

**OLDHAM COLLEGE**

**CURRICULUM & QUALITY COMMITTEE**

**Minutes of the Meeting held 10 March 2020 at 5.00pm**

<b>Present:</b>	Anne Gornall	Governor (Chair)
	Alun Francis	Governor (Principal)
	Richard Guy	Governor
	Mike Jackson-Leafield	Staff Governor
	Mark Preston	Student Governor
	Shaid Mushtaq	Governor
	Lorna Unwin	Governor
	Elaine Buckley	External Member
<b>In Attendance:</b>	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
	Jess Criswell	Assistant Principal (Part)
	Alan Benvie	Assistant Principal (Part)
<b>Apologies</b>	Anthony France	Governor
	Bob Harrison	Governor
	Andrew Sutherland	Governor

**46/19 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.

**47/19 Apologies**

Apologies for absence had been received and were accepted from Anthony France, Bob Harrison and Andrew Sutherland.

**48/19 Minutes of the previous meeting**

The minutes of the meeting held on 3 December 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.

**49/19 Matters Arising from the Minutes**

None reported

**50/19 Rolling Action List Update**

**1. 3 December 2019 Min 28/19 - UCO KPI Report**

A report be presented at a future meeting that shows the route returners to education take that do not have English or maths qualifications

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

## **2. 3 December 2019 Min 37/19 - ALPs Report**

A further report be presented to the March 2020 meeting.

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

### **51/19 Presentation – College Improvement Partner – Marina Gaze (Item 7)**

Marina Gaze, College Improvement Partner, guided members through the detailed presentation on the new OFSTED Education Inspection Framework explaining that it has a strong focus on the integrity and substance of the curriculum. She reported that the new quality of education judgement has the curriculum at its centre and providers must be able to demonstrate how they decide what to teach and why, how well they teach and show that it leads to strong outcome for learners. She added that Inspectors will consider the provider's curriculum, including the decisions the provider has made about the knowledge, skills and behaviours its learners need to acquire to fulfil their aspirations for learning, employment and independence.

In addition the curriculum must offer learners the knowledge and skills that reflect the needs of the local and regional context and the curriculum intent should take into account the needs of learners, employers, and the local, regional and national economy, as necessary.

MG made governors aware of the key differences between the old and the new framework which includes a focus on curriculum and evidencing progress and challenge over time and how this was planned. She added there is a reduced focus on excessive differentiation in sessions and more emphasis on reinforcement of learning leading to fluency and automaticity and use of assessment as a tool for improvement and to identify gaps in apprentices' prior knowledge and fluency.

MG explained the language used in the new framework i.e. Intent, Implementation and Impact. Members reflected on the Leadership and Management judgement and what is required to be able to demonstrate effective practice is in place.

MG presented questions for the committee to consider and it was agreed that these be used at future meetings by members as a tool to gain relevant information.

Discussion pursued and members raised the following:-

- Curriculum planning – how do students get involved in the process?
- Student and governor engagement to increase – but how?
- Increase employer engagement as part of the curriculum planning process

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The Deputy Principal agreed to provide narrative on the questions raised by MG to assist understanding.

MG concluded that the college continued to improve and evidence showed that those faculties currently 'at risk' were on an upward trend and the momentum was clearly continuing with improvements in quality of staff and the experience for learners seen across the college.

The Chair thanked MG for her informative presentation

**Action:** Governors and SLT to consider the questions presented by MG at a future meeting to aid awareness and understanding of the OfSTED framework, and as a means for members to gain relevant information

#### 52/19 Safeguarding and Welfare Report (Item 8)

A copy of the Safeguarding and Welfare Report had previously been circulated to members for consideration. The Deputy Principal guided members through the report and drew members attention to the following:-

- Noted there has been considerable increase in referrals compared to previous years – 416 to year to date (293 LYTD). A member asked how these referrals were being managed and it was reported that the team were developing their skills which was improving the service to students and where there was a need for partner agencies to assist students these were being referred. C
- Reported that the eSafe system is proving to be a useful tool in identifying early safeguarding concerns and in creating conversations with students. A member asked if the statistics for eSafe identify any group over represented or higher proportion of any part of the college community. In reply the Deputy Principal reported that the new CPOMs system will provide improved trends and themes and will enable interventions to be directed more effectively. Q
- Noted that significant work has taken place around the whole college approach to Emotional Wellbeing and Mental Health.

