

MINUTES

Group :	QUALITY, STANDARDS AND CURRICULUM COMMITTEE	Date:	15/01/2018
Location:	ROOM B.17, LONDON ROAD CAMPUS	Time:	5.37 p.m.
Membership:	Christine Davies (Chair), Andy Allen, Gordon Channon (ex-officio, Chair of the Board), Christina Gore, Steve Lewis, Nigel Merchant, James Staniforth (Principal/CEO) and Mike Willmot. Student Governors by invitation for Student Experience and Welfare Section – Jae Evans and Georgina Kelly. Linda Carroll attended the meeting as part of her Staff Governor Induction.		
IN ATTENDANCE:	Members of the Senior Leadership Team: Catherine Armstrong, Group Vice Principal - Curriculum Support and Business Development (GVP – CS&BD) Paul Morgan, Director of A Level Studies (DoALS); and Chris Pemberton, Group Vice-Principal, Quality and Curriculum Management (GVP – Q&CM) Clerk to the Board, Tracy Cottee		
APOLOGIES:	Gordon Channon		

01/18. **Declarations of Interest**

None.

02/18. **Minutes – 16 October 2017**

Resolved:

That the Minutes of the meeting held on 16 October 2017, were approved and signed as a true record.

03/18. **Matters Arising**

None.

Student Experience and Welfare

04/18. **Higher Education – Quality Review Visit (Appendix No. 4)**

The Committee considered a report (previously circulated), setting out –

- The aims of the Quality Review Visit;
- Baseline requirements;
- Quality Review outcomes and judgements; and
- The key roles and responsibilities of the College Team.

The GVP – Q&CM explained that the College submission must demonstrate how the College meets the baseline regulatory requirements and follows the guidance framework. The student submission should help the Quality Review Team understand what it is like to be an HE student at the College and how students' views are considered in the provider's decision-making and quality assurance processes. The Quality Assurance Agency will review these submissions to identify areas which it considers to be 'at risk' and focus on these during the Review visit.

To prepare for the visit –

- The College's provision has been mapped against the Quality Code and all policies and procedures reviewed. An Action Plan (previously circulated) had been developed to ensure the College met required deadlines for the Review and that governors, students and staff were briefed and ready. The Committee acknowledged the involvement of the HE Link Governor and HE Student Governor in this process; and
- The GVP – Q&CM and HE Lead had visited another college that had recently experienced the revised QAA review process to both understand how the process had been applied and to test how this College's preparations were progressing. She reported that governance had emerged as a theme in some recent reviews and that, in terms of general preparations for the Review, the College was ahead in comparison with the college visited.

Resolved:

That the Higher Education Update be noted.

05/08. **Student Union** (Appendix No. 5)

The Committee considered a report (previously circulated), setting out details of the work undertaken by the College regarding the development of the Student Union since responsibility was taken on by the Agency in February 2017. With student consultation and involvement, and the assistance of the National Union of Students (NUS), plans were put in place to elect a new Student Union Council in September 2017. The Committee noted that the HE Lead Representative was also a member of the Executive. For 2018 – 2019, the Union Executive will be elected after Easter 2018, from the current cohort of Year One students, to ensure an effective hand-over.

The Committee was advised of the initial meetings that had taken place and plans in place to make sure all students had a voice. Generally, the new format was working well, with some areas for development. Student representation at Group Operational Team meetings (GOT) began in the Spring Term 2017, facilitated by the GVP - CS&BD. Student Forums have been held across the three campuses in December 2017 and a compilation of the top three points raised by students would be addressed by Academic Leadership Team (ALT).

The Student Governor, reported that the English Bridge (EB) Student Union would be next meeting on 17 January 2018. When she observed that she had not yet met her Student Union President counterparts at the other two campuses, the Committee Chair challenged her to come up with a solution.

Resolved:

That the report be noted.

Teaching & Learning

06/18. **November 2017 Progress Grades** (Appendix No. 6)

The Principal/ CEO explained the progress grade process to the Committee and invited SLT officers present to update the Committee verbally on November's results for A levels, vocational provision and apprenticeships.

