**Minutes of the Self-Assessment Validation Meeting of the Curriculum, Quality and Standards Commitee held on 06 November 2019**

**Present**          Mr B Armstrong (Chair)
                     Mr J Bolt
                     Ms T Aust
                     Ms C Singh
                     Ms B Sandhu
                     Mr J McClory

**Also present**     Mr J Allen
                     Ms S Davies
                     Mr G Baker

The meeting commenced at 14.00.

**WELCOMES, APOLOGIES, DECLARATION OF INTERESTS**

1.      The Chair welcomed both Jayme McClory (Staff Governor) and Barinder Sandhu who were attending their first meeting of the Committee. Apologies were received from Seyi Oloyede (student governor) who could not attend due to a college course commitment. The absence of the other student governor (Jayden Ndokala Makondele) was noted and will be followed up.

2.      There were no declared interests.

**TERMS OF REFERENCE FOR THE CURRICULUM, QUALITY & STANDARDS COMMITTEE**

3.      Following Corporation approval of the Scheme of Delegation, the terms of reference for the Committee were received for information purposes.

**DATA DASHBOARD REVIEW**

4.      The following process has been agreed for the review of the Data Dashboard:

- Prior to the meeting, the Executive to ensure the commentary in the Data Dashboard is up to date. This to be done well in advance of the meeting by following the 7-day rule on making papers available prior to meetings.
- Prior to the meeting, Governors to review the Data Dashboard and to note any areas of concern that they want to challenge and explore further with the Executive.
- The Executive to make available at the meeting a brief statement on key issues that they have identified arising from the data and to report on the actions being taken to address areas identified for improvement.

5.      Made available from the Executive was a Data Dashboard summary as at 06 November for those KPIs that fall within the remit of the Committee - these being Attendance, Achievement, Teaching, Learning & Assessment (TLA) - Learning Walks and TLA - Deep Dives. The intention is to make available the summary within the Data Dashboard to enable governors to review prior to the meeting. For this meeting, the

identified areas for improvement in the summary are addressed in the curriculum SARs which are to be presented through the SAR validation process, a later agenda item.

6.      At future meetings, the Performance Monitoring Report (Development Plan 2019-20 goals 2 and 3) and the Post Inspection Action Plan 2019-20 (Development Plan goal 1) will be the documents where areas for improvement will be addressed.

7.      The Data Dashboard summary provided the Committee with the following key points:

| KPI | 🙂 | 😐 | ☹️ |
|---|---|---|---|
| Attendance | • **Business, ICT & Travel (92%)** Up v target and 2018-19 YTD | • **Whole College (89%)** In line with 2018-19 YTD | • **Skills + Logistics Centre (85%)** Below target and 2018-19 YTD<br>• **Health, Care & Science (87%)** In line with full-year target Below 2018-19 YTD |
| Achievement | • **Timely achievement for all classroom provision (90%)**<br>• **16-18 (86%)** Vs. National Rate (81%)<br>• **L2 on Study Progs. (87%)** Up from 78% in 2018-19<br>• **L3 High Grades (51%)** Up from 48% in 2018-19<br>• **E&M – Functional Skills (78%)** Up from 69% in 2018-19<br>• **E&M – GCSE (87%)** Up from 83% in 2018-19 | | • **L1 FS English** (particularly 19+ students) |
| TLA - Learning Walks | • **Behaviour & Attitudes** 87% 'Green' or 'Amber' LWs (Target 75%)<br>• **English & maths** Some progress made | • **Meeting Needs and Assessment** Timing issue – all LW targets are for full year Experience shows performance improves as the | • **Planning for Learning** Agreed as area of focus for improvements |

| | | year progresses | |
|---|---|---|---|
| TLA - Deep Dives | • **3/5 areas rated 'Good'** Arts & Media Construction English | • **Context:** Deep Dives deliberately targeted at "at risk" areas of curriculum first | • **2/5 areas rated 'RI'** Supported Learning Travel & Sport |

8.    From the headline performance, the Committee was able to drill further down into curriculum and course areas. The Chair noted that this would be the main focus of the work of the Committee at all future meetings. For this to work requires the Executive to ensure the commentary in the Data Dashboard is up to date and for the updating to be done well in advance of the meeting; and Committee members need to review the Data Dashboard in advance of the meeting and to note any areas of concern that they want to challenge and explore further with the Executive.

