

OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 27 November 2018 at 5.00pm

Present:	Anne Gornall	Governor (Chair)
	Graham Fleming	Governor
	Anthony France	Governor
	Alun Francis	Governor (Principal)
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
	Des Herlihy	Governor
	Michael Jackson-Leafield	Staff Governor
	Lorna Unwin	Associate Member

22/18 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.

23/18 Apologies

Apologies for absence had been received and were accepted from Shaid Mushtaq, Des Herlihy, Megan Brown, Michael Jackson-Leafield and Lorna Unwin.

24/18 Minutes of the previous meeting

The minutes of the meeting held on 10 October 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.

25/18 Matters Arising from the Minutes

None reported

26/18 Rolling Action List Update

i. 10 October 2018 Min 26/18 - 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 was complete.

ii. 10 October 2018 Min 14/18 - HE Enrolment Data

The Progression Strategy to align FE, HE and sectoral growth areas. Strategy to be presented to a future meeting

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

iii. 10 October 2018 Min 17/18 - UCO Code of Conduct for Research

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.

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

27/18 Safeguarding and Prevent Update Report (Item 7)

A copy of the Safeguarding and Prevent Update Report including the College's Prevent Self-Assessment and Action Plan for 2018/19 had previously been circulated to members for consideration. The Designated Safeguarding Lead guided members through the report and drew members attention to the following:-

- Noted that the School to College Mental Health Framework was progressing with training being provided to all staff in January 2019. The Mental-wellbeing team have agreed to work with the College to develop an Oldham College Policy on Emotional Well-being
- A report was provided that showed the interventions that take place with students who are at risk of Forced Marriage/So-Called Honour Based Abuse
- The report detailed the positive work that is taking place to raise awareness of peer on peer abuse and domestic violence
- The number of referrals was reported noting that students are aware of the reporting process and feel comfortable and confident to report as they acknowledge the support they will receive

Governors reflected on the Safeguarding Audit Report and a member asked if there were any concerns to raise that had been identified as part of the review. In response the DSL assured members that actions were being taken where necessary to mitigate risk. The DSL continued and advised that action had been take to increase e-safety and advised how this worked in practice. Q

A member commented that the RED standard relating to staff appraisal (2.8) should be a priority action. The Deputy Principal responded that the administrative report requires amendment so that the appraisal document makes specific reference to staff roles relating to safeguarding. C

The Deputy Principal guided members through the Prevent SAR and Action Plan advising that this is closely monitored to ensure all risks are managed. Members acknowledged that the report was very detailed and noted where work was taking place to improve procedures.

Members approved the plan.

The Chair thanked the DSL for her report.

It was **RESOLVED** that:-

- (i) members noted the report and the progress being achieved,
- (ii) approved the Prevent Self-Assessment and Action Plan 2018/19

28/18 8/18.1 Curriculum Plan 2017/18 and Quality Update (Item 8)

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

- Quality KPIs (FE and Apprenticeships)
- Faculty Scorecard
- Quality Review Quarter 1 Reports for 16-18, Adult and Apprenticeships
- At Risk on Entry Graphs
- SAR
- Summary SAR / QIP
- Achievement Graphs

The Vice Principal Strategy and Quality summarised the key points. In summary:-

- It was reported that the number of learners who are Oldham residents had increased slightly for all programmes, other than HE which has fallen by 1% but remains above target
- The proportion of learners in a subject area with achievement at or above the national rate improved from 62% to 80% for FE, and to 88% for apprenticeship in 2017/18
- Attendance has improved from 83% in 2017/18 to 89% in the first half term of 2018/19, noting that the target is 90%.
- The proportion of learners who are at the expected milestone in Quarter 1 is 82% against a target of 90%.
- In Quarter 1 80% of learners responded to the SPOC survey for FE and this showed the satisfaction rates had improved from 88% to 92% for FE, and from 92% to 98% for apprentices
- In 2018/19 91% of learners were retained at 42 days, a further 1% improvement compared to 2017/18
- In Quarter 1, 509 learners were classed as 'at risk' compared to 806 LYTD based on attendance and behaviour warnings.

