

# OLDHAM COLLEGE

## CURRICULUM & QUALITY COMMITTEE

### Minutes of the Meeting held 13 March 2018 at 5.00pm

<b>Present:</b>	Anne Gornall	Governor (Chair)
	Megan Brown	Student Governor
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Alexandra Gardiner	Governor
	Bob Harrison	Governor
	Des Herlihy	Governor
	Michael Jackson-Leafield	Staff Governor
<b>In Attendance:</b>	Janet Frost	Clerk to the Corporation
	Heather Green	Vice Principal Strategy and Quality
	Debra Woodruff	Deputy Principal
	Rebecca Hirst	Designated Safeguarding Lead
	Helen Mathers	Vice Principal HE and Higher Skills
	Jo Kershaw	Assistant Principal
	Emma Coppinger	Head of ISS

**34/17 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.

**35/17 Apologies**

None received

**36/17 Minutes of the previous meeting**

The minutes of the meeting held on 23 January 2018 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.

**37/17 Matters Arising from the Minutes**

There were no matters arising that were not covered on the agenda

**38/17 Rolling Action List Update**

**1. 23 January 2018 Min 30/17 - HE Curriculum and Quality Summary Update**

(i) The final draft of the QAA report to be circulated to members once available for final comment (mid-February)

(ii) The action plan to include an impact statement against each action in future reports

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

The Chair requested a change to the reporting sequence with Item 9 – Safeguarding Termly Report, Item 8 - ISS Report and Item 7 - HE Report being brought forward to on the agenda. It was **RESOLVED** that members approved the change.

#### 5.05pm Rebecca Hirst joined the meeting

#### 39/17 Safeguarding Termly Report (Item 9)

A copy of the Safeguarding Termly Report had been prepared by Rebecca Hirst, Designated Safeguarding Lead Officer and previously circulated to members for consideration. The DSLO drew the attention of members to key points in the report. In summary:-

- As part of the School to College transition a new procedure has been included to ensure that the parental responsibility given at application stage matches school information
- A Nurse now visits College once a week to work with students that are 18 or under . The service is in demand.
- TOG Mind continue to be present in College one day a week and can work with any student 16+. The service is in demand.
- Members noted the Oldham Whole School and College Emotional Health and Mental Health Wellbeing Framework which describes the key actions that school and colleges can take to embed a holistic approach to emotional and mental health wellbeing.
- Noted that Project Choice has met with all the Level 3 Media students to deliver the brief on making a video on Honour Based Violence (HBV) & Forced Marriage.
- Members reviewed the notable cases and actions that are being taken to achieve a positive outcome
- Members noted the Safeguarding referrals by type data

The Chair thanked the DSLO for her report.

It was **RESOLVED** that members noted the report and the progress being achieved.

#### 5.10pm – Rebecca Hirst retired from the meeting and Jo Kershaw and Emma Coppinger joined the meeting

#### 40/17 Integrated Student Support and personal Development (Item 8)

A report had previously been circulated that provided members with an overview of the ISS service, the impact that it is making on students outcomes and the way in which it supports the wider strategic aims of the College.

The Assistant Principal reported that the service was established in the summer of 2017 with the aim to develop and support student qualities, behaviours and skills through a range of holistic supportive and development interventions and opportunities. The work of the service is split into teams; Student Democracy, Enrichment, Programme Coaches (pastoral, welfare and attendance), Delivery of the PDBW agenda, Mentoring and responsibility for the Learning Resource Centres.

A detailed discussion took place and members explored how the service will achieve outcomes. In summary:-

**Qu:** How many 'at risk' students are you working with?

**Q**

**A:** 826 students have received individual interventions and of those 600 students have remained at College and continue to be supported

**Qu:** Parental engagement is a major challenge, how can we encourage engagement? Is there a Strategy for engagement?

**C**

**A:** We have taken advice from Dudley College (as part of the SCIF partnership work) and have developed a process which is currently being trialled, whereby there is a focus on keeping the prospective student 'warm' by sending information to the parents and the young person. We do realise that some young people do not have good parental support and we therefore try to bridge the gap with the broad range of services on offer in ISS.

