

**CURRICULUM AND QUALITY COMMITTEE**

**Minutes of the meeting held at 2.00pm on 11 October 2013**

<b>Present:</b>	M Symonds (Chair) R Harvey	A Gordon-Stables J Finn	K Golding W Burrlock
<b>In Attendance:</b>	R Carter, Chairman B Beaton, HoF	N Savvas, Principal B Unwin, Quality	L Johnson, VP C&Q J Bridges, Clerk

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

**Action**

- 1 **Election of Chairman**  
M Symonds was nominated as Chairman of the Committee for 2013/14. The nomination was proposed by J Finn and seconded by A Gordon-Stables.  
  
J Finn is taking on a new governor role to co-ordinate and improve student engagement.
- 2 **Apologies for absence**  
There were no apologies for absence.
- 3 **Minutes of the meeting held on 28 June 2013**  
The minutes of the meeting were confirmed as a correct record subject to changing the word 'lead' to 'led' at the bottom of page 2. JBridges
- 4 **Matters Arising**  
The matters arising from the meeting were summarised in the report and all actions reported had either been resolved or, where appropriate, an update had been provided on progress elsewhere on the agenda.
- 5 **Committee Terms of Reference Review**  
Each Committee of the Corporation will be asked to consider including a clause to their Terms of Reference to appoint a Vice Chairman. The clause will be included but the Committee concluded that the role of a Vice Chairman for this Committee is not required at present.  
  
The first bulleted point will be amended to read 'to contribute to the continuing strategic development of curriculum and quality'. The second bulleted point will be amended to read 'to monitor curriculum and quality performance against targets and benchmarks'. The third bulleted point will be amended to read 'monitor student progression and destinations'. Subject to these amendments the Committee approved the Terms of Reference. JBridges  
  
The Committee asked that each paper identifies the impact on the strategic impact and the student experience and will put forward a recommendation to the Corporation to this effect. MSymonds  
  
The senior management team will complete a 'Boston Matrix' of student numbers against success rates to identify the courses 'at risk'. The results will be shared with the Committee at the meeting to be held in December 2013.
- 6 **Success Rates**
  - i. **Outturn for 2012/13**  
College data has been sliced into Subject Sector Areas (SSAs). The report detailed three year success rate trends against the current National Rate and a RAG rated system with up and down arrows to identify trend movement.

Business and Administration courses have performed inadequately with success of 64% against a National Rate of 78%. Success rates on long courses made it to national average at each level and level 3 success rates are on the rise.

Functional Skills results have improved in both 16-18 and 19+ age groups, except for level 1 19+ caused by low success on adult literacy and numeracy.

Timely success for apprentices has improved for 16-18 years olds although success rates for adults aged 25+ have decreased with Health and Social Care having particularly low success. Functional Skills non-achievement is the primary reason for non-completion of the framework. This will be addressed by moving the Functional Skills elements to the start of the programme so that Maths and English are attained first before the NVQ qualification can be achieved.

ii. ***Outturn for 2012/13 by Protected Characteristics***

The percentage of students not declaring whether they have a learning difficulty, disability or health issue has decreased, but not sufficiently. Enrolment and application processes will be looked at to ensure that a student can understand what information is needed to be disclosed and that systems are easy to use.

The red element of the key in the paper will be amended to read 'more than 3% below NR' and the data will be further analysed by the Equality and Diversity Board.

LJohnson

7 **Enrolments 2013/14**

The paper provided members with a summary of enrolments for 2013/14 by curriculum area. Future reports will show the variances by percentage and will also detail the progression from yr1 to yr2 and yr2 to yr3. The data in its current format does not tell the story of the mix and make up of where students come from; i.e. are they students who have progressed or new students?, has recruitment to a school increased because of a marketing campaign to attract students to a particular course? More data will be provided.

LJohnson.

8 **PD Action Plan linked to outcomes of 2012/13 Health Check**

The Health Check reports from 2012/13 raised action plans for each area scrutinised within the curriculum and the College. These have been collated into one action plan and this was made available to members via a link in the paper.

The findings of the observations of teaching, learning and assessment are being analysed at individual, school and whole College levels. Staff are being supported through the process.

