

OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 19 June 2018 at 5.00pm

Present:	Anne Gornall	Governor (Chair)
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Alexandra Gardiner	Governor
	Bob Harrison	Governor
	Des Herlihy	Governor
	Michael Jackson-Leafield	Staff Governor
In Attendance:	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
Apologies	Megan Brown	Student Governor
	Lorna Unwin	External Member

46/17 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.

47/17 Apologies

Apologies for absence had been received and were accepted from Megan Brown, Student Governor and Lorna Unwin, External Member.

48/17 Minutes of the previous meeting

The minutes of the meeting held on 13 March 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.

49/17 Matters Arising from the Minutes

Page 2 – Parental Engagement – The Chair requested the Parental Engagement Strategy be presented to the next meeting.

Page 2 - It had been reported at the previous meeting that 826 students had received individual interventions and of those 600 students had remained at College and continued to be supported. A governor asked what lessons had been learnt from the approach taken this year and the Vice Principal reported that earlier interventions will take place which will include 'at risk' assessments being completed before the students arrives at College and if

necessary students being put on a contract. Daily monitoring of 'at risk' students will take place for the first two weeks, with weekly meetings continuing up to half term

50/17 Rolling Action List Update

There were no actions outstanding from the last meeting.

The Chair requested a change to the reporting sequence with Item 9 – Safeguarding Termly Report being brought forward to the next item on the agenda.

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

51/17 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 guided member's through the report and drew member's attention to the following:-

- The College are participating in an evaluation of a multi-agency case and members supported the active involvement of the college
- LSCB Training will be delivering training to all Skills & Employability and Additional Learning Support staff on how to deliver tutorials on E-Safety/Healthy Relationships specifically for SEND/High Needs students
- Oldham LSCB have developed a Youth Violence Strategy and the College has been actively involved in its development
- With regards to the number of safeguarding referrals received this year a governor asked why the numbers were so much higher. In response the DSLO reported that staff are better at identifying and reporting concerns and students are also more aware of the support and seek help
- Noted that the College is a partner organisation within the borough and GM and this assists with the delivery of interventions to our students
- The notable cases were considered and members reflected on the College's role, acknowledging that the college has to be accountable and be able to demonstrate what actions it takes to manage the risks for students where it is identified that they need support

The Chair thanked the DSLO for her report.

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

5.30pm – Rebecca Hirst retired from the meeting

52/17 Curriculum Plan 2017/18 (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 April 2018
- Quality Review 5 Report

- **Headline Achievement Report and 2017/18 Predictions**
- **Quality Monitoring KPI report**
- **Summary Report**
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SAR Half Termly Review – Section 2 and 4 – Members considered the updates as reported including the predicted success grades for each learner group and by level, noting that in most cases they are at or above national average. C

Impact of Interventions on Learners – the Vice Principal provided data for each quarter on; retention, attendance, behaviour warnings and at expected milestones for learners at risk. The data showed that the ‘at risk group on entry’ were achieving the same as all students for expected milestones, whilst attendance remained a concern. Behaviour has improved and where necessary SLT have met all learners who have received a warning for serious behaviour and issued contracts. A member asked what lessons have been learnt this year relating to behaviour management and the Vice Principal reported that a priority will be to put interventions in place earlier in the term. Q

Members noted the **Faculty Quarter 5 Scorecard** and the position of each Faculty. The Vice Principal reported that Caring Professions remains ‘Inadequate’, with Skills and Employability and Sport, Travel and Public Services being graded at a ‘RI’. It was acknowledged that there has been positive movements in Faculties, with Construction now at ‘Good’

In discussion a number of questions were raised:-

Qu: On what basis are predictions made? Q

A: Consideration is given to a student’s attendance rate, the achievement of milestones and English and maths mock examinations.

Qu: Have you evaluated Construction to determine the factors that have aided student improvements?

A: The operational management has improved. A rigorous and consistent approach to operational matters has improved the learning environment for the students

Qu: How can governors be assured that the judgments are accurate?

