

CURRICULUM, QUALITY & STANDARDS COMMITTEE MEETING

Date	Wednesday 2 nd November 2016	Time 5.30pm	UNRESTRICTED FINAL
Venue	The Executive Boardroom, New College Stamford		
Chair	Paul Wingfield		

Membership: Alex Carty, Lauren Cleathero, Sarah Hobbs, Jordan Horsley, Emma Sheppard, Allison Sunley (Vice Chair) and Paul Wingfield.

In attendance: Janet Meenaghan (Principal), Rachel Nicholls (Vice-Principal, Curriculum & Quality ("VPCQ")), Angela O'Reilly (Director of Quality), Sarah Young (Director of Learning) (for item 9 only) and Sally Brook Shanahan (Clerk to the Corporation).

Apologies: Alison Grant. Alison Fox, Assistant Principal Partnerships & Skills, who is a regular attendee, had also given her apologies for absence.

Disclosure of Members Interests: There were no disclosures of interests beyond those already declared in the Register of Interests.

The Committee Chair welcomed Members to the meeting and invited all present to introduce themselves for the benefit of new Members and attendees.

The Principal delivered a pre-meeting presentation to Members about Value Added which will be the new key progress measure going forward. Members also received hand-outs that showed how the measures will work using Shadow Data together with a draft Value Added Report 2015/16 for the College using unamended data. Members noted the College has the opportunity to drill down and cleanse the data with the final Report expected to be available in January 2017.

Members observed that the methodology which had been borrowed from schools was disadvantageous to the FE sector and offers a partial picture because it only counts approved qualifications rather than the whole offer, and focuses on Level 3 qualifications and 16-18 learners. Further the fact that AS Level is bundled with A2 will have a detrimental impact on the College's Value Added scores. It was also noted that students from deprived postcodes tend to do worse under the Value Added measure and the FE sector has more of them.

Members were briefed on the intensive tracking of progress that will be formally recorded four times per annum via the Progress Tracking Sheet which they also received and upon which information about the student's progress towards their Minimum Achievable Grade will also be captured.

	Item	Actions
1.	Minutes of the Meeting of the Curriculum, Quality & Standards Committee held on 6th July 2016 The minutes of the meeting of the Curriculum, Quality & Standards Committee held on 6 th July 2016 were agreed as a true record and signed by the Chair.	
2.	Actions Table and Matters Arising from the Minutes of the Meeting held on 6th	



July 2016

The Actions Table was received and the following additional points were made:

From the Meeting held on 6th July 2016

Action No. 4– Minute 7 – Page 6 – Curriculum Area Reviews (“CARs”) – The suggestion that Heads of Areas should come to meetings of the Committee in order to talk to Members, for example after their CAR has been moderated will continue to be considered as a potential action albeit deferred for the time being.

Action No. 5– Minute 8 – Page 6/7 – Quality Improvement Plan – Members agreed the Action should be amended to state that work experience is to be included as a new Key Performance Indicator in the KPIs that are presented to the CQS Committee and that the person responsible is the Vice Principal, Curriculum & Quality.

Clerk

From the Meeting held on 18th May 2016

Action No. 4– Minute 7 – Page 6 – Student Survey – The Action remained work in progress with a Report about the 2016-17 Induction Survey to be presented to the Committee at its meeting on 18th January 2017.

From the Meeting held on 28th October 2015

Action No. 5– Minute 7 – Page 6 – Post Inspection Action Plan – A request was made for clarification of what the Committee would like to see in terms of the impact of CPD. The Committee Chair suggested there should be tracking a few weeks after an event has taken place about how staff have used what they had learned with the Personal Development Reviews (“PDRs”) used as an opportunity to review this. The Vice Chair said this could be restricted to certain key matters for example Pro Monitor usage, British Values and any other significant areas where improvements are needed. With the benefit of further discussion it was concluded that in order to optimise the use of time and resources a lengthy review of the impact of CPD is not required but rather staff should be asked two or three questions about key CPD items with a further suggestion made to use the Student Voice in order to confirm whether the learning is embedded on, say, one point in particular to show CPD delivery is effective.

