
OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 14 March 2017 at 5.00pm

Present:	Anne Gornall	Governor (Chair)
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Alexandra Gardiner	Governor
	Diane Howard	Staff Governor
	Tim Mitchell	Governor
In Attendance:	Jude Fitton	Vice Principal, Learning
	Janet Frost	Clerk to the Corporation
	Heather Green	MD Strategy and Quality
	Debra Woodruff	Deputy Principal
	Rebecca Hirst	Designated Safeguarding Lead Officer
	Apologies:	Des Herlihy, Arthur Hewitt, Ruth Jones, Brendan Murden and Helen Mathers, Vice Principal, UCO.

36/16 Election of Chair

The Clerk opened the meeting and asked for nominations for the Chair of the Committee for the remainder of 2016/2017. Alexandra Gardinar nominated Anne Gornall which was seconded by Tim Mitchell.

There being no other nominations it was **RESOLVED** that Anne Gornall was elected as Chair of the committee for 2016/2017.

37/16 Election of Vice Chair

The Clerk continued and asked for nominations for the Vice Chair of the Committee for the remainder of 2016/2017. Tim Mitchell nominated Des Herlihy which was seconded by Anthony France.

There being no other nominations it was **RESOLVED** that Des Herlihy was elected as Vice Chair of the committee for 2016/2017

38/16 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.

39/16 Apologies

Apologies for absence were received and accepted from Des Herlihy, Arthur Hewitt, Ruth Jones, Brendan Murden and Helen Mathers, Vice Principal UCO.

40/16 Minutes of the previous meeting

The minutes of the meeting held on 29 November 2016 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.

41/16 Matters Arising from the Minutes

There was one observation on the minutes, noting that at minute 27/16 Safeguarding Termly Report, there had been a request at each meeting of the C&Q Committee that the Safeguarding Update Report include case studies and impact data. It was noted that this information was included in the current report and would be discussed at Item 10.

42/16 Rolling Action List Update

None to report.

43/16 Presentation on the key issues and variability between Faculties/Sectors (Item 8)

A copy of the presentation was circulated to all members. The Deputy Principal introduced the presentation and reported that quality assurance of processes and plans was underway and the information delivered to members showed the priority areas that were being focussed on to ensure success in the summer.

The Vice Principal Learning summarised the key points of each of the Faculty areas and members discussed in detail the data submitted, noting:-

- Construction and Manufacturing Faculty currently have 72 qualifications at risk (16-18), this needs to reduce to improve the success rate. Noted that the motor vehicle L1 students are high risk of not achieving due to high numbers not attending English.

Qu: What is National Average?

A: 80% for adults and 86% for 16-18

Qu: Does the data include Apprenticeship outcomes?

A: No this is reported later in the report.

- Caring Faculty– noted that attendance had improved; the decision to stop delivering L1 had made a positive impact; a long term sickness issue in Access had impacted negatively on predicted success; overall RAG rated green.
- Digital and Creative Faculty – No concerns reported at 16-18. Noted there are small number of qualifications at risk for adults.
- ESOL – High number of adults (816) with 21 qualifications at risk. Low risk reported.
Qu: Is there a correlation between high number of teachers and good results?
A: Students that attend ESOL do so because they want to learn the language so that in turn it will help improve their quality of life. Attendance is good and teaching is good.
- Finance and Professional Faculty – this was reported as a high risk area, noting that Adult will not achieve national average. Reported that an improvement plan has been put in place that includes January 2018 starts and Ascentis qualifications. Members discussed the Ascentis courses that will be offered and were advised that all students will be offered courses that are relevant. The Deputy Principal advised that a review of curriculum planning for Adults is also planned.

Qu: Of those students (qualifications) that are at risk, how confident are you that they will achieve?

A: Each month staff produce the predicted success information. From this the 'at risk' students are identified and measures are put in place, including an action plan for the student and parental involvement. The next review panel is taking place on the 17th March 2017.

A request was made for information to be reported 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.

