

OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 8 October 2019 at 4.00pm

Present:	Anne Gornall	Governor (Chair)
	Lorna Unwin	Governor (Vice Chair)
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Shaid Mushtaq	Governor
	Michael Jackson-Leafield	Staff Governor
	Andrew Sutherland	Governor
	Elaine Buckley	Associate Member
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
	Rebecca Hirst	Designated Safeguarding Officer
Apologies	Bob Harrison	Governor

1/19 Election of Chair

The Clerk opened the meeting and asked for nominations for the Chair of the Committee for 2019/2020. Shaid Mushtaq nominated Anne Gornall which was seconded by Anthony France.

There being no other nominations it was **RESOLVED** that Anne Gornall was elected as Chair of the committee for 2019/2020.

Anne Gornall took the Chair

Election of Vice Chair

The Chair asked for nominations for Vice Chair of the Committee for 2019/2020. Anthony France nominated Lorna Unwin which was seconded by Shaid Mushtaq. There being no other nominations it was **RESOLVED** that Lorna Unwin was elected as Vice Chair of the Committee for 2019/2020.

2/19 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.

3/19 Apologies

Apologies had been received and accepted from Bob Harrison.

4/19 Minutes of the previous meeting

The minutes of the meeting held on 11 June 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.

5/19 Matters Arising from the Minutes

None

6/19 Rolling Action List Update

(i) 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.

HM updated members on the current position adding that final figures will be available at the next meeting

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

(ii) 11 June 2019 Min 103/18 - CEIAG Report

A future report be presented on progress the College had made on the implementation of the Parental Strategy.

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

(iii) 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.

It was **RESOLVED** that action (i) and (ii) were completed.

(iv) ALPs Report

A further report be presented to the Committee once the L1 and L2 national data is available.

It was **RESOLVED** that this action was not yet complete and a report would be presented to the December meeting.

7/19 Safeguarding Annual Report 2018/19 (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:-

- Noted the Safeguarding Team has been expanded to include a further two posts, both staff have experience and skills to complement the current team
- The School to College Mental Health Framework has enabled an improved process for the management of students presenting with mental health concerns

- An improved multi agency approach has resulted in improved outcomes for students
- Raising awareness on Forced Marriage / So-Called Honour Based Abuse will continue in 2019/20. The videos that were produced by the Level 3 Media students have been shown GM wide in Project Choice's training module. It was reported that there are plans to deliver another wave of recognising signs of FM/HBV to all staff
- Domestic Violence – Operation Encompass has now been rolled out and the College will continue to receive information that will enable students to be supported
- Noted that the referrals increased in 2018/19 to 442 (409 2017/18). RH gave a brief overview of the types of cases the team deal with noting that there has been an increase in students self-referring
- Reported that Oldham is participating in the White Ribbon campaign which is around ending male violence against women, adding they are asking for male ambassadors to work with them and this is being encouraged in college also.
- It was reported that that the Safeguarding Policy had been reviewed by the committee at its June 2019 meeting and was again presented to committee with the following changes:- Job title change for R.Hirst, KCSIE September 2019 update to link added and Prevent update added.

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

- Training – do all staff and governors complete the Safeguarding and Prevent training? All staff and governors complete the training as part of their induction.
- A member observed that it was reassuring to see the Safeguarding Policy had measures in place to support staff (as well as students).

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The Chair thanked Rebecca for her detailed report.

It was **RESOLVED** that:-

- members noted the report and the progress being achieved,
- recommended approval of the Safeguarding and Child Protection Policy to the Corporation.