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

#### 53/19 Curriculum Plan 2019/20 – Quality Update Report (Item 9)

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

- KPI Performance and Quality Review Quarter 3 Reports for 16-18, Adult and Apprenticeships
- Faculty Scorecard
- Self Assessment and Quality Improvement Plan
- ALPs Report
- Areas at Risk Report

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

- **Market share** -The share of Oldham school leavers has risen by 1.4% from 24.4% to 25.5% whilst the proportion of enrolments at L3 and above has remained static at 30%.

The proportion of learners who enter with 5 good GCSEs remains a challenge reducing from 18% to 12%, and learners who are residents of disadvantaged wards has increased from 58% to 69% with BAME learners increasing by 6% over the last two years to 51%.

- A member asked what was being done differently to attract learners with good GCSE results and the VP reported that the recruitment approach has changed this year, with interviews and offers being made in schools, mirroring the 6<sup>th</sup> form process. Following this applicants are invited into college to be introduced to their Q

chosen faculty and tutors. The number of offers compared to the same point last year has increased by 200.

- **Attendance** on study programmes and adult provision remains below target despite continued focus on improvement interventions, whilst Apprenticeship attendance has improved this year with business and design both above 90%.

In response to questions relating to attendance and behaviour of students the VP described the challenging conduct of some groups of students and the actions that have been put in place including Task and Finish Groups for Construction, which has seen a 5% improvement in attendance, and Retail and Commercial. She added that attendance for this year's Adult cohort was also below target. The Chair challenged actions being taken relating to the poor attendance by the adult cohort. The VP reported the higher volumes in Maths and English, Caring Professions, Hair and Beauty and ESOL has impacted negatively on attendance with many students having complicated back lives that impacts on their studies citing difficulties with child care as an example.

A member asked if adult students receive the same level of support as the 16 -18 year olds and was advised that the wellbeing offer is available to adults and they also have the Adult Learning Support team to assist.

The Chair requested a further in depth report on attendance at the next meeting.

### **Balanced Scorecard**

HG reported that the Balance Scorecard now takes account of an observation grade and also measures results and compliance to arrive at a judgement. The results for the first term were reported; Grade 1: 14%, Grade 2:63%, Grade 3:23% and Grade 4:0.

### **Learner feedback**

Noted that learner satisfaction rates were good. HG reported that the college is reviewing its approach to ensure that learner views are fully taken into account in the design and delivery of programmes.

### **At Risk**

Reported the number of learners at risk of not achieving is based on attendance rates and behaviour warnings, the number at risk is comparable to last year. A governor asked what actions are in place to support these learners and was advised a range of interventions has been extended to improve the achievement of this group of learners.

### **Retention and Achievement**

Reported retention is 1% lower for 16-18 and 2% lower for adult than at the same time last year (QR3) adding that Caring professions adult learners' retention is below target at 87% with Performing Arts at 86%.

The Chair asked if there are specific areas / groups of students that show higher non-attendance and HG advised that research has identified the new 17 year old intake who did not come to us straight from school, and did not apply prior to enrolment (Walk-Ins) had the worse attendance. Further work was continuing with this group to improve attendance.

Apprenticeship retention is 88%, 3% above target.

### **Achievement**

Reported that the national results for 2018/19 were expected by the end of March.

### **Progression**

Reported that progression to a positive destination remains satisfactory, however, there is an opportunity to improve progression to apprenticeship and HE, progression from ESOL and Skills and Employability into vocational areas, and progression into employment in the same occupation.

The Deputy Principal reported the Progression Strategy for 2019/20 is in place and being closely monitored to measure the impact on priority areas.

### **Self- Assessment and Quality Improvement Plan**

Members were advised of the continued focus on those areas of highest risk including; learner achievement, engagement with schools, embedding Teaching for Distinction, improving behaviour, resilience and attendance and improve the impact of work experience and further develop our approach to industry placements.