In addition, the Chair requested that at future meetings graphical representation of the data is produced that will show members the current position compared to target, allow monitoring of progress as well and a briefing on the issues for each of the quality

improvement plans that could be summarised into three things that are working and three concerns. The purpose is to enable members to clearly see direction of travel and pace of improvement against target to achieve the required improvements in the required time, as well as being able to identify more easily the key issues and the key opportunities.

- Performing Arts Faculty – it was reported that whilst numbers of students are low in this area, adult is currently high risk. Noted that 16-18 have high success rates.

Qu: Has small numbers and retention always been a problem in Performing Arts?

A: Yes, students come from other areas of the college to participate. We are now reviewing the curriculum offer in each area to improve this and will bring a report to the next meeting on the full offer.

- Retail and Commercial – it was reported that this is a high risk area. Members discussed the data provided relating to the TLA of staff, expressing concerns that 3 staff had not yet been observed and two were in probation and asked if the pace of observations was sufficient. The Vice Principal replied that observations are prioritised and at the next meeting a report would be produced to show the outcome of observations completed and identify how many observations are outstanding.

Qu: The monitoring of students, how confident are we that the process is being implemented consistently across the College?

A: Yes, we are confident. Each student is given a table that provides his/her progress and predicted grades. From this information the teacher can identify those students at risk of not achieving and where early intervention is needed. Staff will then target 1:1 support to those students that require additional support.

The Chair referred to the coaching roles at the College; Stretch and Challenge; Value Added and E-learning and requested a report be produced for the next meeting that demonstrated the impact that these roles were having on students.

Apprenticeships

- Headline achievement rates – noted HLA 2016/17 target is below national average
- SSA – noted that success rates in Engineering and IT require improvement.
- Predicting that all ages will achieve national average target
- Retention – area of focus is Construction as this area is highlighted as high risk
- Attendance – a review of the monitoring of attendance for Care is taking place as the English and maths attendance is a concern.

Members discussed the data:-

Qu: Why is there no information reported for timely success for Leisure

A: There are no completions due this year.

Qu: 89% of observations are graded as effective and highly effective, over what period does this relate to?

A: This relates to this academic year.

The Chair thanked the Vice Principal and MD for Strategy and Quality for the report.

It was **RESOLVED** that:-

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

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- (iv) a report on the outcome of observations that have taken place and the details of the outstanding observations will be reported to the next meeting and,
 - (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.

6.00pm - Rebecca Hirst joined the meeting

44/16 Safeguarding Termly Report (Item 10)

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. The DSLO guided members through the report noting joint partnership working is proving successful with the sharing of information assisting the College with their work. The DSLO informed members that a Missing from Home development afternoon was being planned; a toolkit to identify early signs of forced marriage is now in place; a School to College Procedure has been developed; Censornet, a web filtering and monitoring system is now in place. The DSLO had included three notable cases in the report and members were given the opportunity to explore these in more detail and questioned how many cases result in the student leaving the college. The DSLO responded that the education of the student is always the priority and in two of the three notable cases reported the students had continued at college. A summary of the Safeguarding Data by type for the period August 2016 to February 2017 was reported and it was noted that the number of referrals for mental health issues was increasing and was expected to rise further. A member asked what is in place to assist students that come forward and the DSLO explained that there are early interventions available to students depending on their needs.

A further question was raised regarding the number of meetings that the DSLO has to attend and whether it was manageable. The DSLO reported that all agencies had reviewed the number and cycle of meetings and felt that for the time being all meetings were needed as planned. The benefit of attending the meetings was that it provides the college with a lot of data that helps supports students.

The Deputy Principal referred to the Prevent Action Plan. The Plan included risk areas, action taken to mitigate risk and level of risk. It was noted that there were 9 low level risks and 4 medium level risks. Members noted the plan.

The Chair asked if all governors had received Safeguarding Training and the Clerk reported that the training is delivered every three years and is currently being rolled out to all governors again during March and April 2017.

The Chair thanked Rebecca for her report.

It was **RESOLVED** that members noted the report and,

- (i) noted the Safeguarding Training for governors would be rolled out during March and April 2017 and,
- (ii) noted the content of the Prevent Action Plan.