8/19 Curriculum Plan 2019/20 and Quality Update (Item 8)

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

- Quality KPIs – Final 2018/19
- Headline Achievement Report - includes detailed predicted success data compared against May 2019 predictions and national rates – Classroom and Apprenticeship
- Faculty Scorecard
- Annual Quality Timetable
- Quality Improvement Framework
- Areas at Risk – ESOL
- Right Learner Right Start
- TLA Strategy – deferred to the December 2019 meeting

The Vice Principal Strategy and Quality referred to the report and drew out the key points. In summary:-

- **KPI report** – Members were advised that the 2018/19 KPI data confirmed the areas for continued focus, which included; ensuring that the college attract and convert more local young people, including those with good prior attainment, attendance, particularly in English and maths, milestone progress, behaviour, retention during the first six weeks, and level 3 achievement. It was also reported that the proposed KPIs for 2019/20 included progression tracking for work experience, English and maths and functional skills in year achievement
- **Headline Achievement** – Noted that whilst reports for apprenticeship and classroom provided a clear overview of achievement by programme, subject and age data compared to the national rates and the college’s predictions in May 2019 was not yet finalised, and a more detailed analysis of trends would be presented to the December meeting.
- **Faculty Scorecard** – The scorecard identified Construction, Caring Professions and ESOL as ‘Requires Improvement’.
- **2019/20 Annual Quality Timetable** – A copy of the Annual Plan of key dates in the Quality Cycle was provided to members which included the SAR timeline and how these relate to the C&Q Committee dates. Members noted the report.
- **Quality Improvement Framework for 2019/20** – The Vice Principal reported that the diagram had been updated to reflect the new Common Inspection Framework and key issues and actions for 2019/20. Members noted the report.
- **ESOL At Risk Report** – The Deputy Principal had previously circulated a report that provided an update to members on the ESOL Faculty, an area identified as ‘at risk’ and actions that have been put in place to improve outcomes. The DP reported that ESOL had been identified as an area ‘at risk’ following the Ofsted Inspection report in December 2018. A Post Inspection Action Plan had been developed to encompass all the areas for improvement highlighted in the inspection report. She advised that as the academic year came to an end it became evident that due to data management and monitoring issues, achievement rates were going to decline further and therefore a robust plan had been put in place.

It was noted that at the time of inspection the ESOL Head of Faculty had been on long term sick leave and 4 new tutors to the faculty who required ongoing mentoring from the Head of Faculty had recently joined the college. This had impacted on the department. Strategies have now been put in place to upskill staff to ensure quality continuity of teaching, learning and assessment should this situation arise again.

Members discussed the reports and the following points were raised:-

- The college has maintained a relentless effort to improve retention of students post 6 weeks, are the interventions working? The interventions are now part of the mainstream actions and therefore applied far more consistently. The current data shows there has been a steady improvement across each faculty. Data will be available for the December meeting.

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- English and maths – attendance remains a priority. A member asked if attendance was equally poor for the two subjects and was advised that attendance in maths is worse than English and some faculties have worse attendance than others. Strategies to deal with the issue are being considered including changing timetables and building relationships with the students to understand their reluctance to attend
- Functional skills – targets are set for each term to help drive improvement in both attainment and attendance
- Reported that Teaching 4 Distinction is being consistently applied and Learning 4 Distinction is currently being rolled out
- A governor commented that the recent open day had seen a high number of prospective L3 learners. A discussion took place regarding strategies to keep in touch with students including planned taster days throughout the year and sessions with parents to ensure dialogue is maintained
- The Vice Principal provided members with an update on the transition week that had taken place for first year students who had been identified as ‘at risk’, advising that it had proved an excellent opportunity for the students to meet staff and fellow students and enjoy some challenging team building sessions. It was reported that 46 young people (out of 47) had completed the week and remained in the college. A report on the progress of these students will be presented to the December meeting.

The Chair thanked the Deputy Principal and Vice Principal for the report.

It was **RESOLVED** that:-

- (i) the report as presented was received by members,
- (ii) TLA Strategy – deferred to the December 2019 meeting,
- (iii) Headline Achievement report to be presented to the December 2019 meeting, and
- (iv) Report on retention figures for 2019/20 to be presented to the December 2019 meeting.

9/19 HE and Higher Skills (Item 9)

10/19 Curriculum Development Plan 2019/20 Update (Item 9.1)

The Vice Principal HE and Higher Skills had previously circulated a report that provided members with the proposed curriculum developments and the range of opportunities for the College and UCO to develop and deliver for each of the pathways on offer inc. Foundation Degrees and Top-up degrees, Honours Degrees, Degree Apprenticeships, Higher Level professional courses and Teacher Education.

