
OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 13 June 2017 at 5.00pm

Present:	Anne Gornall	Governor (Chair)
	Brendan Murden	Governor
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Alexandra Gardiner	Governor
	Des Herlihy	External Member
	Diane Howard	Staff Governor
	Tim Mitchell	Governor
In Attendance:	Janet Frost	Clerk to the Corporation
	Heather Green	MD Strategy and Quality
	Debra Woodruff	Deputy Principal
	Rebecca Hirst	Designated Safeguarding Lead Officer

Apologies:

51/16 Declaration of Conflicts of Interests

All members and officers present declared that they had no interests, personal, fiduciary, or otherwise in any item on the open agenda for the meeting.

52/16 Apologies

There were no apologies received for the current meeting.

It was reported that Arthur Hewitt and Ruth Jones, Student Governors were both absent from the meeting. The Clerk had attempted to contact the Student Governors but had not been successful.

53/16 Minutes of the previous meeting

The minutes of the meeting held on 14 March 2017 had been previously circulated to all members.

It was **RESOLVED** that the minutes reflected a true record of the meeting and were accepted and signed by the Chair.

54/16 Matters Arising from the Minutes

None reported.

55/16 Rolling Action List Update

1. 14 March 2017 Min 43/16 - Presentation on the key issues and variability between Faculties/Sectors

- (i) Information will be provided to the newly formed Corporation Task Group that shows the likelihood of the 'at risk' qualifications being achieved and the added interventions that have been identified for each student.

It was **RESOLVED** that this action is complete.

(ii) At future meetings graphical representation of the data will be produced that will show members the current position compared to target and a briefing on the issues for each of the quality improvement plans. This information will be summarised into three things that are working and three concerns.

It was **RESOLVED** that this action is complete.

(iii) The full curriculum offer for the College will be reported to the next meeting in June 2017.

It was **RESOLVED** that the Curriculum Plan would be presented to the Full Corporation at its Strategic Away Day on 11 July 2017.

(iv) A report on the outcome of observations that have taken place will be reported to the next meeting.

It was **RESOLVED** that this action is complete.

(v) A report will be presented to the next meeting that demonstrates the impact of the coaching roles at the College; Stretch and Challenge; Value Added and E-learning.

It was **RESOLVED** that this action is complete.

2. 14 March 2017 Min 44/16 - Safeguarding Termly Report

Safeguarding Training for governors would be rolled out as soon as the information is made available from HR.

It was **RESOLVED** that this action was complete.

3. 14 March 2017 Min 45/16 - HE and Higher Skills Strategy

i. A further report on the progress made with the Degree Apprenticeships be presented at the next meeting in June 2017.

Members were provided with 'A Guide to Higher and Degree Apprenticeships' information and the MD Quality and Strategy summarised progress how this was being developed at UCO with external organisations.

ii. Marketing of UCO is maximised to assist with the recruitment process

iii. All L2 and L3 students to receive ongoing dialogue regarding progression routes to UCO

It was **RESOLVED** that following discussion at the current meeting these actions were complete.

Note further actions were requested at the current meeting relating to UCO.

4. 14 March 2017 Min 46/16 – Scheme of Delegation

The Scheme of Delegation to be updated to include reference to the Principal's responsibility for ensuring quality is achieved and update the Structure Chart to include the Corporation Task Group.

It was **RESOLVED** that this action was complete.

56/16 The Chair requested a change to the reporting sequence and Item 11 – Safeguarding and Prevent Mid Term Report was brought forward to the next item on the agenda.

It was **RESOLVED** that members supported the change.

57/16 Safeguarding and Prevent Mid Term Report (Item 11)

A copy of the Safeguarding Termly Report had been prepared by Rebecca Hirst, Designated Safeguarding Lead Officer and previously circulated to members for consideration.

Members were advised that the report included information relating to Oldham College and UCO. Members noted the report.

The DSLO advised that the college had adopted a new process that would assist students with their emotional wellbeing and mental health needs. The process had been developed with the support and advice of external agencies. A copy of the process was circulated to members and the DSLO explained how it would work in greater detail. She reported that as part of this piece of work 30 staff are being trained on the first aid mental health training. This will enable staff to support students when early signs are identified and get them the right support so that a student's mental health does not deteriorate. If a student does

require further assistance then they will be directed to the relevant agency, this could be universal support, selected support or targeted support.

Qu: How many students will need this support?

Q

A: 40% approximately will require the triage element of the first aid, however this does not necessarily mean the number that will require further mental health support.

The DSLO referred to the report which identified that in the period August 2016 to May 2017 there had been four anxiety referrals, 22 self harm referrals and 57 emotional and mental health referrals.

Qu: If 40-50% of the student body are going to require mental health first aid, is there a danger that students will be stigmatised?