**ALPS Report** – The Assistant Principal explained in detail the grading system for ALPs and noted the current performance of students in the 2<sup>nd</sup> year of their course advising that predictions for end of year achievement have been calculated and interventions as a result of some low predictions have been identified.

A broader discussion took place and a member observed that, in general, many young people do not receive quality career advice and any advice that is given is directed to FE and HE courses rather than employment.

It was agreed that a further update on ALPs be presented to the next meeting.

It was **RESOLVED** that:-

- (i) members received the report as presented,
- (ii) members noted the progress achieved at Quality Review One,
- (iii) further report on ALPs to be delivered to the May meeting.

## **54/19 HE and Higher Skills – Summary Update (Item 10)**

The Vice Principal HE and Higher Skills, Helen Mathers, updated members on HE activity since the previous meeting. In summary:-

### **54/19.2 QIP, KPI and Performance Report (Item 10.1)**

The Vice Principal presented the latest quality data advising that satisfaction by students continues to improve with 98% of students satisfied with their induction, 96% of questions asked are demonstrating a four year improving trend, retention is currently 87% against a target of 86% and withdrawals shows 28% improvement compared to last year.

### **54/19.3 UCO Curriculum Development Plan – Update (Item 10.2)**

Members received an update on the proposed curriculum developments, reviews and the range of opportunities for the Oldham College and UCO to develop and deliver in 2020-21. Members were pleased to see the range of courses being developed.

HM reported that the institutional approval events for the new partnership with the Open University had been successful and this will extend the offer for UCO.

A member asked which additional courses would be delivered and it was reported BA (Hons) Business Management (with pathways in Marketing and HRM) and BA (Hons) Accounting and Financial Services courses were planned.

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HM was pleased to report that Level 5 Operational Manager Higher Apprenticeship Standard (awarded by the Chartered Management Institute) had its first intake of students in January 2020. This will continue to run in the new academic year, and it is also proposed to offer the course on a full-cost recovery basis, as in-fill into the Apprenticeship classes

A member asked if Construction courses were seeing increase in numbers and HM advised that a progression route for existing and past HNC Construction students had been confirmed with the Pearson HND in Construction and the Built Environment commencing September 2020, running on both a full and part-time basis. Alongside this, the Level 4 Higher Apprenticeship Standard – Construction Site Supervisor will also be launched, in collaboration with the Work-Based Learning team.

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Members thanked HM for her report.

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

#### **54/19.4 HEI Partner Update (Item 10.3)**

A report had previously been circulated that updated members on the recent changes with partner universities. HM advised that UCO is now following a process with University of Bedfordshire in relation to formally ending the partnership in respect of continuing and referral of students to ensure all students are treated fairly and appropriately.

HM added that the final approval of the partnership with Open University is imminent. The outcome of the recent due diligence process went well which should lead to a positive outcome being announced.

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

#### **55/19 Strategic Plan Implementation – Update (Item 11)**

The Deputy Principal had previously circulated a report to update members on the implementation of the Strategic Plan 2019/24 projects and work streams which were specifically relevant to the Curriculum and Quality Committee.

The Deputy Principal advised that since the previous meeting there had been some changes to the Sub Group delivery structures to aid progress and these were reported in details.

Members noted the report and agreed that a further update be presented to the May meeting.

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

#### **56/19 Policy Review and Approvals:**

##### **59/19.1 Student Visits Policy (Item 12.1)**

Members considered and approved the Students Visits Policy as presented

It was **RESOLVED** that members approved the Student Visits Policy

##### **59/19.2 Children Young Persons and Vulnerable Adults Policy (Item 12.2)**

Members considered and approved the CYP and Vulnerable Adults Policy as presented

It was **RESOLVED** that members approved the CYP and Vulnerable Adults Policy

#### **HE Policies**

**59/19.3 HE Code of Practice (Item 12.3)**

Members considered and approved the HE Code of Practice as presented  
It was **RESOLVED** that members approved the HE Code of Practice.

**59/19.4 HE Assessment and Moderation Policy (Item 12.4)**

Members considered and approved the HE Assessment and Moderation Policy as presented  
It was **RESOLVED** that members approved the HE Assessment and Moderation Policy.

