

OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 19 February 2019 at 2.00pm

Present:	Anne Gornall	Governor (Chair)
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Lorna Unwin	Governor
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	Shaid Mushtaq	Governor
	Michael Jackson-Leafield	Staff Governor
	Megan Brown	Student Governor
	Bob Harrison	Governor

44/18 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.

45/18 Apologies

Apologies for absence had been received and were accepted from Shaid Mushtaq, Bob Harrison, Megan Brown and Michael Jackson-Leafield.

46/18 Minutes of the previous meeting

The minutes of the meeting held on 27 November 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.

47/18 Matters Arising from the Minutes

Para 26/18 (i) Noted that the Parental Engagement Action Plan would be reported to a future meeting.

48/18 Rolling Action List Update

i. 27 November 2018 Min 30/18 - HE and Higher Skills Plan

A copy of the draft UCO QIP be presented to the next meeting in February 2019.

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

ii. 27 November 2018 Min 30/18 – Retention and Success Report

Future reports are RAG rated to assist the reader.

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

49/18 Safeguarding and Prevent Termly Report (Item 7)

A copy of the Safeguarding and Prevent Termly Report including the College's Mental Health framework self-assessment had previously been circulated to members for consideration. The Deputy Principal summarised the key points from the report:-

- An Emotional Wellbeing Policy for Post 16 is currently being drafted and will be presented to a future meeting
- Staff have attended training on Adverse Childhood Experiences. This training will allow staff to work with students that have been identified through referrals.
- Good Practice Conference on whole School and College approach to Emotional Health and Wellbeing has been attended by key staff.
- The Safeguarding Lead is developing a training programme for college staff around a 'Universal' offer of support for all around emotional wellbeing and building resilience, recognising early signs and acting upon them appropriately.
- Noted that all Safeguarding Lead officers have completed the L3 Safeguarding training and all Faculty Leads have updated their training. The Chair commented that the number of staff that had not yet started the Safeguarding Course was reported as 111 and this was a high number. The Deputy Principal agreed to investigate this number and request the Safeguarding Lead to report at the next meeting.
A discussion took place regarding the delivery of Safeguarding Training to governors and suggested that this could be delivered in a more meaningful and relevant way as part of the Strategic Away Day.
- Members noted the Mental Health framework self-assessment and noted the work that is taking place to improve those indicators reported RED.

The Chair thanked the Deputy Principal for the report.

It was **RESOLVED** that:-

- (i) members noted the report and the progress being achieved,
- (ii) requested that an update on the number of staff required to complete the Safeguarding Training be reported to the next meeting,
- (iii) Consider the delivery of Safeguarding training to governors at the Strategic Away Day

50/18 English and Maths Presentation (Item 8)

Deferred to the March meeting

51/18 8/18.1 Curriculum Plan 2017/18 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:-

- OfSTED Inspection Report
- SAR and QIP Quarter 2
- KPIs (FE and Apprenticeships)
- Faculty Scorecard
- Quality Review Quarter 2 Reports for 16-18, Adult and Apprenticeships

(i) OfSTED Inspection Report

The Vice Principal Strategy and Quality reported the key positive points that were highlighted in the recent OfSTED report, congratulating all governors, staff and students on the 'Good' outcome. She continued and provided further detail on those areas that the college must now focus on to achieve further improvements. In summary:-

- There must be a relentless focus on those areas that still require improvement
- Whilst attendance has improved it still remains low. Strategies to raise attendance levels must be explored and implemented
- Targets for merits and distinctions need to be more ambitious to stretch and challenge learners to make the progress they are able to
- English and maths achievement remains low and therefore to improve results further it requires a college wide effort.
- CEIAG at the start of the programme is effective, however, not enough learners progress into positive destinations that relate directly to the subject they have studied and therefore actions to improve this must be identified.

In discussion the following points were raised:-

- **Qu:** What is the current attendance rate and what strategies have you identified to improve attendance? Q
- **A:** Current attendance rate is 88% (1% up compared to last year). There are different measures that we are reviewing including, are students in the classroom and general attendance which allows for self-study and those not required to be in college.
- The Vice Principal explained the VESPA initiative advising that the model sits around the T4D.
- Noted that the ALPs data will be reported to future C&Q meetings
- The English and Maths Strategy has been re-established within the Task Force and figures will be presented to the March C&Q meeting
- Noted that a Task Group has been set up to drive the CEIAG

(ii) SAR and Quality Update

A copy of the SAR and Quality Review document as at January 2019 had been provided to members for information and consideration. It was reported that the document would now be updated to reflect the OfSTED outcomes and presented at the March meeting for review. Members noted the report.

(iii) Quality KPIs

A copy of the KPI report as at January 2019 was circulated to members for their consideration and comment.

A member referred to those areas rated RED on the plan and asked how recruitment had been in January and what, if any, the impact would be on the budget. The Vice Principal reported that it was as expected for Adult and English and maths whilst 16-18 had been smaller numbers. There would be negative impact on next year's 16-18 budget due to the funding being lagged and this would be reflected in the management accounts. However on a positive note the number of apprenticeships had increased. C

AF referred to the strategies within the Strategic Plan, technical scholarships and high quality L3 which will help grow our numbers going forward.

A discussion took place regarding the college competitors and a member reported that the college must be clear on the reasons that students leave the college if remedies are to be put in place.