The DoALS reported that, as a result of the regular progress meetings held with students, the College had received a degree of assurance that Year 2 students would achieve their predicted grades and that the review process could identify those students not hitting predicted targets at this stage. However, the challenge for some Programme Leaders was to support students to achieving high grades. Governors were circulated with more detailed analysis of progress grade across the A Level offer. The DoALS reported that he was now be meeting with managers to ensure that the high grade target values were met. The Principal/CEO added that the College could generate reports on which students were under-achieving in one or a number of subjects, cross-referenced with attendance, retention and comments from student services.

Regarding vocational provision, the GVP – Q&CM reported that, as part of setting aspirational targets with respect to BTEC, tutors were encouraged to use Markbook (linked to ProMonitor) which set out all students' units for the year. For vocational provision, she met with curriculum leaders and teachers for all curriculum areas to discuss innovations, competition incentives, data, key issues and Markbook entries. These meetings were also used to check in on progress towards targets set by the Principal/CEO at the beginning of the academic year. The meetings also identified students at risk of not achieving, either through attendance or through progress and what interventions and strategies could be put in place to support those learners to meet the target grades expected. The Principal/ CEO added that teachers felt that, through this process, they had a chance to influence outcomes and target grades expected.

In response to a governor question, the Principal/CEO explained that grades were projected and a degree of professional judgement was used by teachers in setting that target grade. He added that students were advised on how targets were set, what their targets should be and how to process and assess feedback.

With respect to Apprentices, the GVP- CS&BD reported that the Apprenticeship Manager meet monthly with assessors and undertook a detailed analysis of every apprentice learner. The assessors also met 6-weekly to discuss individual section progress and achievement against targets. In response to a challenge from the Committee Chair on timely achievements, the GVP reported that the College projection was up 21% on timely achievements because assessors were picking up 'legend' learners. The College was also picking up learners who were past end-date – mostly due to attendance issues in Functional Skills; however, all learners enrolled were now on a programme and would complete as Functional Skills modules were now blocked out for a week at a time, so learners could focus on the functional skills element of their course and then compete the exam at the end of the week. Employers had welcomed this approach and the College was currently monitoring outcomes.

In response to a question from a governor, the GVP – CS&BD undertook to provide to the Committee a timeline showing when cohorts were reaching their end-point assessments. The Committee Chair requested that the Committee also receive a briefing on the End Point Assessment process.

ACTION: GVP – CS&BD

Resolved:

That the report be noted.

07/18. **Equality and Diversity Committee – Feedback**

The E&D Link Governor provided detailed verbal feedback to the Committee on the recent College E&D Committee meeting held on 16 November 2017.

Resolved:

That the report be noted.

08/18. **Safeguarding Lead Governor Activity – Feedback**

The Safeguarding Lead Governor provided detailed feedback to the Committee on the most recent College Safeguarding Committee meeting and on her recent meetings with College officers regarding Safeguarding, Looked After Young People and High Needs. The overall theme was the increasing impact of mental health issues on safeguarding support offered. The Committee observed the number of Looked After Young People at the College and acknowledged the safeguarding responsibilities related to them.

Resolved:

That the report be noted.

09/18. **Risk**

As part of the discussions on the College's Risk Register and Board Assurance Framework agreed at the last Board meeting (Board Min No. 67/17 refers), the Audit Committee had requested that each committee, at each meeting, examine those risks within its remit and ensure that they had either been identified or adequately discussed at the meeting.

The Committee concluded that the risks identified were adequate and that there had been sufficient discussion of the issues at the meeting; particularly with respect to students not achieving predicted grades.

10/18. **Urgent Business**

In accordance with Standing Order 3.3, the Chair agreed that the Principal/CEO could bring the following matters to the attention of the Committee, not being on the agenda -

Update on GCSE Resits and Oxbridge Offers

The Principal/CEO updated the Committee as follows –

- Early entry for English Language & Maths - 93 out of 294 have gained a grade 4 or higher (31.6%): reasonably on track against targets.
- Oxbridge – 11 students have received offers, compared with 5 in 2016-2017 and 5 in 2015 - 2016. Students were spread across different subjects and from different feeder schools.

39/17. **Date of Next Meeting** - Monday, 15 March 2018 @ 5.30 p.m. Venue – Classroom B.17, London Road Campus.

The meeting concluded at 7.02 p.m.