NEW COLLEGE STAMFORD

**Minutes of the Curriculum, Quality and Standards Committee meeting held at 17:30 on
1 November 2017 in the Executive Boardroom**

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| **Present:** | Paul Wingfield (Chair) |
| | Allison Sunley |
| | Peter Fraser |
| | Jasmine Kelly-Gobuiwang (Student Governor) |
| | Jack Thubbron (Student Governor) |
| | Phil Smith (Staff Governor – Teaching) |
| | |
| **In attendance:** | Rachel Nicholls (Deputy Principal, Curriculum & Quality [DPCQ]) |
| | Alison Fox (Assistant Principal Partnerships & Skills [APPS]) |
| | Angela O'Reilly (Director of Quality [DOQ]) |
| | Carol Hargreaves (Head of HROD) for agenda item 1 only |
| | Matt Shough (Head of HE) for agenda item 2 only |
| | Denise Pitt (Minutes) |
| | |
| **Apologies:** | Alison Grant |
| | Sarah Hobbs |

01/17  **Disclosure of Members Interests**: None beyond those already recorded in the Register of Interests.

02/17  **Staff Development Week July 2017 - Evaluation**
The event had been successful with a 75% response rate to the online evaluation survey.  Sessions with particularly good feedback include:
- the key note speaker – opening address
- Teaching, Learning and Assessment (Adobe Spark) carousel activities; lecturers commented they will use the new methods in their lessons in 2017/18 (this will be reviewed during the Curriculum Area Reviews [CARs] in 2017/18
- training on the use of IRIS, a support and development tool for lecturers
- how to use Adobe Spark

Some business support staff training had also taken place including Safeguarding/Prevent and Supporting Young People with Complex Safeguarding Issues.  Another beneficial element of the CPD Week was the team building which emanated from the group and social sessions.

The programme and elements for improvement for next year's event will be discussed at the College's People and Organisational Development meetings.

The Chair thanked everyone involved in the CPD event.

03/17  **HE Quality Assurance Statement 2016/17**
a.  The Governing body is required to approve the HEFCE Annual Monitoring Report (AMR) to enable approval of the Annual Quality Assurance Assessment Assurance Statement, which is a review of the previous year's HE activities and informs the action plan for 2017/18.

Key points from the report include an attendance rate of 89.3% in 2016/17 (an improvement of 2.4% on 2015/16), a continuation rate improvement of 9.2% in 2016/17 and a fall in the number of leavers from 72 in 2015/16 to 29 in 2016/17.

In September 2016, the TEF (Teaching and Excellence Framework) was introduced, a HE White Paper which sets out a raft of changes to HE teaching

which is currently voluntary, although it is likely to become compulsory. TEF metrics include NSS results, destinations of leavers, non-continuation rates and strategies to ensure excellent teaching (the College has strong HE teaching cohort). The College achieved the silver standard which is valid for up to three years. The Head of HE is looking at performance with an aspiration to move to the gold standard.

An institutional revalidation with the University of Bedfordshire took place last year and with Bishop Grosseteste University (BGU) the previous year; both were positive and validation continues.

The HE action plan records which standards have been met and those which are being rolled forward. A discussion took place about the actions which have been rolled forward and whether they could be removed. The Head of HE explained most of these have been completed, however, will remain a focus for this 2017/18 (including taster days and access to feeder schools). The Committee discussed IT infrastructure expectations across the College and the comfort of students in some classrooms. Additional HE library resources have been ordered as a result of student feedback. **Action 1: Following student voice responses, ensure feedback is communicated 'You Said, We Did'.**

b. <u>Level 6 Offer</u> – Initial meetings with the Open University have taken place. This is in response to not being able to develop Level 6 provision with current partners. **Action 2: The Head of HE will draw up a business case/SWOT analysis of OU as a potential new partner.**

c. <u>Widening Participation</u> – The College is part of a partnership with BGU via the Lincolnshire Outreach Group. This year OFFA (the Office for Fair Access) are targeting certain awards seen as low participation, unfortunately, these are not local to the College.

The Committee **agreed** to the signing of the Annual Monitoring Report.

04/17 **Minutes of the Curriculum, Quality & Standards Committee held on 15 March 2017**
The minutes of the meeting of the Curriculum, Quality and Standards Committee held on 21 June 2017 were agreed as a true record.

The minutes of the extra meeting held on 30 August 2017 to discuss A Levels were agreed as a true record and signed by the Chair.

