

**PUBLIC MINUTES OF THE
CURRICULUM AND QUALITY COMMITTEE
BOARDROOM, CHELTENHAM CAMPUS
13 SEPTEMBER 2018**

Present: Ms M James (External) (Chair) Ms J Haines (Staff Governor)
Ms T Burton (External) Mr M Lawson (Staff Governor)
Ms S Baldry (Co-opted) Ms S Wilman (Co-opted)
Mr M Burgess (Principal)

In Attendance: Mr J Ingram New Student Governor (observing)
Mr R O'Donnell New Co-opted Member (observing)
Dr K Morris Vice-Principal, Curriculum and Quality
Ms S Steed Vice-Principal, Students
Ms J Cosson Clerk to Governors

Apologies: Ms J Tegg, Head of Employer Engagement

Attendance: 100%

		ACTION
PRELIMINARIES		
63/18	Opportunity for Private Business	
	None.	
64/18	Apologies	
	Were noted as above.	
65/18	Declarations of Interest	
	None other than those currently recorded on the Register of Interests. Members were asked to complete new declarations for the year.	
66/18	Confidentiality of Items (C)	
	As marked, for reasons of commercial sensitivity, for a period of two years.	
67/18	Minutes of the meeting of 14 June 2018	
	Were approved and signed as a true record by the Chair.	



68/18	Matters Arising from the Minutes and Actions Matrix	
	None.	
KEY BUSINESS		
69/18	Committee Objectives for the Year	
	It was agreed to consider these at the next meeting in the light of a presentation on student outcomes and the review of the draft SAR.	
	<i>Members took as read the papers on items 70-73. It was agreed to defer items 72 and 73 to the next meeting and to focus the meeting on item 74.</i>	
70/18	Principal's Overview and Operating Plan (C)	
71/18	Quality and Performance End of Year Update (C):	
71.1/18	FE Update (including Maths and English and Value Added)	
71.2/18	Apprenticeships Update	
71.3/18	HE Update	
71.4/18	Teaching, Learning and Assessment Update (including Learning Support Update)	
71.5/18	External Verification/Internal Verification Update	
72/18	Stakeholder Feedback Annual Report (C)	
73/18	Complaints and Compliments Annual Report (C)	
74/18	Presentation of Student Outcomes and Review of Draft SAR (C)	
	MJ reminded members of the Board's responsibility in relation to the production and submission of the SAR and the role of the Committee in helping the Board to challenge and support improvement across the College.	
	MJ asked members to consider three questions when reviewing	

	<p>the SAR:</p> <ul style="list-style-type: none"> • Are the issues clear? • Will the suggestions for improvement be measurable? • Is the Self-Assessment honest - does it give the whole picture and the information governors need? <p>MB gave an overview of the headline outcomes from the 2017/18 success rates, split into core areas and maths and English. The presentation compared these with the National Rates (NR) for 2016/17 (not yet available for 2017/18) and looked at the Value Added and performance of different groups. It was noted that some results are still outstanding, especially amongst Adults. MB provided the context for the results in terms of higher expectations/targets for achievement and retention, and improvements in national rates within the sector. The data was broken down within each area into success by level, success by qualification type, retention, pass rates and maths and English.</p> <p>KM presented an action plan to address issues arising from the outcomes.</p> <p>KM took members through each of the areas for improvement identified in the SAR, setting out the root cause of the issue, what the College intends to do and how it will know if it has been successful.</p> <p>Members thanked MB and KM for the College's honest reflection of the position.</p> <p>The Committee was reassured by the level of focus of the action plan.</p> <p>ACTION: Members to send any further comments on the draft SAR to KM via the Clerk.</p>	<p>All</p>
ROUTINE BUSINESS		
75/18	Sector Update and Developments	
	<p>The update was taken as read and there were no questions.</p> <p>RESOLVED: The Sector Update and Developments report was noted.</p>	
76/18	Key Items for Board	



	The Key Items report was completed noting the risks to be added to/highlighted on the Risk Register:	
OTHER		
77/18	Any Other Business	
	None.	
78/18	Date and time of next meeting: 15 November 2018 at 5pm, Cheltenham	

Signed..... *M P James*
Date..... *15th November 2018*