**59/19.5 HE Academic Misconduct Policy (Item 12.5)**

Members considered and approved the HE Academic Misconduct Policy as presented  
It was **RESOLVED** that members approved the HE Academic Misconduct Policy.

**59/19.6 HE Academic Appeals Policy (Item 12.6)**

Members considered and approved the HE Academic Appeals Policy as presented  
It was **RESOLVED** that members approved the HE Academic Appeals Policy. **59/19.4 HE**

**59/19.7 HE RPL Policy (Item 12.7)**

Members considered and approved the HE RPL Policy as presented  
It was **RESOLVED** that members approved the HE RPL Policy. **59/19.4 HE Assessment and**

**59/19.8 HE Extenuating Circumstances Policy (Item 12.4)**

Members considered and approved the HE Extenuating Circumstances Policy as presented  
It was **RESOLVED** that members approved the HE Extenuating Circumstances Policy.

**60/19 Workplan 2019/20 and Commentary on Changes (Item 13)**

A copy of the Workplan for 2019/20 was presented to members for consideration.  
It was **RESOLVED** that members noted the report as presented.

**61/19 Any other business**

**Coronavirus Update** – The Principal informed governors of the actions that had been taken to date to put plans in place should the college have to temporarily close, noting that the college was following advice from Public Health England. Governors noted the report.

**62/19 Dates of the next meetings**

Tuesday 12 May 2020 – 4.00pm – 6.30pm  
Tuesday 23 June 2020 – 4.00pm – 6.30pm

**Meeting closed at 7.00pm**

Minutes Approved: Signed \_\_\_\_\_  
Chair

Date \_\_\_\_\_

**Rolling Action List - C&Q Committee 10 March 2020**

<b>Meeting Date &amp; Item No.</b>	<b>Rolling Action List</b> <i>(Outstanding actions from previous meeting(s) to be carried forward, listed below, and not removed until completed/closed.)</i>	<b>Actionee</b>	<b>Reported as Completed at meeting of</b>
14 May 2019 Min 91/18 11 June 2019 Min 99/18 (v) 8 Oct 2019 Min 6/19.1	<b>Internal Progression Report</b> A report be presented to members in October that outlines higher skills progression and pathway routes for students	VP HE	3 December 2019 Min 26/19
11 June 2019 Min 103/18 8 Oct 2019 Min 6/19.2	<b>CEAIG Report</b> A future report be presented on progress the College had made on the implementation of the Parental Strategy	AP FF&SSS	3 December 2019 Min 26/19
11 June 2019 Min 107/18 8 Oct 2019 Min 6/19.4	<b>ALPs Report</b> A further report be presented to the Committee once the L1 and L2 national data is available.	VP Q&S	3 December 2019 Min 26/19
8 Oct 2019 Min 7/19	<b>Safeguarding and Child Protection Policy</b> The Safeguarding and Child Protection Policy to be presented to the Corporation at its October meeting for approval.	DP	3 December 2019 Min 26/19
8 Oct 2019 Min 8/19	<b>Curriculum Plan and Quality Update</b> (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	3 December 2019 Min 26/19
8 Oct 2019 Min 13/19	<b>NSS Report</b> 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	VP HE	3 December 2019 Min 26/19
8 Oct 2019 Min 17/19	<b>UCO Pilot Subject Level TEF Awards Outcome</b> 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	3 December 2019 Min 26/19

3 Dec 2019 Min 28/19	<b>UCO KPI Report</b> A report be presented at a future meeting that shows the route returners to education take that do not have English or maths qualifications	VP HE	10 March 2020
3 Dec 2019 37/19	A further <b>report on ALPS</b> to be delivered to the March meeting	DP	10 March 2020
10 March 2020 Min 51/19	<b>CIP Presentation</b> Governors and SLT to consider the questions presented by MG at a future meeting to aid awareness and understanding of the OfSTED framework, and as a means for members to gain relevant information	DP	
10 March 2020 Min 53/19	<b>ALPS Report</b> further report on ALPs to be delivered to the May meeting.	DP	