9.    Governors were asked to note some timing issues and the impact these have had on the assessments conducted to date. For example, learning walk targets for 'Meeting Needs and Assessment' are for the full year and experience shows performance does improve as the year progresses. In addition, deep dives are used to deliberate target 'at risk' areas of the curriculum first and this approach also applied to the schedule of Learning Walks for the first term.

10.    Governors sought confirmation of who drafts the narrative/commentary that is presented in the Data Dashboard. In response it was confirmed that this is done by the Heads of Teaching, Learning & Assessment working in partnership with the Vice Principal. As confirmed in the Development Plan, the target is to update the narrative/commentary every 4 to 6 weeks.

11.    Governors sought clarification on what constitutes a 'Deep Dive'. In response it was confirmed the approach being used on deep dives follows what Ofsted will be using in inspections under the new inspection framework with the focus of 'Deep Dives' being on the quality of education. The following components that constitute a 'Deep Dive' were noted:

- Meeting with managers to discuss curriculum design, context and relevance
- Learning walks
- Meetings with staff and students
- Review of students work and progress
- To track and follow a number of students

12.    It was **AGREED** for the narrative/commentary on deep dives to provide further amplification on what constitutes a deep dive.

13.    The staff governor commented on his experience of the 'Deep Dive' that was conducted in his curriculum area (English). Although there was some trepidation amongst staff when 'Deep Dives' were first announced, the experience was positive with prompt and constructive feedback received which will lead to further improvements.

14.    The Chair thanked the Executive for the comprehensive data provided in the Data Dashboard.

**SELF-ASSESSMENT VALIDATION - PROCESS**

15.     The self assessment process and proposed curriculum grades were outlined to the Committee.

16.     It was confirmed that the Corporation would be asked to approve the final version of the College's Self Assessment Report (SAR) at the Corporation meeting scheduled to take place on 11 December 2019.

**SELF ASSESSMENT REPORT (SAR) – SUMMARY OF GRADES**

17.     Curriculum Directors and Curriculum and Quality Team Managers (CQTMs) attended the panel validation meeting to present curriculum SARs for each of their curriculum areas. Committee members were invited to ask questions arising from the presentations with particular focus on how areas identified for improvement were being addressed.

18.     Following the SAR validation process conducted by the Committee, the following curriculum area grades were **AGREED**:

| Curriculum | 18-19 Confirmed Grade | 18-19 Proposed Grade | 17-18 | 16-17 |
|---|---|---|---|---|
| **English & Maths** | **2** | 2 | 3 | 3 |
| **ESOL** | **2** | 2 | 2 | 1 |
| **Engineering & Motor Vehicle** | **2** | 2 | 1 | 1- |
| **Construction** | **3** | 3 | 2 | 3+ |
| **Business** | **1/2 Final grade to be confirmed depending on Deep Dive outcomes currently being undertaken** | 2 | 2 | 2- |
| **ICT** | **1** | 1 | 3 | 1- |
| **Aviation, Travel and Tourism, Sport & Public Services** | **2** | 2 | 3 | 2- |
| **Health & Care** | **3** | 3 | 3 | 3 |
| **Science** | **3** | 3 | 3 | 2- |
| **Supported Learning** | **2** | 2 | 3 | 1- |
| **Hair & Beauty** | **2** | 2 | 3 | 2 |

| | | | | |
|---|---|---|---|---|
| **Arts & Media** | **2/3 Final grade to be confirmed depending on Deep Dive outcomes currently being undertaken** | 3 | 3 | 3 |
| **Performing & Production Arts** | **2** | 2 | NA | NA |
| **Apprenticeship** | **3** | 3 | 3 | NA |

19.     The Committee welcomed the quality of the presentations from Curriculum Managers and the greater consistency seen in the SARs. It was noted and welcomed that 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 Managers for their hard work and for the excellent outcomes achieved in 2018-19.

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

**ANY OTHER BUSINESS**

21.     There was no other business.

**DATE OF NEXT MEETING**

22.     Wednesday 04 March 2020 @1800.

The meeting closed at 20.00

Signed: _____     Date: _____
(Chair)