

**OLDHAM COLLEGE**

**CURRICULUM & QUALITY COMMITTEE**

**Minutes of the Meeting held 14 May 2019 at 5.00pm**

<b>Present:</b>	Anne Gornall	Governor (Chair)
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Shaid Mushtaq	Governor
	Michael Jackson-Leafield	Staff Governor
	Bob Harrison	Governor
<b>In Attendance:</b>	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
	Jess Criswell	Assistant Principal Curriculum and Learning
	Joanne Rumney	Director of English and Maths
<b>Apologies</b>	Lorna Unwin	Governor

**77/18 Declaration of Conflicts of Interests**

Declarations of interest were made by Shaid Mushtaq should any discussion in the meeting relating to his area of work.

**78/18 Apologies**

Apologies had been received and accepted from Lorna Unwin.

**79/18 Minutes of the previous meeting**

The minutes of the meeting held on 19 March 2019 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.

**80/18 Matters Arising from the Minutes**

None

**81/18 Rolling Action List Update**

**(i) 19 March 2019 Min 64/18 - Safeguarding and Prevent Termly Report**

An update on the number of staff required to complete the Safeguarding Training be reported to the next meeting

It was **RESOLVED** that following review of the data at the meeting this action was completed.

**(ii) 19 March 2019 Min 71/18 - Safeguarding and Prevent Termly Report**

A report be presented to the next meeting that showed the ratio of time spent in meetings and time spent with students, and the impact of the interaction with students.

It was **RESOLVED** that this action was deferred to the next meeting.

**(iii) 19 March 2019 Min 64/18 – Curriculum Plan Update**

The ALPs data will be reported to future C&Q meetings

It was **RESOLVED** that this action was deferred to the next meeting.

**(iv) 19 March 2019 Min 66/18 – English and Maths Presentation**

BH to speak with Assistant Principal and Director of E&M to ensure on line learning is being delivered effectively.

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

**(v) 19 March 2019 Min 67/18 - UCO KPI Report**

A report be presented at the May meeting that summarises key risk factors and characteristics of those students that leave early or are at risk of leaving

It was **RESOLVED** that following review of the data at the meeting this action was completed.

**(vi) 19 March 2019 Min 68/18 - HE Strategy**

(i) The plan be reviewed and a strategic priority relating to student progression from Oldham College to UCO be included;

(ii) A report be presented to the next meeting on the proposed numbers progressing from Oldham College to UCO this year,

(iii) The Marketing Team review its marketing campaign for progression to UCO from the College. The Chair observed that the campaign must demonstrate impact.

It was **RESOLVED** that following review of the reports at the meeting this action was completed.

**(vii) 19 March 2019 Min 72/18 - Curriculum Plan 2018/19 and Quality Update**

(i) A report be produced that strips out the worse performing faculties to see how the overall outcomes of the College are affected

(ii) A report on the options available to Caring Professions Faculty be presented to the May meeting.

It was **RESOLVED** that following review of the reports at the meeting this action was completed.

**(viii) 19 March 2019 Min 73/18 - CEIAG Progress Update**

A report on the progress being achieved in embedding the culture of all staff having a responsibility of CEIAG including training that has been provided to the June meeting.

It was **RESOLVED** that this action was deferred to the next meeting.

None received.

**83/18 Safeguarding and Prevent Termly Report (Item 7)**

Deferred to the June meeting.

**84/18 Curriculum Plan 2018/19 and Quality Update (Item 9)**

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

- Quality Narrative QR4
- QIP Summary May 2019
- KPI and Performance Report
- Faculty Scorecard
- Quality Review 3 Report
- Headline Achievement Report and 2018/19 Predictions
- Areas of Risk Report

The Vice Principal spoke to each of the reports and drew out key points. In summary:-