A: The data is triangulated to determine the judgments. With the advice of the College Improvement Partner a far more rigorous process is now used as part of the business review cycle. Where concerns are raised a Task Group is set up for that Faculty to allow SLT to carry out deep dive into all areas to identify the issues and propose strategies to improve.

The KPI report identified attendance as an ongoing concern noting that there is a core group with attendance below 80%. The overall attendance as at Quarter 5 was reported as 85% (2% below the same point last year). A member asked what will be done differently next year to improve this position and the Vice Principal responded that a full evaluation of interventions will be carried to determine which processes to continue next year and which to change. In addition contracts will be provided to those students progressing to 2018/19 with poor attendance. C

The Principal advised that next year the maths and English will be delivered in each Faculty building to improve the attendance at these lessons and also Functional Skills will replace GCSE resits for some as appropriate.

It was **RESOLVED** that members received the report including the SAR key judgments and grade profile.

53/17 Areas at Risk – Update 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'. These included; Maths, Caring Professions, Skills and Employability, Construction, Retail and Commercial and Sport, Travel and UPS. The Vice Principal drew members attention to key points within the report:-

- Maths continues to be scrutinised through weekly Taskforce Group meetings and actions taken to maximise in year achievement whilst also focusing on the necessary changes to both strategy, structures and delivery for 2018/19. Noted the College had been entered into the Maths premium Pilot and would receive £500/student for eligible students in 2018/19 adding this will enable a far more innovative approach to the delivery of the subject
- Skills and Employability – the Deputy Principal advised of the changes in the structure and curriculum in the faculty, adding that this approach has been embraced by staff and will provide a strong offer for 2018/19.
- Caring Professions – reported that this area continues to give concern. The Deputy Principal informed governors of the measures that have been taken to improve the position for 2018/19 and a member supported the strong, direct interventions that had been taken and asked for a further report on the Faculty to be made available at the next meeting
A detailed discussion took place regarding the implications of capping numbers for this faculty whilst outcomes improve and the Vice Principal was asked to look at the implications/feasibility of doing this
- Retail and Commercial – reported that the Quarter 5 Self Assessment Grade remains a 3 though this may be reconsidered once final achievements are reviewed at Quarter 6.
- Sport, Travel & Tourism, Uniformed Public Services - The Deputy Principal was pleased to report that the Quarter 5 Self Assessment Grade has moved from 3 to 2.

It was **RESOLVED** that:-

- (i) members received the report and noted the actions being taken to address the underperformance,
- (ii) a further report on the Caring Professions Faculty to be made available at the next meeting including consideration to the capping of numbers for 2018/19.

54/17 Draft Curriculum and Quality Plan 2018/19 (Item 7)

Deferred to the Full Corporation meeting on 3 July 2018

55/17 HE and Higher Skills Strategy (Item 8.1)

A copy of the HE and Higher Skills Action Plan had been circulated to members for consideration. The Vice Principal HE and Higher Skills reported that the two year strategy was now nearing the end of the second year and the document reflected the position as at

June 2018 with many actions now showing 'green'. The Vice Principal referred to the impact column to demonstrate what had been achieved during the lifetime of the plan.

In discussion the members made a number of observations:-

- the continuous aspiration is excellent, however the report needs to demonstrate SMART targets C
- members welcomed KPIs for HE (similar to FE format)

The Vice Principal concluded that the final report would be presented to the next C&Q Committee for final sign off at its next meeting.

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

56/17 Progression Report (Item 8.2)

The Vice Principal, HE and Higher Skills had previously circulated a report that detailed the current position on applications received for 2018/19 for UCO.

It was reported that the number of applications continues to rise with 435 received to date. This is an increase of 171 compared to the same time last year. It was noted that 67 applications have been received from Oldham College students and 194 applicants have applied directly. Q

In discussion a member asked the reasons for the increase in applications and the Vice Principal advised that in 2016/17 UCO did not have a presence on UCAS due to the validations of the new partners not completing until later that year. It was also reported that progression from the College has increased. 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.

It was **RESOLVED** that members received the report and noted the improving position on applications to UCO.

