

OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 10 October 2018 at 4.00pm

Present:	Anne Gornall	Governor (Chair)
	Megan Brown	Student Governor
	Graham Fleming	Governor
	Anthony France	Governor
	Bob Harrison	Governor
	Des Herlihy	Governor
	Michael Jackson-Leafield	Staff Governor
	Shaid Mushtaq	Governor
	Lorna Unwin	Associate Member
In Attendance:	Janet Frost	Clerk to the Corporation
	Heather Green	Vice Principal Strategy and Quality
	Debra Woodruff	Deputy Principal
	Helen Mathers	Vice Principal HE and Higher Skills
Apologies	Alun Francis	Governor (Principal)

1/18 Election of Chair

The Clerk opened the meeting and asked for nominations for the Chair of the Committee for 2018/2019. Shaid Mushtaq nominated Anne Gornall which was seconded by Anthony France.

There being no other nominations it was **RESOLVED** that Anne Gornall was elected as Chair of the committee for 2018/2019.

Anne Gornall took the Chair

Election of Vice Chair

The Chair asked for nominations for Vice Chair of the Committee for 2018/2019. Anthony France nominated Des Herlihy which was seconded by Graham Fleming.

There being no other nominations it was **RESOLVED** that Des Herlihy was elected as Vice Chair of the Committee for 2018/2019.

2/18 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.

3/18 Apologies

Apologies for absence had been received and were accepted from Alun Francis.

4/18 Minutes of the previous meeting

The minutes of the meeting held on 19 June 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.

5/18 Matters Arising from the Minutes

Page 4 - Maths Premium Pilot - Noted that College had not yet been advised of the actual sum that would be received for the pilot. DW reported that she had raised this with the ESFA at the recent Case Conference meeting and to date had not received any further information. She added that once the amount was known a report on the approach would be presented to governors.

6/18 Rolling Action List Update

6/18.1 19 June 2018 Min 49/17 - The Parental Engagement Strategy

Reported that the Deputy Principal would present the final version of the Parental Engagement Strategy to the Full Corporation on 23 October 2018.

It was **RESOLVED** that this action remained outstanding.

6/18.2 19 June 2018 Min 52/17 - Curriculum Plan 2017/18

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.

It was **RESOLVED** that following discussion at the current meeting the action would be complete.

6/18.3 19 June 2018 Min 57/17 - Update on QAA

The Vice Principal HE and Higher Skills reported that OfS have agreed to not publish the report. The actions from the report had been dealt with via the QRV.

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

7/18 Safeguarding and Prevent Annual Report 2017/18 (Item 7)

A copy of the Safeguarding and Prevent Annual Report for 2017/18 had previously been circulated to members for consideration. The Deputy Principal guided members through the report and drew members attention to the following:-

- The number of referrals in 2017/18 far exceeded previous year, with increasing complex cases being dealt with
- Staff briefings had been delivered to FE and UCO staff members
- Whilst data received from schools as part of the transition process had improved, five Oldham schools missed the deadline. The information had been used to identify new students that may require additional support. From the information received 116 applicants were identified and each received a home visit from a member of staff to invite them to attend a Transition week at College in August.
- Noted the input that the College has had with Preventing Youth Violence Strategy
- Governors noted the examples of cases that had been dealt with by the team, adding this helps them understand the complex nature of the cases ben dealt with.

A number of questions were raised:-

- A governor asked the reason for the large increase in referrals. In response the Deputy Principal advised that the improved systems and promotion of the team in the college allowed students to feel confident and comfortable speaking to staff. **Q**
- When students come from other organisations, how is their information transferred to the college? The purpose of the transitional process is that information is sent to the college by the May half term. This allows sufficient time for the college to review, arrange home visits and put plans in place for the young person. **Q**
- Does the college receive Pupil Premium funding in the same way schools do? No Pupil Premium funding stops at Year 11. **Q**

The Chair reported that she had met with the Head of Work Based Learning and discussed the safeguarding training that is provided to employees to ensure our apprentices are kept safe advising that she had been assured that the procedures are rigorous.

The Chair thanked the Deputy Principal for her report.

