

OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 12 June 2019 at 4.00pm

Present:	Anne Gornall	Governor (Chair)
	Alun Francis	Governor (Principal)
	Shaid Mushtaq	Governor
	Michael Jackson-Leafield	Staff Governor
	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
	Alan Benvie	Assistant Principal, Foundation Learning and Student Support Services
	Katherine Griffiths	Director of HE Development and Learning
	Rebecca Hirst	Designated Safeguarding Officer
Apologies	Bob Harrison	Governor
	Anthony France	Governor

95/18 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.

96/18 Apologies

Apologies had been received and accepted from Bob Harrison and Anthony France.

97/18 Minutes of the previous meeting

The minutes of the meeting held on 14 May 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.

98/18 Matters Arising from the Minutes

None

99/18 Rolling Action List Update

(i)14 May 2019 Min 81/18i - 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 following discussion at the current meeting this action was complete.

(ii) 14 May 2019 Min 81/18ii – Curriculum Plan Update

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

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

(iii) 14 May 2019 Min 81/18viii - 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 following discussion at the current meeting this action was complete.

(iv) 14 May 2019 Min 85/18 - Areas of Risk Report

Consideration be given to attracting a member with NHS or Care Commission experience onto the Corporation.

It was **RESOLVED** that the Governance and Search Committee are actively seeking new governors with the relevant skills to add value to the current membership.

(v) 14 May 2019 Min 91/18 - Internal Progression Report

A report be presented to members in October that outlines higher skills progression and pathway routes for students.

It was **RESOLVED** that this action was not complete.

100/18 Notification of Any other Business

None received.

101/18 Safeguarding and Prevent Termly Report (Item 7)

A copy of the Safeguarding and Prevent Update Report had previously been circulated to members for consideration. The Designated Safeguarding Lead guided members through the report and drew members attention to the following:-

- The mental health framework has been updated to include a policy promoting emotional wellbeing for staff and students
- Graduated Response Training is to be rolled out to 50 key members of staff next term
- The Grange Theatre will host a performance that looks at the impact of knife crime on young people
- A number of investigations relating to the searching of bags has taken place. This has resulted in a new procedure being drafted
- It was reported that all schools in Oldham have provided information on prospective students for September that are LAC, CP, CIN or where there are ongoing safeguarding concerns
- Reported that all staff have completed the Safeguarding training

Members considered the report and the following observations were made:-

A member referred to the safeguarding referrals by type and asked what was included within the 'Intelligence referrals'. In response the DSL advised these include suspicious behaviour, stop and search or items found such as knives. Q

In discussion the DSL reported that the number of domestic violence referrals had increased with the rollout of the Operation Encompass across GM.

A member referred to the notable cases highlighted in the report and asked if support for staff was in place for those that were dealing with these students. The Deputy Principal responded there is a strand within the People Strategy that is explicit in the promotion of health and wellbeing and the mental health framework provides the vehicle for delivery. Q

The Chair thanked Rebecca for her detailed report.

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

The Chair requested a change to the reporting sequence with Item 10 – CEIAG Report and Item 11.1 – 11.4 HE and Higher Skills Reports being brought forward on the agenda.

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

102/18 CEIAG Report (Item 10)

A copy of the CEIAG report had previously been circulated to members for consideration.

Alan Benvie, Assistant Principal for Foundation Learning and Services Support Services drew members attention to key points in the report.

He advised that the College was aiming to reach 100% on all benchmarks within the Gatsby Framework by the summer which would be ahead of the 2020 deadline.

The Assistant Principal reported that a comprehensive CEIAG programme for all students had been developed and implemented which included aspects of work related learning, linking careers through the curriculum, enterprise education and progression support. In addition students in Level 3 courses were very well supported as they completed applications to University, apply for Higher Level Apprenticeships or other non-University post 18 pathways.

A member asked how is the advice delivered and it was reported that CEIAG continued throughout the academic year being delivered through guidance time in tutorials, collapsed timetable events and was enhanced by working with employers, Apprenticeship providers and Universities. Q

It was also noted that the college has 12 career leaders that meet with students and provide access to information.

A member asked how data is collected to ensure all students receive and participate in the offer and the Assistant Principal responded that each Faculty monitors participation by students. The staff governor informed members that the MIS system collects the data however, staff do need to be encouraged to complete the on-line information to ensure it is up-to-date. C

A member asked if the team had identified any problems in implementing the framework, and whether it placed a restriction on the team to do things that were outside of its remit. In reply the Assistant Principal reported that the majority of activities were already being carried out by the college and therefore there was not a great deal of additional work to achieve all the benchmarks. A member observed that there was nothing in the plan specific to the work being done with parents/carers. It was suggested that an action be included that draws out parents/carers engagement and feedback. Q
C

The Chair thanked the Assistant Principal for his report and requested a future report be presented on the progress the college had made on the implementation of the Parental Strategy.

