



**MINUTES OF THE
CURRICULUM & QUALITY COMMITTEE
THURSDAY 24 NOVEMBER 2016 AT 5PM
BOARDROOM, CHELTENHAM CAMPUS**

Present: Ms T Burton (Chair)
Mr M Burgess (Principal)
Ms P Edwards (co-opted)
Ms G Hayes
Ms M James (co-opted)
Mr G Ridgway (co-opted)
Mr J Rigelsford
Mr G Ripley
Mr T Uppington (Student)
Ms R Wilson

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| In Attendance: | Ms K Jarvis | Head of HE |
| | Dr J Kettle | Vice-Principal, Curriculum and Quality |
| | Dr K Morris | Assistant Principal |
| | Ms S Steed | Vice-Principal, Students |
| | Ms D Summers | Director of Teaching, Learning & Improvement |
| | Ms A Wallace | Digital Learning Manager |
| | Ms J Cosson | Clerk to Governors |

Apologies: Mr A Bates
Mr P White

Attendance: 100%

PRELIMINARIES

ACTIONS

Showcase - Blended Learning

AW attended to give a presentation on progress towards the College's target of offering 10% on line learning across FT substantial L2 and L3 courses in 2016/2017.

AW explained the background to the initiative which was driven by the recommendations of the Feltag Report in January 2013.

AW spoke about some of the positive implications of the project and some of the concerns.

In terms of preparing students, planning for 2016/17 began with teachers in November 2015. The College has been focusing on a 3-

week mandatory pack for new students. Feedback from students so far has been positive. The message is that it is not an optional extra but an integral part of their course. The project will potentially progress towards 20% online in FT L3 courses in 2017/18.

The Committee discussed the suitability of the pack to different learning styles, when the on-line elements are designed to be completed (whether within or outside of College time), how teachers know which students have completed the pack and who produces the materials.

Members thanked AW for her work in this area and asked if there was anything they could help with.

ACTION: The FE Student Governor, TU, will meet with AW to offer feedback on the pack. TU/AW

87/16 Apologies

None.

88/16 Declarations of Interest

None, other than those currently recorded on the Register of Interests.

89/16 Confidentiality of Items

As marked, for reasons of commercial sensitivity, for a period of two years or as marked.

90/16 Minutes of the Meeting of 29 September 2016

The minutes of the meeting were approved and signed as a true record by the Chair.

91/16 Matters Arising from the Minutes

Members were provided with an agenda item action matrix and noted the status update of each item.

KEY BUSINESS

92/16 Ofsted Inspection Update

Members congratulated the College on the Ofsted Inspection outcome which had judged the College to be "Good" across all areas. The Ofsted Report had been circulated previously and is publicly available.

College SAR 2015/16 and QIP – Confidential until approved by Board.

93/16 Destination Data - Confidential

94/16 Teaching and Learning Performance Review - Confidential

95/16 Value Added - Confidential

96/16 Progress 2016/17 and KPIs - Confidential

English and maths Strategy success criteria

An action from the last meeting was for KM to provide the Committee with the success criteria for GCSE A*-C and functional skills qualifications. New accountability measures were published in October 2015 for change in 2016.

The new measures are intended to help the public hold schools and colleges to account for the progress of students in English and maths where they did not achieve at least a Grade C at GCSE by the end of key stage 4.

At the time of writing the paper, the proposal was that each student's progress in English and maths would be compared against the average progress made by students who have the same prior attainment in English or maths. This would set realistic benchmarks for students of all attainment levels. The outcomes of the measure would be presented in the same format as the main progress measures.

English and maths would receive a "value added" calculation to show how much progress an institution has made with their students in comparison to the national average for students with the same prior attainment.

However, in September, the DfE produced an update (not currently published on website but held at DfE password only site) stating that English and maths progress measure is really two distinct measures, and an individual student can be in scope for one, both or neither measure depending on their achievement in English and maths at the end of KS4.

"Originally it was intended to have a further value added step to the progress measure whereby an individual student's progress is compared to the national average progress achieved by students with the same prior attainment (and that aggregated to create an overall school or college score). This step in the calculation of progress has been removed from the 2016 performance tables".

