Minutes of a Meeting of the Curriculum, Quality & Standards Committee held on Thursday 05 March 2020

Present   Mr B Armstrong   (Chair)
                      Ms T Aust (Principal)
                      Ms C Singh
                      Ms B Sandhu
                      Ms S Oloyede

Also present   Mr J Allen (Clerk)
                      Ms S Davies
                      Mr R Singh
                      Ms M Gajewska-Kopczyk

The meeting commenced at 3.30 p.m.

WELCOMES, INTRODUCTIONS, APOLOGIES & DECLARATIONS OF INTEREST

1   The Chair welcomed everyone to the meeting. Apologies were received from John Bolt, Jayme McClory, and Jayden Ndokala Makondele. There were no declared interests against any of the agenda items.

MINUTES

2   It was **RESOLVED** that the minutes of the meeting held on 09 October 2019 (paper 1) and the meeting held on 06 November 2019 (Paper 2) be confirmed as a correct record of the meetings.

SUMMARY ACTION LIST & MATTERS ARISING

3.   The '*Summary Action List'* was received (Paper 3) and the following updates were made available against each of the action points from the previous meeting:

Ref & Date	Action	Review Update 05/03/2020
5	It was **AGREED** for the notes of the Ofsted training to be attached to the minutes of the meeting held 09/10/19.	These were attached to the minutes of the meeting held 9/10/19.
6	As the inspection is imminent, it was **AGREED** for the Executive to update the Governor Inspection Briefing Document to reflect the change in approach of inspections. In particular, for the briefing document to focus more on the 3 Is of Intent, Implementation and Impact (see attached notes of the Ofsted training).	Completed and circulated.
11	HE Strategy: The Committee endorsed the suggested approach on student numbers and requested that the final draft confirms the HE student number targets for the next three years, detailed by course / programme, with attention being drawn to any provision that may be required to undergo	HE numbers were discussed and agreed at the Strategy & Business Development Committee meeting held 31/01/20.

	validation processes, or which have operational or resource implications.	
18	In terms of when to start this approach for the use of the Data Dashboard, it was **AGREED** to commence this at the SAR Validation meeting on 06 November with the review of the Data Dashboard to be the first agenda item.	This was implemented for the meeting held 06/11/19
34	It was **AGREED** that once validated achievement data has been finally confirmed, the Executive to undertake a review of the scores and risks on achievement rates in the Risk Register.	Agenda item

4.   It was **RESOLVED** to note the '*Summary Action List'*.

ROLE OF THE COMMITTEE

5.   The Chair led on a discussion about how best the Committee can cover the student voice in terms of this committee being more proactive in seeking student views rather than placing any responsibility on the student governors for reporting on the student voice. Suggestions made to be incorporated in the later agenda item 'Arrangements for obtaining the views of staff and students'.

DATA DASHBOARD REVIEW

6.   It has been agreed for the Data Dashboard to be the first main 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.

