

CURRICULUM AND QUALITY COMMITTEE

Minutes of the meeting held at 2.00pm on 7 March 2014

Present:	M Symonds (Chair) J Finn	A Gordon-Stables C Styles	K Golding
In Attendance:	R Carter, Chairman B Unwin, Quality	L Johnson, VP C&Q N Savvas, Principal	B Beaton, HE J Bridges, Clerk

Members confirmed that they had no conflicts of interest to declare in relation to the items of this agenda.

Action

- 1 **Apologies for absence**
Apologies for absence were received from W Burrlock.

- 2 **Minutes of the meeting held on:**
6 December 2013
The minutes of the meeting were agreed as a correct record. **Proposed** by A Gordon-Stables and **seconded** by J Finn.

31 January 2014
The minutes of the meeting were agreed as a correct record. **Proposed** by J Finn and **seconded** by A Gordon-Stables.

- 3 **Matters Arising**
From the meetings held on 6 December 2013 and 31 January 2014
The matters arising from the meeting were summarised in the report and all actions reported has either been resolved or, where appropriate an update had been provided on progress elsewhere on the agenda.

- 4 **Self-Assessment Report 2012/13**
The 13 December 2013 meeting of the Corporation approved that the draft version be uploaded to the Provider Gateway at the end of December 2013 and since then further scrutiny of the document has been carried out at the additional meeting of this Committee on 31 January 2014 to which all members were invited. Further to that meeting the agreed amendments were made and the document circulated again for further comment. These have been incorporated and the document independently proofread for consistency of approach and to ensure that it is grammatically correct. The staff involved in the production of the College Self-Assessment report 2012/13 were congratulated on the final version now received. The new format is impressive, the hard work involved and polishing of the final version enabled members to agree that the College's Self-Assessment Report 2012/13 be recommended to the Corporation for approval at the 21 March 2014 meeting. **Proposed** by A Gordon-Stables and **seconded** by J Finn. MSymonds

- 5 **Quality Improvement Plan 2013/14**
The same process of scrutiny and challenge has taken place with the Quality Improvement Plan 2013/14 as with the Self-Assessment Report 2012/13. Members therefore were assured that the Quality Improvement Plan 2013/14 could be recommended to the Corporation for approval at the 21 March 2014 meeting. **Proposed** by A Gordon-Stables and **seconded** by J Finn. MSymonds

- 6 **Support for Students – Presentation**
The Vice Principal, Curriculum and Quality delivered a presentation to the Committee to explain the realignment of responsibilities with regard to support

for students. Colin Shaw has been placed in charge of this newly created faculty, enabling him to co-ordinate the 'wrap around support' for individuals which encompasses all aspects of pastoral care, personal development and wider skills development.

He has already developed and implemented a 'Positive Intervention Programme'. Where students require support with social issues, they are removed from their class, and targeted to improve their behaviour through a day release programme that enables the young person to understand more about themselves and their reactions to stressful situations.

Coupled with these social needs are the additional learning needs of students and this provision is now being co-ordinated by Calvin Marshal. His role is to ensure that College funds for Additional Learning Support go as far, and benefit as many students as possible.

Improved achievement, retention, student, parent and employer satisfaction rates will be the positive indicators as to the success of this model and these will be reported back to the Committee over the forthcoming months/year. Colin Shaw and Calvin Marshall will be invited to attend the meeting of the Committee in June 2014 to present the progress made.

JBridges

7 Key Performance Indicators

Attendance

Attendance overall is below target and individual courses are being closely monitored with barriers to attendance being addressed with students. The College target is 95%. At the time of reporting, the attendance rate is 89%. By increasing the College target to 95% earlier intervention has been triggered for students whose attendance is poor or has fallen.

Retention (Classroom Based Learning)

Overall retention is 96% (National Rate is 88%) and continues to be closely monitored. Retention of 19+ in Hairdressing and Beauty Therapy and Access to HE has caused concern and those who were not retained were contacted to establish the reason(s) why they left. As a result IAG in these areas is being reviewed. Students said that they were unaware of the time commitment required to complete the course or that family issues or changes in their life had led them to decide not to continue with their studies. Analysis of retention of 16-18 students has revealed that a small number leave from part time courses but the majority leave in year one of a two year course. Forensic Science Level 3 (flagged as 'At Risk') is a course where a high number of students left. There are no other trends in particular courses where students have not been retained.