The situation is therefore not clear and may be reviewed at later date. The College will monitor the position and report back as necessary. The College will continue to use its own measures to demonstrate progress.

RESOLVED: The Committee noted the report and debated the sustainability of the current maths and English policy.

97/16 HE Update and Quality Assurance - Confidential

ROUTINE BUSINESS

98/16 Equality and Diversity Annual Report

SS took members through the Equality and Diversity Annual Report.

The report is a legal requirement and will be published on the College website following approval by the Board in December. The report contained an analysis of staff and of student performance.

The Committee has previously reviewed and supported the Equality and Diversity Objectives 2016-20.

In terms of staff, members noted in particular that the College is working alongside the disability confidence scheme in order to become a disability confident employer with a view to improving the conversion of applicants declaring a disability from interview to appointment.

In terms of student performance, members noted that there remains a significant gap in achievement with adult students who have a learning difficulty or disability, who perform less well than other peers. This is largely related to lower retention of these students, particularly at L1 and L2. English and maths achievement is the biggest contributor to this achievement gap with functional skills achievement much lower than adult peers. Also, that the gap has closed for students eligible and claiming for free college meals but 16-18 FCM students underperform on L2 certificate programmes.

RESOLVED: The Committee noted the annual report which it found interesting and informative.

MJ left the meeting at 7.15pm.

99/16 CEIAG Report

JK provided an overview of planned CEIAG for 2016/17 based on a pilot programme and progress made in 2015/6.

Improvement of CEIAG is a key focus in Programmes of Study, the Sainsbury Report and Inspection and supports achievement of internal progression and external destination targets of learners.

Enhancing the range of CEIAG for vocational students was a priority over the last year, and a pilot programme was devised and implemented, mirroring good practice already in place with A level and Access students. Following an evaluation of this programme and student feedback, a plan for 2016/17 has been drawn up.

The Strategy adopts an integrated, holistic approach to supporting students in making decisions and choices that impact on their future careers approach, joining up pockets of best practice. It builds on existing provision in the Programmes of Study e.g. Work Related Learning, on-line careers work, and any career education elements built into vocational qualifications and tutorials. It aims to increase students' self-awareness, develop their skills and provide appropriate advice and support to prepare students for entering the world of work or higher study.

A detailed Implementation Plan and Calendar for CEIAG in 2016/17 were included in the papers. The Strategy and Implementation Plan are being rolled out from November 2016. A two-year plan for training of staff commences in January 2017.

A number of professional development coaches have been employed to assist with the Strategy. Further investment in training and development is required so that staff are qualified appropriately to provide impartial advice and guidance for students.

Members queried whether the College carries out mock interviews for students and were told that it does.

RESOLVED: The Strategy was noted and endorsed.

100/16 Risks for Risk Register

RESOLVED: The Risk analysis in the Progressions and Destinations Report was noted.

101/16 Approval of policies

- **Learner First Observation Policy and Policy Guidelines for staff**

The Policy was discussed as part of the Teaching and Learning Performance Review. In relation to point 9.5, DS advised that she has rewritten the HE Peer Review Policy. The changes need to be reflected in this Policy.

The Policy Guidelines have been written in response to a request from the Union.

RESOLVED: Members approved the Policy and Guidelines, subject to the above changes being made.

102/16 Committee SAR/ToR/Agenda Cycle

The Committee carries out an annual self-assessment at the end of the year to ensure it has discharged all of its duties. This is reflected in the Terms of Reference of the Committee and the agenda cycle.

RESOLVED/ACTION: JK will report on the Common Inspection Framework at the next meeting in order for the Committee to reflect on its responsibilities under the Framework and begin the process of self-assessment and review of Terms of Reference and agenda cycle.

JK

OTHER

103/16 Any Other Business

As it was JR's last meeting he was thanked for his contribution to the Committee and good wishes were offered for his new role.

104/16 Date and time of next meeting: 26 January 2017, 5.00pm, Cheltenham Campus.

Signed..........

Date.....*26th January 2017*.....