

OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 19 March 2019 at 5.00pm

Present:	Anne Gornall	Governor (Chair)
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Lorna Unwin	Governor
	Shaid Mushtaq	Governor
	Michael Jackson-Leafield	Staff Governor
	Bob Harrison	Governor
	Megan Brown	Student 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 (Part)
	Joanne Rumney	Director English and Maths (Part)
	Jess Chiswell	Assistant Principal (Part)
Apologies	None	

60/18 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.

61/18 Apologies

There were no apologies for the current meeting.

62/18 Minutes of the previous meeting

The minutes of the meeting held on 19 February 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.

63/18 Matters Arising from the Minutes

None

64/18 Rolling Action List Update

64/18 (i) 19 February 2019 - 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 this action was not complete.

65/18 Amendment to Order of Business

The Chair requested and obtained permission to change the order of reporting and take Item 8 – English and Maths Presentation next on the agenda followed by Item 10 – HE reports.

66/18 English and Maths Presentation (Item 8)

The Director of English and Maths had previously circulated a report to members that updated them on the implementation of the English and Maths Strategy and the in-year progress for improvement identified in the Quality Improvement Plan.

The Director of E&M spoke to the report and drew out key points for further consideration and discussion by members. In summary:-

- Whilst learners at Oldham College have very low prior English and Maths attainment in comparison to the national picture, in 2017/18, there were significant improvements in achievement rates for Functional Skills English learners across all cohorts and for GCSE maths overall achievement
- GCSE Maths high grades improved by 6% for 16-18 and by 12% for 19+.
- It was reported that GCSE English high-grade outcomes have dipped for both 16-18 and Adult provision and consequently require improvement. Details of interventions that have been put in place were noted
- Despite improvements in GCSE Maths high-grade outcomes for both 16-18 and Adult, the college must continue to improve these further, particularly for 16-18. Members were advised there is a need to improve Functional Skills Maths outcomes for both 16-18 and Adult, particularly at Level 1 adding there is also too much variation in outcome rates across different vocational faculties.

A governor asked what interventions were in place to improve outcomes.

The Director of E&M reported that rigorous monitoring to determine quick actions have been put in place, parent evenings have been arranged with revision packs for parents that are bespoke to their child. A HTLA has been appointed to work 1:1 with high grade students.

Qu: What are you doing well or different that is achieving positive outcomes and could be rolled out to other Faculties? Q

A: Interventions were introduced earlier than in previous years (in October), with these increasing further in recent weeks. Where student's attendance has improved, outcomes are improving also.

Qu: To what extent does the College encourage students to utilise on-line learning material? Q

A: Yes the College does encourage students to use on-line learning facilities. The main one used for maths this year is Hegarty Maths.

A governor advised of other free, open on-line resources such as Citizen Maths and encouraged staff to consider these also.

The Student Governor acknowledged the need for students to engage in interventions where required, but added, that in her experience this could in some cases be at the detriment of their vocational studies.

- Reported that there are 20 vocational teachers that have received training to ensure they are confident in delivering English and maths.

Members discussed the correlation between lower achieving faculties and lower achievement in English and maths, and whilst it was noted that in some areas this was the case it was not the same for all faculties. The Assistant Principal reported that the ALPS data (to be presented to the May meeting) would demonstrate the added value scores for students.

The Chair advised that members were fully supportive of the approaches reported and asked what needs to be done to make certain there is momentum across College. In reply the Assistant Principal reported that weekly case load review meetings were in place and the data is used to drive those faculties that are not doing as well. C

The Chair requested the following information to be made available at the May meeting:-

- ALPS data, latest Faculty data, details of any further support SLT require from members.

The Chair concluded that whilst members noted the progress made by some Faculties, more must be done to improve those that were not demonstrating progress and asked that where there is good practice this be shared across College. She also encouraged Bob Harrison to speak directly with the Assistant Principal and Director of E&M to ensure on line learning was being delivered effectively.

It was **RESOLVED** that:-

- (i) members received the report as presented,
- (ii) ALPS data be presented to the May 2019 meeting,
- (iii) Good practice is shared across Faculties to ensure consistency
- (iv) BH to speak directly with the Assistant Principal and Director of E&M to ensure on line learning was being delivered effectively.