The following points were raised:-

- A member reported that it was pleasing to see the number of learners retained at 42 days had increased compared to 2017/18
- **Qu:** Has progress been made with the number of students that have milestones in place? Q
A: Milestones are in place for 98% of 16-18 learners and 99% of adults in Quarter 1, compared to 83% LYTD. The quality of milestones has also improved. Further work is taking place with ESOL to ensure all milestones are in place for Quarter 2.
- **Qu:** What is the percentage of register compliance? Q
A: 82% within 10 minutes and improving
- Members noted the increased attendance to date compared to 2017/18 by the AROE (60% compared to 50% in 2017/18)
- Members acknowledged the number of behaviour warnings given out to date were significantly lower compared to 2017/18 for 'all students' and ARO

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

29/18 UCO – KPI and Performance Report (Item 9.1)

The Vice Principal HE and Higher Skills presented the KPIs for 2018/19 compared to previous years. The report provided data on enrolments, entry qualifications, NSS results, graduate outcomes, attendance and retention figures.

The Vice Principal reported that the data showed that a high number of students had taken a break from learning before joining UCO and of these 33% had previously attended Oldham College. Regarding the enrolments for this year, 65% were Oldham residents.

The Vice Principal reported that the NSS response rate was positive at 90% and performed well against national results. Whilst the DHLE data was not as positive, this was an area of focus for UCO. It was reported that 57% of those graduates who are working are in graduate jobs which is a 20% increase on last year's data.

The Vice Principal was pleased to report that retention figures showed an upward trend with overall retention in 2017/18 at 82%.

A member asked if progression from the College was improving and it was reported that whilst there is an improved relationship between college staff and UCO many student choose an alternative HE provider. It was reported that a recent survey showed that UCO was the fourth most popular choice for students with Salford, MMU and Huddersfield taking a higher number of UCO students.

Q

A member asked if data could be presented to show where those students go that do not progress to HE.

Q

It was **RESOLVED** that:-

- (i) members received the report as presented and,
- (ii) a report would be presented at a future meeting that shows the destination of those students that do not progress to HE.

30/18 HE and Higher Skills Action Plan (Item 9.2)

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.

It was noted that the actions recorded 'amber' or 'red' would be reviewed to agree any further action.

The Chair asked what would be put in place to ensure ongoing monitoring and review and the Vice Principal advised that a quality improvement plan (QIP) similar to the college version would be produced and presented to members as means to measure progress.

C

The Chair asked that the draft version of the QIP be presented to the next meeting.

It was **RESOLVED** that:-

- (i) members received the report as presented and,
- (ii) members requested a copy of the draft UCO QIP be presented to the next meeting in January 2019.

31/18 Retention and Success Report (Item 9.3)

The Vice Principal had circulated a report that provided members with an overview of UCO retention and success data for 2017/18.

The Vice Principal guided members through the report. In summary:-

- Retention has improved for a fourth consecutive year
- Achievement is consistently high across FD and Honours levels
- Success rates have also continued to improve

Regarding improvements with retention, a member asked what strategies have been put in place and the Vice Principal reported that there is a strong emphasis on staff monitoring data so that early action can be taken for those students requiring support. It was also reported that action planning has helped focus the attention of staff particularly in those areas where retention rates had been low. C

A member asked, where retention in some subjects is low, do the staff know the reasons for this? In reply the Vice Principal advised that in Psychology it had been due to staffing vacancies whilst in others the restructure had had some impact. C

Further discussion took place and a member questioned the culture at UCO and was advised that there has been a positive shift by staff with staff now more accountable. Q

The Chair asked that future reports are RAG rated for ease of the reader.

It was **RESOLVED** that:-

- (i) members received the report as presented and,
- (ii) requested that future reports are RAG rated to assist the reader

32/18 TEF Data Update (Item 9.4)

The Vice Principal for HE and Higher Skills had previously circulated a report that provided an update on the metrics for the TEF submission. She advised that the deadline for submission is 17 January 2019 and therefore at the Corporation meeting in December the final draft of the TEF Provider Submission will be presented.

