

Minutes of the Curriculum and Quality Committee held on 12 February 2009

Present: Mrs Lynne Kent
Mr C Jones
Mrs J McAllister – Principal

Apologies: Dr G Upadhyaya, Mrs M Damant

In attendance: Mr Steve Hooton – Assistant Principal (Learners and Learning)
Mrs S Jones - Assistant Principal (Quality & Operations)
Mr J Stott – Clerk

Meeting started: 17.43

Meeting finished: 20.00

01/09 Disclosure of financial and/or personal interest

There was no disclosure of financial and/or personal interest.

02/09 To agree the Agenda and order of business as circulated

The agenda and order of business were agreed.

03/09 To approve the minutes of the meeting held on 9 December 2008

The minutes of the meeting were agreed as a true record.

04/09 Matters arising

- (a) 29/08 (d) The Principal introduced the item and explained the report was based on the final data for **2007/08** on attendance and withdrawal monitoring. She took members through the report highlighting:

- Attendance
 - Major programmes: The overall attendance for 41 programmes was 81% with five courses achieving over 90% attendance.
 - Part-time programmes: The overall attendance for the 380 part-time courses was 82% with 103 achieving over 90% attendance.

The Principal reported that the College was working hard on improving areas of poor attendance.

- Withdrawals
 - The Principal referred members to the figure of 38 students on major programmes who withdrew due to gaining employment. Further investigation would take place regarding the 17 students who withdrew due to an inappropriate course.

- The report was received.
- (b) 29/08 (e) The Principal informed the meeting that she was pleased to report the College had achieved the 'Training Quality Standard' Kite mark. She reported that the Assessor had been delighted with the Employer satisfaction rate.

05/09 Training Item: To receive a Presentation on 'Framework for Excellence'

The Principal introduced Sheila Jones Assistant Principal (Quality & Operations).

She took members through a handout on Framework for Excellence, which covered:

- the range of indicators ie, Responsiveness (to employers and learners), Effectiveness (Quality of outcomes and provision) and Finance (Financial health, Financial Management and Control and Use of resources)
- how the scores are derived
- the College's anticipated scores:
 - Responsiveness to employers = outstanding
 - Responsiveness to learners = to be advised
 - Effectiveness: Quality of outcomes = satisfactory
 - Effectiveness: Quality of provision = good
 - Financial health = good
 - Financial control = outstanding
 - Use of resources = good

She reported that the LSC had decided to reduce the number of scores that they were originally going to publish and would be writing to Colleges in the Spring with the arrangements for the dissemination of the Framework scores and grades for 2008/09.

The Chair thanked the Assistant Principal for her detailed and informative presentation.

06/09 To undertake the annual review of the Equality and Diversity Policy and Action Plan

The Principal introduced the item and explained that the Policy had been updated in both March 2007 and March 2008. She proposed that Section 1 of the Policy remained the same.

The meeting looked at Section 2, the College's Policy for promoting Race Equality and arrangements for meeting the College's statutory duties under the Race Relations (Amendment) Act 2000.

Following a discussion it was agreed to reword

B) as follows:

'The obligations this general duty places on staff, students, **the corporation**, contractors and **partners** will be....'

C) as follows:

Thus both the Human Resources and the Curriculum and Quality Committees will receive annual reports and the results of annual monitoring (including Equality & Diversity Impact Measures (EDIM's)) will be published.

Members proposed, with the above changes, the 2009 update of the Equality and Diversity Policy

07/09

To consider the second Annual Progress Report on the Disability Equality Scheme Action Plan

The Principal introduced the item and explained the background to the Disability Equality Scheme. She introduced Steve Hooton Assistant Principal (Learners and Learning) who took members through the second annual progress report as outlined below.

2) He explained that a range of mobile devices (laptops and tablet PC's) and software trialled with LDD students and staff.

6.2) The first half term had included cross college Personal & Social Development (PSD) linked to "an understanding" of Equality and Diversity.

