
OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 17 October 2017 at 5.00pm

Present:	Anne Gornall	Governor (Chair)
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Alexandra Gardiner	Governor
	Des Herlihy	External Member
	Michael Jackson-Leafield	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:	None	

1/17 Election of Chair

The Clerk opened the meeting and asked for nominations for the Chair of the Committee for 2017/2018. Anthony France nominated Anne Gornall which was seconded by Alexandra Gardiner.

There being no other nominations it was **RESOLVED** that Anne Gornall was elected as Chair of the committee for 2017/2018.

Anne Gornall took the Chair

Election of Vice Chair

The Chair asked for nominations for Vice Chair of the Committee for 2017/2018. Alun Francis 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 2017/2018.

2/17 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.

3/17 Apologies

There were no apologies received for the current meeting.

4/17 Minutes of the previous meeting

The minutes of the meeting held on 13 June 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.

5/17 Matters Arising from the Minutes

None reported.

6/17 Rolling Action List Update

1. 13 June 2017 Mon 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.

2. 13 June 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.

3. 13 June 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.

4. 13 June 2017 Min 58/16 - Predicted Success Grades (KPI)

i. the PIAP be presented to the Full Corporation at its Strategic Away Day on 11th July 2017

ii. Provide the CIP with a copy of the PIAP for comment ahead of the Strategic Away Day.

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

5. 13 June 2017 Min 61/16 - HE and Higher Skills Strategy Action Plan

Data on progression numbers be provided at a future meeting.

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

6. 13 June 2017 Min 63/16 - Workplan 2017/18

A review of the Workplan for 2017/18 to take place to ensure timely presentation of HE reports are included.

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

The Chair requested a change to the reporting sequence with Item 9 – Safeguarding Annual Report and Item 8 - HE Curriculum and Quality Summary Report being brought forward to on the agenda.

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

7/17 Safeguarding Annual Report (Item 9)

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

- All new staff receive Safeguarding induction delivered by the DLSO
- Significant increase in the number of referrals from 2015/16 (252) to 2016/17 (409). Reported that increased awareness of Safeguarding and Welfare issues by staff of our students has led to this increase
- 30 staff members have received training in Mental Health First Aid and LSCB training has been booked for appropriate staff for April 2018
- The school to college transition procedure has captured information on students that were starting with the college this year, which has been beneficial for early help for some students
- Censornet (web filtering) is now live across College, UCO and all staff
- Noted that 24% of staff are yet to complete the Safeguarding Training (as at 31 July 2017) and 34% of staff are yet to complete the Prevent e-learning module (as at 12 May 2017)
- The referrals by Faculty were reported and it was noted that Skills and Employability had a higher number of referrals compared to the college ratio, whilst Construction had a lower reporting ratio.

In discussion governors probed further the reasons for the rise in numbers and asked how staff recognise students that require support. In response the DSLO explained that staff that had undertaken the Mental Health First Aid course had the skills to identify students and the improved reporting of information from school to college assisted also. She added that the team continuously work to empower young people and this helps them to know the signs and report. C

A number of points were raised by members:-

- A member asked how the college encourages all staff and students to report and the DSLO advised that it is about everyone having the confidence to have a conversation Q
- Qu: The increase in referrals is healthy, but does the college have the capacity to deal with the increase? C
A: We work with outside agencies and we equip staff internally to have the skills to work with some students
- Qu: Do we have students that come forward with mental health concerns? Q
A: Yes, in 2016/17 66 students came through with mental health issues of which 10 were at crisis point and were referred to A&E.
- A governor commented that the staged events that had taken place in the Grange Theatre had been excellent, however it would be good to base these in the faculties. He added that whilst the PDBW team provided good support it was limited for staff, although on a positive note the referral process had improved considerably.

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.

5.20pm – Rebecca Hirst retired from the meeting

8/17 HE Curriculum and Quality Summary Report (Item 8)

The Vice Principal had previously circulated a report that provided members with an overview of HE activities for 2016/17. The Vice Principal reported that it had been an exceptionally busy year with three new university partnerships formally established; UCLan, Sheffield Hallam and University of Bedfordshire.

The recruitment for 2017/18 although challenging due to the lack of presence on ACAS had resulted in 586 enrolments to date compared to a target of 618. It was felt that this was a real achievement under the circumstances and the Vice Principal acknowledged the hard work of the staff.