57/17 Update on QAA (Item 8.3)

The Vice Principal HE and Higher Skills presented a reported that detailed the latest position with QAA following the QAA Quality Review Visit in March 2018 and receipt of the draft and final unpublished reports.

Members were advised that the Quality Review visit in March 2018 had resulted in No Confidence judgements for both Academic Standards and Quality of the Student Academic Experience. The College has challenged numerous factual inaccuracies within the draft report and subsequently further new factual inaccuracies were evident in the final unpublished report.

The College has submitted a formal detailed appeal document on the grounds of procedural irregularity and new evidence to challenge the judgements. An appeal panel has been appointed and the College will be notified of the outcome towards the end of June.

Members discussed the report and were pleased to note that the outcome of the provisional Teaching Excellence Framework (TEF) found that, "**The higher education**

provider meets rigorous national quality requirements for UK higher education, and is taking part in the TEF, but does not yet have sufficient data to be fully assessed”.

The Principal continued and reported that the Governance and Search Committee at its 5 June meeting had reflected on the recommendations of the FE Commissioner’s visit in April, for the Corporation to integrate HE and higher skills directly into the College reporting structure, so that the Full Corporation and committees have detailed interrogation of finance and quality, in the same manner as FE. This has resulted in the disbandment of the UCO Advisory Board and strengthening the role of the C&Q Committee with the Terms of Reference explicitly stating the committee’s responsibilities to monitor HE quality and performance.

Whilst members supported the improved governance arrangements for HE, members were concerned that the current reporting arrangements must be reviewed to ensure sufficient time for discussion of reports at meetings. A member proposed changing the time of meetings to earlier in the day and the Clerk agreed to canvas members to determine the preferred time for meetings.

It was **RESOLVED** that the report as presented be noted and requested the outcome of the QAA Appeal to be circulated to member’s as soon as advised.

58/17 Data Protection Policy (Item 10.1)

The Data Protection Policy had previously been circulated to members for consideration and approval. No amendments were reported.

It was **RESOLVED** that member’s received and approved the Data Protection Policy.

59/17 Assessment Policy (Item 10.2)

The Assessment Policy had previously been circulated to members for consideration and approval. No amendments were reported.

It was **RESOLVED** that member’s received and approved the Assessment Policy.

60/17 English and Maths Policy (Item 10.3)

The English and Maths Policy had previously been circulated to members for consideration and approval.

The Deputy Principal presented a report that provided members with a briefing to explain the planned strategic changes to English and maths delivery for 2018/19 which are reflected in the revised policy.

Members considered the proposal and confirmed their approval to the approach.

No amendments to the policy were reported.

It was **RESOLVED** that members received and approved the English and Maths Policy.

61/17 Freedom of Speech Code of Practice (Item 10.4)

The Freedom of Speech Code of Practice had previously been circulated to members for consideration and approval. No amendments were reported.

It was **RESOLVED** that member's received and approved the Freedom of Speech Code of Practice.

62/17 Workplan 2017/18 and Commentary on Changes and Terms Reference(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 report.

It was reported that the Terms of Reference for the C&Q Committee had been reviewed and updated to reflect the business of the committee. The TOR now state explicitly that the duties of the committee extend to the monitoring of all aspects of 16-18, 19+, Apprenticeships and HE curriculum and quality related matters

It was **RESOLVED** that:-

- (i) members noted the report as presented
- (ii) Approved the revised Terms of Reference as presented.

63/17 Any other business

None reported.

64/17 Dates of the next meetings

To be confirmed

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
19 06 18 Min 49/17	<u>Parental Engagement</u> The Parental Engagement Strategy to be reported to the next meeting	Deputy Principal	
19 06 18 Min 52/17	<u>Curriculum Plan 2017/18</u> A further report on the Caring Professions Faculty to be made available at the next meeting including consideration to the capping of numbers for 2018/19	Deputy Principal	
19 06 18 Min 57/17	<u>Update on QAA</u> Outcome of the QAA to be reported to members once received	Principal	