It was **RESOLVED** that:-

- (i) The report as presented was received by members,
- (ii) a future report be presented on progress the College had made on the implementation of the Parental Strategy.

103/18 Access and Participation Plan 2020 – 2024 (Item 11.3)

The Director of HE and Learning had previously circulated a report that provided members with an update on the new process for submitting the Access and Participation Plan to the OfS. The report provided the rationale for the plan and indicated that the APP must include the college's ambitious targets, plans and priorities over the 5 year period.

It was reported that the aims of the College reported in the plan were as follows:-

- i) To Address the gap in access for White, and Asian 18 year olds from Quintile 1, 2, 3 in the town
- ii) Improve the gaps in achievement of all BAME C.F. White students, with a specific aim around BAME Male from Polar Q1 and 2
- iii) Continue to reduce non-continuation
- iv) The increased utilisation, sharing and collection of data, to then inform the development of UCOs evaluation skills, consider more closely UCOs responses, how we analyse and understand the interventions and improve this practice. This is to include systematic and robust collection of data on progression to employment or further study
- v) To strengthen and embed the meaningful engagement of students in consultation and decision making panels and groups.

A detailed discussion took place relating to the choices of 18 year olds and the journey they take into either work, HE or employment. The Vice Principal HE and Higher Skills reported that data showed that many learners at UCO are mature students having left studying earlier in life, coming back when the time is right for them and their families.

It was agreed that an update on progress be made against the plan and be reported to the Curriculum and Quality Committee in October 2019.

It was **RESOLVED** that:-

- (i) the final version of the plan be presented to the Full Corporation at its July 2019 meeting,
- (ii) an update on progress being made against the plan be reported to the Curriculum and Quality Committee in October 2019.

104/18 MEQ and Course Data (Item 11.1)

The Vice Principal HE and Higher Skills had previously circulated a report that provided members with a summary on the HE Course Survey and HE Module Evaluation Questionnaire 2 (MEQ2) Survey results.

The Vice Principal reported that the Overall student satisfaction across both surveys was 96% which was extremely encouraging. It was also noted that UCO had scored above

benchmark in all questions asked across both surveys and the Course survey results gave a positive indication into the outcome of the 2018-19 NSS Results. Members were particularly pleased to note the Overall Student Satisfaction showed a 3 year improving trend.

Members thanked the Vice Principal for her report and asked that thanks be relayed to all those that had participated in the planning and the completion of the questionnaires.

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

105/18 Applications and Progressions Report (Item 11.2)

The Vice Principal HE and Higher Skills had previously circulated a report that provided members with analysis of student numbers progressing to HE study from Oldham College for 2019 entry. The Vice Principal drew members attention to key points of the report:-

- 274 Oldham College FE Students have submitted applications, via UCAS, to study a Higher Education course next academic year (2019/20)
- Nursing (14%) is the single most popular subject area, followed by Law (11%), Business (8%) and Computing (8%)
- Of all applications submitted via UCAS in this application cycle, 36% of students' first choices were to study course areas which are currently available at UCO
- Only 3% of students' first choices in this application cycle are to progress within Oldham College and study at UCO next academic year
- Salford University is currently the predominant choice of applicants, with 20% of first choices made to this institution
- Data analysis of current UCO students who formerly attended Oldham College (with a break in learning) has identified 36 students (8 male/28 female) who declared Oldham College as their previous place of study at enrolment.

A discussion took place regarding different approaches universities take to secure students and it was agreed that UCO should explore different models and report back to committee on ways to be more competitive.

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

106/18 Curriculum and Development Plan (Item 8.1)

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

- Quality Narrative
- QIP Summary June 2019
- KPI and Performance Report
- Faculty Scorecard
- Quality Review Report
- Headline Achievement Report and 2018/19 Predictions
- ALPS Data Report
- English and Maths Predictions

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

- The KPI report was reviewed and members were pleased to see progress, noting that all active staff have been observed this year compared to 57% in 2017/18
- A member asked what the implications are for the college where staff do not comply with the completion of registers in the agreed timescale, and was advised that staff could not follow up with students if it was not known they were absent, in addition there could be safeguarding issues. Q
- The Headline Achievement Report showed ESOL continued to improve and was reported as GREEN, whilst Caring Professions did show some improvement compared to last report but remained RED. Q
A member asked if the staffing situation in Health and Social Care had improved since the previous meeting and was advised that staffing numbers had increased and the impact of this will be seen in 2019/20.
- It was reported that L2 H&SC would not be delivered in 2019/20 and improved diagnostic testing would take place for the L2 16-18 and 19-23 in Business as retention had been poor. A member asked what information did the college have on the students that had left and was advised that many did not like the subject and if this had been identified early then a transfer of subject could have been accommodated for some C
- 16-18: Reported that retention of learners is below target (at the same figure as 2017/18) attendance has declined during QR5 but is 1% above the corresponding point last year and 82% of learners are currently meeting their milestones (76% same point 2017/18). A member asked what was in place to ensure all students achieve their milestones and the Vice Principal reported that clear action plans have been developed to support improvement. The mid-session SPOC survey identified overall satisfaction rate was 84% (a 3% decline from 2017/18). Q
- Adult: Reported that retention was 94% (1% below target) and attendance was 84%. There are no learners with two or more warnings
- Apprenticeships: Whilst all sectors have improved, 14% of learners still have reviews that are overdue. Attendance was reported as good at 89% and there were no behaviour issues to report.
- Progression career map templates have been developed for discussion with students and the Vice Principal circulated a draft for members to review
- The Vice Principal fed back on the recent visit by the College Improvement Partner noting that more work is to take place on Teaching for Distinction and techniques for stronger lessons including how the college designs 'characters to succeed'.