5.45pm Joanne Rumney and Jess Criswell retired from the meeting

67/18 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 retention is showing a three year improving trend. The challenge and priority for the remainder of the year will be to retain students. She added that withdrawals pre HEIFES were notably higher in 2018 (15 to date in comparison to 58 at the year- end in the previous year).

In discussion a member asked the Vice Principal what is her greatest concern presently, and she replied that the final period of the year is the danger point and therefore to limit the number of students leaving interventions would be put in place to support students. This will include 1:1 support, additional academic skills classes and classes for ESOL. C

A member asked which students were most at risk and the Vice Principal reported that there is no clear pattern to those students that leave or at risk of leaving. The Chair asked if a piece of work could be carried out to test out the characteristics of those that are leaving (at risk of leaving) to see if measures can be identified to reduce the numbers. C

It was **RESOLVED** that 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. C

68/18 HE Strategy (Item 10.2)

A copy of the draft HE and Higher Skills Strategy 2018 -2021 had previously been circulated to members for consideration and comment.

The Vice Principal reported that the strategy follows the priorities of the Oldham College Strategic Plan and is focussed on two key priorities; growth and quality assurance.

A discussion took place and the Chair commented that the strategy should include a third key priority that is focussed on growing the number of students progressing from the college to UCO. The Vice Principal advised the actions that were taking place to improve the numbers that progress to UCO, and the student governor responded that further promotional work needs to be done to make UCO the higher education establishment of choice.

C

Members discussed ways to promote UCO and it was agreed that this be an area of focus for the marketing team.

It was **RESOLVED** that:-

- (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.

69/18 HE Curriculum Plan (Item 10.3)

The Vice Principal HE and Higher Skills presented a report that provided an update on the proposed curriculum developments, reviews and the range of opportunities for the Oldham College and UCO to develop and deliver in 2018/19 in each of the following areas:-

- i) Foundation Degrees and Top-up degrees
- ii) Honours Degrees and Pathways
- iii) Degree Apprenticeships
- iv) Higher Level professional courses

Members noted the report and supported the changes to the curriculum as reported.

A member asked what proportion of learning within courses is on line and the Vice Principal reported that on-line learning is embedded in all courses and all students have access to it.

Q

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

70/18 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 buoyant and slightly up on the same week last year but the internal progression position remains fairly static with only 41 out of 247 applications from Oldham College students
- All QA issues relating to awarding bodies reflect a strong position for UCO
- TEF and OfS submissions have been sent and now awaiting outcomes
- Pilot HE observation scheme launched (to be completed by end of March) and is the initial phase of a longer journey to embed this significant culture change

- Employability and careers activities continue to be a priority with a strong focus on improving graduate outcomes
- All aspects of course performance being monitored closely to continue the improving trends in retention and achievement.

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

Helen Mathers retired from the meeting at 6.10pm

71/18 Safeguarding and Prevent Termly Report (Item 7)

A copy of the Safeguarding and Prevent Termly Report had previously been circulated to members for consideration. The Deputy Principal summarised the key points from the report:-

- Core (Level 3) Safeguarding training has been delivered to key staff to increase the number of trained officers
- Oldham College hosted the Secondary and FE network meeting for Emotional and Mental Wellbeing, this meeting is attended by all the framework leads in Secondary and FE
- Noted that have been 305 referrals to date this year and members received a breakdown of the referrals by type
- Notable cases were reported and noted by members
- The completion of staff training data was not up-to-date and the Chair asked that this information be provided to the next meeting

The Chair acknowledged the positive work that takes place by the Safeguarding Team. However, she reflected that the report demonstrated that key staff participated in a high number of meetings and asked that a report be presented to a future 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:-

- (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) a report be presented to a future meeting that showed the ratio of time spent in meetings and time spent with students, and the impact of the interaction with students.