7.   The following performance was reported against headline KPIs:
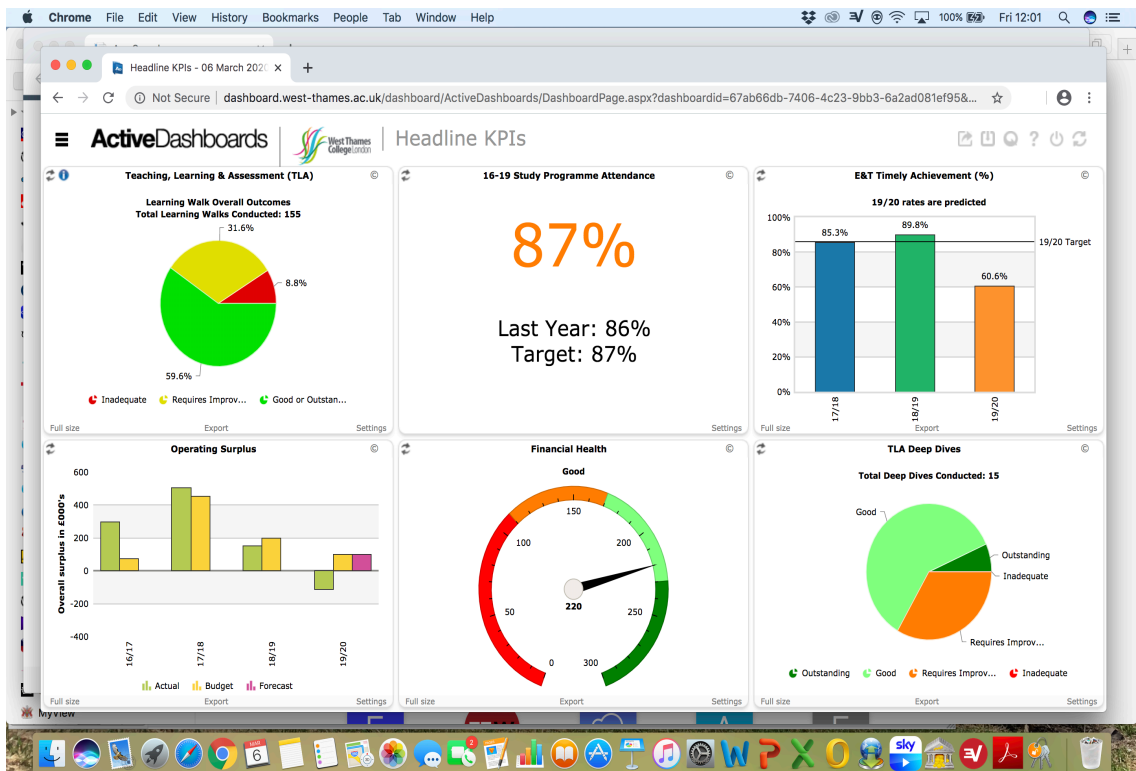
8.   In attendance to present the Data Dashboard were the two Directors with responsibility for teaching, learning & assessment across the College - Marta Gajewska-Kopczyk and Ranjit Singh.

9.   In depth analysis was made available to the Committee on Teaching, Learning & Assessment (Learning Walks) and on Deep Dives.

10.   During Learning Walk 1 (LW1) a total of 114 Learning Walks (LWs) were completed. Learning Walk 2 (LW2) commenced in mid-January and to date a total of 140 Learning Walks have been conducted since the start of the academic year.

11.   Following LW1, all teachers were set clear targets in an improvement plan (TIP) whether sessions were graded as green, amber or red. For amber and red sessions, appropriate support was put in place at an individual teacher level and is carefully monitored. This includes support from the line manager, the link Quality Improvement Teacher, a Teaching, Learning & Assessment Coach and/or a peer who has consistently delivered green sessions.

12.   As a result, of the 26 teachers whose sessions were graded amber, 20 have been re-observed and graded green, 3 have been re-observed and remained amber, and 3 have yet to be re-observed (due to illness/absence). Of the 9 teachers whose sessions were graded red, all have been re-observed and only one remains red. It was confirmed this member of staff is now in a formal process.

13.   Overall, the proportion of green LWs has increased. In addition, there have been no new red LWs. In all areas that have completed LW2, it was reported there was a clear improvement. English improved from 78% green in LW1 to 85% green in LW2. Travel, Sport & Public Services improved from 45% green in LW1 to 67% green in LW2.

14.   Specific reference was made to the work of the TLA coaches. These are outstanding practitioners who provide support and mentoring to teachers. Every curriculum area has a TLA coach who provide individual support as well as sharing of good practice. All TLAs across the College meet on a regular basis and plan training sessions that are then delivered in each of the curriculum areas by the TLA coaches. This ensures a common approach is being implemented across the College.

15.   Since September the College has carried out 15 deep dives and reviewed High Needs provision using a similar process but not a full deep dive.

16.   Of the 15 deep dives completed, nine areas (60%) were graded 'good' or 'outstanding' and six areas (40%) as 'requires improvement'. Performing Arts was graded 'outstanding'. The deep dives consist of:

- Learning Walks
  Meetings with CQTMs
- Meetings with teachers
- Meetings with students
- A review of the self-assessment of the area
- A sample of marked work
- A review of student targets

17.   The deep dives have focussed on the "3 I's" – Intent, Implementation and Impact -and the Committee noted the strengths and areas for improvement identified to date through deep dives. Each area subject to a deep dive has been provided with a written report with a set of recommendations that are added to the QIP for the curriculum area. Actions relating to learning walks are monitored via the Heads of TLA with support provided for those sessions rated amber or red. Green sessions also have actions, which include sharing of good practice. Actions relating to the quality of work are followed up by the Head of Quality Standards to ensure that they have been actioned and met.