- Reported that the areas for continued focus were attendance, particularly English and maths, maintaining positive behaviour and maximising achievements rates
- The QR4 faculty scorecard identified Caring Professions as requiring ongoing attention. It was reported that Predictions for 2018/19 identify an improved position despite a number of issues, in particular, relating to staffing
- 16 – 18 performance – 98% of milestones in place, 76% of learners have achieved their milestones for this half term (65% LYTD), retention is at 94% (2% below target), attendance is at 87% (83% new measure) this is the same as LYTD, and close to the 90% target.
- Adult performance – 97% of milestones in place, 75% of learners assessed have achieved their milestones (68% LYTD), retention is 94% (2% below target) and attendance is 85% (82% new measure) caring professions, retail and commercial and sport and travel are particularly low. 45% of learners have attendance below 80%.
- Apprenticeships – 100% of milestones are in place, 9% of progress reviews are overdue however all sectors have improved. Attendance is 92% which is 1% higher than LYTD
- Reported that progression activities have been structured and more robustly managed this year with a strong emphasis on CEIAG
- In addition the curriculum planning has had an increased focus on planned destinations to support students
- Career path models are being developed in four key sectors for L3 direct entrants.

A discussion took place regarding the number of students already enrolled for 2019 and what was in place to further market the college's offer to schools, prospective students and parents. In reply the Vice Principal advised that enrolments were at a similar position to last year and further work was taking place with schools to arrange targeted interviews on the school sites. The Vice Principal added that apprenticeship numbers remained strong and placement into jobs was good. C

The Deputy Principal reported that the College had received confirmation of successful inclusion onto the 14-16 collaborative provision framework for schools and had also secured investment from the Opportunity Fund for a mobile unit that would be used to promote the wide range of college activities to schools and the community.

A governor asked who the college's competitors are and the Deputy Principal reported that whilst we currently attract approximately 24% of the Oldham market share of 16 – 18 year olds, the main competitors are the sixth form college and sixth form schools in Oldham and Hopwood Hall College. Q

The Principal added that it was important that the college continued to focus on improving quality in the next academic year with growing numbers a secondary (albeit very important) factor. This would allow the College in 2020 to have a strong marketing campaign to attract students into quality provision. A further marketing strand will be to attract those prospective students that have good GCSE grades who should be choosing a technical pathway and therefore the focus will be to market the College using the escalator model. He continued and reported that the college would be investing in simulated work experience spaces rather than traditional classrooms to link to industry.

A member asked how much virtual learning takes place and the Vice Principal responded that virtual learning does take place in most faculties and this would continue to grow as part of the quality improvements and curriculum development plans. Q

The Chair observed that whilst OfSTED had commended the behaviour of students the report circulated stated that there is low level behaviour issues in a number of faculties and asked for further clarity on this point. In answer the Vice Principal reported that whilst the overall behaviour across college had certainly improved the majority of issues related to the wearing of lanyards and low level disruption in class. It was noted that a focus group had been set up to work with staff members to reinforce good class management skills and to ensure sustainable good behaviour C

The Chair thanked the Vice Principal for a detailed report.

It was **RESOLVED** that members received the report as presented and noted the progress achieved at Quality Review 4.

#### **85/18 Areas at Risk Report (Item 8.7)**

The Deputy Principal had previously circulated a report that provided members with an update on the actions that have been implemented to improve the position of the Caring Profession Faculty. The Deputy Principal advised:-

- Whilst the faculty was showing signs of improvement the key issue was improving staffing levels, particularly ensuring that staff have occupational experience
- Predictions for 2018/19 were showing an improved position (compared to 2018)

- Whilst the number of students are high in the faculty it does compete directly with Oldham Sixth Form and therefore it is imperative that the staffing issues are resolved
- Noted that different approaches are being used to attract new members of staff.

A member asked what the impact on results would be if Caring Professions was taken out of the data. It was reported that the increase would be the greatest at L3 at 1.5%.

Members agreed that the volumes within the faculty were important for the college and therefore there was a need to continue with the strategies that had been put in place. A member observed that it would be useful to have discussions with the health trusts to see how jointly the organisations can work together to attract quality staff. Additional ideas included; speaking with the unions, training up our own staff, considering appointing a health professional onto the Corporation.

It was **RESOLVED** that consideration would be given to attracting a member with NHS or Care Commission experience onto the Corporation and follow up on the other suggestions above

#### **86/18 English and Maths Strategy - Presentation (Item 9)**

The Director of English and Maths had previously circulated a report to members that updated them on the implications of the current English and Maths Strategy, the 2018/19 English and maths performance and predicted achievement 'c' grades and potential implications of any changes to the strategy for 2019/20.

