



BOARD OF GOVERNORS CURRICULUM & QUALITY COMMITTEE

MINUTES OF A MEETING OF THE CURRICULUM & QUALITY COMMITTEE

HELD AT THE WINDSOR CENTRE ON FRIDAY, 4 NOVEMBER 2016

		<u>Meetings Attendance</u>
PRESENT:	Angela Wellings (Chair)	(1 out of 1)
	Kate Webb (Principal)	(1 out of 1)
	Ella Wheeler (Vice Chair)	(1 out of 1)
	Arden Bhattacharya	(1 out of 1)
	David Knowles-Leak	(1 out of 1)
	Gurpreet Nizzar	(1 out of 1)
	Scott Biddle	(1 out of 1)
	Derezar Mehta	(1 out of 1)
IN ATTENDANCE:	Tony Dixon (Chair of the Corporation)	
	Richard Kirkham (Director of Curriculum & Head of Langley Campus)	
	Janet Yelloly (Director of HE, Quality & Partnerships)	
	Juliet Holloway (Director of Learner Services & Communications)	
	Donna Townsend (Director of Curriculum & Head of Windsor Campus)	
CLERK:	Lynn Payne	(1 out of 1)

PART I

<u>MINUTE No</u>		<u>ACTION</u>
	The meeting started at 10.00am	
1.	<u>Election of Chair and Vice Chair 2016/17</u> The Clerk invited Members to elect a Chair and Vice Chair of the Committee for the next academic year. The Principal proposed Angela Wellings as Chair. All Members were agreed. Angela Wellings confirmed she was happy to take on the role of Chair of the Committee for the next academic year. Mrs Wellings proposed Ella Wheeler as Vice Chair. All Members were agreed. Ella Wheeler confirmed she was happy to take on the role of Vice Chair of the Committee until her term of office as Staff Governor ends next year.	
2.	<u>Apologies for Absence</u> Apologies were received from Tony Haines. It was noted that Tina Coates was no longer a Member of this Committee.	
3.	<u>Declarations of Interest</u> No member declared any conflict of interest.	

MINUTE**No****ACTION**4. Minutes of the Previous Meeting Held on 20 April 2016

The minutes of the 20 April 2016, having been previously circulated to members, were agreed as a true record and signed by the Chair.

All Members were agreed.

5. Matters Arising

It was noted that all matters arising had been actioned.

6. Risk Management

This item was presented by the Principal. Members were asked to consider and discuss the high risks on the risk management register that fall within the remit of the Committee. Members noted the risks detailed in appendix B and summarised in appendix A recorded no significant changes compared to the recent report to the Board. It was noted the risks were being effectively managed.

The report was noted.

7. Monitoring 2016/17 Performance Targetsa) High Expectations and High Standards: Student Performance Report

The Principal presented her report to Members. There was a lengthy discussion on the analysis of emerging student performance for 2015/16. The Principal said, in summary that the 2015/16 FE student achievement rates were likely to represent a small improvement from 2014/15 overall, bringing the College into line with current national averages. It was noted Apprenticeships had continued to improve for the second year, in line with the improvement plan monitored through the Curriculum & Quality Committee and timely achievement had improved. The achievement on Higher Education programmes remained high. The achievement on key vocational programmes in most areas had improved. The AS & A Levels had also demonstrated improvements but the Principal said that 'value added' in these qualifications remained weak and AS Level achievement rates overall, whilst improved from 2014/15, remained below national averages.

The Principal said that 'value added' performance across the College remained weak in many areas and further improvements were needed this year.

It was noted that many students had achieved a good outcome on their English and maths retake courses, with 893 students improving their grades and 540 gaining A*-C. However, the Principal said further improvements needed to be secured in 2016/17 to ensure more students achieved at higher levels in these essential skills.

The report commented on analysis, including achievement rates by age, type of qualification, age and curriculum area. The Principal said Apprenticeships and AS/A Levels were of particular focus and the action plan detailed the key priority areas for improvement in 2016/17.

The Principal reminded Members that a full analysis of the Colleges Self Assessment Report would be brought to the Board in December 2016. This Committee would continue to monitor the areas of focused improvement in 2016/17, as it had been proven to be effective in the last 2 years. Members discussed the report.

The Chair of the Board, in attendance at the meeting, felt that the national average was not good enough for the College and that the College needed to be outstanding.

MINUTE
No

ACTION

The Principal thanked the Chair for his very strong and positive message. She said the College didn't only use the national averages as a guide, but also used other measures such as "value added". Members discussed the use of a national average score that did not compare like for like. The Principal gave a full explanation of the value added outcome and the seven areas in the QIP plan. David Knowles-Leak asked for destinations data, as very useful and the Principal confirmed this would come to the Board within the Self Assessment Report.

Clerk

It was also agreed to have a focus on destination data at the next meeting.

The Chair of the Committee also asked for a single agenda item on value added at the next meeting.

Clerk

The report was noted.

b) Enrolment, Funding and Growth 2016/17

This item was presented by the Director of Curriculum & Head of Langley Campus. Members were asked to note the analysis of enrolment figures to date for 2016/17. The Director advised Members that the 16-18 headcount accounted for much of the College's income and therefore largely determined the level of income earned in-year and in future years to come. He said in order to meet targeted income in the Financial Forecast, December headcount target for 2016/17 was 2,270 and this would represent a growth of 50 compared to 2015/16.

