



BOARD OF GOVERNORS QUALITY & CURRICULUM COMMITTEE

MINUTES OF A MEETING OF THE QUALITY & CURRICULUM COMMITTEE HELD AT LANGLEY COLLEGE ON WEDNESDAY 19 SEPTEMBER 2018

		<u>Meeting Attendance</u>
PRESENT:	Angela Wellings (Chair)	(1 out of 1)
	Kate Webb	(1 out of 1)
	Tina Coates	(1 out of 1)
	David Knowles-Leak	(1 out of 1)
	Gurpreet Nizzar	(1 out of 1)
	Jo Classick	(1 out of 1)
	Amber Ollington	(1 out of 1)
	Luke Withers	(1 out of 1)
	Alison Wheatley (co-opted Member)	(1 out of 1)
IN ATTENDANCE:	Rowan Cookson (Principal)	
	Richard Kirkham (Assistant Principal Further Education (APFE))	
	Amanda Down (Assistant Principal Sixth Form (APSF))	
CLERK:	Lynn Payne	(1 out of 1)

PART I

<u>MINUTE No</u>		<u>ACTION</u>
	The meeting started at 6pm.	
1.	<u>Apologies for Absence</u> Apologies were received from Daljit Bains and Anthony Haines.	
2.	<u>Declarations of Interest</u> No Member declared a conflict of interest with the agenda.	
3.	<u>Election of Committee Chair & Vice Chair for 2018/19</u> Members unanimously agreed to appoint Angela Wellings as Chair and Tina Coates as Vice Chair of the Committee for the next academic year. Both Angela and Tina agreed to take on the roles respectively.	
4.	<u>Minutes of the Previous Meeting Held on 27 April 2018</u> The Minutes of the previous meeting held on 27 April 2018, having been previously sent to members, were agreed as a true record and signed by the Chair. All Members were agreed.	
5.	<u>Matters Arising from the Previous Meeting Held on 27 April 2018</u> The Group Principal referred to the matter arising where it was agreed that the marketing team would look at how to potentially provide acknowledgement for those employers who took the College Work Experience students. She confirmed the Marketing Strategy would be going to the board next month and it would appear in the marketing Plan that would then be implemented. There were no other matters arising. The report was noted.	

Annual Observation Report

This item was presented by the Principal. Members were updated on the College's Lesson Observation process. The Principal confirmed Lesson Observations had been carried out in line with the new Lesson Observation Policy for 2017/18. 294 Lesson Observations covered all aspects of TWFCG provision. It was noted that overall, 81% of the observations were good or better and 19% required improvement. In considering the three Colleges individually, Langley College had 74% as good or better, Strode's College 94% as good or better and Windsor College 82% as good or better. The Principal said the Lesson Observation report identified by curriculum area the lesson observation profile and compared it to the previous year. 84 peer observations were carried out and recorded and 280 manager led Learning Walks were completed and recorded. The Chair said she liked the format of the report, so that different issues could be seen at a glance. Members asked questions on how good outcomes could be replicated to ensure all three Colleges were up to 94% or more for good or better on Lesson Observations. The Principal advised Members that the nature of the provision was key and English and maths were one of the main reasons for the differences in the Lesson Observation outcomes. There was a lengthy discussion about the delivery and outcomes in English and maths across the three Colleges. It was noted Lesson Observations took place one week in every month now, which enabled a better ongoing picture of outcomes.

The report was noted.

7.

English & Maths Strategy

This item was presented by the Principal. Members were advised of the early emerging results across the College in relation to the progress of the English & Maths Strategy, but that the final position would not be known until October or November. The emerging summary across the College Group showed:

1. Results from each of the Colleges and how it places TWFCG against national benchmarks for both 16-19 and 19+ age groups.
2. English and maths performance across the College was comfortably above the very low national averages. Although the performance mirrored the national picture with very good achievement in 6th form areas and poorer achievement in vocational areas.
3. English and maths achievement on GCSE retake for vocational students remained low.
4. GCSE English 16-18 at Strode's was significantly above national benchmark by 36%.
5. Actions carried out during the year and progress being made at each College has been reviewed and has formed the basis of the 2018/19 action plan.
6. Final results will not be available until October.

Members noted the English & Maths Strategy and the action plan for 2018/19. The Principal went through the issues relating to attendance and how this had affected the English & maths outcomes, although progress has been made, it had not had a sufficient impact.

The APFE went through the system of blocking students' cards when students did not attend for a number of sessions. He explained the process when an entry card was blocked and that it resulted in an immediate 1-2-1 for the student to ensure they got back on track as quickly as possible. He also explained how extra classes, including twilight sessions, were helping students who missed sessions, stay on track. The APFE went through how maths and English were now being targeted as a priority with strong measures in place to promote these subjects together with a new culture shift, and with two new heads of department. It was hoped all these measures would improve the outcomes in English and maths.

The Staff Governor said there had been an emphasis at enrolment to stress to students that maths and English was a part of their programme, not an option.

The report was noted.

MINUTE**No**

8.

Exam Results

This item was presented by the Principal. Members were informed of the early emerging results across the College and asked to scrutinise and challenge managers in the student performance for 2017/18. Members were reminded that the results may still shift as more results were received, and to include students enrolled on retakes. The emerging summary across the College Group showed:

1. An improving picture of achievement across many programme areas and a very high performance at Level 3 BTEC in many areas for both achievement and attainment.
2. A Level achievement across most programme areas improved.
3. English and maths performance across the College was comfortably above the low national averages.
4. ESOL achievement is improving and good.
5. Access achievement has improved significantly.
6. Apprenticeship achievement continues to improve and is well above the national averages at 77% timely.
7. The provision of Work Experience has improved and is good.
8. High Grades and Value Added for A Levels has not improved overall.
9. High Grades and Value Added across the Group will need to continue to improve.
10. English and maths achievement on GCSE retakes for vocational students remains low.

The Principal went through the headline targets for each College, but reminded Members that in the SAR the report would be for the College Group as a whole. There was a detailed, interactive discussion between Members and the Principal and APFE on the outcomes in relation to the various Colleges.

The report was noted.

9. **Evaluation of Meeting**

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

10. **Dates and Times of Future Meetings**

Dates and times of future meetings were noted as:

Scheduled for 6.00pm at Langley College on: Wednesday 7 November 2018
Wednesday 20 March 2019
Wednesday 19 June 2019

11. **Any Urgent Business**

There were no items of other business raised.

ACTION

The meeting ended at 7.25pm.