Megan Brown retired from the meeting at 6.30pm

72/18 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:-

- SAR Half Termly Review – Section 2 and 4
- QIP Summary March 2019
- KPIs (FE and Apprenticeships)
- Faculty Scorecard
- Quality Review 3 Reports for 16-18, Adult and Apprenticeships

- **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:-

- The **SAR and QIP** for 2018/19 had been updated to reflect the Ofsted judgements and resulting action plan. The report was RAG rated based on QR 3 data and members noted those areas that required further attention if they were to rate as green by year end.

A member asked how many students to date had not been retained and was advised that since the 42 day point 50 less than last year had been lost with 130 in total leaving the college. Q

A further question was raised regarding the impact of Right Learner Right Start and was advised that the intervention that had taken place through this initiative had positively impacted on those students at greatest risk resulting in a higher number of high risk students continuing their studies. The Vice Principal advised that based on the positive outcome last year the transition week for the At Risk students will be extended this year. Q

- The KPI report showed that attendance continues to be a challenge with a core group of learners and action is being taken to address this
- Noted that the number of milestones for QR3 was below target and this was being addressed by SLT
- The **Faculty Scorecard** provided a summary comparison of quality indicators across faculties, and demonstrates in year progress. The majority of faculties are now judged to be good, Caring Professions and Sport, Travel and Uniformed Public Services continue to require improvement.

A member asked what actions had been taken to improve the position in Caring Professions and was informed that management had been stabilised, however there remained high number of vacancies in teaching staff. The Deputy Principal reported that options for delivery within this faculty would be considered at the Task Group week commencing 25 March. The Chair asked for an update on actions being taken to improve the position of the Caring Profession Faculty to the next meeting. C

The Vice Principal continued and reported that new senior staff had been appointed the Sport, Travel and Tourism giving confidence that improvements will start to show.

The Chair reflected on the information received and observed that the faculties at risk i.e. ESOL, Caring Professions, Travel, Sport and Tourism, were not moving at a pace that would secure the College an outstanding result in the timeframe agreed. The Chair requested a report be provided to governors that strips out the worse performing faculties to see how this affects outcomes.

It was **RESOLVED** that:-

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

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

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

73/18 CEIAG Progress Update (Item 11)

A report had previously been circulated to members that provided an update on the implementation of the colleges Careers, Education, Information, Advice, and Guidance Strategy, including the progress made against each of the eight Gatsby Benchmarks. The Deputy Principal introduced the report and summarised the key points:-

- The Transition and Progression team offer personal careers guidance, schools liaison support and progression support for existing students.
- The College is committed to embedding the Government Careers Strategy through the framework and guidance set out in the eight Gatsby Benchmarks advising that the college will achieve this ahead of the 2020 deadline. The Deputy Principal informed members that the college already has one of the highest Compass scores in GM.
- Each Faculty has a designated Careers Champion to support the delivery of the Careers Programme.
- The CEIAG team have been accredited with the Matrix Careers quality standard.

The Deputy Principal reported that further work is to take place to ensure all staff have the correct training to be able to develop CEIAG within each faculty.

The Chair requested a report on 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 members received the report as presented and requested 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.

74/18 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.

75/18 Any other business

None reported

76/18 Dates of the next meetings

Tuesday 14 May 2019	5.00pm – 7.00pm
Tuesday 11 June 2019	4.00pm – 6.30pm

Meeting closed at 7.00pm

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 02 19 Min 49/18 19 03 19 Min 71/18	Safeguarding and Prevent Termly Report An update on the number of staff required to complete the Safeguarding Training be reported to the next meeting 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	
19 02 19 Min 51/18 19 03 19 Min 64/18	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	AP C&L VP Quality	19 03 19 Min 64/18 (i) and 66/18
19 03 19 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	AP (JC) and Director E&M	
19 03 19 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	VP HE	
19 03 19 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.	VP HE VP HE VP Quality	
19 03 19 Min 72/18	Curriculum Plan 2018/19 and Quality Update A report be produced that strips out the worse performing faculties to see how the overall outcomes of the College are affected	VP Quality	

	A report on the options available to Caring Professions Faculty be presented to the May meeting.	Deputy Principal / AP C&L	
19 03 19 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.	AP FL	