Minutes of a Meeting of the Curriculum, Quality & Standards Committee held on Wednesday 03 June 2020 @ 2pm

(The meeting was held via video conferencing due to the COVID-19 Pandemic)

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

Also present   Mr D Evans

WELCOMES, INTRODUCTIONS, APOLOGIES & DECLARATIONS OF INTEREST

1.   The Chair welcomed Laura Weatherill to her first meeting and introductions were made. In the absence of J Allen the Chair of the Committee and Principal agreed to take notes of the meeting. There were no declared interests against any of the agenda items.

MINUTES

2.   It was **RESOLVED** that the minutes of the meeting held on 05 March 2020 be confirmed as a correct record of the meetings.

MATTERS ARISING

3.   There were no matters arising from the minutes.

DATA DASHBOARD REVIEW

4.   It has been agreed for the Data Dashboard to be the first substantive agenda item at all meetings of the Committee and for the meeting to review in detail those KPIs that fall under the committee's remit, these being the quality of education. Subsequent agenda items and reports to be linked to the Data Dashboard.

5.   Prior to the review, members were provided with a brief update as to the steps that the College has taken to ensure continued student engagement during this period of lockdown. In essence, each member of staff has been allocated a specific group of students to support during the remainder of the academic year, effectively providing individual assistance for each student.

6.   The need to move to a comprehensive range of online provision has involved many challenges for both staff and students, but it is already becoming clear that this has resulted in a number of good practices which will continue to be utilised even after the 'new normal' returns'.   Many students have welcomed the enhanced teaching and feedback which are both provided online, and this is reflected not only in a continued high level of engagement as well as quality of work from the majority of the student population.

7.   Due to the College closure in response to the COVID-19 pandemic, updates were made available on:

- Update on predicted achievement
- End of year position for TLA and Deep Dives
- End of year for attendance (as at start of lockdown)

(i)   Achievement

8.   It was confirmed the data is reflective of the April round of predicted achievement.

9.   With the closure of the College and a move to remote learning, the data presented to the Committee was a partial prediction as it did not include Semester 3 course predictions. It was therefore noted that this will not be a like for like comparison with the end of the previous year's data. It was confirmed a further update of predicted achievement will be undertaken in July to include the Semester 3 data.

10.   The submission of completed grades and calculated grades is currently underway, which when validated by awarding organisations, will give the final College position. The validation process for this academic year is unprecedented and therefore it has to be stated that until the process is completed, the data is based on predictions. However, given the outstanding results for 18-19 that have now been confirmed, and the robust analysis of the 19-20 results to date, the college is confident that it has the evidence to support its predictions.

11.   Overall, predicted achievement for 16-19 study programmes is 88% and on track to achieve the College target. Within this, there is predicted to be improvements at Level 2 due to the improvements in GCSE English, although this will need to be validated by awarding organisations. There is also strong predictions at Level 3.

12.   Overall, predicted achievement for adult learning programmes remains high at 91%. Within this, Level 2 and Level 3 are again predicted to be high.

13.   The predicted achievement rate for all classroom learning provision is high at 89%, with continually high achievement rate at Level 2 and Level 3.

14.   High Needs Students predicted achievement is in line with last year.

15.   Within Directorates predicted achievement is positive. Business, ICT & Travel remains very high at 92.5%; Core Skills is 86.5%; Creative Industries is 89.9%; Health, Care & Science is 83.8%, a 4% improvement on 2018-19; Skills + Logistics Centre remains high at 89.6%; Subcontracted Provision is very high at 100%.

16.   English and maths predicted achievement have improved for both Functional skills and GCSEs when compared to 2018-19. L1 Functional skills English (75%) has improved by 20 percentage points, L1 Functional skills maths (70%) has improved by four percentage points. This is reflected in the higher achievement rate from L1 exams in Term 1, when compared to the similar point last year. GCSE high grades (4-9) at English have maintained the improvements made in 2018-19 remaining at 33% achievement and GCSE Maths (38%) has

improved by eight percentage points.

