
OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 5 December 2017 at 5.00pm

Present:	Anne Gornall	Governor (Chair)
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Alexandra Gardiner	Governor
	Michael Jackson-Leafield	Staff Governor
In Attendance:	Janet Frost	Clerk to the Corporation
	Heather Green	MD Strategy and Quality
	Debra Woodruff	Deputy Principal
	Rebecca Hirst	Designated Safeguarding Lead
	Helen Mathers	Vice Principal UCO
Apologies:	Des Herlihy	Governor

15/17 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.

16/17 Apologies

Apologies had been received from Des Herlihy and these were accepted by the committee.

17/17 Minutes of the previous meeting

The minutes of the meeting held on 17 October 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.

18/17 Matters Arising from the Minutes

The following comments were raised:

Page 4 – the L3 offer is being reviewed with more pathways through to UCO - Reported that an update is provided at Item 7 HE Curriculum and Quality Summary Report

Page 4 – DHLE and NSS comparable data for Stockport and Salford – advised that this information had not been produced for the current meeting and would be made available for the January 2018 meeting

Page 4 – 16 – 18 Study Programme – L3 pass rate has declined by 6% - Reported that an element of the CPD programme is focussed on teaching methods to assist students with end point exams

Page 5 – KPI Report – Updated KPI report is provided at 6.5 of the current agenda

Page 5 – Right Learner Right Start – strategies with different students to improve attendance and behaviour – Reported that the strategies are producing some improvement, however the PDBW team continue to work with ‘at risk’ students to improve further

Page 6 – Teaching, Learning and assessment – only ten formal observations had taken place – Reported that 100% will be achieved by the end of quarter 2 as programmed.

17/17 Rolling Action List Update

1. 17 October 2017 Min 8/17 – 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 this not yet completed

The Chair requested a change to the reporting sequence with Item 8 – Safeguarding Termly Report and Item 7 - HE Curriculum and Quality Summary Report being brought forward to on the agenda.

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

18/17 Safeguarding Termly Report (Item 8)

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 member's attention to key points in the report. In summary:-

- A new information sharing protocol has been agreed between schools and the College which will assist college staff to identify at induction where assistance may be required. The need for improved data sharing became apparent following the increased number of students that have presented at the college with poor behaviour, attitude and attendance.
- The notable cases were highlighted and particular reference was made to one case where attendance had improved to 85% with the support that had been put in place
- The College has invited the Local Authority Designated Officer to do a briefing to all staff in December on the following; the importance of safeguarding and how it is everyone's responsibility, E-safety – sending pictures of yourself and radicalisation

The Chair asked how the new systems and the partnership approach are impacting on the students. The DSLO reported that is it notable in terms of the increased attendance by students, improved morale and better outcomes. A request was made for a report to be presented to the next meeting that provides the impact of what the systems are achieving including data on outcomes of students.

Q

It was reported that action has been taken relating to the concerns of possible drug dealing on site. A governor asked what actions have been put in place to identify learners that are dealing. In response the DSLO advised that the College is working with the police and Positive Steps to do targeted work with individuals/groups of individuals.

C

(A safeguarding matter was raised by a governor and it was agreed that this would be taken up after the meeting).

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

19/17 HE Curriculum and Quality Summary Report (Item 7)

The Vice Principal UCO had previously circulated a report that provided members with an overview of HE activities. The Vice Principal guided members through the report highlighting key points:-

- Student numbers are slightly higher than 2016/17 at 517, however this is below the target of 551
- Part time enrolments have improved as the year has progressed with a further 25 construction enrolments for the January start reported
- UCO continue to review curriculum development and are particularly looking at the areas of construction and higher apprenticeships. Stronger links have developed with Access in Early Years and Business and it was reported that they are moving closer to a L3 offer in computing, construction and an offer around health. A member enquired if the progression from Oldham College to UCO was improving and the Vice Principal reported that there is now a cross college Recruitment Group that is identifying practical processes and solutions to improve the flow of students to UCO. Q
- Noted that peer observations are in place and that UCO are moving to formal observations shortly.
- Reported that there is more work to do to get students data for the DHLE and as part of this an alumni project is being developed with the College.
- The QAA visit will take place in March 2018. Noted that a good outcome is essential as the outcome of the visit will result in a confidence mark for UCO
- Reported that UCO will not be entitled to submit for a TEF assessment this year, however they are eligible for a provisional award
- The Examiners AER has been very positive Q

The following questions were raised for clarity:

Qu: Will the QAA be graded pass or fail?