The Director of E&M reported that the current strategy is designed to enable students to achieve the most appropriate qualification to support their progression aim, whilst recognising the need to ensure the condition of funding rules are adhered to. She advised that this sometimes can mean there is tension between the most appropriate qualification for the student and their progression aim and the implications for headline achievement data and performance tables. It was noted that there are plans to review with any changes not being implemented until 2020.

Members also considered a report on the national policy, functional skills reforms and changes to the condition of funding rules and the potential implications of the current strategy in terms of achievement and performance table scores.

A detailed discussion took place and it was agreed that:-

- Further development work takes place on the proposed delivery model and comparisons with other college models be considered
- Ensure that student progression is fully considered when determining GCSE or FS route.

It was **RESOLVED** that members received the report and requested a further update be presented to members on the strategy as it is developed further.

**6.30pm - Joanne Rumney and Jess Criswell retired from the meeting**

**87/18 UCO KPI Report (Item 10.1)**

The Vice Principal HE and Higher Skills presented the KPI Summary Report that had been circulated to members prior to the meeting for their consideration and comment.

The Vice Principal reported:-

- The continuing focus is on the retention and completion of students. It was reported that retention is currently 84% and continues to demonstrate a three year improving trend
- NSS final response rate was good at 89%
- The NSS overall satisfaction rate shows an improving three year trend.

In discussion a member asked if enrolments were at or exceeding target and the Vice Principal reported that enrolments were up by 36 compared to the same time last year. She continued and reported many students enrol over the summer and therefore the planned marketing campaigns were important. Q

A governor asked which faculties had lower numbers compared to last year and was advised that Sport and Health and Social Care had lower numbers. Q

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

**88/18 UCO Teaching Observation Outcomes (Item 10.2)**

A report had previously been circulated that updated members on the UCO teaching observation pilot and the outcomes.

The Vice Principal advised that the pilot had been conducted with seven volunteers noting that nine had originally come forward but two had withdrawn for different reasons. The pilot only comprised the Observation of Teaching strand (not the Peer Observation or proposed Learning Walks).

Members were informed that the overall feedback from staff was positive and they agreed that the scheme was appropriate. The Vice Principal advised that the pilot report would now be shared with the Union and UCO will seek to implement the full observation scheme in September 2019.

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

**89/18 Key Retention and Risk Factor Characteristics (Item 10.3)**

The Vice Principal HE and Higher Skills presented a report that provided members with an overview of the risk factors and characteristics of students that leave early or are at risk of leaving for the academic year 2018/19. The key points raised included:-

- First year students were the most vulnerable group in terms of early withdrawals.
- Students are continuously monitored to identify where early intervention is required

- A Faculty Lead has specific responsibility for retention and coordinates interventions and retention strategies
- New approaches to teaching, learning and assessment and sharing best practice are a significant feature of staff CPD sessions to maximise engagement and therefore retention of students
- Noted that the largest number of withdrawals occurs at the end of the academic year after exam boards.

The Chair asked if data could be provided that showed a breakdown of the nature of the characteristics of those students being retained / not retained e.g. family pressure, men/women, in work, self-financing.

It was **RESOLVED** that:-

- members received the report as presented,
- requested a further report to be presented that showed a breakdown of the nature of the characteristics of those students being retained / not retained e.g. family pressure, men/women, in work, self-financing.

#### **90/18 UCO QIP (Item 10.4)**

The Vice Principal HE and Higher Skills presented a report that updated members on the UCO quality activity. In summary:-

- Applications to UCO are good, with numbers showing 36 up on the same week last year. Internal progression has risen to 56, however this is still lower than last year (63)
- Noted that the pilot HE observation scheme has been completed
- UCO's application for professional accreditation with the British Psychological Society (BPS) has been rejected on the grounds of insufficient learning resources and staffing. It was reported that this was an extremely difficult accreditation to succeed in but UCO would try again in the future
- Reported that there is new Quality and Standards review guidance that has been issued by the QAA. UCO is currently undertaking a mapping exercise to confirm compliance with the new standards
- Reported that there is a new, 5 year version of the Access and Participation Plan to be submitted to OFFA/OfS in July. Members were advised that the 5 year plan is more stringent than previous versions with closer monitoring of progress against specified targets.