Apprenticeship Success Rates

Apprenticeship Success Rates at Level 2 have declined but they are improving at Level 3. Best case success rates indicate that rates should increase. Success rates are currently low due to students leaving before completing their apprenticeship frameworks or before their planned end dates.

8 HE Retention

The report shows an upward trend in retention rates across HNC/Certificate, Foundation Degree and Degree level courses. The recruitment of a support tutor for HE is a valuable addition to the HE team and for the HE students. 'At Risk' analysis and meetings has further helped to improve retention.

The second table in the report shows the attrition position as at January 2014. At the time of reporting there were 9.5FTE students who had left their course (2% attrition). This has since increased to 13 FTE students (2.3% attrition). The attrition rate at the same time the previous year was 3%.

9 Early Withdrawals

As a new development, the College has contacted the students who either did not start at the College or who left within the first six weeks to establish their destination. These were split into two groups; 16-18 and 19+. It was decided that the College would contact all early leavers regardless of age. In total 407 students were identified for the survey (243 were 16-18s and 164 were 19+) and 295 students responded.

Of the 295 respondents, 230 (78%) confirmed that they were in a positive education or employment destination. In future the survey will be conducted so that the data can be split further by age in order to identify any trends in the destinations of young people and whether there are patterns in the choices that they make.

10 Observations

The report shows a good or better profile of teaching and learning at 84% (126 observations of one observation per person) and 90 more observations are scheduled to happen before Easter. Improvement is already evident from re-observations of the grade 4 and 3 staff where support and development has helped grades to improve from 4 to 3 and grade 3s to 2s. This has been achieved by introducing developmental observations that help staff improve before the formal observations take place.

11 At Risk Courses

The paper highlighted the courses identified as 'At Risk'. This has been Red, Amber, Green (RAG) rated. Currently there are 31 courses categorised as 'At Risk' (10 rated red, 16 amber and 5 rated green).

A detailed action plan (for each course) has been compiled, as issues are identified and addressed. Actions arising may include targeted CPD for staff, timetable changes, use of scaffolded assessments, improved directed study experience for assignment completion and a range of support initiatives for students. The process has evolved from the process used last year and this now needs to be embedded and become part and parcel of good practice across the College.

12 Faculty Link Governor Activities

Two members made an unannounced visit to the Milburn Centre. Staff said that they were impressed that Senior Management has visited more regularly and that their views and comments had been heeded. In response to comments made from staff a member of the Finance Team and a member of staff from the Human Resources department are now based regularly at the centre to support staff with finance and HR related queries and issues. This response and resource has been met positively by staff at the centre.

M Symonds has met with the ELLT team and has further meetings planned.

Student Governor, C Styles, has attended student council and representative meetings. In the Brick and Plastering workshop the dust extraction issue raised by students at the Milburn Centre has been fully investigated. The pan mixers will be relocated externally to the workshop to help reduce the level of dust in the

practical areas. Springboard students have also asked the Council for their help with ideas of how to raise the awareness of Autism. The Council has contacted British Sugar and the Debenhams department store in the town centre to see if they would be prepared to 'light their buildings blue' for Autism Awareness Week on 2 April 2014.

Members discussed how the profile of governors could be raised across the College and felt that there was a need to celebrate and communicate how governors' are engaged in the life of the College and how this benefits the students. The new Public Relations Manager will be asked for ideas as to how this can be achieved and the Principal, M Symonds, J Finn and the Clerk will meet next week to progress this further.

JBridges

13 Committee Meeting Times

The Clerk will arrange for meetings to continue to be held on Fridays but to commence at a slighter later time of 3.00pm. It was agreed that a mid-meeting break is not required.

14 Any other business

None.

Date of next meeting

Friday 27 June at 3.00pm. Room TG1.16

The meeting closed at 4.20pm