the Curriculum, Quality and Standards Committee held on 24 November 2021

Present Mr B Armstrong (Chair)
Mr J Bolt
Ms T Aust
Ms C Singh
Ms B Sandhu
Mr A Smith
Ms L Weatherill
Ms L Gomes

Also present Ms M Gajewska-Kopczyk
Mr G Baker

The meeting commenced at 10.00.

WELCOMES, APOLOGIES, DECLARATION OF INTERESTS

1. The Chair welcomed everyone to the meeting. There were no apologies.
2. There were no declared interests.

MINUTES

3. The minutes of the meeting held 06 October 2021 were approved.

MATTERS ARISING

4. There were no matters arising

SELF-ASSESSMENT VALIDATION - PROCESS

5. The self-assessment process was outlined with the following confirmed:
 - All curriculum Self-Assessment Reviews (SARs) have been prepared with evaluations based on the four aspects of the current OFSTED Education Inspection Framework (EIF). These are:
 - QoE – Quality of Education
 - B&A – Behaviours and Attitudes
 - PD – Personal Development
 - L&M – Leadership and Management
 - Evaluations have addressed criteria used in the latest version Inspectors' Handbook.
6. Each Curriculum & Quality Team Manager (CQTM)/Curriculum Director will present three slides to the Committee - the first outlining 'Strengths', the second slide outlining 'Areas for Improvement' and the third slide outlining the 'Quality Improvement Plan for 2021-22'.
7. Also made available was the current achievement data for all curriculum areas including all levels and all age groups. Also made available in the data summary was national benchmark data.

8. At the conclusion of each presentation, the Chair to invite questions from Committee members.

9. The Chair confirmed the role of the Committee was to validate the curriculum grades proposed for Overall Effectiveness following the internal self-assessment moderation process followed by the College that concluded with the proposed grades being put to the Committee for validation.

SELF-ASSESSMENT REPORT (SAR) – VALIDATION OF SUB GRADES

10. At the conclusion of the presentations from Curriculum Directors, the following change was proposed to self-assessment grades for Overall Effectiveness:

- (i) Arts & Media: Change the proposed 'Grade 2' to 'Grade 1' for Overall Effectiveness. The Committee were given extensive reassurance through detailed discussion with both the Curriculum & Quality Team Manager (CQTM) and the Assistant Principal (Curriculum Director for the area in 2020-21) that students make considerable progress, particularly the significant proportion of students with high needs, achievement is high and very high for the qualifications offered and students benefit from an excellent range of employer links and activities. The Committee agreed that the detailed Quality Improvement Plan was proportionate, accurate in its assessment of areas for improvement and reflected an area led and managed to a very high standard. This was reaffirmed by the Principal.

SELF-ASSESSMENT REPORT (SAR) – VALIDATION OF GRADES

11. At the conclusion of the review conducted by the Committee, the following curriculum area grades were **VALIDATED**:

Curriculum	20-21 Validated Grade	20-21 Proposed Grade	19-20	18-19	17-18
English & Maths	2	2	2	2	3
ESOL Adult	2	2			
ESOL Threshold	1	1			
Engineering & Motor Vehicle	2	2	2	2	1
Construction	2	2	2	3	2
Business & Partnerships	2	2	2	2	2
ICT	2	1	1	1	3
Aviation, Travel & Tourism, and Sport & Public Services	2	2	2	2	3
Health & Care	2	2	3	3	3
Science & Access	2	2	1	3	3
Supported Learning	2	2	2	2	3
Hair & Beauty	2	2	2	2	3
Arts & Media	1	2	2	3	3
Performing & Production Arts	1	1	1	2	NA
Apprenticeships	3	3			

12. A detailed discussion took place on the proposed 'Grade 2' for Business & Partnerships. During the discussion the following points were noted:

- Teaching, learning & assessment of the full-time provision in Business with significant changes in staffing;

- The CQTM and Curriculum Director have accurately identified the key full-time Business courses requiring swift intervention and improvement;
- The Quality Improvement Plan – with a particular focus on the full-time Business provision – requires further development and detail;
- Courses delivered in partnership with Job Centre Plus in particular and in response to local recovery needs arising from the COVID-19 pandemic had been very successful

13. It was agreed by the Committee that this area would be split into 2 (two) separate areas through the self-assessment process going forward to enable a more accurate evaluation to be made of the distinct cohorts and variation in performance. The Committee agreed it would be appropriate to review the Quality Improvement Plan for the full-time Business provision at the next meeting and at the end of the year in order to secure assurance that areas for improvement were progressing in line with expectations.

14. The Committee agreed that the implementation of Quality Improvement Plans would be kept under review at subsequent meetings to ensure a continued focus on improvement.

15. The Committee considered the Apprenticeship position statement and QIP but did not discuss the grade as the Head of Apprenticeships was unable to attend the meeting. It was agreed that the Head of Apprenticeships would be invited to the next Committee meeting to update Governors.

16. The Committee welcomed the quality of the presentations from Curriculum Managers and Directors and the continued consistency seen in the SARs. It was noted and welcomed that Curriculum Directors and Curriculum Managers demonstrated that they were on top of their curriculum areas with a good understanding of strengths and areas for improvement. The Committee asked the Principal to pass on sincere thanks to all Curriculum Directors and Managers for their hard work and for the excellent outcomes achieved in 2020/21 in what was a very challenging year, due to Covid-19 and for the need to change how the curriculum was delivered during the lockdown and resulting restrictions.

17. The Chair thanked Committee members for their time given in participating in the SAR validation process.

ANY OTHER BUSINESS

18. There was no other business.

DATE OF NEXT MEETING

19. 23 February 2022 @ 18.00

The meeting closed at 16.30

Signed: _____ Date: _____
(Chair)