



**MINUTES
CURRICULUM AND QUALITY COMMITTEE
28 SEPTEMBER 2017
BOARDROOM, CHELTENHAM CAMPUS**

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

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: Ms G Hayes (External)

Attendance: 85.7%

PRELIMINARIES		ACTION
42/17	Opportunity for Private Business	
	None.	
43/17	Apologies	
	Were noted as above.	
44/17	Declarations of Interest	
	None, other than those currently recorded on the Register of Interests.	
45/17	Confidentiality of Items	
	As marked, for reasons of commercial sensitivity, for a period of two years.	
46/17	Minutes of the meeting of 6 July 2017	
	The minutes of the meeting were approved and signed as a true	



	record by the Chair.	
47/17	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		
48/17	Committee Objectives for the Year	
	<p>TB proposed the following focus for the committee (to align with the Operating Plan) for consideration and agreement at the next meeting:</p> <ul style="list-style-type: none"> • HE enrolment • T Level introduction • Stakeholder experience • Personalisation of T&L including VA and Learning Support • Quality of T&L – fit for purpose (EV/IV) • Improvement in maths and English outcomes • Learning environment meets learners needs (resource/opportunity/safeguarding) • Apprenticeships continue to grow whilst maintaining standards • More competitive academic profile • Adult Functional Skills • Diplomas <p>ACTION: Members to provide any comments on the proposed objectives to the Clerk.</p>	ALL
49/17	<p>End of Year Self-Assessment Report (SAR), including Quality and Performance KPIs, Performance and Outcomes: partly confidential</p> <ul style="list-style-type: none"> • FE • Apprenticeships • Maths • English • Value Added • Teaching, Learning and Assessment Outcomes <p>JK presented the first draft SAR for 2016-17. Governors have not been involved in SAR validation meetings this year so as to facilitate frank discussions with staff. However, several governors had been given the opportunity to comment on the document and their comments incorporated. The College is still analysing outcomes from last year and validation meetings are ongoing. Page 9 in particular</p>	



	<p>has not been validated. The document will be completed by the next meeting for approval and recommendation to the Board.</p> <p>JK tabled a paper on Student Outcomes for 2016-17.</p> <p>RESOLVED: The Committee noted the positive overall picture and that the College is aware of the areas for improvement.</p>	
50/17	End of Year Self Evaluation Document (SED) including HE Outcomes – partly confidential	
	<p>KJ presented a report updating the Committee on progress with implementing the new HE Regulatory Frameworks for the College to assure C&Q in the lead up to the Annual Assurance Statement as part of the HEFCE Annual Provider Review.</p> <p>An executive summary of the SED was included which highlighted the College's status in meeting baseline QAA regulatory requirements and European Standards.</p> <p>The report also contained a status update on results, applications and enrolment.</p> <p>RESOLVED: Members noted the report and agreed that HE will be a key area of focus for the committee for the year.</p>	
51/17	EV / IV Outcomes	
	<p>A paper was received with a summary update on standards in the external verification of student assessment. Good progress has been made with 96% of reports with no sanctions and no blocks to certification at the end of the year. The picture is generally good apart from some concerns in computing.</p> <p>Members noted that the increased rigor in the process and the value of the evidence provided by the process.</p> <p>RESOLVED: The EV / IV report was noted.</p>	
52/17	Learning Support Annual Report	
	<p>SS presented the above report which highlighted the role and scale of the Learning Support function in the College along with progress and highlights from the year. Full details of the impact of Learning Support on attendance, retention and achievement are contained in the SAR, as well as areas for Improvement.</p>	

	<p>Members congratulated the College on the development of the Autism Hub as part of the provision for young people with SEND at the College and on being the first college in the country to be awarded an Autism Inclusion Quality Mark in recognition of the outstanding work towards autism inclusion.</p> <p>It was noted that a Learning Support Toolkit has been designed and developed to ensure staff are fully aware and engage with access to Learning Support access. Also that student feedback and relationships with staff and external agencies are generally good.</p> <p>Members supported the College's efforts in this area and recognised the growing number of learners requiring support and the challenge of providing the required support.</p> <p>RESOLVED: The Learning Support Annual Report was noted.</p>	
53/17	Stakeholder Feedback Annual Report – partly confidential	
	<p>JK presented the Stakeholder Feedback Annual Report setting out the results and analysis of the following surveys:</p> <p>FE Choices Student Feedback FE Choices Employer Interim Feedback NSS HE Student Satisfaction Report</p> <p>RESOLVED: The Committee noted the generally improving results from Feedback Reports.</p>	
54/17	Talkback (Complaints and Compliments) Annual Report	
	<p>KM presented the data relating to complaints and praise received through Talkback in 2016/17. The report highlighted trends in this data, provided commentary on actions to address common causes of complaints and outlined future plans for on-going action.</p> <p>A focus on resolving complaints early has reduced the number of formal complaints raised this year. A similar level of complaints were upheld this year as in previous years (66%). The College logs all complaints whether formal or informal. Shirley Perry is extremely professional in her communications regarding complaints. Key areas where complaints were made were: Teaching, learning and assessment (particularly English and maths); staffing, timetables; communication. Action plans are in place to address all areas.</p> <p>RESOLVED: Members noted the report and thanked the College for their professional approach in this area.</p>	



55/17	CEIAG Strategy and Plan	
	<p>JK presented the Careers Education, Information, Advice and Guidance (CEIAG) Strategy, detailing the impartial provision available to GC students in supporting them to develop the skills required to make confident educational and occupational choices and to successfully manage their careers.</p> <p>An Implementation Plan was included, outlining how the College will achieve the Strategy. This has been an underperforming area, often in terms of communication. The focus is on managing expectations and changing perceptions.</p> <p>The Strategy was well-received by members who considered it a thorough piece of work. The College was encouraged to ensure internal progression is well catered for. One member requested comparisons with other organisations if possible.</p> <p>RESOLVED: Members of the Committee noted the contents of the Strategy. Progress will be monitored through the Operating Plan and an update will be brought to the Committee at the end of the academic year.</p> <p>ACTION: JK to ensure progress with CEIAG is covered as part of QIP/Operating Plan update at future meetings and to provide comparisons with other organisations.</p>	JK
	ROUTINE BUSINESS	
56/17	<p>Approval of Policies:</p> <ul style="list-style-type: none"> • <i>Talkback - Complaints and Compliments</i> <p>The Talkback Policy was approved at the July 2017 C&Q meeting. The policy had not been amended since then. It was included on the agenda to bring it into line with the new agenda cycle for the year so that it is reviewed and approved at the same time as the annual report is presented.</p>	
57/17	Key Items for Board - confidential	
	The Key Items Report for the Board was completed, noting the risks to be highlighted/added to the Risk Register.	
	OTHER	
58/17	Any Other Business	



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	The Committee was pleased to note that the College Summer School had received a visit from the British Council and had been reaccredited for another three years. Members requested an update to the Subject Codes. ACTION: Emma Bennett to obtain updated subject codes.	EB
59/17	Date and time of next meeting: 23 November 2017 at 5pm, Cheltenham	

Signed.....*MP James*.....

Date.....*23rd November 2017*.....