C

A: The service will be branded in a different way so that this does not happen.

Qu: What capacity does the CAMHS service have currently?

A: CAMHS is not able to take young people with low level mental health issues. This is the case for Oldham and nationally as the demand for the service is so great. It is hoped that by providing low level support to our students this will reduce their risk of requiring higher level support.

Q

The Chair thanked Rebecca for her report.

It was **RESOLVED** that members noted the report and the progress being made in providing additional services to students.

5.15pm – Rebecca Hirst retired from the meeting

5.15pm – Brendan Murden joined the meeting

58/16 Predicted Success Grades (KPI) (Item 7)

A report detailing the latest predicted success rates for 2016/17 had previously been circulated to members for consideration. The Deputy Principal introduced the report advising members that the English and maths GCSE exams had now both been taken and attendance had been higher than predicted.

The Deputy Principal drew member's attention to the following:-

16-18 Study Programme

- Overall student progress remains on track to exceed the headline target of 83%. However it was reported that the most vulnerable area which could impact on this is the English and maths. The grades have been reviewed following the Predicted Panels and the results from the mock examinations and the worst case scenario remains at 78% whilst the best case was reported at 91%.
- The number of qualifications at risk at the end of May was reported as 636 compared to 640 in April.
- It was reported that the college is on track to deliver improved outcomes.

Adult

- ESOL, English and maths qualifications make up the majority of the Adult Learning Programme offer. It was reported that these areas equate to 79% of our provision. Out of the 79% the predicted achievement rate is between 85% - 93%.
- The ESOL pass rate is currently high and on track to exceed target. English and maths mock examinations for English and maths are broadly in line with previous predictions.
- The WCS of 85% would mean we would remain below the national rate of 86%, however, there is some confidence that we will exceed the 2015/16 national rate

and hit our overall target of 86% for 2016/17 which would deliver a 4% improvement compared to 2015/16.

Apprenticeships

- Reported that Apprenticeships are on track to continue their year on year improvements.
- Noted that whilst our rates have been improving, national figures have declined to 67% in 2015/16. This would have meant that at the point of inspection the college would have been 2% higher than national for overall success rates (at 69%)
- The WCS is still predicted at 72% for 2016/17. There are still 134 apprentices to achieve (149 last month) and 25 of these achievements are at risk. Current actual success is 66% (1% improvement on April) but the increase is not as good as predicted.
- However, 10 achievements have not yet been processed and these will bring us to the 69% predicted for the end of May by mid-June. This will take us 2% above the national rate and in line with our final achievement rate in 2015/16 with 134 learners still to achieve. The worst case prediction assumes that our current at risk learners do not achieve.
- Current maximum potential success has reduced by 1% from last month to 76%. It was reported that the team remain confident the 2016/17 target of 75% remains achievable.

Qu: On variability, where are the college weaknesses? C

A: Whilst Construction and engineering have improved they remain areas of focus. In addition, Business and Finance have improved but this is an area that requires more attention.

Qu: It is important that governors review and comment on the PIAP. When will governors next review the PIAP? Q

A: The PIAP will be presented and considered by governors at the Full Corporation Away day on 11th July 2017.

The Principal updated members on the recent interviews that had taken place for the College Improvement Partner (CIP) advising that Marina Gaze was the successful applicant. Marina will be coming into the college on 13/14 July 2017 to carry out a stock take that will enable her to form recommendations to governors. She will then come into college again on 30 August 2017 and attend the first stretch and challenge visit in early September. A member commented that it would be useful if Marina could review the PIAP ahead of the Full Corporation meeting in July and the Principal agreed to facilitate this. The Chair thanked the Deputy Principal for the detailed report.

It was **RESOLVED** that:-

- i. the content of the report was noted by members,
- ii. the PIAP be presented to the Full Corporation at its Strategic Away Day on 11th July 2017, and
- iii. Provide the CIP with a copy of the PIAP for comment ahead of the Strategic Away Day.

59/16 Update on Teaching Observations, Teacher Development and Coaching Roles (Item 8)

A report had previously been circulated that provided members with an update on the College's assessment of the quality of teaching, learning and assessment. The MD for Strategy and Quality introduced the report and summarised the key points:-

- The processes that have been put in place aim to bring consistency to the quality of teaching

- Noted that 88 out 150 formal observations had been completed of which 77.3% were recorded as having effective or highly effective teaching
- The areas identified for development in the OfSTED report are the areas of focus and these were noted as:-
 - consistent teaching, learning and assessment required; teacher’s feedback to student to be consistent; learner’s attendance on study programme to improve; 16- 19 study programme learners to improve their GCSE grade or achieve their qualification; leaders and managers to ensure consistently high standards across all provision; apprentices to achieve their qualifications in the planned timescales; clear information to be presented to governors in order to challenge senior leaders effectively and different groups of learners do not perform as well as they should compared to their peers
- Regular CPD sessions are delivered to staff and focus on priority areas including; stretch and challenge; increasing understanding of teaching to raise value added outcomes; use of VITAL and Moodle to track and improve learner progress
- Specific interventions have been identified for some staff
- The Teaching and Learning Coach continues to support 20 staff who require development following observation and this is achieving positive outcomes

5.40pm – Des Herlihy joined the meeting

Qu: Why are probation staff not included in the observation process?