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

#### **91/18 Internal Progression Report (Item 10.5)**

The Vice Principal HE and Higher Skills presented a report that updated members on the proposed student numbers progressing from Oldham College to UCO for 2019 entry.

The Vice Principal advised that whilst Oldham College students prefer to continue their studies at local HE providers, UCO is the fifth most popular choice. Salford was reported as

the most popular followed by Manchester Metropolitan, Huddersfield and University of Manchester.

Members discussed the importance of a quality recruitment and engagement strategy and requested that this be a priority area for UCO. Following discussion it was agreed that a pathway report be presented to members that clearly sets out the HE and Higher Skills Strategy. C

It was **RESOLVED** that:-

(i) the HE and Higher Skills Strategy must clearly demonstrate the progression and pathway routes for students,

(ii) a report be presented to members in October that outlines higher skills progression and pathway routes for students

**92/18 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 the additional reports presented to the current meeting.

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

**93/18 Any other business**

None reported

**94/18 Dates of the next meetings**

Tuesday 11 June 2019                      4.00pm – 6.30pm

**Meeting closed at 7.15pm**

Minutes Approved: Signed \_\_\_\_\_  
Chair

Date \_\_\_\_\_

### Rolling Action List

<b>Meeting Date &amp; Item No.</b>	<b>Rolling Action List</b> <i>(Outstanding actions from previous meeting(s) to be carried forward, listed below, and not removed until completed/closed.)</i>	<b>Actionee</b>	<b>Reported as Completed at meeting of</b>
19 02 19 Min 49/18  19 03 19 Min 71/18 14 05 19 Min 81/18 (i)	<b>Safeguarding and Prevent Termly Report</b> An update on the number of staff required to complete the Safeguarding Training be reported to the next meeting  A report be presented to the next meeting that showed the ratio of time spent in meetings and time spent with students, and the impact of the interaction with students.	DSLO  DSLO	14 05 19 Min 81/18 (i)
19 02 19 Min 51/18 19 03 19 Min 64/18 14 05 19 Min 81/18 (ii)	<b>Curriculum Plan Update</b> (i) The ALPs data will be reported to future C&Q meetings	VP Quality	
19 03 19 Min 66/18	<b>English and Maths Presentation</b> BH to speak with Assistant Principal and Director of E&M to ensure on line learning is being delivered effectively	AP (JC) and Director E&M	14 05 19 Min 81/18 (iii)
19 03 19 Min 67/18	<b>UCO KPI Report</b> A report be presented at the May meeting that summarises key risk factors and characteristics of those students that leave early or are at risk of leaving	VP HE	14 05 19 Min 81/18 (iv)
19 03 19 Min 68/18	<b>HE Strategy</b> (i) The plan be reviewed and a strategic priority relating to student progression from Oldham College to UCO be included; (ii) A report be presented to the next meeting on the proposed numbers progressing from Oldham College to UCO this year, (iii) The Marketing Team review its marketing campaign for progression to UCO from the College.	VP HE  VP HE  VP Quality	14 05 19 Min 81/18 (v)  14 05 19 Min 81/18 (v)  14 05 19 Min 81/18 (v)
19 03 19 Min 72/18	<b>Curriculum Plan 2018/19 and Quality Update</b> A report be produced that strips out the worse performing faculties to see how the overall outcomes of the College are affected	VP Quality	14 05 19 Min 81/18 (vi)

	A report on the options available to Caring Professions Faculty be presented to the May meeting.	VP Quality	14 05 19 Min 81/18 (i)
19 03 19 Min 73/18 14 05 19 Min 81/18 (viii)	<b>CEIAG Progress Update</b> A report on the progress being achieved in embedding the culture of all staff having a responsibility of CEIAG including training that has been provided to the June meeting.	Deputy Principal	
14 May 2019 Min 85/18	<b>Areas of Risk Report</b> Consideration would be given to attracting a member with NHS or Care Commission experience onto the Corporation	Clerk	
14 May 2019 Min 89/18	<b>Key Retention and Risk Factor Characteristics</b> A report to be presented that showed a breakdown of the nature of the characteristics of those students being retained / not retained e.g. family pressure, men/women, in work, self-financing	VP HE	
14 May 2019 Min 91/18	<b>Internal Progression Report</b> A report be presented to members in October that outlines higher skills progression and pathway routes for students	VP HE	