

## OLDHAM COLLEGE

### CURRICULUM & QUALITY COMMITTEE

#### Minutes of the Meeting held 23 January 2018 at 5.00pm

<b>Present:</b>	Anne Gornall	Governor (Chair)
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Alexandra Gardiner	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 UCO

#### **24/17 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.

#### **25/17 Apologies**

None received

#### **26/17 Minutes of the previous meeting**

The minutes of the meeting held on 5 December 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.

#### **27/17 Matters Arising from the Minutes**

There were no matters arising.

#### **28/17 Rolling Action List Update**

##### **1. 5 December 2017 Min 17/17 (i) – HE C&Q Summary Report**

The Vice Principal UCO reported that the comparable NSS and DHLE for Stockport and Salford had not been produced for the current meeting as requested and would be reported at the January 2018 meeting.

It was **RESOLVED** that following the report on the current agenda this action was complete.

##### **2. 5 December 2017 Min 20/17.7 - Quality Review data for Quarter 1**

A summary report detailing the balanced scorecard data be made available to the C&Q Committee in January 2018.

It was **RESOLVED** that following the report on the current agenda this action was complete.

**3. 5 December 2017 Min 20/17.7 - Quality Review data for Quarter 1**

Case studies be prepared that show the range of issues presented by students and these be shared at the next meeting in January 2018.

It was **RESOLVED** following the report on the current agenda this action was complete.

The Chair requested a change to the reporting sequence with Item 9 – Safeguarding Termly 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.

**29/17 Safeguarding Termly Report (Item 9)**

A copy of the Safeguarding Termly 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 the attention of members to key points in the report. In summary:-

- Strong partnership working continues with the local authority and other organisations
- The College is being recognised for its proactive approach and has been asked to participate in a national report that explores young people's use of technology in their romantic relationships and love lives
- The team are reviewing its work around cohesion as the college has students from 88 different nationalities
- Reported that TOG Mind have confirmed that they will deliver a weekly drop in service on campus for staff and students.

Members reviewed the data in the report and made the following points/observations:-

- The data shows that the non-white demographic of students were proportionally shown as more likely to be a safeguarding concern and with this in mind what is the College doing to try and address this with local community leaders who may have an influence on these communities.  
It was reported that there has been an increase in the college, its partners and community leaders working together to identify concerns and agree solutions for identified cohorts. Raising awareness in particular communities has impacted positively on outcomes for some students and the DSLO gave an example to support this.
- Noted that there are higher numbers of referrals in certain faculties. Are these referrals of a similar type or nature? It is usual for more referrals to come from certain faculties as shown in the report. There have been a number of events to raise awareness and this will increase the number of referrals we receive also.

At this juncture two students were invited to give their stories, advising how the College had put support in place for them to continue and succeed with their studies at very difficult and challenging time in their lives.

The Chair thanked each student for their powerful story. Both students agreed that they would be happy for their stories to be shared to inspire others to seek help and support.

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

**5.20pm – Rebecca Hirst and students retired from the meeting**

### **30/17 HE Curriculum and Quality Summary Report (Item 7)**

#### **30/17.1 National Student Survey**

The Vice Principal UCO had previously circulated a report that provided members with data that compared Oldham College (UCO) to other local institutions.

The Vice Principal reported that the NSS data showed that the College had scored 83% satisfaction rate in 2016/17 (60% 2015) which was a positive result.

Members discussed the report and noted the results for neighbouring colleges. A member asked how the remaining questions had fared and it was reported that the questions relating to the learning environment had been consistently high satisfaction results whilst those questions relating to resources such as the library and IT had lower satisfaction results.

It was noted that the data from the NSS survey is used as part of the action planning process.

#### **30/17.2 Quality Review Visit**

The Vice Principal reported that the QAA visit was planned for March 2018. A Steering Group has been formed to have oversight of preparations, contribute to the writing of the Provider Submission and gathering of evidence required. A copy of the draft submission was provided to members for their consideration noting a copy of the final document would be sent to all members mid-February for final comment prior to submission.

A member asked what involvement the students had in compiling the submission and it was reported that a student group had been established, a Lead Student Representative identified and regular planning meetings held to work towards production of the Student Written Submission. Students have been gathering data enthusiastically, visiting the Course Leaders meeting to outline their intentions and organising their own stand at the UCO Festive Event in December to engage with the wider student body.

Members noted the draft report as presented.

