

THE OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held on 10 June 2009

Present:	Abdul Jabbar	Governor (Committee Chair)
	John Alder	Governor
	Diane Howard	Staff Member
	Kath Thomas	Principal
In Attendance:	John Pattison	Clerk to the Corporation
	Anne Falloon	Deputy Principal
	Joan Griffiths	Director of Student Services and Communications
	Veronica Conlon	Director of Creative Industries & Professional Development
	Louise Fox	Communications Manager
	Janette Thripland	Head of Service - Quality

1. Apologies

There were no apologies. John Pattison informed the meeting the Eddie Dixon had resigned as a Governor and was no longer a member of the Committee. He reported the meeting was quorate.

2. Declaration of Conflicts of Interests

There were no conflicts of interest declared.

3. Minutes of the meeting held on 11 March 2009 and Matters Arising

John Alder noted that he had not attended the meeting.

The Committee agreed:

- that with the above amendment, the minutes of the 11 March were accepted as a correct record. There were no matters arising.

4. Rolling Action List Update

The following item was reported as completed:

11 03 09 Item 13	The Clerk to send John Alder congratulations on becoming Oasis Academy Principal elect.
---------------------	---

John Pattison reported that John Alder had confirmed he would remain as a member of the Committee.

5. ECM and Safeguarding Report

Joan Griffiths spoke to the report. She noted that Safeguarding is now very much a key element of the Ofsted agenda. She also noted the forthcoming changes re. CRB checks, including those relating to students. She was able to provide assurances that these were in hand with the development of a centralised process for work experience. Joan Griffiths then provided an analysis of the 19 referrals, the same number as in the previous year. She was pleased to report close links with the local authority and schools. Abdul Jabbar noted that there may be a possibility of local authority funding from the community policy/integration projects. Joan Griffiths and Anne Falloon agreed to pursue the possibility.

The Committee agreed:

- to note the report.

6. **Excellence in Learning Strategy**

Veronica Conlon spoke to the update on the Strategy against the six priority objectives. She explained these are carried through by an underpinning development plan. She noted that in terms of outcomes, the objectives regarding Research & Innovation, Quality Improvement, Building a Learning Culture, and E-Learning are substantially on track. The Curriculum Development objective is partially achieved "on track". The final objective The Expert Learner, is on track. In response to a question from Abdul Jabbar, Veronica Conlon and Anne Falloon explained that the target proportion for good or better teaching is set within the Strategic Plan to increase by 2% per year for 2008/09. Diane Howard informed the meeting of developments under the strategy in the Department of CSI.

The Committee agreed:

- to note the satisfactory progress of the Excellence in Learning Strategy 2008/09.

7i. **Strategic Plan Monitoring : Review of Retention and Projected Achievement 2008/09**

Anne Falloon presented an interim report on retention rates in terms of three year trends. She noted a slight increase in the overall "headline" retention rate. She drew attention to the 9% rise in Level 3 retention, a cohort which has grown over the last three years. She noted other improvements in Long Level 1 and BME retention, the latter is showing a significant improvement and is now at or above the College figure. The Level 2 rate has remained static, 1% below target. In response to a question from John Alder, Anne Falloon provided analysis by department. Joan Griffiths pointed to the rise in retention in the Business and S4L departments where there has been substantial staff and learner development.

Anne Falloon felt further work was required on the impact of support. Kath Thomas agreed that a "return on investment" mechanism is required. Abdul Jabbar requested that his be included in future reports.

Action : **Include "return on investment" on support and enrichment in future retention monitoring reports.**

7ii) **Strategic Plan Monitoring : Every Learner Matters Annual Report**

Joan Griffiths spoke to progress on the five key priority objectives during the year. She highlighted the progress on formative assessment using the electronic grade book. She was also pleased to identify progress on induction which had been identified as an area for improvement. In terms of curriculum development, she drew attention to the two new Diplomas, the 95% increase in Foundation Enrolment tier and the increase in science take up.

Joan Griffiths summarised progress against strategic statements as follows :

Strategic Statement 1	"How the College will plan provision" – partly achieved and on target
Strategic Statement 2	"Recruit, induct and guide learners" – substantially achieved, exceeded target
Strategic Statement 3	"How the College will manage successful courses" – significantly achieved and working towards targets

The Committee agreed:

- to note progress of the Every Learner Matters Strategy.

8. **Results of the on-programme Student Perceptions of College**

Janette Thripland spoke to the analysis of the mid-session data. She noted overall satisfaction levels are high. She was pleased to note that the satisfaction levels for the "bottom line" questions 22 and 29 remain very high. Janette drew the Committee's attention to the decline in three year satisfaction trends relating to teaching and learning questions, 3, 4, 5 and 12. She explained that follow up actions will be based on detailed departmental analysis. These will be incorporated in SAR development plans. She expressed concern that the timing of the FfE national questionnaire may have had an impact. AF noted that the decline in question 5 "The way I am given information is interesting", is being addressed through the accelerated learning initiative.

The Curriculum & Quality Committee agreed:

- to note the outcomes of the On Programme SPOC and accept the management actions arising.

Diane Howard left the meeting at 7.15pm

9. Annual review of Student Charter and Employers Charter

The Clerk informed the meeting that the Student and Employers Charters had been reviewed by the Quality Unit and Employer Responsiveness Strategy Group respectively. No changes were recommended to the Student Charter. A simplified Employers Charter which was more accessible to Employers was recommended. The meeting considered the Charters.

The Curriculum & Quality Committee agreed:

- the Student and Employers Charters for 2009/10.

10. Committee Annual Report

The Committee considered the draft report as evidence that it had fully and properly carried out its Terms of Reference. The Clerk drew attention to the items the Committee had not been required to fulfil.

The Committee agreed:

- the annual report for presentation to the Corporation.

11. Terms of Reference and Work plan

The Clerk recommended minor amendments to the Terms of Reference to make them current.

The Committee agreed:

- the proposed Terms of Reference for 2009/10.

The Committee then reviewed a draft work plan based on the current year's items. John Pattison informed the Committee that the internal auditors had recommended the inclusion of an annual Marketing Report. Anne Falloon requested that an item on E Learning be included for the first meeting and an annual report be made at the last meeting of 2009/10. She also requested that the other major strategy not included, Every Learner Matters, be included.

The Curriculum & Quality Committee agreed:

- **the Work Plan for 2009/10 with the above additions.**

12. Identification of Health & Safety Issues

None.

13. Identification of Equal Opportunities Issues

None.

14. Any other Business

The Committee discussed a replacement for Eddie Dixon. It was felt that Corporation members should be given the opportunity to volunteer at the meeting of 7 July before other alternatives were considered.

Draft minutes approved:

Minutes Approved by Committee:

Signed

Date

The Oldham College Corporation
Rolling Action List – Curriculum & Quality Committee

Meeting Date & Item No.	Rolling Action List <i>(Outstanding actions from previous meeting(s) to be carried forward, listed below, and not removed until completed/closed.)</i>	Actionee	Reported as Completed at meeting of
11 03 09 Item 13	The Clerk to send John Alder congratulations on becoming Oasis Academy Principal elect. The Clerk to clarify John Alder's position as a member of the Curriculum & Quality Committee.	John Pattison John Pattison	10 June 2009 10 June 2009
10 06 09 Item 7i	<u>Strategic Plan Monitoring : Review of Retention and Projected Achievement 2008/09</u> Include "return on investment" on support and enrichment in future retention monitoring reports.		