A: The judgements will be expressed as 'confidence that..', 'limited confidence..' or 'no confidence..'. Q

Qu: The TLA Observations, when will they begin and will members receive the first outcome report?

A: The observations will begin at the start of Semester 2 (February 2018) and a report will be presented to the June meeting.

The Deputy Principal advised that UCO had inherited its structures from Huddersfield University and that with new validation partners (UCLan, Bedfordshire and Sheffield Hallam) it was timely to review the structures to ensure that it is efficiently managed and where possible financial savings can be found whilst improving quality and outcomes. The Chair thanked the Vice Principal for her report.

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

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

20/17 Curriculum Plan 2017/18 - update (Item 6)

20/17.1 Self-Assessment report 2016/17

The final SAR for 2016/17 had been provided to members prior to the meeting. Members were asked to re-review the document and recommend final sign off. Members acknowledged that the report was accurate and approved the final sign off.

20/17.2 Self-Assessment report Quarter One update 2017/18

An updated version of the SAR including quarter one progress was circulated to members. The Vice Principal reported that the document builds on the judgements in the final 2016/17 SAR and continues to focus on progress against the areas for improvement identified during the OfSTED inspection in January 2017.

Members were drawn to the updated elements in the report and noted that the judgements had been sharpened and more quantifiable data included.

It was **RESOLVED** that members received the 2017/18 Quarter One SAR report as presented.

20/17.3 Quality Improvement Plan – Quarter One Review

It was reported that since the previous meeting the QIP has been reviewed and updated, taking into account the points raised regarding the Leadership and Management and Safeguarding sections of the document, and also the feedback received from Marina Gaze on her last visit.

Governors noted the updated document.

20/17.4 Paper to explain the reasons for variances between predicted and actual achievement rates in 2016/17

The Vice Principal had previously circulated a report that provided governors with commentary for the differences in predictions and actual achievement for each 16-18 Study Programme area in 2016/17.

A governor asked how long before the examination date did teaching staff know that end point assessment would be taking place. In response the Vice Principal reported that staff were advised at the beginning of the year and the necessary curriculum changes were put in place. However with the lack of practice papers the students were not able to get the experience. Mock exams were sat by students and this did help some students.

The Principal reported that only 13% of students in 2016/17 had 5 A*-C grades when leaving school, and therefore this shows that the process of sitting exams is often difficult for them. The Teaching for Distinction CPD sessions have been designed to prepare staff with strategies to assist the student with end point examinations.

The Chair continued and commented that it was pleasing to see that the CPD sessions were assisting teaching and learning and this should provide improved outcomes but remarked that the predicted grades for the worse case scenarios had been incorrect and asked how could members have confidence this year in the data provided

The Deputy Principal summarised the CPD sessions being delivered by Tom Sherrington and the way in which the staff were embedding the learning in the classroom. The robust business management process will scrutinise the data at its monthly meetings and pull out data for further interrogation where required.

20/17.5 OfSTED Briefing Note

Noted that the OfSTED visit had been rescheduled to January 2018 (was 15th December 2017) so that the visit can focus on joint observations.

A member asked for more details and observations from the recent visit by Marina Gaze, CIP and it was reported that areas for improvement were identified around the following themes:-

- All staff need to be embedding the Teaching for Distinction methodology. Whilst some staff have grasped the concepts and improvements are clearing seen during observations, other staff need to do more
- A structured approach to homework and marking including following the SPAG marking policy is being implemented across college, but this needs to be consistently applied by all staff
- The right milestones are key to students' progress
- Monthly moderation of walkthroughs are taking place. It was reported that MG had commented that many observations had been graded as 'good' even where poor attendance was apparent. The observation grade will now take into consideration learner progress and attendance

- Managers need to do more walkthroughs and learner talks
- The Chair asked if all the observations will be complete by Christmas and was advised that managers are on track to complete 100%. Q

20/17.6 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:-

- The percentage share of school leavers needs to increase, particularly those that achieve higher grades. In response to a question raised to what is in place to do this the Principal informed members of the work that is taking place in school to market the College Q
- The conversion of 16 year old applicants had been lower than predicted. It was noted that students do apply for more than one college and therefore difficult to predict
- Attendance continues to be a challenge with a core group below 80%. However the latest figures show that attendance has improved slightly. A member asked what strategies are in place to improve the attendance and the Vice Principal explained the approaches that are taking place including the identification of students that may require additional support Q
- Noted that 8% of the drop rate at 6 weeks was down to no show learners. Of the learners that have attended the drop off is 5%.