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 5.

107/18 **ALPS Data Report (Item 8.7)**

A report that updated members on ALPs for Level 3 learners had previously been circulated for information and consideration. The Vice Principal advised members that an action plan for the improvement of ALPs grades was launched in December 2018 with a clear remit to improve the ALPs grade for the college and ensure all courses achieve an

ALPs grade of 1, 2 or 3 over a two year period. Members were informed that the college has been able to identify and predict during the year the ALPs grades by course, before completion at the end of the year. This then enables tutors to focus the support for students where it is needed.

The Vice Principal reported that the current data showed that some faculties (Business) may have been over cautious in their predictions and these were being reviewed.

The Chair asked that a further report be presented to the Committee once the L1 and L2 national data is available.

It was **RESOLVED** that:-

- (i) members received the report,
- (ii) an update on the ALPs scores be presented to a future meeting.

108/18 English and Maths Predictions (Item 8.8)

The Vice Principal had previously circulated the predicted maths and English data for consideration and comment. It was noted that there continues to be faculty intervention work with students prior to the Functional Skills exam.

The report provided the predicted grades for each level of maths and English qualifications advising that headline predicted achievement for maths 16-18 was 75% and English 84% which reflected the impact of moving lower levels to Functional Skills.

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

109/18 2019/20 Integrated Plan (Curriculum) (Item 9)

To be reported at the Strategic Away Day on 2nd July 2019.

110/18 Safeguarding and Child Protection Policy (Item 12.1)

The Safeguarding and Child Protection Policy was presented to members for review. It was reported that there were only minor changes to note compared to the previous version.

It was **RESOLVED** that members approved the Safeguarding and Child Protection Policy as presented.

111/18 Freedom of Speech Code of Practice (Item 12.2)

The Freedom of Speech Code of Practice was presented to members for review. The Deputy Principal highlighted a number of changes to the document since its approval in 2017/18. Members considered the Code and approved its content.

It was **RESOLVED** that members approved the Freedom of Speech Code of Practice as presented.

112/18 English and Maths Policy (Item 12.3)

The English and Maths Policy was presented to members for review. It was reported that there were only minor changes to note compared to the previous version.

It was **RESOLVED** that members approved the English and Maths Policy as presented.

113/18 Assessment Policy (Item 12.4)

The Assessment Policy was presented to members for review. It was reported that there were only minor changes to note compared to the previous version.

It was **RESOLVED** that members approved the Assessment Policy as presented

114/18 Workplan 2018/19 and Commentary on Changes (Item 31)

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 changes as reported.

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

115/18 Any other business

None reported

116/18 Dates of the next meetings

To be confirmed

Meeting closed at 6.40pm

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
19 03 19 Min 71/18 14 05 19 Min 81/18 (i)	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.	DSLO	11 06 19 Min 99/18 (i)
19 02 19 Min 51/18 19 03 19 Min 64/18 14 05 19 Min 81/18 (ii)	Curriculum Plan Update (i) The ALPs data will be reported to future C&Q meetings	VP Quality	11 06 19 Min 99/18 (ii)
19 03 19 Min 73/18 14 05 19 Min 81/18 (viii)	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.	Deputy Principal	11 06 19 Min 99/18 (iii)
14 May 2019 Min 85/18	Areas of Risk Report Consideration would be given to attracting a member with NHS or Care Commission experience onto the Corporation	Clerk	11 06 19 Min 99/18 (iv)
14 May 2019 Min 91/18 11 June 2019 Min 99/18 (v)	Internal Progression Report A report be presented to members in October that outlines higher skills progression and pathway routes for students	VP HE	
11 June 2019 Min 103/18	CEAIG Report A future report be presented on progress the College had made on the implementation of the Parental Strategy	AP FF&SSS	
11 June 2019 Min 103/18	Access and Participation Plan 2020 – 2024 (i)The final version of the plan be presented to the Full Corporation at its July 2019 meeting, (ii) an update on progress being made against the plan be reported to the Curriculum and Quality Committee in October 2019	VP HE	
11 June 2019 Min 107/18	ALPs Report A further report be presented to the Committee once the L1 and L2 national data is available.	VP Q&S	

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