#### **30/17.3 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 reviewed the progress. In summary:-

- What is the delay with WBL?– reported new officer is now in post and an employability statement and policy will soon be drafted
- How many students does WBL affect? Two thirds of students go out on placements. The intention is to have an institutional model so all students are receiving the same experience. There are no concerns that students do not receive WBL but UCO feel the offer can be improved. Working closely with the WBL team an offer is being developed for Higher Apprentices
- The HOFs continue to work with UCO to develop student progression routes from the College to UCO
- The Social Science day had proved a successful event with 5 applications received on the day

Members discussed the report and requested that future reports demonstrate the impact of the actions that have taken place.

It was **RESOLVED** that:-

- (i) Members noted the NSS report as presented.
- (ii) Members noted the draft QAA report and requested the final draft be circulated mid-February for final comment prior to submission
- (iii) Members noted the progress achieved as detailed in the HE Action Plan and agreed that future reports include an impact statement against each action.

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

**31/17 Curriculum Plan 2017/18 - update (Item 7)**

**31/17.1 Self-Assessment Report – January 2018**

A copy of the SAR including the current position on the improvement journey as at the end of the first term had been circulated to members for information and consideration. The Vice Principal 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 discussed the SAR report in detail noting additional information to be included to fully demonstrate the quality improvement journey and impact of the improvements that have been made to date. Members articulated how the report could be strengthened to describe the progress being achieved. C

It was agreed that any further comments be provided to the Vice Principal by 29 January 2018 for inclusion ahead of the publishing date of 31 January 2018.

**31/17.2 Quality Improvement Plan – January 2018 including action plan update for 16-18 and Adult.**

A copy of the Quality Improvement Plan as at 19 January 2018 had been circulated to members which provided progress since the December meeting. The report included the progress and priority actions.

Areas of focus included:-

- Individual assessment and target setting for all students
- Those students that are making slow progress must be identified in a timely manner to ensure interventions are put in place
- English and maths – review GCSE and FS options
- Attendance on study programme, particularly English and maths
- TLA has improved, there is a need to maintain the current levels of CPD

In discussion a member asked what is the impact of registers not being marked on time? The Vice Principal explained the actions that have been put in place for those classes where student services know of absent students, commenting the chasing of students has improved individuals' and college's attendance rates and therefore this improves outcomes. Q

Further discussion took place relating to student assessments and it was reported that whilst there has been an improvement in the number of assessed learners that are at their expected milestones there remain a number that are a concern and these are a priority. In response to a question raised regarding practices to assist students to improve the VP advised of strategies that are put in place to assist. C

Whilst the retention of 16-18 students that had remained on programme at 42 days was on target it was reported that there were a significant number of learners below 80% hence the active response to chase students not on registers.

It was noted that the attendance of adults remained steady at 87%, however maths, Travel and UPS were faculties where attendance was being closely monitored.

Members noted the report.

**31/17.3 KPI Report**

A copy of the latest KPI score card was provided to members. The Vice Principal drew members attention to key areas of the report:-

- There has been an increase in the number of enrolments from Waterhead, Oasis and Newman RC where the College has 42% of their cohort
- There is a need to increase the number of students with good GCSE's in readiness for T levels and this will be a focus for the marketing plan to ensure key messages are delivered to high achievers at open evening and school events
- The conversion of 16 year old applicants to enrolment must increase. Improved marketing and transition plan to be introduced
- English and maths attendance continues to be a concern and a priority for action

A robust discussion took place and members agreed that the attention to detail at the Business Review stage will improve the KPI outcomes.

Members noted the report.

It was **RESOLVED** that:-

- (i) members received the draft SAR report and noted the final report would be made available 31 January 2018,
- (ii) noted the QIP and the progress as at January 2018,
- (iii) noted the KPI Report and areas of focus.

**32/17 Any Other Business**

None reported

**33/17 Dates of the next meetings**

Tuesday 13 March 2018 at 5.00pm

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
17 10 17 Min 8/17  5 12 17 Min17/17 (i)	<b><u>HE Curriculum and Quality Summary Report</u></b> Comparable NSS and DHLE data be presented at the next meeting in January 2018.	Vice Principal UCO	23 01 18 28/17 (i)
5 12 17 Min 20/17.7	<b><u>Quality Review data for Quarter 1</u></b> A summary report detailing the balanced scorecard data be made available to the C&Q Committee in January 2018	Vice Principal Q&S	23 01 18 28/17 (ii)
5 12 17 Min 20/17.7	<b><u>Quality Review data for Quarter 1</u></b> case studies be prepared that show the range of issues presented by students and these be shared at the next meeting in January 2018	Vice Principal Q&S	23 01 18 28/17 (iii)
23 01 18 Min 30/17	<b><u>HE Curriculum and Quality Summary Update</u></b> (i) The final draft of the QAA report to be circulated to members once available for final comment (mid-February) (ii) The action plan include an impact statement against each action in future reports	Vice Principal UCO	