

Minutes of the Curriculum, Quality and Standards Committee meeting held in the Executive Boardroom, at 1730hrs on 24 January 2018.

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|---------------|---------------------------------------|--------------------------|----------------------------|
| Present | Peter Fraser (Vice-Chair) | Alison Grant | Jasmine Kelly-Gobuiwang |
| | Phil Smith | Allison Sunley | Jack Thubbron |
| | Paul Wingfield (Chair) | | |
| In Attendance | Ralph Devereux (Clerk) | Rachel Nichols (DPCQ) | Angela O'Reilly (DOQ) |
| | Sarah Young (DoL)(Item 17/17 only) | | |
| Apologies | Sarah Hobbs | | |

15/17 ELIGIBILITY, QUORUM AND DECLARATION OF INTERESTS

- a. The apology was accepted. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no declared interests.
- b. There was no urgent business requested.

16/17 STANDING ITEMS

- a. Minutes. The minutes of the meeting held on 1 November 2017 were confirmed for electronic signature (Delegated to the Clerk) **(Action 1)**.
- b. Outstanding Actions. Outstanding items were:
 - (i) the Search and Governance Committee had recommended Peter Fraser to the Corporation as the CQS Committee Vice-Chair, Peter accepted the post. **(Action 2)**;
 - (ii) re 03/17, validation partners were being reviewed including development of a business case for a relationship with the Open University, this would now be completed by the end of February; and
 - (iii) all other actions from the last meeting had been completed.
- c. Urgent Business. There was no urgent business requested.
 - a. **The information was received.**
 - b. **Action Register at 26/17.**

17/17 T LEVELS CAPACITY AND DELIVERY FUND (CDF) IMPLEMENTATION PLAN

T Levels would become effective Sep 2020, there would be 11 options delivered over 2-year study programmes (See Appx 1). An essential element of the provision would be high quality work placements and the ESFA had allocated funds (Capacity and Deliver Fund (CDF)) for preparatory work and establishment of links with employers based on 8 guiding principles; this element would be introduced in the next academic year at Levels 2&3 as 315hrs/45day operationally specific placements. As required, a 3-Year implementation plan had been submitted in November (Appx 2) and, after moderation, £184.5K had been provisionally allocated to fund 74 students during the next academic year, confirmation was expected in March; IT, Childcare and Construction would be the NCS delivery areas. The timeline for implementation had been identified and was agreed for the first placements in Autumn 2018.

The placements would be based on a 2-week introductory phase leading into 2 days a week thereafter. Challenges facing the process included travelling time, distance to the host employer, consequent travelling expenses and whether skills of 16-18 yo students would be valued by the host. After discussion it was agreed that there were likely areas that could attract potential hosts such as social media expertise, however there was some feeling that Year 2 students may be better equipped for entry into the working environment. The scheme was new and only in a pilot stage, it was necessary to publicise and inform employers and also it would be necessary for an in-college dedicated P6 administrator. There were broad guidelines for use of the CDF, but they would be closely monitored.

The information was received.

Sarah Young left the meeting.

18/17 STUDENT VOICE STRATEGY

Student engagement is integral and important to NCS including the essential need to engage and challenge learners to develop beyond their aspirations. Accordingly, a wide Student Voice Strategy had been determined, which unified elements of information into a single cohesive reference with clear Key Performance Indicators (KPI). One of the purposes was to widen student engagement opportunities, for example through focus groups. The document would be regularly updated to maintain appropriateness and required a bi-annual report to the Corporation and to the Student Council. Important elements of the process were Student Surveys and the timing of these was discussed, it was agreed as important that issues emerging from the process should be seen to prompt speedy action, effective as soon as possible. **(Action 3)** Information such as “You said – we did” should be disseminated widely and promptly after receipt, being as flexible and imaginative as possible. The document was welcomed and prompted further questions, for example how well did the general student body understand the Corporation’s function and remit? In the not too distant past a Governor would regularly attend Student Council meetings and it was agreed that re-introduction of that process should be considered, more regular visits by individual Members could widen awareness and raise the Corporation profile and perhaps consideration to the establishment of an “on-line – ask the governor” facility should be considered. **(Action 4)** Should the Student Council President be invited to meetings, or even co-opted onto the Board? **(Action 5)**

a. The information was received.

b. Action Register at 26/17.