**Qu:** What is the skill set of a Programme Coach?

**A:** The Programme Coaches have mental health and youth service experience and work. The target audience are the most difficult students. The monitoring process used by a PC reviews the measures that have been put in place and tracks the progress of the student. A major barrier for learning is the low attendance of this cohort and a great deal of support is put in place to encourage students to attend classes. This cohort are the ones most likely to be at risk of being NEET.

In discussion Megan Brown, Student Governor reported that student democracy is evident across the college with established forums where debate takes place. She gave an example of students expressing their views on the common room and library space and how the feedback from the Student Forums will be considered as part of the review of the Campus Strategy.

Members were advised that a centralised PDBW programme, introduced from autumn term includes topics on Prevent, British Values, Healthy relationships, safeguarding, democracy, employability skills, e-safety

For the second half term in 2018 the focus is on progression of students; what's next, reviewing and discussing the next stage of the students' education and progression opportunities. Students will engage with an online tool "This is me" to help them make positive progression choices.

The Chair thanked Jo and Emma for an informative report.

**5.30pm - Jo Kershaw and Emma Coppinger retired from the meeting**

#### **41/17 HE Curriculum and Quality Summary Report (Item 7)**

##### **41/17.1 HE and Higher Skills Action Plan - update**

A copy of the HE and Higher Skills Action Plan had been circulated to members for consideration. Members noted the progress to date.

##### **41/17.2 Progression Report**

The Vice Principal HE and Higher Skills had previously circulated a report that detailed the current position with regards to progression activities. She advised that progression is a College wide issue and therefore the College and UCO are working collaboratively to devise a College wide progression strategy that will be embedded within tutorial schemes of work and accessed by all tutor groups.

The Vice Principal explained the activities and processes that will be put in place to make progression to UCO a seamless exercise for students.

Members discussed the approach and asked how social media will be used to help to promote the organisation. In response members were advised that Facebook, Twitter and other social media platforms promote UCO. The Student Governor acknowledged that social media is the marketing tool for young people. Q

The Vice Principal updated members on the number of applications received to date for 2018/19, noting that compared to last year at the same point applications are up. Also, the presence on UCAS and the implementation of the Progression Strategy should encourage applications.

##### **41/17.3 Update on QAA Visit (Item 7.3)**

The Vice Principal HE and Higher Skills reported that the QAA Visit planned for 14th – 16th March 2018 had commenced. She reported that the first day had seen the reviewers meeting with students followed by a meeting with teaching staff and a third meeting with employers later in the day. Early feedback was positive.

The Vice Principal reported that the outcome of the review would be published in approximately two months.

The Chair referred to the three QAA submission documents; UCO Quality Review Visit Submission, Student Submission and Spark, the journal of research and scholarly activity at UCO. Members were particularly enthused with the content of the research journal Spark.

It was **RESOLVED** that members received the reports and noted the progress at UCO.

**5.50pm - Helen Mathers retired from the meeting.**

**42/17 42/17.1 Curriculum Plan 2017/18 - update (Item 6.1)**

A copy of the following documents had previously been circulated to members for their consideration prior to the meeting:-

- SAR Half Termly Review – Section 2 and 4
- QIP Summary March 2018
- Quality Review 3 Report
- Headline Achievement Report and 17/18 Predictions
- Summary Report

The Vice Principal Strategy and Quality drew members' attention to key points of the report noting the progress that had been achieved to date and the areas that required further strengthening.

- Members noted the SAR grade table and the progress reported for each aspect
- It was reported that Caring Professions had been downgraded to RED due to poor outcomes and low expectations
- Reported that retention is 1% better than the same time last year, although attendance is 1% lower. Construction, Digital and Creative, ESOL and Finance and Professional retention are all above target, Care and Retail and Commercial both improved retention but are not at target. Performing Arts and Sport retention both reduced and are below target
- Noted that overall attendance rate is affected by the low attendance in English, maths and Skills and Employability and is 3% lower than the same time last year. However the percentage of learners at risk due to attendance has declined slightly.