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

8/18 8/18.1 Curriculum Plan 2017/18 and Quality Update (Item 8)

A copy of the following documents had previously been circulated to members for their consideration prior to the meeting:-

- Quality KPIs – Final 2017/18 and 2018/19 targets
- Headline Achievement Report - includes detailed predicted success data compared against May 2018 predictions and national rates – Classroom and Apprenticeship
- Faculty Scorecard – headline quality indicators for 2017/18
- Self -Assessment Report- draft 2017/18 and Quality Improvement Plan – summary actions paper
- Summary Self-Assessment Report -2017/18
- Ofsted Stretch and Challenge letter (September 2018)

The Vice Principal Strategy and Quality guided members through the report, presenting the data on a PowerPoint to draw out areas for further exploration and discussion. In summary:-

- the overall headline position had improved for all areas and was above national, showing a three year upward trend
- the SSA subject area variation showed that each area had improved compared to 2016/17. Whilst Health Care and Public Services, Engineering, Retail and Commercial, Sport Travel and Tourism and Education and Training were not at national, they had improved and the variation had reduced
- the subject area for Apprenticeships demonstrated excellent progress in most areas, with only Sport, Travel and Tourism and Engineering below national.

A governor asked for further information relating to the Sport and Engineering outcomes and was advised that the contract for Engineering apprentices changed mid-year with all apprentices showing as early leavers. There were only 10 apprentices in sport and each of these had left their employers. **C**

The Vice Principal reported that this current year 88% of apprentices are in a SSA at or above national.

- Reported that 2017/18 16-18 L1 outcome was 86.6% (90.3% national) due to the Skills and Employability and Care faculties not achieving. The Vice Principal advised of the changes that have now been implemented and commented that the recent HMI visit had confirmed the approach taken was showing early impact in both areas
- The Higher Apprenticeship 2017/18 outcome was reported as 42% (57.2% national), advising that whilst numbers in this area are low it is an area of focus.

A governor requested the 2015/16 data be included on the charts to emphasise the positive direction of travel.

8/18.2 Self-Assessment Report -2017/18

A copy of the draft SAR had previously been circulated to members for consideration. The members discussed in detail each aspect of the SAR and the proposed grades. Members asked for examples of good practice to demonstrate impact and outcomes for each aspect and the Vice Principal provided examples that assured members of progress.

Discussion points included:-

- **Effectiveness of leadership and management –**
 - Reported that behaviour management had greatly improved across the college and the implementation of the Duty Manager rota was proving a useful tool
 - noted that the Maths Task Force had provided a robust oversight by management that had led to improvement in maths outcomes
 - the Teaching 4 Learning CPD was having measurable impact on improving outcomes for students
 - members agreed that information provided to them was detailed and relevant enabling them to challenge effectively. **C**

A member asked for details on the number of appraisals that had taken place in 2017/18 and was informed that 97% had been completed (3% off long term sick or new), with 92% good or better, noting this data had been moderated by the College Improvement Partner. The Vice Principal added that all milestones would be complete by half term

- **Quality of teaching, learning and assessment –**
 - Reported that vast majority of teaching is good or better with students making good progress
 - Noted that stretch and challenge can be seen across lessons and there is an ongoing focus to ensure the consistency continues
 - An audit of lesson plans is to take place before half term and mentoring support will be provided to those staff that request / require it

In discussion the student governor reported that she had experienced improved TLA in lessons and all students had already been advised of their target and milestones within her subject areas.

- **Personal development, behaviour and welfare –**
 - Behaviour in the college has significantly improved and the Right Learner Right Start (RLRS) model had put rigour into the process. **C**

A member asked what had been learnt from the RLRS process, and the Vice Principal reported that the relationship with schools is important to ensure the data is presented to the college by the set date so the early intervention work can take place.

The student governor reported that there was a marked improvement in behaviour by students in class and at break times.

- Reported that attendance continues to improve

C

- **Outcomes –**

- Stretch and challenge has been put in place for the most able students

A governor asked what assurance can be given regarding the targets set and the Vice Principal reported that they are all moderated by the College Improvement Partner. She added that apprenticeship standards are all industry relevant and regularly reviewed.

- **16 - 18 Study Programme**

- Reported that students continue to make good progress with headline at 83.9% (81.5% national). Retention improved in 2017/18 by a further 1% and achievement improved by a further 2%

- **Adult –**

- Advised that Adult has a three year upward trend with headline at 87.5% (national 86.9%)

- **Apprenticeships –**

- The Vice Principal reported that the Apprenticeship provision and achievement rates for the third year have continued to improve with the current overall achievement rates at 73.7% which is a 1% improvement on 2017/18 and 6% above national average
- In addition it was noted that the timely achievement rates have significantly improved by 8% to 67% (8% above national)

- **High Needs –**

- Reported that the High Needs team has been restructured with a new support team in place and significant changes and improvements to the offer were reported

It was **RESOLVED** that:-

- (i) members received the report as presented
- (ii) Agreed the grades as set out for each aspect of the SAR and the overall judgement of 'Good'.