From the Meeting held on 10th June 2015

Action No. 8– Minute 7 – Page 5 – Apprenticeship Quality Improvement Plan – It was confirmed that Alison Fox, Assistant Principal Partnerships & Skills, had met with Ed Burrows of Barnsdale Lodge Hotel & Restaurant and a former Corporation Member, to discuss a potential Apprenticeship Awards Ceremony for the best providers. This had concluded with them reaching the view that organising CPD events about the Apprenticeship Levy would have greater benefit. On this basis it was agreed the Action is closed.

3. **“A” Level Action Plan (1)**

With the agreement of Members this item was moved to the end of the agenda.

4. **Student Outcomes 2015/16**

The Vice-Principal, Curriculum & Quality introduced the paper and drew Members' attention to the following key headlines:

- 16-18 year olds overall achievement at 2.8% above provider group average and an improvement of 3.3% on 2014-15
- An improvement of 4.4% in 16-18 year old diploma qualifications compared to 2014-

15 and 3% above provider group average with Members noting that diploma qualifications account for 38% of the College's 16-18 year old cohort

- The improvements made to 10 out of the 14 Subject Sector Areas ("SSAs") in which the College participates for 16-18 year olds compared to 2014-15 performance and with nine of them being above provider group average
- The improvements made to seven SSAs for 19+ learners compared to 2014-15 performance and with again nine SSAs being above provider group average
- Apprenticeship overall achievement had improved by 10.2% and was now 9.2% above provider group average
- Apprenticeship timely achievement had improved by 3.5% and was now just 0.4% behind the provider group average with this position being accounted for due to legacy issues.

Turning to areas of concern the following points were noted:

- AS and A Level performance which accounts for over 11% of the 16-18 cohort was poor with both having declined and being in a position significantly below the provider group average
- Other aspects of curriculum that adversely impacted on performance in 2015-16 were Animal Care, Business, IT, Hairdressing albeit with very small numbers, Travel and Tourism, also with very small numbers, and Construction
- The aspects of curriculum that remain a concern were A Levels, Business, IT, Hairdressing, albeit with very small numbers and similarly Travel and Tourism.

The Vice-Principal, Curriculum & Quality observed that with these levels of performance there were, with one exception, no Colleges in the East Midlands looking at such high levels of Achievement and Success.

Allison Sunley commented on the poor Apprenticeship Overall and Timely Achievement Rates for 19-23 year olds. Whilst acknowledging there were very low numbers in this cohort she expressed concern about the College's ability to be able to market opportunities and convince employers it can deliver against that background. In response the Vice-Principal, Curriculum & Quality said the College must market the fact that its Apprenticeship results are 10% above the provider group average and, as such, are good. Members understood that it will be important that the message is packaged correctly with an emphasis on 80% completion against the National Average of around 70%. The Vice-Principal, Curriculum & Quality assured Members of growth noting the critical factors are good staff and good management practices both of which the College now had in place.

The Principal emphasised the need to understand the story behind the apprenticeship group where learners roll on and off with their data counted in the year in which they finish their programme meaning currently reported figures could include data relating to an underperforming sub-contractor as long ago as 2012/13. The Principal said she will drill down to find out which learners are causing an adverse impact on the data and warned that she expected there would be legacy issues still coming through for another

Principal



twelve months or so. She also noted that apprenticeship students who failed the compulsory English & Maths element would also not pass the Framework.

The Principal reported that the Student Outcomes had been shared with all staff and that other than Apprenticeships – Timely this showed improvements in all other areas which looked at together with the improved Overall Achievement of 81.2% gave the College a fighting chance of securing a Grade 2 when it is re-inspected by Ofsted. The Vice-Principal, Curriculum & Quality supported this assessment based on a review of the datasets of other Colleges who have recently been inspected. She also noted that as the data is finalised, will not move and showed improvements, the College can move towards inspection with more confidence.

Sarah Hobbs asked whether this would be good news for learner recruitment. In response the Vice-Principal, Curriculum & Quality indicated the perception is that the Grade 3 at the last inspection had not affected recruitment as there are so many things the College does well. A wider discussion followed about the need for key good news stories to be ready for dissemination post-inspection. Allison Sunley said she disagreed slightly and felt Heads of Schools should be informed of the improvements.

