

Minutes of the Curriculum & Quality Committee

Date: 9 February 2010

Present: S Singh
N Chohan
M Damant

In attendance: S Jones
S Hooton
J Stott (Clerk)
S Butler (Minutes Secretary)

Apologies: C Jones

Meeting commenced: 18:30

Meeting closed: 19:15

41 /09 Disclosure of financial and/or personal interest

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

42/09 To agree agenda and order of business as circulated

The agenda and order of business were agreed.

43/09 To appoint:

a) Chair of the Committee

As Chris Jones had sent his apologies and the meeting was without full membership, it was decided to postpone this appointment until the next meeting.

Margaret Damant agreed to act as Chair for tonight's meeting.

b) Vice Chair of the Committee

It was agreed to re-visit this item at the next meeting in June.

44/09 To approve the minutes of the meeting held on 16 June 2009

A few errors were spotted on page 2 as follows:

- ❖ 33/09 - the first bullet point should read **retention** has improved
- ❖ 33/09 - the first paragraph after the bullet points, line 3, should read 'Although this **did seem** suitable

- ❖ 34/09 - the second bullet point, first sentence, should read 'to improve the application **of** ILT'

Subject to the above amendments being made, the minutes were accepted as a true record.

45/09 Matters arising

There were no matters arising.

46/09 To undertake the annual review of Equality and Diversity Policy and Practice

The Assistant Principal (Learners & Learning) presented this item, stating that we are at an important juncture, and we need to re-affirm and check out what we are currently doing.

Over many years, the College has demonstrated a high commitment to Equality & Diversity and this has been recognised by Ofsted. However, the bar has now been raised. Members were referred to the coloured bar charts starting on page 6 of the review paper which show data such as enrolment figures for full time and part time students and ethnicity ratios for under 19s for the period 07-09.

He reported there are some issues with the data structures and we need to look more at sectors and age groups, which would give us a richer view of data. We also need to look at the way in which the data is set out. More clarity is needed as to what are the best things to compare ourselves against. We currently look at level, age, and length of course, but we need to also look at other categories.

One member highlighted the fact that at point 7 of the report, it states success rates for 16-18 BME students are all above benchmark whereas rates for whites are poor. It was suggested that it would be useful in the next set of analysis to try to identify why the rates for whites are poor.

The report was received.

47/09 To review progress towards a Single Equality Scheme and Action Plan

The Assistant Principal (Learners & Learning) explained that a final draft of the Single Equality Scheme would be brought to the June meeting of this Committee with a version for approval going to the Corporation in July. He reminded Members that a draft had been sent to the Corporation Meeting in July 2009, but work is on-going on a new draft to be considered later in the year.

The report was received.

48/09 To consider Performance Indicator Results - Retention, Achievement and Success Rates - for 2008/09

The Principal took members through the report explaining that the data is generally at benchmark level but that L3 16-18 success rates is our 'Achilles Heel', though there is an improving picture for this year. It was suggested that we present this year's current retention figures to the next Corporation meeting.

The report was received.

49/09 The Quality Improvement Plan for 2009/10

The Assistant Principal (Quality & Operations) informed members that, following a recent consultation visit and much deliberation, the college had decided to grade itself overall at Grade 2.

On that basis, the Quality Improvement Plan shows a list of 3 main areas for improvement with a corresponding list of actions to address each one. We need to keep an eye on this data on a regular basis.

The 3 areas are:

1. *Improve success rates for Level 3 16 - 18*
One member stressed that it was getting the right people onto the right course that would help improve this area.
2. *Improve achievement on ESOL courses*
One problem area has been with ESOL examinations - a number of students had failed, but then passed on re-sits. The college appealed but was told it was too late.
3. *To ensure that data systems are more responsive.*
We need to keep a closer eye on individual learner plans and get better at recording more accurate data.

As the focus phrase for enrolment has become 'enrolment in a day' it was suggested to change the wording at 3.2 of the Quality Improvement Plan to say 'Pilot run for enrolment in a day'.

The Development Plan lists 9 objectives for development with, again, actions against each area.

- ❖ Nos. 1-5 focus on curriculum developments
- ❖ No. 6, Implementation of Impact Assessments to support E&D - we are making good progress on this
- ❖ No 7, Develop teaching and learning - the new Ofsted criteria is very stringent on teaching and learning and we need a focus on improving attendance which has been down as a weakness.

Incentives have been used, such as trips, to encourage better attendance and this has had mixed results.

- ❖ No. 8, to improve attendance on some courses - it's just a few courses which are letting us down.
- ❖ No 9, Review action planning across the organisation - we are now already part way through a course of management training.

The report was received

50/09 To consider for recommendation to the Corporation the revised Quality Strategy

The Assistant Principal (Quality & Operations) took Members through this document highlighting the main aims of the policy and what it will do. The previous version was very long but it has now been reviewed and presented in a more simple and straightforward way for consideration. Appendix 1 has been inserted to help illustrate the cycle more clearly.

A couple of changes were suggested as follows:

1.3 (page 1)

'Set, monitor and review challenging improvement targets for all areas of the College and, where possible, benchmark performance, **including against Equality & Diversity benchmarks.**'

1.5 (page 1)

'Continue to gather the **representative views** of students, customers and Stakeholder in order to inform improvements.'

2 Scope

'The Quality Policy its workplace providers, franchisees **and partners.**'

Everyone was happy with the changes and agreed it could now go before the Corporation.

The Equality & Diversity Impact Assessment form was handed out to Members and each of the questions and answers discussed.

Following the discussion Members agreed to recommend the revised Quality Policy (appended to the minutes) to the Corporation for approval

51/09 Any Other Business

There was no other business.

52/09 **Dates of proposed meetings to December 2010**

- ❖ Tuesday 29 June 2010 at 6.30 pm
- ❖ Tuesday 9 November 2010 at 6.30 pm