The Vice Principal provided an update on the timeline to complete the Institutional and Programme Validations with the Open University for the Business and Management and Finance and Accounting degrees from Bedfordshire. A member asked what the impact would be on students studying these courses and the Vice Principal reported that this had been considered and any changes would be minimised.

In addition it was reported that the Teacher Ed provision would be transferring to Sheffield Hallam and UCO await the outcome of the committee process at SHU.

It was **RESOLVED** that members received the report and noted the proposed changes to the curriculum as reported.

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11/19 **UCO QIP (Item 9.2)**

A copy of the UCO Quality Improvement Plan had previously been circulated to members for consideration.

The Vice Principal reported that this was the final report for 2018/19 and outstanding actions would be carried forward to the new 2019/20 plan. It was noted that there was one RED action relating to the quality of learning resources and investment has been set aside in 2019/20 to invest in this area.

The VP continued and drew members attention to some of the highlights in 2018/19 including:-

- A strong drive for continuing quality improvement through the Staff Seminar Series, conferences and employability events
- Successful TEF submission, Subject Level Pilot TEF and outcomes (Silver overall, with 1 Gold/6 Silver and 1 Bronze at subject level). Overall Silver puts UCO on a par with its partner universities
- Retention strategies including a centralised induction scheme, implementation of the At Risk register and developments on MYCAP
- Successful OfS registration and responses to enhanced monitoring requirements
- 5 year Access and Participation Plan submitted to OFFA/OfS

It was agreed that the QIP for 2019/20 be presented to the next meeting.

It was **RESOLVED** that members received and noted the progress made against the QIP actions in 2018/19.

12/19 **UCO Annual reports 2018/19 (Item 9.3)**

The Vice Principal HE and Higher Skills had previously circulated the annual reports for the following HE committees; HE Quality Improvement Committee (QIC), Teaching and Learning Committee (TALC) and Student engagement Group (SEG).

Members considered the content and accepted the reports as presented.

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

13/19 **NSS Results 2018 (Item 9.4)**

A report providing a summary of the National Student Survey (NSS) results for 2018-19 had previously been circulated to members for consideration and comment. The Vice Principal HE and Higher Skills introduced the report advising the NSS forms part of Oldham College's Higher Education key information set and is an external indicator of performance within the sector. She added that the NSS data is used to calculate TEF metric measures, and is shared publicly via the Office for Students (OfS) website and the UCO website course pages by way of Unistats widgets.

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

- The final response rate for NSS 2018-19 was 88.19%. whilst the overall satisfaction of students for OC was down by 2.8% on last year with a score of 84.25%. The

Vice Principal reported that OC was performing above or in line with main local competitors and data was presented to support this.

- The 'The Teaching on my Course' section was this year's strongest performing area (88% satisfaction rate overall for the four related questions), indicating strength in curriculum design and the innovative approaches used by Lecturers.
- In comparison to the sector, OC is outperforming in every area apart from 'Learning Resources' which scores 75.72% against the sector average of 85.62%. Members reflected that this was of concern in the previous report and asked what progress had been made to improve the experience for students. The Vice Principal responded that students are directed to the partner universities where materials are available on line and investment has been made in Games Art which has been received positively
- Satisfaction with 'IT resources and facilities' scored lowest in comparison with the sector average (69.05% vs. 83.31%). The Vice Principal reported it is recommended as a priority area for 2019-20 to address issues with Learning Resources at the HE campus, particularly IT resources and facilities.

The Vice Principal concluded the overall student satisfaction over the last five years for OC, showed a significant journey of improvement, which would in turn improve future TEF metrics and comparison information available to applicants.