Emma Sheppard asked about plans to address the areas of concern in response to which it was explained that the Curriculum Area Reviews had been targeted at these areas with Hairdressing and Travel & Tourism the first. Wholesale changes have been made in Animal Care with the new team having refreshed the whole offer. In Construction, where outcomes had also dipped, it was noted they were still above the provider group average and that the situation was due principally to poor outcomes on a particular course that had dragged the area down.

In closing the discussion the Committee Chair confirmed to Members that all subject areas where there were concerns will continue to be prioritised in the CAR process.

5. Key Performance Indicators 2016-17

Members received the draft KPIs that sit under the overarching performance dashboard to which their agreement was sought.

Members discussed the Descriptions in the second column and agreed that the one relating to Progression – “Positive progression from all Study Programmes” – currently met their requirements. With no other changes suggested Members agreed the Descriptions column.

Attention focussed next on the Targets for 2016/17 and in particular the need to agree Apprenticeships targets. Following discussion the Apprenticeships Overall Achievement target was agreed at 82% and the Apprenticeships Timely Achievement target at 62%. Members discussed the remaining Targets in relation to which the following proposals were supported:

- the revision of the GCSE A*-C pass targets for English and Maths downwards from their current levels of >75% and >60% respectively,
- a downward adjustment to the HE Achievement Target of 100%
- the 16-18 Overall Achievement Target remaining at 84%
- the A2 Level Achievement Target remaining at 99% and the reduction of the AS Level Target to 80%

	<ul style="list-style-type: none"> for the time being no adjustment to the Punctuality Target notwithstanding the fact this included the impact of buses being late, although where the lateness is beyond students' control they would support a later adjustment to reflect that. <p>Further, Members endorsed the Value Added Targets and asked for what constitutes AS and A2 High grades – namely A*, A & B – to be added to the KPI Descriptions.</p> <p>Discussion turned to the Student Satisfaction elements where an issue was identified about the fact students are currently required to complete three surveys each year, Induction, Mid-year and FE Choices, with the final two also being close together. Members raised a number of points about the binary nature of the surveys, free text options and the provision of facilitation and support to students in the survey process. Lauren Cleathero suggested a single question; “Do you feel safe at College” was very important information to pick up and was all that was necessary in the KPIs. As the other Student Satisfaction KPI Descriptions were snapshots in time, it was suggested and agreed they should be removed from the KPIs and presented instead as part of the Learner Voice Report leaving just the single question about feeling safe as a KPI.</p> <p>The Vice-Principal, Curriculum & Quality was asked to revise the KPIs to reflect the agreed changes.</p>	VPCQ
6.	<p>Curriculum Area Review Report and Schedules</p> <p>The Director of Quality introduced the CAR Schedule and reminded Members that it was a live Self-Assessment process designed to facilitate in-year improvement. Using a risk-based approach, and on the basis it is a bi-annual process, seven CARs had been completed in 2015/16 with the remaining Areas to be covered in the current year's schedule. She continued by explaining the CAR process is a supportive, focused analysis of all activities involved in a curriculum Area. Reviews usually took place over two weeks led by the Head of Department (HOD) with input from the course teams and students. The report was produced by the HOD for the Area and moderated by a panel which included the Vice-Principal Curriculum and Quality, Director of Quality, Director of Learning and a HOD from another Area.</p> <p>Paul Wingfield observed that with it being a bi-annual process, and where a serious problem exists, the process surely needed to be an annual one. In reply, the Director of Quality stated an annual Health Check process is to be introduced in addition as a desk top exercise to review the previous year's CARs. In response to detailed questions from Members it was confirmed the Health Check process will look at the Action Plan that emanated from the CAR and include a forensic examination of what has happened in the Area in the intervening period. Members asked for the Health Checks to be included on the CAR Schedule and the Vice-Principal, Curriculum & Quality said she will prepare a grid to be used for the Health Checks in order to show comparative grades.</p> <p>A discussion followed in which Members asked detailed questions about the process in response to which it was confirmed the CAR process includes students and their experience, that individual meetings are held by Level and that there are standard questions, most of which are qualitative, so the responses can be analysed.</p>	VPCQ
7.	<p>Support and Challenge Visit -13th December 2016 - Key Inspection Risk Report and Schedule</p>	