6.3) He reported on a successful bid for £175k from the Learning Difficulties and Disabilities (LDD) Pathfinder Project. This had resulted in a Learner Entitlement booklet and DVD on the experience of deaf learners. He also reported this project was raising the College's profile with Bradford Council and giving the LDD Students a 'voice'.

9) He tabled some comparative data on disability from the SAR for the 05/06, 06/07 and 07/08 academic years. He took members through the data highlighting the following success rates:

- Level 1: an upward trend
- Level 2: maintaining performance
- Level 3: the outcome is well below the non-disabled students in College and the national benchmark.

A discussion on the Level 3 results took place. It was reported that generally achievement was good but retention, in some areas, was poor.

The Assistant Principal reported that he considered the College was making good progress with analysing diversity data in detail but that there is still more to do.

16) He reported that a lot more work also needed to be done on Impact Assessments.

The Principal reported that, with the exception of Impact Assessments, the College had made good progress.

Members received the report.

08/09 To consider the Action Plan arising from the College Self assessment Report 2007/08

The Principal introduced the 'Actions to address Weakness' highlighting the following:

- To improve retention
She gave an overview of the objectives. She explained that a great deal of effort was put in to improving retention but the issue is also related to the College's Mission as an open access institution. The Principal informed the meeting that the Student Governor had said that she felt the College should make it more clear in publicity the amount of work needed to achieve the qualification and maybe this should be looked at.
- To improve low success rates on some Work Based Learning Courses
She explained that a review of the admissions procedures to identify any inconsistencies across courses/sectors would take place.
- Need for better student facilities in the Salt Building and to improve sports facilities
The Principal reported that these two weaknesses were to be addressed as part of the Capital Project.

The report was received.

09/09 To consider Performance Indicator results for 2006-07 and targets for 2007-08

The Principal reminded the meeting that the agreed principles were as in previous years, namely:

- if performance is very high, to maintain the level
- if performance is in line with the national average, to aim to increase by 2%.

- if performance is below the national average to aim to increase the level to the national average.

She referred members to the 16-18 Level 3 success rate. She highlighted for Members that the Committee and the Corporation had set the target to be in line with the national average, ie at 73% yet the actual for 2007/08 was only 66%. A discussion took place as to whether or not the target should be set at the national average.

The Principal went on to ask the Committee to consider targets for Levels 1 and 2. She reported that, for the 16-18 age range, the success rates for both Level 1 and Level 2 had exceeded the target and the national average. She pointed out that, particularly at Level 1, performance had significantly exceeded the target. Compared to a target of 74%, a Level 1 success rate of 81% had been achieved. The Committee considered that the 08/09 proposed target of 75% should be revisited to reflect the actual of 81% rather than be based on an increase on the 3 year average of 73%. The proposed Level 2 target of 70% was also considered too low. Again, rather than, as in recent years, basing the target on the College's 3 year average, it was felt that the target should now reflect the increased performance in 07/08.

The Principal then referred members to the 19+ figures. The Level 3 success rate, at 64%, was below both the national average of 68% and the target. She explained that a significant factor in this was that the Level 3 Craft Courses were two year courses and, unfortunately, there had been a high drop out between Year 1 and Year 2 following an increase in fees. This had resulted in the poor retention of 71%.

Achievement of those retained had been 90%. At Levels 1 and 2 the 19+ success rates were just above targets and national averages. The Level 4 success rate was significantly above target and the national average. The Members' view was that the 08/09 target should be increased to take account of this.

A discussion followed and members:

- *agreed the proposed 19+ Levels 1,2 and 3 targets*
- *asked Management to revisit the Level 4 target*
- *asked Management to revisit the 16-18 Levels 1,2 and 3 targets, as agreed.*
- *agreed further investigation of the downward trend in retention for disabled students between 06/07 and 07/08 compared to the upward trend for other students.*

The report was received

10/09 Any other business

Dates of proposed meetings to December 2009

Tuesday 16 June at 6.30pm

Tuesday 8 December at 6.30pm