Qu: How many students have progressed to UCO from Oldham College and could this be increased by working with Access students and refining the L3 offer? **Q**

A: 108 students have progressed, this equates to 20% of the intake. The L3 offer is being reviewed with more pathways through to UCO being made available.

It was reported that 67% of new students are from Oldham and 31% from the Greater Manchester area.

The Vice Principal advised that 2017/18 would be the first year for UCO to participate in the Teacher Excellence Framework which measures the quality of teaching in HE. A steering group has been established to undertake the preparation work and a post of Head of Student Journey has been created in order to develop a more proactive approach to student engagement and the monitoring of satisfaction throughout the year. January 2018 will see the first TEF submission.

The Vice Principal was pleased to report that the external satisfaction surveys had resulted in an overall satisfaction rate of 82.69%, up 5% on last year. **Q**

Qu: is there a comparable institution for the data to see how UCO compares?

A: The DHLE and NSS provides comparable data, for example Stockport and Salford's data would be available to view. Action for the next report

Members received the achievement data for 2016/17 noting that 22 (20%) students graduated with First Class degrees, with approximately 50% receiving a 2:1. The Chair asked that congratulations be passed to Gary Longley who had been selected to present the abstract of his dissertation at the British Conference of Undergraduate Research in Bournemouth.

The Chair thanked the Vice Principal for her report.

It was **RESOLVED** that members noted the report as presented and requested that comparable NSS and DHLE data be presented at the next meeting in December.

5.30pm - Helen Mathers, Vice Principal UCO retired from the meeting.

9/17 Curriculum Plan 2017/18 (Item 7)

The Deputy Principal introduced the report drawing members' attention to the final 2016/17 success rates, noting that there remain a few more results to come in. In summary:-

16-18 Study Programme –

- 82% achievement takes us 3% above the 2015/16 national average and delivers a further 3% improvement on the 2015/16 outturn (2nd year of improvement).
- At 82% the headline achievement for 16-18 is above the worst case prediction of 79%, but 1% below the target of 83%.
- Retention has improved by 3% but a drop in the pass rate by 2% has inhibited further growth in overall achievement. This is particularly prevalent at Level 3 where the pass rate has declined by 6%.

Adult-

- At 84% the headline achievement for Adult provision shows a 2% improvement from 2015/16.

- Outturn is 2% below the national average and college target.
- Retention has stayed at 93% with the overall pass rate improving to 90%.
- A significant drop in the retention and pass rate at Level 3 has had a major impact on this area of the curriculum with the overall Level 3 achievement rate being 61%.

Apprenticeships

- 72% Overall Success delivers a 3% improvement in success rates (2nd year of improvement)
- Both Apprenticeship and Advanced Apprenticeship Overall Success are significantly above the national rate (5% and 12% respectively)
- Higher Level Apprenticeship remains below the national rate (and continues to be impacted by historical learners who carried into 2016/17
- Timely Success has improved by a further 10% from 47% to 57% and could improve by a further 1% once all achievements are processed.
- Timely remains 1% or 2% below the national rate, but we are now coming to the end of the historical issues we've been managing.

Members noted the progress in achieving the success rates in 2016/17.

Members considered Appendix 1 – **Faculty Overview and Planning Document** which provided the scale of provision in each faculty and the targets set. A governor commented that she was pleased to see that the College's priority areas mirrored the GM priority growth sectors; Construction, Health and Social Care and Digital and Creative.

The KPI report was circulated which provided commentary on current performance noting that the conversion rate of FE 16 – 18 year old applications to enrolment and all attendance figures included anomalies due to late walk ins and incomplete registers at the time of reporting. Noted that this data would be accurate for the next meeting.

The Vice Principal Q&S circulated a report, **Right Learner, Right Start**. The Vice Principal explained the approach that had been taken since September to ensure students were on the right course and to reduce the number of students that would leave the college early. She advised that the 42 days on programme is a critical date for the college as after this date all students count against the funding claims and success rates. The approach is based on a risk assessment model and members were advised of the position as at week 4. Members debated the content of the report and a member noted that there are high number of students that are 'high' risk due to attendance or behaviour factors, resulting in a great deal of time being spent by staff to improve the position, and questioned how staff could keep up the momentum. Whilst the Vice Principal acknowledged that it was a time consuming exercise the process was identifying detailed and accurate data regarding both compliance with college processes and the potential number of at risk learners. A member asked what processes were in place to support the 'at risk' students and it was reported that the PDBW team and Faculty staff are using different strategies with different students to improve their attendance and behaviour.