17.   Overall Level 1 is predicted at 87% which is a decline from last year. However further work is being undertaken at Entry Level which will have a positive impact on this prediction. This is not the final position for Entry/Level 1.

18.   Timely and overall achievement on Apprenticeship programmes needs to continue to be strengthened, and the college has taken a more strategic approach to this area to ensure that apprenticeships are targeted for key areas. Also, whilst this is an area that continues to cause concern, it should be noted that the number of students involved is relatively small. Timely apprenticeship achievement is predicted at 57%, an increase of eight percentage points from last year and overall achievement for apprenticeships is predicted at 70%, up 11 percentage points from last year.

(ii)   Teaching, Learning & Assessment (TLA) - Learning Walks

19.   There have been 163 Learning Walks (LWs) completed between 5th September and 20th March this year. These include standard LWs for permanent staff members, LWs for staff on probation and LWs for temporary staff. They do not include developmental LWs. Due to the move to remote learning from 23rd March it was noted that there would be no more LWs completed this academic year.

20.   The first round of Learning Walks (LW1) were completed for all teachers as part of Deep Dives and finished in January 2020. Teachers whose lessons were graded red or amber received support and have been re-observed. Out of 26 teachers who delivered amber LWs in Round 1, 21 improved to green. Out of five teachers who delivered two consecutive amber LWs, one has now improved to green and four remain amber. Support has been put in place for these members of staff and it is currently being reviewed.

21.   Out of 10 teachers who delivered a red LW this year, four are now amber, three are green and one remains red (LW completed shortly before the end of term so there has been no opportunity for them to demonstrate improvement). Support is currently in place for this teacher and their progress is being closely monitored. Two teachers previously graded red no longer work for the college.

22.   In LW2, the proportion of Green LWs has increased significantly to 81%. In addition, there has been a decrease in proportion of Red LWs (from 8% in LW1 to 3% in LW2). The second round of college-wide LWs included the Student Voice, where selected students were actively involved in the LWs and fed back their findings to the observers. So far, out of the 12 curriculum areas which fully completed LW2, the TLA profile improved in nine. English improved from 78% green in LW1 to 100% green in LW2. Travel, Sport & Public Services improved from 45% green in LW1 to 86% green in LW2, Supported Learning improved to 75% green, Art and Media 88% green, Science 100% green, Construction 100% green.

23.   The LW2 cycle was on track to be completed by 3rd April but observations have since been suspended due to the current situation.

24.   Overall out of the six categories used to measure the quality of Teaching, Learning and Assessment, targets were achieved (and exceeded) in three categories: Planning for Learning, English and Maths and Behaviour and Attitudes.

25.   There was significant improvement in two categories by LW2, and these were on track to be achieved by Learning Walk 3: Meeting Needs and Personal Development. In the category of assessments, while improvements were made, the target was not achieved by LW2.

26.   Assessment will continue to be the main area for improvement in 2020-2021.

(iii)   Deep Dives

27.   In January 2020 all college Deep Dives were completed, a total of 15 across the curriculum. In addition High Needs students were subject to a similar process but was not graded. For each Deep Dive the grading followed the Ofsted ratings of outstanding, good, requires improvement or inadequate. The process involved lesson observations, meetings, work scrutiny, case studies, reviewing results and discussions with staff/ managers. Performing Arts was the best performing area and they deservedly achieved an 'outstanding' grade. Eight areas received a 'good' grade and six areas were judged as 'requiring improvement'. This meant that 7% of the College's provision was rated outstanding, 53% good, and 40% was judged as requiring improvement.

28.   Following on from the Deep Dive, each area was provided with a written report with a set of recommendations. These were based on Ofsted's criteria for the Quality of Education. These recommendations were added to the Quality Improvement Plan (QIP) for the curriculum area. Actions relating to Learning Walks are continually monitored via the Heads of Teaching, Learning & Assessment with support provided for those sessions rated amber or red. Green sessions also have actions, which include sharing good practice. Actions relating to the quality of work are followed up by the Head of Quality Standards to ensure that they have been met.