6.10pm – Rebecca Hirst retired from the meeting

45/16 HE and Higher Skills Strategy (Item 9)

A copy of a report that provided an update on the current UCO position had previously been circulated to members for consideration. The Deputy Principal summarised key points from the report:-

- UCO can start to make offers on UCLan validated courses
- Review and course validation events are scheduled for late March/early April for Sheffield Hallam University and University of Bedfordshire

- With UCO not being prominent on the UCAS website this has led to less applications being received compared to the same time last year. It was reported that the marketing team is maximising opportunities where it can and there will be articles going in the next edition of the Knowledge and Edge magazines on the new offer. Members expressed concerns that this will impact negatively on recruitment and requested that marketing is increased
- 42 Oldham college students have applied to progress to UCO
- The delivery of degree apprenticeships is being progressed and work is ongoing to determine the feasibility of this. It was acknowledged by members that this is an opportunity that UCO must do more to ensure it is secured and a request was made for an update at the next meeting.
- The National Student Survey response rate has met its threshold for publication (historically this had not been achieved)
- Retention for the current year is at 92% with attendance at 88%.

Qu: In past years, has UCO received a lot of late applications?

A: Yes, if we look at the last two years we have had an influx late in the year.

Qu: With regards to managing five university partners, is this difficult?

A: Two of the universities are teach out which will then leave three. Following on from the experience with Teesside, management wanted to make sure that UCO were not in the same position again. UCO has got the capacity to manage the situation.

Qu: It is reported that 42 Oldham College students have applied to progress to UCO, is this a positive number?

A: This is a low number but the number of applications will increase as we get nearer to the end of the year. There has been a lot work done with L2 and L3 students to promote UCO.

The Chair requested that discussions regarding progression to UCO continues with L2 and L3 students in all faculties.

The Chair thanked the Deputy Principal for the update.

It was **RESOLVED** that members noted the report as presented and requested that:-

- (i) a further report on the progress made with the Degree Apprenticeships be presented at the next meeting in June 2017
- (ii) marketing of UCO is maximised to assist with the recruitment process, and
- (iii) all L2 and L3 students to receive ongoing dialogue regarding progression routes to UCO.

46/16 Scheme of Delegation (Item 11)

A copy of the Scheme of Delegation had previously been circulated to members for consideration and comment. Members reviewed the document and agreed that it should include reference to the Principal's responsibility for ensuring quality is achieved. In addition, it was noted that the Structure Chart should include reference to the Corporation Task Group and its lines of reporting.

It was **RESOLVED** that 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.

47/16 Identification of Health and Safety Issues (Item 12)

There had been no issues identified to report.

48/16 Identification of Equal Opportunity Issues (Item 13)

There had been no issues identified to report.

49/16 Any Other Business

49/16 Frequency of meetings

The Chair advised that the next meeting of the C&Q Committee was scheduled for June 2017 and asked if additional meetings were required to review business. The Principal advised that the newly formed Corporation Task Group is scheduled to meet monthly and part of its remit will be to review the Integrated Recovery Plan and Quality Improvement Plan. The timing of these meetings will be in line with Business Reviews to ensure current data is interrogated. It was **RESOLVED** that the next meeting of the C&Q Committee will remain as the planned date of 13 June 2017.

50/16 Date of the next meeting

Tuesday 13 June 2017

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
14 03 17 Min 43/16	<p><u>Presentation on the key issues and variability between Faculties/Sectors</u></p> <p>(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</p> <p>(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</p> <p>(iii) The full curriculum offer for the College will be reported to the next meeting in June 2017</p> <p>(iv) A report on the outcome of observations that have taken place will be reported to the next meeting</p> <p>(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</p>	<p>Deputy Principal</p> <p>Deputy Principal</p> <p>Deputy Principal</p> <p>Vice Principal Learning</p> <p>Vice Principal Learning</p>	
14 03 17 Min 44/16	<p><u>Safeguarding Termly Report</u></p> <p>Safeguarding Training for governors would be rolled out as soon as the information is made available from HR.</p>	Clerk	
14 03 17 Min 45/16	<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>	
14 03 17 Min 46/16	<p><u>Scheme of Delegation</u></p> <p>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>	Clerk	