The Principal has been meeting with teams of staff and intends to meet with everyone before Christmas. A staff survey has been carried out to gather the perceptions of staff about how the College operates and how it can improve. The senior management team is currently looking through the results of the survey and this will be shared with governors once completed.

The observation policy is being reviewed so that observations of teaching staff are no longer conducted by the line manager. Grades and areas of improvements therefore will be far more objective and the process a more constructive developmental tool than before.

9 **Observation of Teaching and Learning 2013/14**

External validation of the observation decisions made by the observation team will be held across weeks commencing 7 and 14 October 2013. The aim is to

ensure that the team is still observing to the 2012 Common Inspection Framework. Feedback from Tribal Associates has been positive and early indications are that good judgements are being made by the observation team.

**10 National Student Survey Results (NSS)**

The National Student Survey (NSS) results were published in August. Of the 272 final year students 210 (top up) students were eligible to complete the survey. A total of 137 students took up the opportunity with UCS BSE overall satisfaction resulting at 82% (below national average of 86%).

Course leaders have been tasked with improving aspects that are below benchmark. Members were particularly concerned that scores were low in the school of Business and Service Industries. Overall teaching quality appears to be very high but assessment and feedback are less positive. The results will be analysed further and comparisons drawn with the higher performing partner Colleges.

**11 SAR Process 2013/14**

The current self-assessment process is out of synchronisation with the sector. Most colleges operate using the Subject and Sector Area categories (SSAs) as identified by Ofsted. It is proposed that in future the self-assessment reports will be written in June in order that the College report can be finalised in September and presented to the Committee at the October meeting. The final College Self-Assessment Report will be uploaded to the Provider Gateway in December.

For this year members of the Committee will attend the SSA SAR meetings in November where their contribution will add value and not necessarily the areas where they hold a faculty link.

**12 College Quality Improvement Plan 2012/13 Update**

The Quality Improvement Plan for 2013/14 has been written based on the Common Inspection Framework (CIF) and where the areas are for improvement. This will be shared with the Committee at the December 2013 meeting.

LJohnson

**13 Destinations Update**

The destinations data is currently being statistically analysed and will be circulated to members ahead of the meeting to be held in December 2013.

BUnwin

**14 At Risk Courses 2012/13 and 2013/14**

Courses graded as 'inadequate' (grade 4) or 'requires improvement' (grade 3) in the course self-assessment process are classified as 'At Risk'. During 2012/13 there were 11 courses considered 'At Risk'. Out of the 11 courses, 7 improved and are above national average and 3 out of the remaining 4 courses (Travel and Tourism Level 2, Business Level 3 and Light Vehicle Maintenance and Repair Level 3) are still below national average. The final course (AAT) is equal to national average, with some students to sit retakes. It was noted that the national average is of success rates and not achievement.

The College will work to the expectation of 100% achievement in future. There should be no reason why any student retained on a course should not achieve. The real issue(s) behind failure of these courses is to be established with the staff.

The research undertaken with students of the Business Level 3 course was inconclusive. The school had a number of staff vacancies in the year and it is expected that the new team in place will achieve the improvements needed.

**15 Faculty Link Governor Activities**

Members' activities included visiting the Milburn Centre to look at the maintenance work completed over the summer and also at the main campus in Mechatronics. A number of members attended the recent student representatives meeting in College and some will also partake in the forthcoming Dragons' Den event during Enterprise week. M Symonds has spent time looking into STEMNet on twitter and a Moodle MOOC (Massive Open Online Course).

**16 Governors' Conference Agenda Items**

The Committee will consider items for the Conference after the Corporation meeting to be held on 18 October 2013.

**17 Any other business**

It was noted that large numbers of students leave the College mid-afternoon. Timetable inefficiencies have caused this to happen. A centralised timetabling system will be put in place to reduce this potential problem.

At a recent Trade Show a member was notified of a competitor training school opening in the Thetford area. The Principal and Vice Principal, Business and Community are aware and they are consulting with the company in question.

It was reported at the student representative's meeting that computer equipment in some classrooms can be limited and that Janet internet filtering has been set too high. This is being investigated by the Quality Co-ordinator.

BUnwin

**Date of next meeting**

Friday 6 December 2013 at 2.00pm. Room TG1.16.

The meeting closed at 5.00pm