(iv) Faculty Scorecard

A report was presented that provided a summary comparison of quality indicators across faculties, and demonstrated in year progress. It was reported that the majority of faculties are now judged to be good. Of those that continue to require improvement these include Caring Professions and Sport, Travel and Uniformed Public Services (UPS).

The Vice Principal provided an update on each of the RI faculties reporting the interventions that had been put place.

(v) Quality Review 2

The Vice Principal presented the QR 2 report and highlighted the following:-

- 99% of learners have milestones in place, with 88% having an assessment mark
- Retention of learners is slightly below target and 1% below 2017/18 at QR2
- Reported that the number of students with attendance below 80% was of concern and was being monitored
- The SPOC survey identified an overall satisfaction rate by students of 92% (compared to 90% 2017/18). Members were pleased with the improvement in the satisfaction rate.
- There have been far fewer reports of students with serious behaviour warnings compared to 2017/18 QR2

The Principal informed governors that there would be an ongoing need to maintain the momentum of improvement with an aim of self-assessing as 'outstanding' by September 2021. Members added their support to ensuring governance continues to improve so that it supports management to achieve this.

It was **RESOLVED** that:-

(i) members received the report as presented and noted the progress achieved at Quality Review Two

(ii) the ALPs data will be reported to future C&Q meetings

(iii) the English and Maths Strategy has been re-established within the Task Force and figures will be presented to the March C&Q meeting.

52/18 UCO – KPI and Performance 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 highlighted key points as follows:-

- HE numbers have remained similar to previous years due to the change in university partners, lack of UCAS presence, and most recently the embargo on new curriculum developments following the QRV.

- Whilst the majority of courses are developing and attracting student enrolments, the Community Studies with Health and in Sports Coaching/ Exercise Science courses are in decline and have impacted significantly on the overall total.
- There is a need to continue the marketing of UCO to OC students to improve the number of OC students that progress
- Noted that enrolment data shows an increase in white students and a decline in BME. The proportion of females studying is consistently higher than males and there is a surprising decline in students from disadvantaged postcodes.
- The NSS data shows almost all areas indicate a 3 year improving trend and are significantly above national benchmarks
- Graduate Outcomes are low at 57% in comparison to the HE sector. This is due to the comparatively lower number of graduate jobs available in the Oldham area and lower rates of pay.
- The current retention rate is 86%, which has improved compared to last year
- Pass rates remain consistently high and achievement rates continue to improve, particularly with the introduction of honours top up years.

A member asked whether Sport will continue if numbers are declining and in response the Vice Principal reported that UCO have been in discussion with UCLAN and are looking at reconfiguring the existing course to one they feel will be more attractive. Q

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

53/18 HE and Higher Skills Action Plan (Item 10.2)

A copy of the latest HE and Higher Skills Action Plan had previously been circulated to members for consideration. The Vice Principal reported that the plan had been updated as requested to demonstrate the impact achieved against each action and that future reports would be RAG rated.

Members noted the report and the impact being achieved in areas of activity.

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

54/18 OfS Registration and Enhanced Monitoring Report (Item 10.3)

The Vice Principal had circulated a report and copy of the OfS letter dated 3 December 2018 that provided members with an update on the enhanced monitoring required by the OfS as part of the College's registration process.

Members were advised that the OfS had confirmed its approval of the registration of Oldham College in the register of English higher education providers. It was reported that there was one enhanced monitoring condition that had been requested relating to Conditions B3: Quality and Standards and that the OfS would seek further information from the ESFA on the financial position of the college to ensure there is no increased risk.

It was **RESOLVED** that members received the report as presented and noted the requirement of the ongoing monitoring of the OfS.

55/19 SHU Collaboration Agreement (Item 10.4)

A report had previously been circulated that provided members with an overview of the Collaborative Partnership Review process with Sheffield Hallam University. In addition a copy of the briefing paper was provided for information.

Members were informed of the aim of the review which are to review the health of the partnership and confirm approval status of provision in line with the outcomes of the relevant Department Periodic Review.

The Vice Principal reported that the review had been very successful and SHU had given a list of acknowledgements to staff at UCO and congratulated UCO on its resilience over recent years.

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

56/18 TEF Provider Submission (Item 10.5)

The Vice Principal for HE and Higher Skills had previously circulated a report that provided an update on the TEF Provider Submission for the Teaching Excellence and Outcomes Framework.

Members considered the report and welcomed the outcome late summer.

The Chair thanked the Vice Principal and her team for an excellent document.

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

57/18 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.

58/18 Any other business

None reported

59/18 Dates of the next meetings

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 3.40pm

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
27 11 18 Min 30/18	HE and Higher Skills Plan A copy of the draft UCO QIP be presented to the next meeting in January 2019.	Vice Principal HE	19 02 19 Min 53/18
27 11 18 Min 31/18	Retention and Success Report Future reports are RAG rated to assist the reader	Vice Principal HE	19 02 19 Min 48/18
19 02 19 Min 49/18	Safeguarding and Prevent Termly Report (i) An update on the number of staff required to complete the Safeguarding Training be reported to the next meeting (ii) Consider the delivery of Safeguarding training to governors at the Strategic Away Day	DSLO Principal	
19 02 19 Min 51/18	Curriculum Plan Update (i) The ALPs data will be reported to future C&Q meetings (ii) The English and Maths Strategy has been re-established within the Task Force and figures will be presented to the March C&Q meeting	VP Quality VP Quality	