05/17 **Actions Table and Matters Arising from the Minutes of the Meeting held on 21 June 2017**

a. <u>21 June 2017, Minute 4, Page 3</u> – Apprenticeship Tracking Practice
**Action 3: A list of actions being undertaken will be reviewed at the meeting in Spring 2018 to monitor progress.**

b. <u>21 June 2017, Minute 4, Page 3 – Apprenticeships managed by the Local Authority</u> – Unsuccessful tender with the Local Authority. The College continues to work directly with other primary and secondary schools.

c. <u>21 June 2017, Minute 9, Page 6 – IT Report/Strategy</u> – The ILT Monitoring Group is meeting regularly and the ILT/e-Learning Strategy will be available in the Spring term. The Staff Governor (Teaching) and the two Student Governors agreed to take part in a 10-minute demonstration prior to the Spring 2018 meeting on how Google Education works and its benefits against Moodle. **Action 4: Add to the agenda for 24 January 2018 and organise**

**demonstration.**

    d.    <u>5 March 2017, Minute 3, Pages 2/3 – Revised Learning Agreement for 2017/18</u> to include e-Safe **–** Complete.

**06/17**    **Student Satisfaction 2016/17 – End of Year Survey**
The DOQ had worked with the Student Governors from 2016/17 to design the questions for the survey.  The response rate by students in some curriculum areas had been low.

The responses to some questions contrast to the feedback received from student focus groups undertaken as part of the Curriculum Area Reviews (CARs) process; feedback during the Ofsted Inspection was also positive.

During the focus groups held so far in 2017/18, students said they it would have been more beneficial for the survey to have been issued at Easter as students are under pressure to finish assignments at the end of the year.

A link to the survey is emailed to students and takes approx. 3-4 minutes to complete.  One of the Student Governors suggested a good time to introduce the induction survey would be prior to assignments being issued so that students can dedicate time to complete the survey.  Student Advisors are being asked to complete surveys with students during tutorials.

Possible reasons for the low response rates were discussed and ways to improve this which could include flash messages on computer screens, suggestion boxes and an ideas book used over a week of concerted activity.  A discussion took place about some negative responses and the value of undertaking the survey earlier in the year, after Christmas, so that fundamental issues affecting the learning experience can be actioned to have an impact in-year.
**Action 5: Communicate the value of surveys to students, presented as part of an improved Student Voice strategy, consider issuing the student survey earlier in the year, how it is delivered and explore other avenues for students to record their concerns – DOQ to write a Student Voice Strategy, with input from the two student governors, for the next meeting.**

**08/17**    **Student Outcomes 2016/17 – Update**
Student outcomes for 2016/17 were reported to the full Corporation at their meeting on 18 October 2017.

The College performs well above the Provider Group Average for achievements at 81.9% for 16-18, an improvement of 0.8% on 2015/16.  AS and A Level performance is significantly below Provider Group Average, however, with the focus on value added for A Level provision, the College expects to see an improvement in DfE (Department for Education) performance table rates.  The College has achieved good GCSE English and maths results.  The dip in apprenticeship figures due to legacy issues from 2015/16 was reported previously.  The number of red areas in the Overall Achievement by Subject Sector Area (SSAs) have significantly reduced this year.

A more detailed report, available subsequent to the headline report presented to the Board meeting in October, shows overall analysis by curriculum area.  The provider group average is 79.1% and the national average is 80.2% for 2016/17.  The departmental percentages include all enrolments within the department.  The Committee considered the outcomes for individual curriculum areas and good progress was noted.  The additional data provides further insight for the Committee.

09/17 **Complaints Report 2016/17**
Categories within the report have been extended to allow better analysis of complaints and are also recorded by department.

The College received 33 complaints in 2016/17 which have all been resolved. Five compliments were also received from members of the public for departments and individual members of staff.

A discussion took place about the types of complaints received and issues which are resolved via support and measures put in place without the need for a formal complaint. The Committee felt it would be useful to record concerns as well as formal complaints and to provide further training to enable staff to deal with concerns at an early stage. **Action 6: Future reports will include summary information regarding the number of complaints upheld/not upheld and a record of concerns.**

10/17 **Curriculum Area Review (CAR) Report**
The CAR process for 2017/18 commenced at the beginning of October with Construction followed by Hospitality & Catering; the A Level CAR takes place next week. Validation will commence shortly for the Construction CAR. Grades are logged. The Committee felt it would be useful for some Governors to join in the CAR moderation process. **Action 7: The dates of the CAR moderation meetings to be sent to Link Governors to invite them to attend if they wish.** The CAR schedule was accepted by the Committee.

11/17 **Teaching, Learning and Assessment Update**
The Director of Quality updated the Committee on the use of new technology being developed this year for use in teaching, learning and assessment, including Google Education (technology to transform teaching and learning and to help students learn at their own pace, become creative problem solvers, and effective collaborators), a trackable assessment system to replace Moodle.

