

**MINUTES OF THE
CURRICULUM AND QUALITY COMMITTEE
6 July 2017
BOARDROOM, CHELTENHAM CAMPUS**

Present: Ms T Burton (Chair)
Mr M Burgess (Principal)
Ms J Haines (Staff)
Ms G Hayes (External)
Ms M James (Co-opted)
Ms M Lawson (Staff)
Mr G Ridgway (Co-opted)

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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, Study Programmes |
| | Ms S Steed | Vice-Principal, Students |
| | Ms J Tegg | Head of Work Based Learning |
| | Ms J Cosson | Clerk to Governors |

Apologies: Mr J Murden (Student)
Mr T Uppington

Attendance: 87.5 %

PRELIMINARIES

ACTION

26/17 Apologies

Were noted as above.

27/17 Declarations of Interest

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

28/17 Confidentiality of Items

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

29/17 Minutes of the Meeting of 4 May 2017

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

30/17 Matters Arising from the Minutes and Actions Matrix



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

KEY BUSINESS

31/17 Quality and Performance Update - confidential

32/17 QIP Update - confidential

33/17 Sector Update and Developments

JK reported on current developments in the sector which was appreciated by members.

RESOLVED: The Update was noted.

34/17 SAR – Key Themes

JK outlined the key themes for the SAR including the areas for development in 2017/18. The draft SAR will be presented in September. The report noted the areas for development arising from inspection.

RESOLVED: The key themes for the SAR were noted.

ACTION: It was suggested that the draft SAR should include a section on progress against those areas.

JK

35/17 ILT & E-Learning Strategy Update

The Committee reviewed the ILT & E-Learning Strategy Update provided by JK. KM and KJ are leading on the strategy in FE and HE respectively. The target is to deliver 10% on-line at Level 2 and 20% on-line at Level 3 from September 2017. Maths and English will deliver 50% on-line and 50% in the classroom. The College is looking at what be delivered on-line in terms of new HE courses.

Members considered that the plan is ambitious and a huge challenge requiring IT project management and that the College needs to be clear about the potential benefits in outcomes and financial savings.

GH confirmed that an Internal Audit of this area was carried out recently and the Audit Committee had discussed the challenges and the risks around on-line delivery.

RESOLVED: The Update was noted.

ACTION: JK to add risks surrounding the E-learning Strategy and on-line delivery to the Risk Register.

JK



36/17 Employability Plan as part of Programme of Study

SS reported that the College's Plan for this area was ambitious. Although good progress has been made, there is still a long way to go, particularly in the reporting function.

The Internal Audit of this area revealed some excellent practice in the CPD element of the programme. However, the one to one work experience is not as robust and requires further development. The Internal Auditors have recommended simplifying the procedure, particularly the recording on the ILR. The paper included a plan to address the recommendations.

RESOLVED: The Update was noted.

ACTION: SS to report to Audit in due course by way of follow up to the Internal Audit Report.

SS

ROUTINE BUSINESS

37/17 Risks to be added to the Risk Register - confidential

38/17 Approval of Policies

- Learner First Observations
- Student Assessment
- Assessment Malpractice
- Quality Assurance
- Talkback
- Student Entitlement
- Scholarships and Research Ethics
- Examinations

Members reviewed the changes to the above policies. It was noted that the *Learner First Observations Policy* applies to Apprenticeships as well as to FE and HE. It was suggested that the title should therefore be amended to remove references to FE and HE.

MJ encouraged governors to carry out more learning walks.

With regard to the *Student Assessment Policy* and the *Assessment Malpractice Policy* it was pointed out the GC is not technically the validating body and this wording should therefore be amended.

It was noted that the *Quality Assurance Policy* does not yet included the changes to Apprenticeship funding. These need to be added.

Members suggested that the *Scholarships and Research Ethics Policy* needs to be clear whether it apply to staff as well as students.



RESOLVED: The policies were approved subject to minor amendment as requested above.

ACTION: JK/JT to amend the relevant policies.

JK/JT

39/17 Committee Matters

The Committee reviewed the Self-Assessment. The form of self-assessment will be reconsidered next year.

The Committee also reviewed the draft revised Terms of Reference and Business Cycle and the Appointment of the Chair/Vice Chair.

RESOLVED: That the self-assessment findings and above documents be approved, subject to updating the Strategic Focus of the Committee in the Terms of Reference.

That Gillian Hayes be appointed as Chair and Mary James as Vice-Chair for the coming year.

ACTION: JC to speak to JK regarding Strategic Focus.

JC/JK

OTHER

40/17 Any Other Business

MB tabled a paper setting out the national rates for 2015/16 which had recently been published. It was noted that the last inspection had been carried out against GC's success rates as set out in the SAR, since published figures were not then available. The paper outlined GC's published position against the confirmed national rates.

National trends for 16-18 year olds have been relatively static, with overall GFE achievement rates across all levels at 79.1% (GC = 78.40%). There have been increases in national achievement rates at level 2 with the exception of level 2 functional skills. The sector has seen much more significant change in 19+ data.

This year's SAR will provide further analysis in the Autumn. The College is predicting some variation in Value Added data this year as a result of the new measures. In the meantime, the report did not reveal anything unexpected and provided a helpful comparison.

RESOLVED: The national rates report was noted.

41/17 Date and time of next meeting: 28 September 2017, 5.00pm, Cheltenham