



Minutes of the Curriculum, Quality and Standards (CQS) Committee meeting held in the Executive Boardroom at 1830 hrs on 06 November 2018

Present	Anne Earle	Peter Fraser	Phil Smith
	Allison Sunley	Jack Thubbron	Paul Wingfield (Chair)
In Attendance	Paula David (Dir Curr)(Items 01-04/18 only)	Ralph Devereux (Clerk)	Rachel Nicholls (DPCQ)
	Angela O'Reilly (Dir Qual)	Sarah Young (Dir St Exp)(Item 6/18 only)	
Apologies	Alison Fox (APPS)		

STANDING ITEMS

01/18 OPENING

The apology was accepted, no notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and no interests had been or were declared.

02/18 MINUTES AND ACTIONS

- a. The Minutes of the last meeting held on 20 June 2018 were confirmed for electronic signature; action delegated to the Clerk. **(Action 1)**
 - b. Action Register. Actions from the previous meeting were considered: Action 3. Identification of an HE student governor was still in progress;
 - c. Matters Arising from the Minutes. There were no matters arising from the Minutes.
 - d. Urgent Business. There was no urgent business requested.
- a. The information was noted.**
b. Action had been identified. (Register at 13/18)

BUSINESS ITEMS

03/18 A LEVEL REPORT

A Level outcomes had now been received and had been analysed. Strong retention had benefited income during the last academic year and it was intended to maintain focus on further improvement during the current year. Results were then considered:

- a. AS results were fully detailed with full narrative support at Appendix 1 and were discussed, numbers were:
 - (i) the overall pass rate had fallen to 86.1% (2016/17 – 88.5%);
 - (ii) high grades had improved to 25.2% (2016/17 – 23.5%);
 - (iii) U grades had increased to 13.9% (2016/17 - 11.5%); and
 - (iv) retention had been affected by the exam entry strategy.

- b. A Level results were fully detailed with full narrative support at Appendix 2 and were discussed, numbers were:
 - (i) the overall pass rate had risen to an impressive 99% (2016/17 – 97%);
 - (ii) high grades had improved to 37.9% (2016/17 – 34%) 41.1% including Extended Project Qualification (EPQ) (2016/17 – 37%);
 - (iii) U grades had dramatically reduced to 1% (2016/17 – 2.4%);
 - (iv) 16/17 subjects had delivered a 100% pass rate; and
 - (v) retention increased at A2 to 90.7%.

The AS & A Level achievement rate for 16-18-year-old students had been significantly over the previous year; 19+ students had been less successful at both A2 and AS. Value Added (VA) results were heartening. Members took comfort from these results, and the Clerk would write a letter conveying the Committee appreciation. **(Action 2)** General discussion over the detail led to consideration of the developing “Access to HE” course, which would be more strongly marketed after the improvements had become embedded. Improvements and individual achievements were explained in the narratives and were accepted, key actions for the current year were noted.

- c. Quality Improvement Plan (QIP). Key actions and other detail explained in the appendices had informed development of the QIP, the plan would be progressively implemented throughout the year with reviews in December 2018, February 2019 and April 2019 and would be reported to the Committee. The Plan was discussed and some areas were challenged: for example, the use of the additional resources was emphasised as comprising 30 minutes specifically between lecturer and student, confirmation was given that the target for industry based guest speakers in 50% of subjects was realistic. The QIP was noted and endorsed. **(Action 3)**

- a. **The information was noted.**
- b. **Action had been identified. (Register at 13/18)**

04/18 ENGLISH AND MATHS (EAM)