A: Probation staff are observed and the outcome is reflected in their action plan. From 2017/18 this process will change and the results will be recorded alongside all teaching staff observation data. **C**

Qu: Can you advise what actions have been put in place to test teacher’s feedback to students to ensure it is challenging and aids progression **C**

A: The observations that take place include a review of students books and analysis of the feedback and the progression made by students is recorded as part of the process.

Members discussed the rate at which staff are observed and it was reported that not all staff are observed each term and that a differentiated approach is taken to ensure staff at risk are prioritised, in addition informal observations take place and the outcome recorded, which previously was not the case. **Q**

A member asked how the observation process will ensure that inconsistency in underperforming areas is identified and actions put in place to reduce the variability and the MD Strategy and Quality reported that a robust performance management process alongside the observation process is having a positive result. **C**

The Principal updated members on the ‘Teaching to Distinction’ approach which will be launched in July. The CPD approach is centred around six key modules and will be delivered by Tom Sherrington and is informed by current educational research. It was noted that there would be an information event for governors on the 20 June 2017 4.00pm – 5.00pm on the CPD approach.

It was **RESOLVED** that members note the report and the progress being made.

60/16 Curriculum Plan 2017/18 (Item 9)

The Deputy Principal reported that the Curriculum Plan 2017/18 would be reported to members of the Corporation at its Strategic Away Day on 11 July 2017.

It was **RESOLVED** that the Curriculum Plan 2017/18 would be reported to members of the Corporation at its Strategic Away Day on 11 July 2017.

61/16 HE and Higher Skills Strategy Action Plan – update (Item 10)

The Vice Principal had previously circulated a copy of the HE and Higher Skills Action Plan. She reported that the plan included each of the strategic aims of UCO and the actions that have been identified to measure progress. It was reported that by the summer the majority of the actions will have been achieved as extremely good progress has been realised so far this year with the final validations taking place in July.

A member asked for an overview on recruitment to date and the Vice Principal explained the barriers that have been overcome due to the restrictions caused by the validation of new courses and the impact that this will have on numbers for 2017, adding that currently UCO are 100 students down on the same time last year. The Vice Principal added that UCO has only recently achieved a part presence on UCAS. A great deal of work has been done to market UCO and in keeping students warm and it was noted that emphasis will be placed on 'clearing' to maximise numbers for September 2017. In discussion a number of questions were raised:-

Q

Qu: Do you expect to pick the 100 students up for 2017?

A: Yes, the target for recruitment is the same as 2016.

Q

Qu: Do you have a similar process for teaching, learning and assessment as the college?

A: Yes, a similar process is currently being planned. The first TEF submission will be submitted in 2018 and UCO will be required to introduce observations of HE staff as part of the reporting process for this. There will also be a subject review linked to the staff review and sharing of good practice will be built into this.

Q

Qu: Progression from FE to HE, do you consider the progression plans for students sufficient?

A: UCO are working with the HOFs to agree visits, taster days, guest lectures and guided tours. The whole of the Digital and Creative Faculty have arranged a day to go to UCO to see what is on offer.

C

A request was made that data on progression numbers be provided at a future meeting.

A member commented that at the UCO Advisory Board members had received a report on the progress that had been achieved with UCLan, Bedfordshire and Sheffield Hallam noting that a great deal of hard work had taken place to achieve 26 validations this year and praised the staff for their efforts. The UCO Advisory Board had also discussed the ABR process and it was agreed that UCO is a unique learning environment for the residents of east Manchester and this should be particularly celebrated in order to promote its significance in any merger debate.

The Vice Principal continued and reported that notification had been received from the QAA and the quality visit was planned for spring 2018.

The Chair thanked the Vice Principal for her report.

It was **RESOLVED** that:-

- i. members received the report as presented,
- ii. data on progression numbers be provided at a future meeting.

62/16 Scheme of Delegation (Item 12)

A copy of the Scheme of Delegation had previously been circulated to members for consideration. It was reported that at the last meeting a further responsibility be included in section 4 relating to the role of the Principal. Members noted the amendment.

It was **RESOLVED** that members received the Scheme of Delegation and recommended approval to the Full Corporation at its next meeting in July 2017.