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

33/18 UCO AER Report (Item 9.5)

A report had previously been circulated to members that provided details of the process for the Annual Evaluation Reports. She advised that each level and aspect of the HE provision had been considered as part of the report. The report highlighted the focus would be on six themed areas and would concentrate on consistency and maturation of practice.

Members reviewed the NSS and Student Feedback commentary and noted the work taking place to complete the actions.

A member asked if the AER report clearly demonstrates the progression routes from FE to HE and it was reported these are highlighted in the commentary. Q

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

34/18 Annual Report for Research and Scholarly Activity Report 2017/18 (Item 9.6)

The Vice Principal presented an overview of the Research and Scholarly Activity undertaken at UCO in 2017/18. Members noted the volume of research and publications and thanked staff and students for their contribution.

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

35/18 UCO Research Activities Linked to Oldham College (Item 9.7)

The Vice Principal provided a summary of UCO research and scholarly activity which benefits both FE and HE colleagues noting that there is breadth of activity that is delivered e.g. Annual Teaching, Learning and Assessment Symposium as part of the staff CPD offer, the UCO Annual Research Symposium.

Members were encouraged by the number of events that had taken place.

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

36/18 HE Annual Summary Report on Complaints Received in 2017/18 (Item 9.8)

A copy of the HE Annual Summary Report on Complaints received in 2017/18 had previously been circulated to members for their consideration and comment. Governors noted the three complaints received and the actions taken by the College to resolve the issues.

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

37/18 OfS Annual Assurance Statement 2018 (Item 9.9)

Chair's Action had been received by the Curriculum and Quality Committee for it to review the OfS Annual Assurance Statement for FE and Sixth Colleges and provide assurance on behalf of the Corporation that the governing body had received and discussed a report and action plan relating to the continuous improvement of the student academic experience and student outcomes. Members acknowledged that the information had been taken from the College's own periodic review processes that had fully involved students and included embedded external peer review. Members agreed that the methodologies used were a basis to improve the student academic experience and student outcomes were robust and appropriate.

Members reflected on the statement and **RESOLVED** that they confirmed their agreement that the Corporation and its committee receive and scrutinise the relevant reports and action plans. On behalf of the Corporation the accountable officer signed the OfS assurance statement.

38/18 Careers Education, Advice and Guidance Strategy (Item 10)

The Deputy Principal had previously circulated the CEAIG Strategy to members for consideration and comment. She advised that the strategy had been implemented and was proving successful with students. She added that the College is an active member of the Bridge GM Careers Hub and was making good progress against the Gatsby Benchmarks.

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

39/18 Student Behaviour Policy (Item 11.1)

The Student Behaviour 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 Student Behaviour Policy.

40/18 SEND Policy (Item 11.2)

The SEND Policy had previously been circulated to members for consideration and approval. The Chair advised that she had considered the policy and felt that the document should further reflect the Strategic Plan and explicitly state the intention for every learner is to achieve their aspirational goals. It was agreed that the Policy be approved in its current format and that the Deputy Principal consider a form of words to align the policy to the strategic plan.

It was **RESOLVED** that member's received and approved the SEND Policy.

41/18 Workplan 2018/19 and Commentary on Changes (Item 12)

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 also agreed that the 18 December meeting would not take place as planned as reports had been reported to the current meeting.

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

42/18 Any other business

Taking Teaching Further Grant Funding – reported that the grant funding letter had been received and workplan had been agreed.

43/18 Dates of the next meetings

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 6.30pm

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	27 11 18 Min 26/18
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	27 11 18 Min 29/18
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	27 11 18 Min 35/18
27 11 18 Min 30/18	<u>UCO – KPI and Performance Report</u> A report be presented to a future meeting that shows the destination of those students that do not progress to HE.	Deputy Principal	
27 11 18 Min 30/18	<u>HE and Higher Skills Plan</u> A copy of the draft UCO QIP be presented to the next meeting in January 2019.	Vice Principal HE	
27 11 18 Min 31/18	<u>Retention and Success Report</u> Future reports are RAG rated to assist the reader	Vice Principal HE	