18.   Achievement targets have been set for 2019-20 and it was confirmed the first round of predicted achievement reviews with curriculum areas took place in January. It was reported predicted achievement is a key focus of the termly Principal's Performance Review meetings that are used to closely monitor progress and performance against targets.

19.   Overall the predicted achievement shows that overall the College is on track to achieve the 91% target set.

20.   The Committee placed on record appreciation of the work being done by the two Heads of Learning Walks and thanked them for their detailed analysis.

(Marta Gajewska-Kopczyk and Ranjit Singh left the meeting at this point)

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

21.   It was noted all actions were assessed as being 'Green' - on track for meeting set target dates.

22.   It was confirmed to further report on action 2.4 (*Ensure enrolment in-year and recruitment activities planned for 2019-20 recruitment, secure student numbers to meet allocations with timely actions taken in any areas of concern*) the Head of Marketing will attend the Corporation meeting on 01 April to update governors on current marketing strategies.

POST INSPECTION ACTION PLAN (GOAL 1)

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

ACHIEVEMENT RATE REPORT 2018-19

24.   It was confirmed final achievement rates for 2018-19 are now complete. Provisional Qualification Achievement Rates (QAR) results have been received and the final validated QAR data will be available in March 2020. The table below summarised the headline results for Programme of Study for 16-18 and adults.

2018-19 Provisional Data	2018-19	2017-18	National Rates (NR) 2017-18	Comment
Programme of				

Study (PoS) 16-18				
Overall 16-18	86%	81%	82.4%	5% increase
Level 1	85%	82%	80.2%	3% increase
Level 2	87%	79%	81.8%	8% increase
Level 3	87%	88%	85.6%	1% decrease, primarily in 1 area but remains high
Adults				
Overall 19+	92%	88%	88%	4% increase
Level 1	93%	90%	90.9%	3% increase
Level 2	92%	84%	84.9%	8% increase
Level 3	86%	87%	80.1%	1% decrease but remains high.
College				
Overall	90%	85%	85.1%	5% increase
Level 1	91%	87%	86.9%	4% increase
Level 2	89%	80%	83.3%	9% increase
Level 3	87%	88%	84.8%	1% decrease but remains high

25.   Provisional Apprenticeship achievement rates as at 13th February 2020 was reported as follows:

2018-19 Provisional Data	2018-19	2017-18 NR	2017-18	2016-17	2015-16
Timely	49%	59.6%	51.5%	44.5%	22.5%
Overall	51%	68.7%	69.2%	58.8%	57.3%
Leavers	**2018-19**		**2017-18**	**2016-17**	**2015-16**
Timely	76		170	232	151
Overall	107		190	243	178

26.   In 2018-19 there were 76 timely leavers. The timely achievement rate as at 13th February 2020 was 49% which is a 3% decrease from 2017-18. The key factor for performance not being in line with targets is due to the inaccurate assessment of the impact of withdrawals made in 2017-18.

27.   The Principal reported to the Committee that the ESFA has issued a 'Notice to Improve' on Apprenticeship performance for 2018-19 and the College has provided to the ESFA a robust position statement. Whilst acknowledging the 2018-19 data was greatly impacted by historical data, the College has significantly repositioned its current Apprenticeship provision with focus on specific sectors, especially a targeted offer in Logistics and Construction which responds to local skills shortages and employer needs. The current Apprenticeships provision is on track to meet a timely achievement rate of 61% and overall achievement of 74% for 2019/20. As Apprenticeship provision has been self assessed as 'Requires Improvement' the rigorous monitoring of apprentice progress will continue with a tighter, structured approach to caseload reviews and management of performance data. Prompt intervention is in place for 'at risk' apprentices.