9/18 UCO Curriculum Development Plan 2018/19 Update (Item 9.1)

The Vice Principal HE and Higher Skills had previously circulated a report that provided members with the proposed curriculum developments and the range of opportunities for the College and UCO to develop and deliver.

The Vice Principal advised that the QAA had impacted on the curriculum development with UCLan and Sheffield Hallam deferring development until the QAA was resolved. Progress with both universities is back on track and Sheffield Hallam had agreed to put UCO through a collaborative partnership review to analyse quality for themselves. This is a positive approach and one senior management welcome.

UCLan have agreed for the college to franchise the FdSc in Computing and MSc Top-Up in Computing and this will allow UCO to run the UCLan Assistant Practitioner Degree Apprenticeship. It was reported that the ILM (Institute for Leaders and Managers) Level 5 qualification is now recruiting for an autumn start.

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

10/18 Teaching, Learning and Assessment Committee Annual Report (Item 9.2)

A copy of the Teaching, Learning and Assessment Committee Annual Report for 2017/18 had previously been circulated to members for information. The report provided members with an outline of the work of the Committee throughout year noting the reports received and considered by the group.

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

11/18 UCO Quality Improvement Committee Annual Report (Item 9.3)

A copy of the Quality Improvement Committee Annual Report for 2017/18 had previously been circulated to members for information. The report provided members with an outline of the work of the Committee throughout year noting the reports received and considered by the group.

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

12/18 UCO Student Engagement Group 2017/18 Update (Item 9.4)

A copy of the Student Engagement Group Committee Annual Report for 2017/18 had previously been circulated to members for information. The report provided members with an outline of the work of the Committee throughout year noting the reports received and considered by the group.

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

13/18 National Student Survey (NSS) and Destination of Leavers from Higher Education (DLHE) Results 2017-18 (Item 9.5)

The Vice Principal had previously circulated a report that detailed the survey results of the National Student Survey (NSS) and Destination of Leaver's from Higher Education (DLHE) results from 2017-18. It was reported that the NSS and DLHE data form part of UCO's key information set and are external indicators of performance within the sector. Both data sources are used as part of the Teaching Excellence Framework (TEF) metric measures. The Vice Principal summarised key points from the report. In summary:-

- The overall satisfaction rate is up 5% on last year (87.07%) and 10% on the last two years
- The 90% response rate for the NSS was maintained in 2017-18.
- The 'Learning Opportunities' section remains the strongest performing area (89% satisfaction rate overall for the three related questions), indicating strength in curriculum design.
- In comparison to the sector, UCO is outperforming in every area with the exception of 'Learning Resources' (Library, IT, course-specific resources) which scores 76.46% against the sector average of 85.40%. The Vice Principal reported that students often refer only to the resources available at UCO when answering this question and do not take into consideration the breadth of resources available via our partner universities and therefore staff need to make all students aware of these.

The DLHE data showed that 28.6% of graduates are working full-time and 36% are studying full-time. 57% of those graduates who are working are in graduate jobs which is a 20% increase on last year's data.

Members were pleased with the report and noted the increase in satisfaction levels and improved outcomes for students.

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

14/18 HE Enrolment Data – 2018/19 (Item 9.6)

The Vice Principal provided a report that detailed the latest enrolment numbers for UCO. She informed members that UCO, in 2018, had been represented on UCAS following the period of new partners and revalidations. This had improved the number of applications received (compared to the previous year) by 239.

The Vice Principal guided members through the report which advised on the numbers for each curriculum area.

In discussion a member commented that whilst progression from the College to UCO has improved there is a need to do more to encourage our students to continue their journey at UCO. In response the Deputy Principal reported that a Progression Strategy is being prepared which will align FE, HE and sectoral growth areas. **C**

A member added that Health and Social Care and Construction are growth areas in Oldham and therefore the College must align its delivery with these sectors with good quality, high level pathways. **C**

The Deputy Principal confirmed that the College strategy included apprenticeship and HE apprenticeship pathways, and curriculum planning is aligned to the GM Industrial Strategy. The Chair requested further analysis be presented to members that provided a breakdown on the number of students from each faculty that had transferred to UCO in 2018, including age, gender and race. This would allow further discussion to take place on targeted interventions to improve progression rates.