At this stage in the meeting the Chair asked for clarity on the worst and best case predictions and the Vice Principal referred to the Faculty Scorecard and Headline Achievement data. In response to a question regarding the strategy to address those students at risk the Deputy Principal reported that milestones are the drivers and this is fed into the data which is closely monitored and dips in achievement acted upon immediately. C

A member challenged the Vice Principal on the actions that are being taken to improve the worse performing areas and she responded that an intensive task force approach to drive improvement had been put in place for each area of risk e.g. Skills and Employability, Maths and Caring Professions. This will include working with Dudley College to carry out moderation and provide support to staff. In response a member expressed concern that with only 8 weeks to go this will not be enough time to improve outcomes. C

With reference to variability within Faculties the Chair highlighted the need for urgent action to ensure this is reduced and referenced recent feedback by the College Improvement Partner where it highlighted actions were required to improve outcomes in Skills and Employability and Caring Professions. C

It was noted that attendance remains a concern in some Faculties e.g. Caring Profession and maths, and a member asked what actions are in place to improve the position. The Vice Principal reported that where it is needed micromanagement takes place however long term this is not sustainable and other incentives are being looked at. C Q

It was **RESOLVED** that:-

- (i) members received the report including the SAR key judgments and grade profile,
- (ii) members acknowledged the areas that required improvement and the actions being taken to improve.

#### **42/17.2 Areas at Risk Report (Item 6.2)**

The Vice Principal Quality and Strategy had previously circulated a report that detailed the areas that have been identified at risk. The report focussed on four Faculties; Maths, Construction, Retail and Commercial and Sport, Travel and UPS. The Vice Principal drew members attention to key points within the report:-

- Maths – A new Interim HOF has been appointed. Tutor Trust have been commissioned to work with 200 targeted students commencing 19 March. Booster sessions have commenced and will continue up to the exam date
- Construction – there has been improvement in behaviour and attendance and this is resulting in improved outcomes
- Retail and Commercial – this area remains at risk. Retention of adults is a concern.
- Sport, Travel and UPS – New HOF in place and progress. A focus is on driving up attendance and to reduce the gap between maths and English attendance.

The Chair asked what the areas of focus are for the start of 2018/19 term and the Vice Principal responded that the induction process has been refreshed to give the students a better experience from day one and a re-entry panel will review previously excluded students and those that have dropped out so expectations from the start of term are clear.

It was **RESOLVED** that members noted the actions being taken to improve the outcomes for Maths, Construction, Retail and Commercial and Sport, Travel and UPS.

#### **42/17.3 Strategic College Improvement Fund (SCIF) and Partnership with Dudley College (Item AoB)**

The Principal provide members with an update on the SCIF bid and partnership with Dudley College. He reported that the SCIF bid was successful and secured £158k of which £40k was matched activity. A programme plan has been developed with Dudley that will accelerate or add value to existing work, and to see whether additional “quick wins” can be added in advance of inspection.

The Principal provided a summary on each piece of work which includes peer led CPD for teachers, implementing a new performance management model, providing middle management training and developing the strategic plan.

A member commented that the plan indicates a volume of work that must not distract the College from achieving its goal. The Principal responded that the programmes that have been chosen will make a difference and the College will use Dudley College in such a way that it does not divert staffs efforts.

It was **RESOLVED** that members noted the update on the SCIF and Dudley partnership and supported the areas of focus as described.

#### **43/17 Workplan 2017/18 and Commentary on Changes (Item 10)**

A copy of the Workplan for 2017/18 including changes to the reporting sequence for the current meeting was presented to members for consideration. Members noted the additional reports presented which included Report Highlighting Areas of Risk, UCO Progression Report and QAA Review Submission..

It was **RESOLVED** that members noted the report.

#### **44/17 Any Other Business**

Strategic College Improvement Fund (SCIF) and Partnership with Dudley College reported at minute 42/173

#### **45/17 Dates of the next meetings**

Tuesday 19 June 2018 at 5.00pm

**Meeting closed at 7.05pm**

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
23 01 18 Min 30/17	<p><b><u>HE Curriculum and Quality Summary Update</u></b></p> <p>(i) The final draft of the QAA report to be circulated to members once available for final comment (mid-February)</p> <p>(ii) The action plan include an impact statement against each action in future reports</p>	Vice Principal UCO	13 03 18 Min 38/17