19/17 APPRENTICESHIP GROWTH ACTION PLAN

The Apprenticeship Growth Strategy, approved in October 2016 led to and informed development of an Action Plan; regular updates of progress against this plan were presented by the Assistant Principal (Partnership and Skills) to both the F&R Committee and the Corporation. The rather confusing and continually changing national apprenticeships regulatory and organisation environment required a flexible and determined response, which was evident at NCS, evidenced by performance and detailed in the RAG rated Action Plan; sufficient resource had been allocated to the area. It was noted that the Customer Resource Management (CRM) database required further work to maximise usefulness, although it currently was of assistance in some instances. Local notable employers such as Thomas Cook and Larkfleet were currently directly involved in negotiations and it was agreed to circulate a progress report on both Employer Forums and CRM to all Committee members. **(Action 6)**

a. The information was received.

b. Action Register at 26/17.

20/17 KEY PERFORMANCE INDICATORS (KPI)

KPI had been developed jointly by the Corporation and SLT to inform the performance dashboard, the tabulated information at Appendix 1 was RAG rated, including comparisons with National Averages (NA) where appropriate; this was then studied and discussed. The majority of indicators were rated Green; the 2 Amber and one Red (Attendance) were explained, it was accepted that attendance was set against a challenging and aspirational 95% target and the current performance represented an improvement of +1.6% over the previous year.

The information was received.

21/17 CURRICULUM AREA REVIEWS (CAR)

CAR were designed to initiate live self-assessment and to facilitate rapid in-year improvement and is a biannual process. In the current year, 5 reviews had been conducted, 4 had been completed and moderated and the other was scheduled for completion this month. The reviews involved a comprehensive process over a wide range of incremental issues leading to the completed result, which informed each of the concerned Departmental rolling and live Quality Improvement Plans (QIP). The outcomes were discussed generally and continual improvement was evidenced over the last 3 years at Appx 1 and 2 which was welcomed and recorded as such.

The information was received.

22/17 QIP UPDATE

The QIP was a schedule of actions informed by the results of the annual Self-Assessment Report (SAR) which was no longer a mandatory requirement. However, the process was considered invaluable as a key management tool and was continued as such; the information was mirrored in individual departmental documents ensuring that all elements were working to common objectives. The information was tabulated, RAG rated and detailed progress, listed actions, allocated responsibility and detailed relevant information, the document was then discussed generally. Progress was particularly welcome with monitoring of student progress through use of the excellent Curriculum Area Review (CAR) process, which was available to all staff facilitating individual and peer group progress chasing, together with the improved Value Added (VA) strategy, which was working well and would be implemented in 2 courses as a pilot. **(Action 7)**

a. The information was received.

b. Action Register at 26/17.

23/17 DEPARTMENTAL PERFORMANCE

Monitoring of individual departmental, curricula and courses was a critical element in progressing cross college improvements, key measures included attendance, retention and progress against Minimum Area Grades (MAG). The tabulated review, at Appx 1, measured progress, listed actions and responsibility and detailed relevant information and was discussed generally. The dates on which the attendance information was gathered was specifically considered, since the numbers seemed at variance with the excellent retention data; it emerged that the numbers had been affected by the (Midweek) start of Christmas and it was agreed to change to calendars, so that terms would not finish in midweek. **(Action 8)** The Apprenticeship data was above the NA and that was welcomed.

a. The information was received.

b. Action Register at 26/17.

24/17 URGENT BUSINESS.

There had been no urgent business requested.

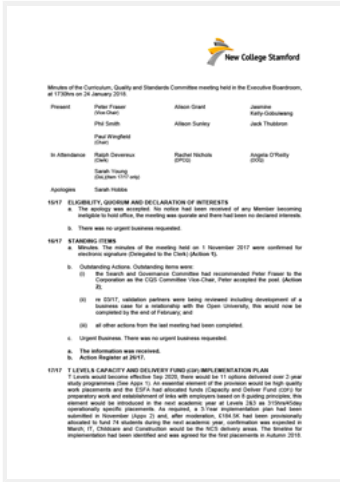
25/17 DATE OF NEXT MEETING

The next meeting will be at 1730 on 14 March 2018.

26/17 ACTION REGISTER

Refer to the indicated minute for full detail.

| Action | | resp | date |
|----------|---|-------|------|
| Action 1 | 16/17a. Previous minutes to be electronically signed. | Clerk | asap |
| Action 2 | 16/17b. PF appointed and accepted Vice Chairs post. | | |
| Action 3 | 18/17. Timing of student surveys to be optimised. | RN | |
| Action 4 | 18/17. Corporation profile to be raised with students. | | |
| Action 5 | 18/17. SC President more involvement with Corporation meetings? | | |
| Action 6 | 19/17. Progress on apprenticeship growth circulated to members. | | |
| Action 7 | 22/17. Improved VA strategy to pilot on 2 courses. | | |
| Action 8 | 23/17. Calendar and term dates to coincide with complete weeks. | | |







CQS Minutes 24.01.18

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