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Q

A report detailing the strategy for **Teaching, Learning and Assessment** had previously been circulated to members for consideration. The Vice Principal S&Q introduced the report and drew out salient points:-

- The Teaching for Distinction (TfD) programme places professional development at the centre of our strategy for improvement
- TfD must be embedded in the practices and behaviours of tutors and assessors across the College

- TfD must be placed within the wider strategy for managing performance
- The college has to deliver a good grade at OfSTED whilst setting out a long term approach to continuing professional development
- The college's approach to assessing improvements in TLA includes; cycle of CPD, self-reflection and reward for change leading to improved outcomes for learners.

Member's considered the report and raised the following questions:-

Qu: How many observations have taken place to date?

A: It was reported that the team were on track to complete the target number by the end of term although only ten formal observations had taken place to date.

Q

Qu: If a teacher is graded as a 4, does the teacher continue teaching?

A: Yes a data dive will take place within a week of the observation to include attendance review, learner voice and compliance with milestones. During this period the member of staff will receive supported mentoring and CPD.

A copy of the draft **SAR** had previously been circulated to members for consideration and the Deputy Principal reported that at the planned moderation meeting on the 15th November 2017 the College Improvement partner will take governors through the process and allow them to review and challenge the data before confirming the SAR grades for 2017/18.

Member's attention was drawn to the L3 pass rate, noting that this had declined in 2016/17, with H&SC dropping by 17%. A member asked what had changed to impact negatively on this group of students and what was being done to improve the position for 2017/18. The Deputy Principal reported that the end assessment had impacted on the results and that staff were being given CPD to assist with the TLA delivery to prepare students for end assessment.

C

A member added that end point assessments were being brought in for apprenticeships also and how will students be prepared. In answer the Deputy Principal provided information on the Teaching for Distinction CPD model.

The Chair observed that the variability between the best performing areas of the college and the worse was wide and every effort was needed to reduce this requesting data to show what impact initiatives was having on students.

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The Chair thanked the Deputy Principal and Vice Principal for a comprehensive report. It was **RESOLVED** that the report as presented be accepted.

10/17 Students Complaints Annual Report 2016/17 (Item 10)

A copy of the Students Complaints Annual Report for 201/17 had previously been circulated to members for consideration. It was reported that the number of recorded complaints over the past four years had consistently fallen from 112 in 2013/14 to 50 in 2016/17.

Member's considered the report and observed the variation in the subject of complaint. It was **RESOLVED** that member's received the report as presented.

11/17 Annual Report 2016/17 for the Curriculum and Quality Committee (Item 11)

In accordance with the work plan for the Curriculum and Quality Committee, a report on the work of the Committee undertaken during 2016/2017 had been prepared by the Chair for submission to the Corporation.

It was noted that the report included (i) information which demonstrated that the committee had carried out its terms of reference particularly for Curriculum and Quality matters and (ii) the attendance record for members at meetings which showed a 78% average attendance slightly below the target attendance criteria of 80% agreed by the Corporation. The Chair commented that the report identified the changes that had been made during the year and was a complete and detailed record of proceedings.

It was **RESOLVED** that the report be approved as presented.

12/17 Minutes of the UCO Advisory Board 26 September 2017 (Item 12)

The minutes of the UCO Advisory Board that had been held on the 26 September 2017 were circulated to members for information.

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

13/17 Any Other Business
Workplan Deviation Report for 2017/18

A copy of the C&Q Workplan Deviation Report for 2017/18 was provided to members for information. It was reported that **HEFCE Quality Assurance Statements** were reported in line with request from HEFCE for the information

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

14/17 Dates of the next meetings

Tuesday 5 December 2017 at 5.00pm

Tuesday 23 January 2018 at 5.00pm

Tuesday 13 March 2018 at 5.00pm

Tuesday 19 June 2018 at 5.00pm

Staff and staff governors left the meeting at 6.35pm in advance of a confidential item

Meeting closed at 6.35pm

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
13 06 17 Min 58/16	<u>Predicted Success Grades (KPI)</u> i. the PIAP be presented to the Full Corporation at its Strategic Away Day on 11 th July 2017 ii. Provide the CIP with a copy of the PIAP for comment ahead of the Strategic Away Day.	Deputy Principal	17 10 16 6/17 (4)
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	17 10 17 Min (5)
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	17 10 17 Min (6)
17 10 17 Min 8/17	<u>HE Curriculum and Quality Summary Report</u> Comparable NSS and DHLE data be presented at the next meeting in December.	Vice Principal UCO	