At the Staff Development Day held on 20 October 2017, the focus was around IRIS Connect and Teaching Squares. These are additional tools to support staff to develop and improve their practice. The DOQ is monitoring the usage of IRIS Connect and will do the same when Teaching Squares are introduced in 2018/19.

Making lessons more engaging and interactive is a key driver for the College and these initiatives will allow staff to move to the next phase in taking more ownership of their practice to innovate and to improve their performance.
**Action 8: The Quality Link Governor (AS) and the DOQ will jointly present Iris Connect and Teaching Squares at the next meeting.** *Addendum – The IRIS Connect and Teaching Squares presentation will take place at the Governor Training Event in February 2018.*

The wording of the Student Survey question relating to the use of a VLE platform, either Moodle or Google Classroom, will be reviewed for the next survey. All courses should have a digital resource to provide access to an online environment to enable students to enhance their learning outside of the classroom. A minimum standard of usage for Moodle is in place; minimum standards for Google Classroom are being considered by the ILT-e-Learning Working Group.
**Action 9: The Committee will receive an update from the ILT e-Learning Working Group at the next meeting.** *Addendum – The update from the ILT e-Learning Working Group will be discussed at the Governor Training Event in February 2018.*

12/17 **KPIs 2017/18**
There are challenges in trying move the attendance rate above 95%; this is a valid percentage. The 2017/18 target for HE destinations with positive progression (DHLE) is 85%. The Apprenticeship overall and timely figures are achievable.

13/17 **Any other urgent business**
There was no other business.

14/17 **Date of next Meeting**
The next meeting of the Committee will be held on **Wednesday 24 January 2018** at 5.30pm in the Executive Boardroom.

The meeting ended at 7.28pm

**Date** 25.1.18

| Action Table | | | | |
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| Act No. | Minute No. | Action | Resp | Date |
| 1 | 03/17a | HE Student Voice - Following student voice responses, ensure feedback is communicated 'You Said, We Did'. | Head of HE/DOQ | Ongoing |
| 2 | 03/17b | HE - Level 6 Offer - The Head of HE will draw up a business case/SWOT analysis of OU as a potential new partner. | Head of HE | End Jan 2018 |
| 3 | 05/17a | Apprenticeship Tracking Practice (ATP) – Will be included on the ATP Action Plan on the agenda for 24 January 2018. | APPS | 17/01/18 |
| 4 | 05/17c | IT Report/Strategy – Include on the agenda for the next meeting and organise a 10-minute demonstration on how Google Education works and its benefits against Moodle. ***Addendum – The Google Education demonstration will take place at the Governor Training Event in February 2018.*** | Staff Governor/ DOQ | February 2018 |
| 5 | 06/17 | Student Satisfaction End of Year Survey 2016/17 - Communicate the value of surveys to students, presented as part of an improved Student Voice strategy, consider issuing the survey earlier in the year, how it is delivered and explore other avenues for students to record their concerns – DOQ to write a Student Voice Strategy, with input from the two student governors, for the next meeting. | DOQ | 24/01/18 |
| 6 | 09/17 | Complaints Report 2016/17 - Future reports will include summary information regarding the number of complaints upheld/not upheld. | DOQ/ DPCQ | Ongoing |
| 7 | 10/17 | Curriculum Area Review (CAR) - CAR moderation meeting dates to be sent to Link Governors. | Asst Clerk | 08/11/17 |
| 8 | 11/17 | Teaching, Learning & Assessment - The Quality Link Governor and DOQ to jointly present IRIS Connect and Teaching Squares at the 24 January 2018 meeting. ***Addendum – The IRIS Connect and Teaching Squares presentation will take place at the Governor Training Event in February 2018.*** | AS/DOQ/ DPCQ | February 2018 |
| 9 | 11/17 | Teaching, Learning & Assessment - Receive update from ILT e-Learning Working Group at the next meeting. ***Addendum – The update from the ILT e-Learning Working Group will be discussed at the Governor Training Event in February 2018.*** | DOQ/ DPCQ | February 2018 |

*Ralph Devereux (Clerk) for Paul Wingfield (Chair)*
Ralph Devereux (Clerk) for Paul Wingfield (Chair) (Feb 1, 2018)

# CQS Committee Minutes - 01-11-17

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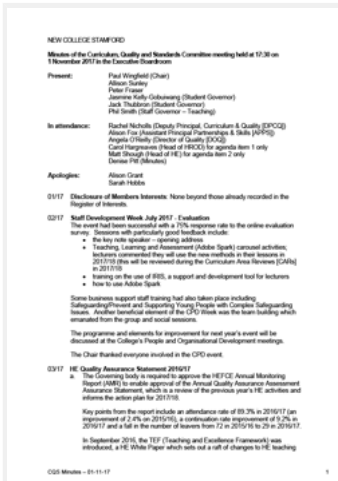
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