29.   The second round of learning walks started week commencing 13th January 2020. In summary Supported Learning and Science both improved their Deep Dive grades to good. These areas successfully completed their actions regarding assessment and improved their learning walk profiles. Engineering, Sport and Public Services have submitted the additional assessment samples required by the Head of Quality Standards and feedback along with a final grade will be finalised after half term. ESOL also had an action plan and some progress was made in meeting their actions. The area will continue to make the necessary improvements when the College re-opens and will be awarded a final grade when the process can be completed. Maths did not get the opportunity to improve their grade from Requires Improvement due to the lockdown; like ESOL, they will be given the opportunity to complete their actions when the College re-opens so that that a grade can be awarded.

Attendance:

30.   Attendance was at 88% at the point of the College closure, 2% above what was achieved last year and 1% above the target set for this year. The Skills and Logistics Centre has shown marked improvement in their attendance levels. Due to Covid-19 and the College closure, this is the final College formal position for attendance for 2019-20.

32.   Since the College closure, attendance has continued to be monitored and students tracked at individual student level. Alongside a central attendance register which all staff have to complete, curriculum areas have kept detailed local data to carefully track and monitor both student attendance and engagement. Robust safeguarding measures continue to be in place for remote learning and the individual tracking of students' attendance is being monitored on a weekly basis. Attendance remains a strategic priority for the College as one of the Leadership and Management issues arising from the last two Ofsted inspections. Monitoring attendance remains a key focus, with it being an agenda item in Principal's Performance Reviews, Vice Principal Curriculum and Quality and Director 1:1 meetings, and curriculum team meetings.

PERFORMANCE MONITORING REPORT (DEVELOPMENT PLAN GOAL 2 & GOAL 3)

33.   It was noted that with the exception of action point 2.4 (student recruitment), all actions were assessed as being 'Green' - on track for meeting set target dates.

34.   With regard to item 2.2, the Committee was encouraged to hear that considerable progress had been made in gathering and reviewing students' destination data, as this was not only necessary to inform future curriculum design, but it was also an area highlighted by Ofsted that would allow us to analyse the levels of 'value added' that students had achieved. With that in mind, and to aid the members' understanding of the data, it was agreed that a report on this topic would be presented to the next meeting of the C, Q & S committee.

35.   With regard to item 2.3, Members were informed that the College had made considerable progress in developing a mobile app and had issued a pilot, with the intention of further embedding the app for next year. The app enables students to access all the college's online facilities via their smartphones / tablets. The feedback from students has been extremely positive

36.   Action point 2.4 related to student recruitment and was assessed as 'Amber'. 16-19 internal progression is on track to be met with 933 applications. To date there has been 989 external applications from 879 distinct students of which:
- 562 offers (to 526 distinct applicants)
- 239 being processed
- 188 since withdrawn

37.   It was reported that a great deal of work has been taking place with the intention of increasing our prospects of securing the required levels of student recruitment for the September intake.

38.   The emphasis has been directed towards the external applicant pool for next year, by concentrating the marketing to increase our digital or online presence, by transferring certain resources from more traditional marketing tools (e.g. posters on buses etc.) in order to enhance a range of online activities e.g.:

- ➢ Digital / TV marketing campaign
- ➢ Enhanced website, continually updated
- ➢ Virtual Tour of the campus (a major USP for the College)
- ➢ Enhanced social media presence
- ➢ Virtual Open Days
- ➢ Digital Webinars

➢ Digital Enrolment arranged

39. Members welcomed and fully supported these initiatives whilst noting that continued effort would be required from the college during the coming months if the recruitment targets were to be met.

POST INSPECTION ACTION PLAN (GOAL 1)

40. The Post Inspection Action Plan reported on the teaching, learning & assessment KPIs that were subject to detailed review under the agenda item 'Data Dashboard'.

SELF ASSESSMENT PROCESS (SAR) 2020-21

41. It was noted that some relatively minor changes to the next SAR process would be introduced, with some already having been started (e.g. the PPR stages of review). This was to ensure consistency with the revised Ofsted Framework.