28.   Provisional English and maths achievement rates for 2018-19 as at 13th February 2020 was reported as follows:

2018-19 Provisional Data	2018-19 Data	2017-18 Data	Comments
Overall Functional Skills (FS)	78%	69%	9% increase
Entry FS			
Entry English	94%	93%	1% increase and remains high
Entry maths	92%	95%	E3 maths, a small number still to process, remains high
Level 1 FS			
Level 1 English	53%	52%	A 1% increase.
Level 1 maths	66%	59%	Improved by 7%. Improvement most significant in 16-18
GCSE			
Overall GCSE	87%	83%	4% increase
GCSE English	86%	82%	Overall improvement of 4%
*4-9 high grades	31%	40%	Decrease of 9%.
GCSE maths	87%	83%	Overall improvement of 4%
*4-9 high grades	28%	27%	1% increase.

29.   On high grades year-on-year comparisons have limitations as the data used is not comparing like with like. In 2017-18, GCSE students all had either a level 2 functional skill or a GCSE Grade D/3. In 2018-19, a high proportion of students had lower starting points with a functional skill level 1 so were not expected to achieve a high grade (4-9). Therefore, 2017-18 is not a direct comparison with 2018-19 because of the different starting points. A full analysis of distance travelled is currently being carried out.

30.   The Committee welcomed the excellent achievement rates for 2018-19 and asked for the minutes to record their appreciation of the work of all College staff in achieving such excellent outcomes for the students.

GOVERNOR LINK VISIT UPDATE

31.   The Committee received for information purposes the timetable of scheduled visits with confirmation of the visit reports received to date. It was confirmed all but one visits have been conducted and the Clerk is in the process of collating completed visit reports. A summary of received reports will be an agenda item at the Corporation meeting on 01 April.

ARRANGEMENTS FOR OBTAINING THE VIEWS OF STUDENT & STAFF

32.   The Committee received a report from the Clerk on the requirement from the Instrument & Articles of Government for the College to publish the arrangements for consulting with students and staff at the College on the determination and periodic review of the educational character and mission of the College and the oversight of its activities.

33.   The Committee was asked to review and to recommend for Corporation approval of the statement, and arising from the review, the following additions (italic/bold) were added to the Statement:

Students:

The Learner Voice is at the heart of the College's decision making and quality assurance processes.

Students are consulted via the following means:

- Executive Plus Student Voice Group **with governors invited to attend to observe**
- Student surveys carried out by the College **with outcomes of surveys, and actions taken arising from the surveys, reported to the Curriculum, Quality & Standards Committee**
- Course representative meetings and feedback
- Course team meetings where students are invited
- Termly parliament meetings with Course Representatives, the Executive Team and **either the Chair of Vice Chair of Governors in attendance**
- Student Union Executive
- Student observers as part of Teaching, Learning and Assessment
- Tutorial system
- Student project groups e.g. attendance
- **Governor Link Visits where opportunities are given to meet with students**
- The College also engages with its HE students through the feedback received as part of the National Student Survey, **with outcomes of the survey, and actions taken arising from the surveys, reported to the Curriculum, Quality & Standards Committee**

Feedback from students feeds into the College quality assurance and review processes, including the Self-Assessment Report and the Quality Improvement Plan.

Staff:

The College seeks to engage with staff through the following opportunities:

- Staff surveys
- Joint Consultation Committees
- Staff Briefings by the Executive Team
- College Committees and Focus Groups
- Weekly bulletin for all staff
- Meetings with every Directorate – both support and curriculum – twice per year – at the start of the year to set out priorities and at the end of the year to get feedback on what has worked well/less well/recommendations for improvement
- Whole staff briefings at every College Development Day
- Staff Development Days **and engaging with staff to gain their feedback**
- **Staff engagement activities to be reported the Curriculum, Quality & Standards Committee**
- **Governor Link Visits where opportunities are given to meet with staff**

34.   Following review, it was **RESOLVED** to ask the Corporation at its meeting on 01 April to approve the statement and for the statement to be uploaded onto the governance section of the College website

RISK REGISTER

35.   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.

36.   The Clerk advised that the Committee could also add to the Risk Register as to whether any new risks had been identified through discussions during the meeting.

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

38.   It was confirmed that risks relating to the Coronavirus have been added to the Risk Register and the Finance Committee will monitor this risk. Assurances were given that the College is receiving daily updates and following the guidance issued from Government

39.   It was **RESOLVED** to note the '*Risk Register'.*

ANY OTHER BUSINESS

40.   There was no other business

DATE OF NEXT MEETING

41.   Wednesday 03 June 2020 @ 18.00.

The meeting closed at 15.25

Signed: _____ Date: _____