The EFA maths and English conditionality funding for 16-18 classroom based learners needed to be met. Learners with GCSE maths and English grade D-F have an entitlement to work towards GCSE A*-C.

Learners without either of the above grades would undertake Entry Level 3 / Level 1 Functional Skills and a bridging programme to GCSE.

The Director said 16-18 year-old enrolment was currently below the target of 2,270. He said early withdrawals meant that this figure could decrease before the important census date of December 2016. He advised Members that more course starts were planned for October and January and Managers would closely monitor figures over the coming weeks. He said at this stage there was a high risk that the target may not be achieved.

Members noted the report presented summary performance for EFA and SFA funded enrolments, as at the 21 October 2016. FE 16-18 learner headcount was 2,190 at the time of reporting and noted as 80 below that required in December to meet the financial forecast.

19+ classroom and workplace learning enrolments stood at 1,977.

Advanced Learner Loan enrolments were 138, with an additional 19 learners currently enrolled and waiting for their loan to be approved. He said this currently represented an income of £431,000. However, he said there was a high risk that the income budget of £500,000 may not be achieved.

16-18 Apprenticeship numbers were 232, with more learners to upload onto the system, which represented a position similar to that at this time in the last academic year.

19+ Apprenticeship enrolments currently being uploaded on the system was 229, and this was noted in a reduction in enrolments in the same data for the previous year. He said there were more learners waiting to be uploaded onto the system, which would take it to 275.

Members discussed the report and the need to continue to monitor the enrolment figures.

MINUTE**No****ACTION**

The report was noted.

c) Underperforming Courses 2015/16

This item was presented by the Principal. Members were asked to receive a provisional list of 2015/16 underperforming courses. The Principal said that at the start of the year, 101 courses had been identified as having underperformed in 2015/16 and 31 courses/learning aims were removed from the portfolio.

The Principal said at the time of reporting, all courses were on track to improve above College expectation and/or above the national average.

Members noted the table of courses and their current status.

d) Teaching & Learning Performance Update

This item was presented by the Director of HE, Quality & Partnerships. Members were advised that following the decision in 2015/16 to move to a non-graded formal lesson observations scheme, the standard of teaching, learning and assessment in the College had remained Good. The Director said that, at the time of reporting, there were 94.9% of lessons identified as good or better and only 5.1% as requires improvement. There were no courses identified as inadequate.

Members noted the report.

e) Annual Report of Complaints 2015/16

This item was presented by the Principal. Members were asked to note the report with the summary analysis of complaints, compared with previous years.

The report was noted.

8. Monitoring of the Management of Learners' Life Cycle/Journey 2015/6

a) Learner Satisfaction Update

This item was presented by the Director of HE, Quality & Partnerships. Members were asked to receive the report summarising the results of the learner satisfaction survey 2015/16. The key overall results showed that 899 learners had completed the online questionnaire. This represented an 82% response rate. 94% had said teaching on their course was good, 95% felt the College gave them a good chance to learn, 94% felt the College was a safe place to learn, 92% felt enabled and empowered to use technical and online resources and 94% knew what they were doing and how to improve. It was noted these key overall results were in general an improvement on the learner satisfaction surveys from last year.

Members were pleased to note the report.

b) Safeguarding Update

This item was presented by the Director of Learner Services & Communications. Members were asked to note the report. The Safeguarding Update was for the period September 2015 - July 2016 and reported on safeguarding and promoting welfare practices and how the related duties were discharged during 2015/16.

The report was noted.

c) Managing Behaviour 2015/16

This item was presented by the Principal. Members were asked to note the report on managing behaviour for the last academic year.

The report was noted.

MINUTE

No

9.

Equality & Diversity

a) Minutes of the Diversity & Equality Steering Group Meeting of 28 June 2016

Members had received the minutes of the meeting of 28 June 2016.

The minutes were noted.

10.

Curriculum Strategy & Plan

a) 2015/16 Strategic Plans Summative Report & 2016/17 Strategic Plans

This item was presented by the Principal. Members were asked to note the report on the 2015/16 Strategic Tools and 2016/17 Strategic Tools, in the attached appendices. The Principal said the appendices were final versions of the plans from 2015/16 and included plans for the current year. The Principal said the plans were structured to be clear and simple to aid high level Governor scrutiny and monitoring.

Members were pleased to note the report.

11.

Committee Self Assessment

This item was presented by the Clerk. Members were asked to consider the Corporation performance indicators and comment on the extent to which the Committee contributed to them and recommend these to the Board. This was done and the terms of reference were agreed as they were for now, accepting there may be changes shortly in the merger process.

All Members were agreed.

12.

Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting recording where they felt they had added value and made appropriate challenge.

13.

Dates and Times of Future Meetings

Scheduled for 9.30 am on Friday, 3 February 2017

Scheduled for 9.30 am on Friday, 21 April 2017

14.

Any Urgent Business

David Knowles-Leak made a proposal for a Student Ambassador and suggested we used ex-students to come back as ambassadors for the College.

The meeting ended at 11.10am.

ACTION

**Refer to
Corporation**

Chair

Date