Members discussed the report and observed:-

- The feedback to the Assessment and Feedback questions were particularly concerning and the Chair asked that a further report be presented to the committee that considers in more detail the underlying factors that led to the NSS scores for the Assessment and Feedback questions in the NSS report, including narrative on course and class level to identify the specific issues and actions to improve.
- Careers data – noted the changes in the data collection and the ongoing difficulty in obtaining destination data once students leave the college.

It was **RESOLVED** that:-

- (i) Members noted the report as presented
- (ii) A report be presented to the December meeting that considers in more detail the underlying factors that led to the NSS scores for the Assessment and Feedback questions in the NSS report, including narrative on course and class level to identify the specific issues and actions to improve.

14/19 Annual Report for Research (Item 9.5)

A report had previously been circulated that provided members with an overview of the Research and Scholarly Activity undertaken at University Campus Oldham in 2018-19. The Vice Principal HE and Higher Skills introduced the report advising that 2018-19 had been a productive year in relation to research and scholarly activity at UCO which included a wide-range of events and activities engaging staff and students including:-

- 2 staff have been awarded Masters Degrees and I achieved PhD.
- 2 staff have gained Senior Fellowship status with the HE Academy.
- UCO successfully published the second issue of SPARK (UCO research journal).
- UCO staff presented at the AoC HE Research and Scholarship Conference.
- 2 staff have contributed to new publications

The Chair thanked the Vice Principal for her report and asked that staff be commended for the excellent work they had carried out in 2018/19.

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

15/19 OfS Access and Participation Plan (APP) 2020/21 – 2024/25 (Item 9.6)

The Vice Principal HE and Higher Skills had previously circulated an update on Oldham College's submission of the OfS Access and Participation Plan (APP) 2020/21 – 2024/25. It was reported that the new APP process came into existence in April 2019. She advised that the draft plan had been presented to the Corporation in July and the final plan was now submitted for completeness.

A discussion took place regarding progression of students from the College to UCO and was advised that the current number stands at approximately 10% that have transferred (similar to 2018/19). The Vice Principal advised that the target in the plan is higher and therefore this remains an area of focus.

A member observed that part of a student's journey, particularly HE, is to move away from home or go further afield to study and therefore it is a difficult target to achieve. Discussion continued and it was agreed this internal progression remained a focus for the FE and HE. C

It was **RESOLVED** that members received the plan as presented and approved its content.

16/19 Disability and Wellbeing Report (Item 9.7)

A report had previously been circulated that provided members with an overview of Disability, Mental Health and Wellbeing support provided at UCO in 2018-19. The Vice Principal HE and Higher Skills presented the report advising that the report provides an update on student engagement with and use of the provision provided by the Disability Officer and the Health and Wellbeing Officer.

The Vice Principal guided members through the report noting:-

Disability

- In 2018/19 there has been 43 students seen by the Disability Officer who have attended 155 appointments (8% of the total student population at UCO)
- 155 students disclosed a disability including Mental Health representing a 38% increase from 2017/18.
- There has been an increase in the number of students with Specific Learning Difficulty (50% 2018/19, 16% 2017/18) whilst the number presenting with mental health issues has reduced (24% 2018/19, 29% 2017/18), however this does not

reflect the students who need emotional support and do not have a recognised mental health condition

- The report highlighted additional factors including those with Long Term Health Condition: 10% (8% decrease from 17/18) Autism/Asperger's: 7% (1% increase 17/18) Visual/Hearing Impairment: 4% (4% increase from 17/18) Multiple Disabilities: 1% (12% decrease) Mobility: 4%.
- Staff time was reported and showed how their time was spent including supporting students and attending curriculum events such as Dissertation days. It was also noted that support was offered to all curriculum staff teaching those students with an identified disability included sharing of good practice, knowledge of particular disabilities, learning plans discussed.

Mental Health and Wellbeing

- Reported that in 2018/19 there had been 52 students seen by the Health and Wellbeing officer (compared to 25 students 2017/18), attending 185 appointments. This represented 9% of the total student population at UCO.
- Wellbeing session had been offered from January 2019 and complimented each of the 6 events held by the Academic Development Team and In Class Curriculum sessions on Mental Health and Wellbeing had been offered to all year group classes with 21 sessions delivered throughout the year.