63/16 Workplan Deviation Report, Terms of Reference and Workplan for 2017/18 (Item 13)

A copy of the Workplan Deviation Report, Terms of Reference and Workplan for 2017/18 had previously been circulated to members for consideration.

The Clerk reported that the deviation report showed variations to the planned reporting sequence to the committee this year. The 2017/18 workplan identified the reports that would be included at each meeting for 2017/18 and it was agreed that the Clerk review the requirements of HE to ensure the timely presentation of reports to C&Q Committee, Resources Committee and Full Corporation.

It was noted that the Terms of Reference for the committee were presented with no changes.

It was **RESOLVED** that the Clerk review the Workplan for 2017/18 to ensure timely presentation of HE reports to C&Q Committee, Resources Committee and Full Corporation.

64/16 Minutes of the UCO Advisory Board 8 June 2017 (Item 14)

The draft minutes of the UCO Advisory Board that had been held on the 8 June 2017 were circulated to members for information.

It was **RESOLVED** that members noted the content of the draft minutes.

65/16 Identification of Health and Safety Issues (Item 15)

There had been no issues identified to report.

66/16 Identification of Equal Opportunity Issues (Item 16)

There had been no issues identified to report.

67/16 Any Other Business

The Chair summarised the discussion at the meeting and concluded that the quality and success rates are showing that they are going in a positive direction, however variability remains an area of focus, and this will continue to be a subject of further debate at each meeting.

68/16 Proposed Dates of the next meetings

To be confirmed

Meeting closed 6.20pm

Minutes Approved: Signed _____
Chair

Date _____

Rolling Action List

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
<p>14 03 17 Min 43/16</p> <p>13 06 17 Min 60/16</p>	<p><u>Presentation on the key issues and variability between Faculties/Sectors</u></p> <p>(vi) Information will be provided to the newly formed Corporation Task Group that shows the likelihood of the 'at risk' qualifications being achieved and the added interventions that have been identified for each student</p> <p>(vii) At future meetings graphical representation of the data will be produced that will show members the current position compared to target and a briefing on the issues for each of the quality improvement plans. This information will be summarised into three things that are working and three concerns</p> <p>(viii) The full curriculum offer for the College will be reported to the next meeting in June 2017</p> <p>(ix) A report on the outcome of observations that have taken place will be reported to the next meeting</p> <p>(x) A report will be presented to the next meeting that demonstrates the impact of the coaching roles at the College; Stretch and Challenge; Value Added and E-learning</p>	<p>Deputy Principal</p> <p>Deputy Principal</p> <p>Deputy Principal</p> <p>Vice Principal Learning</p> <p>Vice Principal Learning</p>	<p>Task Group 3 April and 8 May 2017</p> <p>C&Q 13 06 17 Min 58/16</p> <p>C&Q 13 06 17 Min 59/16</p> <p>C&Q 13 06 17 Min 59/16</p>
<p>14 03 17 Min 44/16</p>	<p><u>Safeguarding Termly Report</u> Safeguarding Training for governors would be rolled out as soon as the information is made available from HR.</p>	<p>Clerk</p>	<p>C&Q 13 06 17 Min 55/16</p>
<p>14 03 17 Min 45/16</p>	<p><u>HE and Higher Skills Strategy</u></p> <p>(i) A further report on the progress made with the Degree Apprenticeships be presented at the next meeting in June 2017</p> <p>(ii) Marketing of UCO is maximised to assist with the recruitment process</p> <p>(iii) All L2 and L3 students to receive ongoing dialogue regarding progression routes to UCO</p>	<p>MD Strategy and Quality</p> <p>Head of Marketing</p> <p>Vice Principal Learning</p>	<p>C&Q 13 06 17 Min 61/16</p> <p>C&Q 13 06 17 Min 61/16</p> <p>C&Q 13 06 17 Min 61/16</p>
<p>14 03 17 Min 46/16</p>	<p><u>Scheme of Delegation</u> the Scheme of Delegation be updated to include reference to the Principal's responsibility for ensuring quality is achieved and update the Structure Chart to include the Corporation Task Group</p>	<p>Clerk</p>	<p>C&Q 13 06 17 Min 62/16</p>
<p>13 06 17 Min 58/16</p>	<p><u>Predicted Success Grades (KPI)</u> i. the PIAP be presented to the Full Corporation at its Strategic Away Day on 11th July 2017</p>	<p>Deputy Principal</p>	

	ii. Provide the CIP with a copy of the PIAP for comment ahead of the Strategic Away Day.		
13 06 17 Min 61/16	<u>HE and Higher Skills Strategy Action Plan</u> Data on progression numbers be provided at a future meeting.	Vice Principal UCO	
13 06 17 Min 63/16	<u>Workplan 2017/18</u> A review of the Workplan for 2017/18 to take place to ensure timely presentation of HE reports are included.	Clerk	