Members noted the report.

20/17.7 Quality Review data for Quarter 1

A report detailing the activity for Quarter 1 for 16-18 full time students was provided to members. The report identified progress against a range of indicators for each faculty including basic measures, impact measures and learners at risk data.

A member asked if the quality of teaching had improved in Construction. In response the Vice Principal reported that staffing levels and the quality of teaching will be demonstrated once the observations have been completed. This information will also be triangulated with the student's outcomes. It was noted that the balanced scorecard data will be available to be reported to the C&Q Committee in January. Q

Further discussion took place regarding those students that were creating the most problems noting that more information had been obtained from the schools this year which had helped staff understand the wider issues some students have and therefore where possible plans had been put in place. It was noted that where an individual was identified as at risk, weekly review meeting are scheduled. A member asked that some case studies be prepared that show the range of issues presented by students and share these at the next meeting.

A member commented that the variability in Skills and Employability and Construction stand out as being high and asked if the gap will reduce by July. In reply members were advised that as well as other areas the Business Review process will focus on the high risk areas. C

Poor attendance was highlighted as a risk as this impacted negatively on outcomes and a member asked if the position was recoverable. The Vice Principal reported that attendance is monitored on a weekly basis and reported to Principalship commenting that a review of timetabling of English and maths was taking place to improve this. C

A discussion took place regarding the Quarter 1 data for 'Learner's assessed and at expected milestone'. It was observed that the majority of Faculties had not achieved the 90% target figure. In reply the Vice Principal acknowledged that this was poor and that this C

had been highlighted as an area of concern through the Business Review process. The Chair requested that an update be provided to the January meeting.

20/17.8 Headline Achievement 2016/17 inc. 2017/18 targets

The Vice Principal presented a report that detailed outcome data for 16-18, adult and apprenticeship data for each area of the College for 2016/17 and target figures for 2017/18. Members noted the report.

The Chair thanked the Deputy Principal and Vice Principal for a comprehensive report and observed that a number of issues had been uncovered in the course of improving the systems and asked what assurances can be given that the processes that are in place will yield positive results with no further concerns being identified. The Deputy Principal responded that whilst a great deal of work had been achieved there remained further examination of some practices and as this takes place reports will be provided to the committee. **C**

The Chair continued and asked that based on the planned interventions in 2016/17 and into the first term which have made the biggest impact so far. The Vice Principal reported the Right Learner Right Start had improved retention with fewer drop outs after the week six monitoring point. In addition the Teaching for Distinction and CPD programme had so far resulted in improved observation grades and milestones and assessments had been carried out earlier than last year. **C**

The Chair concluded that there remained a number of risks that the committee should focus its attention on including staff going off sick and the impact of supply teachers, students not attending and the impact on student outcomes and the need to ensure that the reporting cycle from Business Review through to Committee remains a robust and thorough process. **C**

It was **RESOLVED** that:-

- (i) members noted the report as presented,
- (ii) a summary report detailing the balanced scorecard data be made available to the C&Q Committee in January 2018
- (iii) case studies be prepared that show the range of issues presented by students and these be shared at the next meeting in January 2018.

21/17 Minutes of the UCO Advisory Board 30 November 2017 (Item 9)

The minutes of the UCO Advisory Board to be circulated following the meeting.

It was **RESOLVED** that the minutes of the UCO Advisory Board would be circulated following the meeting.

22/17 Any Other Business

1. **SCIF Bid** – reported that the FEC had invited the College to submit a SCIF bid.
2. **Workplan for C&Q Committee**

A copy of the C&Q Workplan Deviation Report for 2017/18 was provided to members for information. It was reported that four additional reports were presented; HE C&Q Summary Report, KPI Report, HEFCE Quality Assurance Report and HE Access Agreement.

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

23/17 Dates of the next meetings

Tuesday 23 January 2018 at 5.00pm

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)	<u>HE Curriculum and Quality Summary Report</u> Comparable NSS and DHLE data be presented at the next meeting in January 2018.	Vice Principal UCO	
5 12 17 Min 20/17.7	<u>Quality Review data for Quarter 1</u> A summary report detailing the balanced scorecard data be made available to the C&Q Committee in January 2018	Vice Principal Q&S	
5 12 17 Min 20/17.7	<u>Quality Review data for Quarter 1</u> 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	