

Minutes of the Self-Assessment Validation Meeting of the Curriculum, Quality and Standards Committee held on 18 November 2020

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

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 everyone to the meeting. There were no apologies.
2. There were no declared interests.

MINUTES

3. The minutes of the meeting held 09 October 2020 were approved.

MATTERS ARISING

4. There were two action points from the last meeting:
 - (i) To receive a report on student destinations - agenda item at this meeting.
 - (ii) Risk 42 - a failure to improve achievement in English & maths qualifications - to review the risk score when validated results have been confirmed. It was confirmed the risk will be reduced at the next review, as achievement results are good, but final validation of the results has yet to be confirmed.

STUDENT DESTINATION REPORT

5. The report provided headline data on destination and progression of young people and adults for both 2018/19 and 2019/20. It was confirmed there is no published national benchmark data against which to make comparisons. The Committee welcomed the positive feedback received from students on progression and destinations as confirmed in student surveys.

6. Members asked to receive a short summary on how the curriculum is being shaped in response to this data, and indeed, curriculum data in general. It was suggested to make available a brief case study to illustrate how the data was used to inform curriculum design. The Principal confirmed curriculum planning has already commenced to inform the curriculum for 2021-22, and a progress update and summary on curriculum planning can be made available at the spring meeting. The Committee welcomed this.

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

SELF-ASSESSMENT VALIDATION - PROCESS

8. 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.

9. Each Curriculum Directors will present two slides to the Committee - the first outlining 'Strengths' and the second slide outlining 'Areas for Improvement'.

10. 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.

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

12. The Chair confirmed the role of the Committee was to validate the curriculum grades proposed following the internal self-assessment moderation process followed by the College that concluded with the proposed grades being put to the Committee for validation. The Committee will also consider if the proposed self-assessment grades for the four aspects of the current inspection framework proposed for each curriculum area were appropriate.

13. 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 16 December 2020.

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

14. At the conclusion of the presentations from Curriculum Directors, the following changes were proposed to self-assessment grades for the four aspects of the current inspection framework in the following curriculum areas:

- (i) Engineering & Construction: In both curriculum areas, to change the proposed 'Grade 2' for Behaviour & Attitudes to 'Grade 1', as both curriculum areas have been very effective in improving attendance resulting in excellent behaviour and attitudes by the students in these two curriculum areas.
- (ii) Business: Change the proposed 'Grade 2' for both Behaviour & Attitudes and Leadership & Management to a 'Grade 1' to reflect the strong leadership and management by managers to improve attendance.
- (iii) ICT: Change the proposed 'Grade 2' for Quality of Education to a 'Grade 1'. Although Level 2 achievement declined to 88%, a drop of 9% on the previous year, the figure of 88% was still above national benchmark. The decline was attributed to the late withdrawal of four full-time students across three courses.

SELF-ASSESSMENT REPORT (SAR) – VALIDATION OF GRADES

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

Curriculum	19-20 Proposed Grade	19-20 Confirmed Validated Grade	18-19	17-18	16-17
English & Maths	2	2	2	3	3
ESOL	2	2	2	2	1
Engineering & Motor Vehicle	2	2	2	1	1-
Construction	2	2	3	2	3+
Business	2	2	2	2	2-
ICT	1	1	1	3	1-
Aviation, Travel & Tourism, and Sport & Public Services	2	2	2	3	2-
Health & Care	3	3	3	3	3
Science	1	Deferred	3	3	2-
Supported Learning	2	2	2	3	1-
Hair & Beauty	2	2	2	3	2
Arts & Media	2	2	3	3	3
Performing & Production Arts	1	1	2	NA	NA

15. A detailed discussion took place on the proposed 'Grade 1' for Science. During the discussion the following points were noted:

- There are still issues in terms of recruitment on to Access courses that hadn't fully been addressed;
- Teaching, Learning & assessment has been a mixed picture during the course of the year, although the end of year position was green for learning walks;
- Although significant improvements have been made in-year, are they well embedded to support a 'Grade 1'? The shift from a Grade 3 to a Grade 1 should be carefully considered
- Still further work required to further enhance employer links and employer placement opportunities.
- There has been a decline in 16-18 numbers, declining from 122 in 2018-19 to 63 in 2019/20.

16. The proposed Grade 1 for Science needed further review. It was agreed by the Committee to defer this back to the Senior Management Team and Curriculum Director for further review. The outcome of the review, along with the proposed grade and the reasons for recommending the grade, to be emailed to Committee members for validation.

17. 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 2019/20 in what were 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.

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

ANY OTHER BUSINESS

19. There was no other business.

DATE OF NEXT MEETING

20. Wednesday 24 February 2021 @1800.

The meeting closed at 19.30

Signed: _____ Date: _____
(Chair)

SUMMARY ACTION LIST

Min	Action	Review Date
4(ii)	Risk 42 - a failure to improve achievement in English & maths qualifications - to review the risk score when validated results have been confirmed. It was confirmed the risk will be reduced at the next review, as achievement results are good, but final validation of the results has yet to be confirmed.	24/2/2021
6	To receive a short summary on how the curriculum is being shaped in response to this data, and indeed, curriculum data in general. It was suggested to make available a brief case study to illustrate how the data was used to inform curriculum design The Principal confirmed curriculum planning has already commenced to inform the curriculum for 2021-22, and a progress update and summary on curriculum planning will be made available at the spring meeting.	24/2/2021
17	Proposed self-assessment 'Grade 1' for Science: It was agreed to defer this back to the Senior Management Team and Curriculum Director for further review. The outcome of the review, along with the proposed grade and the reasons for recommending the grade, to be emailed to Committee members for validation	214/2/2021