- a. GCSE EAM. GCSE EAM had not gone well, in fact some results had declined significantly. For 16-18 year-old students, which represent 14.3% of the leavers' cohort the achievement rate had been 8.5% above the National Average (NA) at 89.5% however, the 19+ element, representing 3% of the cohort, had been 4.2% below NA, a third consecutive decline; retention had been the main contributory factor. This had been the first year of the revised GCSE syllabus, which had undoubtedly been a strong contributory factor. Nevertheless, the performance had resulted in across the board results below the Association of Colleges (AoC) benchmarks, which however were not exclusive to the current year of FE specific, the Qualification Achievement Rate (QAR) benchmarks, expected early in 2019, would be specific and allow more meaningful analysis. Detailed data was tabulated in the paper and informed discussions. Unlike the GCSE data, the Basic Skills numbers had been more heartening, with all being above the provider group average. The information was challenged and discussed, it was agreed that the Link Member (Peter Fraser) would research and bring a report to the next meeting for discussion. **(Action 4)** Assurance was sought and obtained that the EAM team was sound and were strongly committed to the task.
- b. Analysis and other detail explained in the appendices had informed development of the QIP, the plan would be progressively implemented throughout the year with reviews in December 2018, February 2019 and April 2019 and would be reported to the Committee. The Plan was discussed and the Link Governors feedback would include associated comments; the QIP was noted and endorsed. **(Action 5)**

- a. **The information was received.**
- b. **Actions had been identified. (Register at 13/18)**

THE DIRECTOR OF CURRICULUM LEFT THE MEETING

05/18 HIGHER EDUCATION (HE) QUALITY REVIEW

The Governing body is required to scrutinise the Office for Students' (OfS) Annual Monitoring Report (AMR) and the Quality Enhancement Plan (QEP) to enable approval of the Annual Assurance Statement, which is a review of the previous year's HE activities and informs the action plan for 2018/19. Key points from the report were explained and discussed. The Teaching Excellence Framework (TEF) had been introduced in the previous year and the metrics included NSS results, destinations of leavers, non-continuation rates and strategies to ensure excellent teaching. The College had achieved the silver standard, which is valid for up to three years and aspired to promote to gold, however some elements of qualification may be difficult to achieve. After full consideration the Committee agreed that they were assured regarding the quality of the provision and approved the Statement for submission. **(Action 6)**

a. The information was received.

b. Actions had been identified. (See Table 13/18 below.)

THE DIRECTOR OF STUDENT EXPERIENCE JOINED THE MEETING

06/18 CAREERS STRATEGY

The Careers Strategy was discussed, informed by a comprehensive paper supplemented by four specialised Appendices. The latest Careers Guidance, and the Careers Strategy for FE Colleges had been detailed around the Gatsby Benchmarks, (Appendices 1/1b&2) the benchmarks were a framework of eight guidelines that defined the best careers provision in colleges; they had been designed to inform planning and improve the programme. The strategy mapped the way forwards and would provide reassurance to stakeholders of NCS total commitment to guiding students in the correct and appropriate direction. Such provision would be evaluated by Ofsted as part of Leadership and Management (L&M) and Personal Development Behaviour Welfare (PDBW). Priorities were clearly listed in the paper and all were individually noted, in response to a question, assurance was given that all were in hand. The overall NCS Careers Programme Calendar and the comprehensive RAG rated Implementation Plan, (Appendices 3 & 4 respectively), including the use of the flexible and effective "Kloodle" software, which could be used to create a personalised personality and skills portfolio, were discussed. This was a vital area for the Corporation and the Link Member for Careers (Anne Earle) undertook to discuss and consider related issues out of the meeting and debrief the Committee at the next meeting. **(Action 7)**

a. The information was received.

b. Actions had been identified. (Register at 13/18)

THE DIRECTOR OF STUDENT EXPERIENCE LEFT THE MEETING

07/18 STUDENT VOICE

a. Key Performance Indicators (KPI). The Student Voice and Engagement Strategy had been agreed in January 2018 and categories within the report had been widened to inform analysis of complaints and had identified KPIs to inform considerations. All KPIs had been met save one, Focus Groups, implementation of which had been postponed to start in October 2018 to facilitate preparation. Each KPI had been tabulated with evidence and future intentions (what next) and each was individually addressed. Sample student information posters were included in the papers and were welcomed. During consideration and discussions, it emerged that an "Open Evening" was currently in progress and there was some feeling that members' attendance could be helpful for attendees, to allow for this care would be taken to de-conflict meetings at such events. **(Action 8)**

b. Praise and Complaints. Eight positive (praise) comments had been made during the last academic year, these had been detailed at the start of the newly formatted full and clear Report; there had been twenty-eight complaints (2016/17 – 33), all of which had been resolved, although four had unavoidably extended over the required ten days and the reasons clearly explained in the paper. Improved process for dealing with complaints were

discussed and welcomed. Members took some comfort from the low numbers of complaints in proportion to the overall activity but stressed focus to reduce volume must continue.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register at 13/18)**