A member asked what impact the staff have had and it was noted that students are able to continue with their studies whilst receiving the support they need, when previously many would have left their studies. The VP added that whilst demand is still increasing there are many ways in which help is offered and taken up by students. Q

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

17/19 UCO Pilot Subject Level TEF Awards Outcome (Item 9.8)

The Vice Principal HE and Higher Skills had previously circulated a report that provided members with an update on the outcome of UCO pilot subject level TEF awards. She reported that UCO had engaged in the pilot of the subject level TEF in 2018 and provided details of the assessment criteria. The Vice Principal was pleased to report that the outcomes for the awards, in the majority, aligned with the institutional award of Silver, with only Performing Arts and Allied Health achieving a different rating of Gold and Bronze, respectively.

It was reported the outcome for the awards were as follows: Allied Health (Bronze); Psychology (Silver); Sociology and Social Anthropology (Silver); Health and Social Care (Silver); Business (Silver); Creative Art and Design (Silver); Performing Arts (Gold); and Education and Teaching (Silver).

Members thanked the Vice Principal for her report and asked that thanks be relayed to all staff for the excellent outcome.

The Chair requested that at a future meeting a report be presented to members that consolidated the NSS and TEF data to enable members to have a holistic view of outcomes.

It was **RESOLVED** that:-

- (i) Members asked that thanks be relayed to all staff for the excellent outcome of the pilot,
- (ii) A report be presented to members which consolidates the NSS information and TEF data to enable members to have a holistic view of outcomes, gaps and issues.

18/19 Annual Report of Complaints and Compliments Received in 2018/19 (Item 10)

The Deputy Principal had previously circulated a report that detailed the number of complaints received in 2018/19, noting the actions taken and the outcome. Members noted the report as presented.

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

19/19 Any Other Business

18/19.1 Independent Learning Policy

A copy of the Independent Learning Policy was presented to members for consideration. Members noted the policy and approved it with no changes.

It was **RESOLVED** that members approved the Independent Learning Policy as presented.

20/19 Workplan 2019/20 and Committee Terms of Reference (Item 12)

A copy of the Workplan for 2019/20 and Committee Terms of Reference were presented to members for information. It was noted that the reports requested for the December meeting will be added to the report following the meeting.

Members noted the TOR as presented.

It was **RESOLVED** that members noted the Workplan and TOR as presented.

21/19 Dates of the next meetings

3rd December 2019 – Agreed to change the time of the meeting to 4.00pm – 6.30pm

10th March 2020

12th May 2020

23rd June 2020

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
14 May 2019 Min 91/18 11 June 2019 Min 99/18 (v) 8 Oct 2019 Min 6/19.1	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 8 Oct 2019 Min 6/19.2	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	8 Oct 2019 6/19 (iii)
11 June 2019 Min 107/18 8 Oct 2019 Min 6/19.4	ALPs Report A further report be presented to the Committee once the L1 and L2 national data is available.	VP Q&S	
8 Oct 2019 Min 7/19	Safeguarding and Child Protection Policy The Safeguarding and Child Protection Policy to be presented to the Corporation at its October meeting for approval.	DP	
8 Oct 2019 Min 8/19	Curriculum Plan and Quality Update (i) TLA Strategy – deferred to the December 2019 meeting, (iii) Headline Achievement report to be presented to the December 2019 meeting, and (iv) Report on retention figures for 2019/20 to be presented to the December 2019 meeting	DP & VP Quality	
8 Oct 2019 Min 13/19	NSS Report A report be presented to the December meeting that considers in more detail the underlying factors that led to the NSS scores for the Assessment and Feedback questions in the NSS report, including narrative on	VP HE	

	course and class level to identify the specific issues and actions to improve		
8 Oct 2019 Min 17/19	UCO Pilot Subject Level TEF Awards Outcome A report be presented to members which consolidates the NSS information and TEF data to enable members to have a holistic view of outcomes, gaps and issues	VP HE	