ACHIEVEMENT RATE REPORT 2018-19

42. Final achievement rates for 2018-19 are now complete. The report presented to the Committee confirmed the final Validated Qualification Achievement Rates (QAR) and made available in the report were comparison data against other London based Colleges, which illustrated the fact that the college was a very creditable 4th, overall, within the London area. The committee noted that the figures represented a considerable achievement, and staff and students should be firmly congratulated. Members were pleased to hear that plans were in place to celebrate these achievements in an appropriate manner consistent with the restrictions brought about by the current Covid19 pandemic.

43. The headline table confirmed the following College Achievement Rates (Education & Training) for 2018-19:

	2018-19	2017-18	**National Rates (NR) 2018-19** (for GFEs)	**Comparison with the 18 London based GFE colleges***
Programme of Study (PoS) 16-18				
Overall 16-18	**86% ↑**	81%	83.4%	3rd
Level 1	**85% ↑**	82%	82.3%	2nd
Level 2	**87% ↑**	79%	82.8%	3rd
Level 3	**87% ↓**	88%	85.5%	2nd
Adults				
Overall 19+	**92% ↑**	88%	89.9%	4th
Level 1	**93% ↑**	90%	92.0%	5th
Level 2	**92%↑**	84%	88.1%	3rd
Level 3	**86% ↓**	87%	80.9%	2nd
College				
Overall	**89% ↑**	85%	86.7%	4th

Level 1	**91% ↑**	87%	88.6%	4th
Level 2	**89%↑**	80%	85.4%	4th
Level 3	**87% ↓**	88%	84.8%	3rd

44. The report confirmed the following College Achievement Rates (Apprenticeships) for 2018-19:

	2018-19	**2017-18**	**National Rates (NR) 2018-19** (for GFEs)	**Comparison with the 16 London based GFE colleges***
Apprenticeships				
Overall – All Ages/All Levels	**51% ↓**	69%	66.7%	13th
Timely – All Ages/All Levels	**49% ↓**	52%	59.9%	10th

45. The timely achievement rate is 49% which is a 3% decrease from 2017-18. This is 10.9% below the NR and is 10th in comparison with London based GFE Colleges.

46. Apprenticeship achievement rates is a key Area for Improvement within the College.

RISK REGISTER

47. The College report '*Risk Register'* was received (Paper 7), highlighting the areas of focus relevant to the Committee. The Audit Committee had requested that each Committee be asked to review as to whether there are sufficient and robust sources of 'Independent Assurances', against each risk, that falls under the terms of reference of the Committee, and whether identified 'Governor Oversight' arrangements are adequate and fit for purpose.

48. The Principal informed the Committee that the current Covid 19 pandemic meant that the Risk Register was in the process of being reconsidered and rewritten, and a full review would be presented to the Audit Committee. In the meantime, it was noted that the following actions / considerations were being undertaken:

  ➢ The college's overall approach was determined by the Government's guidance for FE institutions, the latest version having been received on 29 May 2020;
  ➢ The college has been open throughout the period, on a very restricted and controlled basis, to enable access for certain key groups, e.g. AaA students
  ➢ The college will open, on a limited basis, on the 15 June for three key student groups – (a) ECH Plan (looked after) students, (b) Lost Learning students and (c) 16 – 18 Level 3, year 1 students

49. Each of the above will access the college on a timed, staggered basis and teaching practices will be adapted, e.g. students will remain in the one place and teachers will come to them. Care has also been taken to ensure that staff are protected as much as possible, with regard being paid to individual health and risk considerations.

50.   With regard to the forthcoming academic year, it was noted that considerable planning has gone into preparations. The college will continue with remote teaching and learning in the first term but this will be supplemented by face to face teaching so a blended delivery model, assuming the pandemic restrictions allow.

51.   The committee noted the considerable efforts that the college had gone to in response to the current crisis, and expressed its support for the actions taken to date.

52.   It was agreed no new risks had been identified at this meeting.

ANY OTHER BUSINESS

53.   There was no other business

DATE OF NEXT MEETING

54.   To be confirmed.

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN REF	ACTION	REVIEW
34	Student Data Destination - It was agreed that a report on this topic would be presented to the next meeting of the C, Q & S committee	Next Meeting