08/18 STUDENT OUTCOMES AND DESTINATIONS

- a. Student Outcomes 2017/18. The comprehensive report compared forecasted performance for 2017/18 against both the previous year and the national averages (NA) (2016), although the data was robust, 2017/18 NA numbers would not be available until March 2019. Key information was explained and noted, informed by data tables and explanatory text and the detailed information would be thoroughly scrutinised by the CQS Committee. There was discussion around the sometimes-conflicting demands of the Value Added (VA) and general provision. The extremely sound results were summarised:
 - (i) Overall Achievement out turned at 86.5%;
 - (ii) 16-18 achievement rate improved by 2.3% from 2016/17 to 84.2%;
 - (iii) eight subject sector areas (SSA) had improved over 2017/18 and 8 were above NA; and
 - (iv) Overall apprenticeship achievement is better than provider group average and timely achievement rate is in line with NA.

Members took comfort from the performance which should see an improvement in the National Achievement Rates Tables (NART).

The information was received and noted.

09/18 CURRICULUM AND BUSINESS AREA REVIEWS (CAR)(BAR)

The Information Technology (IT) & Media CAR was currently in progress and the initial BAR was scheduled to start on 17 November and further information would be brought to the next meeting. The CAR & BAR Calendars were attached and were noted. During general discussion it was suggested that Link Governors may usefully attend during the preparation for and during the reviews and this would be considered. **(Action 9)**

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register at 13/18)**

10/18 KEY PERFORMANCE INDICATORS (KPI)

- a. 2017/18. The outturn KPIs for 2017/18 fully tabulated at Appendix one were considered, discussed and agreed as heartening; robust monitoring had brought considerable improvements over the past two years. The Amber and Red ratings were challenged, satisfactorily explained and discussed in some depth.
- b. 2018/19. Suggested KPI for the current year had been tabulated and were closely considered and discussed. Areas of particular interest, for example the challenging but achievable EAM and attendance targets were particularly scrutinised. It was agreed that latest data may suggest some changes; the DPCQ would consider the issue when the data was available and, if parameters appeared unrealistic or inappropriate, would inform members. With that proviso the KPI were approved for 2018/19. **(Action 10)**

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register at 13/18)**

11/18 URGENT BUSINESS

There had been no urgent business requested.

12/18 DATE OF NEXT MEETING

The next meeting would be held at 1830 on 12 March 2019.

13/18 ACTION REGISTER

Please refer to referenced Minute for further detail		Resp	Date	
Action 1	02/18. Minutes of 20.06.18 confirmed for signature.	Clerk	asap	
Action 2	03/18. Letter of appreciation re A Level results.			
Action 3	03/18c. A Level QIP noted and endorsed.	DPCQ PF AE	wie	
Action 4	04/18a. EAM issues to be reported by the Link Member (PF).		asap	
Action 5	04/18b. EAM QIP noted and endorsed.		wie	
Action 6	05/18. HE Annual Monitoring Report to be submitted.		DPCQ	asap
Action 7	06/18. Careers issues to be reported by the Link Member (AE)			
Action 8	07/18a. Members to attend Open Evenings tbc			
Action 9	09/18. Link Members involvement in BAR/CAR tbc.	DPCQ	wie	
Action 10	10/18b. 2018/19 KPI provisionally approved.			

Ralph Devereux (Clerk) for Paul Wingfield (Chair)

Ralph Devereux (Clerk) for Paul Wingfield (Chair) (Mar 13, 2019)






CQS06.11.18

Final Audit Report

2019-03-13

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