It was **RESOLVED** that:-

- (i) members noted the report,
- (ii) agreed that the Progression Strategy must align FE, HE and sectoral growth areas,
- (iii) further analysis be presented to members that provides a breakdown on the number of students from each faculty that had transferred to UCO in 2018, including age and gender, to allow further discussion to take place on targeted interventions to improve progression rates.

15/18 Student Wellbeing Report (Item 9.7)

The Vice Principal presented a report that informed members of the mental health and wellbeing support given to students in 2017/18. She advised that a Health and Wellbeing Officer had been appointed and had played a key role in supporting many students. It was noted that in the 2017/18 Induction Survey, mental health was identified in the top four priorities when students were asked what issues or areas they would like to be offered workshops or support in.

The Vice Principal concluded that the Wellbeing Officer had had a number of success stories including 13 students that had completed and achieved their award.

Members acknowledged the importance of support in this area and the outcomes that can be achieved by the ongoing provision.

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

16/18 Office for Students (OfS) Registration Gateway Process, Participation and Resource Plan Updates (Item 9.8)

The Vice Principal had previously circulated a report that provided members with an update on the College's progress to register with the Office for Students noting that this had included the submission of the Access and Participation Plan (PP) and Resource Plan (RP). Copies of the document submitted to the OfS were provided to members for consideration and comment.

Members acknowledged the monitoring requirements of the OfS would be rigorous and welcomed feedback from the process.

A member asked for an update on the branding of UCO and was advised that the logo had been changed to reinforce 'Oldham' and included the wording 'higher education'. In response the member requested assurance that the new wording/branding was approved by the DfE and the Vice Principal reported that the College is seeking a letter of support from the university partners as part of the process.

C

It was **RESOLVED** that the members noted the progress the College had made to date in registering with the Office for Students and received the report.

17/18 UCO Code of Conduct for Research (Item 9.9)

The Vice Principal had previously circulated the UCO Code of Conduct for Research for members to consider prior to the meeting. The Vice Principal guided members through the report and explained the rationale for the report.

LU commented that the code should link the culture of FE and UCO and agreed to meet with the Vice Principal to offer support to develop the code further.

In addition LU reported that the College and UCO had been on a difficult journey in recent years and there was scope for a research project in conjunction with UCO to track the journey and agreed to discuss further with HM.

It was **RESOLVED** that members received the Code and supported LU meeting with the Vice Principal to develop the Code of Conduct for Research further and to consider a research project relating to UCO.

18/18 Student Complaints and Compliments Annual Report (Item 10)

A copy of the Student Complaints and Compliments Annual Report had previously been circulated to members for their consideration and comment.

In discussion it was reported that IT at the College remains an area of concern and the Deputy Principal updated members on the IT Strategy that was currently being developed.

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

19/18 Workplan 2018/19 and Commentary on Changes (Item 11)

A copy of the Workplan for 2018/19 including the reporting structure for the current meeting was presented to members for consideration. Members noted all reports had been presented.

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

20/18 Any other business

None reported.

21/17 Dates of the next meetings

Tuesday 27 November 2018	5.00pm – 7.00pm
Tuesday 18 December 2018	4.00pm – 5.00pm
Tuesday 29 January 2019	5.00pm – 7.00pm
Tuesday 19 March 2019	5.00pm – 7.00pm
Tuesday 14 May 2019	5.00pm – 7.00pm
Tuesday 11 June 2019	4.00pm – 6.30pm

Meeting closed at 6.00pm

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 10 10 18 Min 6/18.1	<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	10 10 18 Min 8/18
19 06 18 Min 57/17	<u>Update on QAA</u> Outcome of the QAA to be reported to members once received	Principal	10 10 18 Min 9/18
10 10 18 Min 14/18	<u>HE Enrolment Data</u> The Progression Strategy to align FE, HE and sectoral growth areas. Strategy to be presented to a future meeting	Deputy Principal	
10 10 18 Min 17/18	<u>UCO Code of Conduct for Research</u> Lorna Unwin to meeting with Helen Mathers to discuss and develop the Code of Conduct for Research and to consider a research project relating to UCO.	Vice Principal HE	