	<p>The Principal confirmed the next Support and Challenge Visit will take place on 13th December 2016 at which Jai Sharda HMI will meet the Senior Management Team only and look at Outcomes, the Self-Assessment Report and Quality Improvement Plan and review the College's overall position. She anticipated that following the visit it will be possible to read where the College may come out at Inspection. Against this background the Principal was reported on areas in the Key Inspection Risks Action Plan where particular progress has been made. These included that Attendance is currently phenomenal and that external work experience has been scheduled with significant numbers of students participating. Overall the College is lining itself up well but the outcome will also depend on students being engaged and what Inspectors see in the classroom.</p> <p>Alex Carty asked about opportunities to boost attendance. In the course of the discussion that followed an innovative way to do so was suggested by the students present. The idea was logged and could be explored later noting that Registers are legal documents and so if a student is not present, they cannot learn and are absent. Paul Wingfield also asked if time missed could be made up. The Vice-Principal, Curriculum & Quality suggested it would be possible to record positively the fact it had been on ProMonitor although this would not have an impact on the Attendance figures.</p>	
8.	<p>Governor Link Template</p> <p>The item had been included on the agenda in response to a point made by Andy Tofts, the recently retired Governor whose Link Area was HE, that the template was not appropriate for that area. Following a discussion in which Members confirmed they found the template useful, it was agreed it would remain unchanged and that Martin Ballard, the new Link Governor for HE will be informed that he can prepare a free text report if he prefers to do so.</p>	Clerk
	<p>Sarah Hobbs, Lauren Cleathero and Jordan Horsley left the meeting at 7.30pm.</p>	
9.	<p>“A” Level Action Plan (2)</p> <p>Members received the paper and the Quality Improvement Plan for Academic Studies the intention of which was to provide them with clear sight of the key areas for improvement and assurance about the actions being taken by the management team to ensure results improve in 2016/17.</p> <p>As the item was to be considered in the Confidential section of the meeting at which only the independent Governors would be present, the Student Governors were asked for their views. Alex Carty, FE Student Governor, raised a point following on from the comment in the paper that staffing remained one of the key operational challenges, in which he emphasised the need for teachers to be organised and prepared for lessons and ready to go. This prompted a wider discussion including a further view being expressed by Alex Carty that delivery was less effective in the afternoon. Paul Wingfield said he had experience of the implementation of an 8am to 1pm day but this had made no discernible improvements. Alex Carty also reported timetabling issues that saw some students with one lesson at 9am but the next not until 3pm which in some cases affected attendance. The Vice-Principal, Curriculum & Quality said she would look into the matter.</p> <p>Alex Carty commented positively on the availability of lecturers during exam periods to help students with revision, especially in English and Maths, with particular mention of</p>	



	the benefit of "My Maths" and other clubs to support study. Sarah Young said she was looking at opportunities to provide more support but at times so all students can benefit as such a large number of students have to catch timed buses. Paul Wingfield suggested a solution could be to run the clubs over lunchtime and allow students to bring food in.	
	Alex Carty left the meeting at 7.40pm	
10.	<p>Any other urgent business</p> <p>(i) <u>Corporation Meeting held on 19th October 2016</u> – The Committee Chair acknowledged there had been a disservice to the Vice-Principal, Curriculum & Quality at the meeting when consideration of the agenda items on which she was leading had to be rushed due to time constraints. The Clerk outlined the new approach to future Corporation Agendas that the Corporation Chair required for future meetings that would mean each of the main sections of the agenda would be restricted to a maximum of four items and that where an item has been the subject of pre-consideration by a Committee this will be recorded on the agenda in order to facilitate the focus of scrutiny by the full Corporation.</p>	
11.	<p>Date of next Meeting</p> <p>The next meeting of the Committee will be held on Wednesday 18th January 2017 at 5.30pm in the Executive Boardroom.</p>	

The meeting ended at 7.45 pm

Signed  Chair

Date 18th January 2017

