

**OLDHAM COLLEGE**

**CURRICULUM & QUALITY COMMITTEE**

**Minutes of the Meeting held 12 May 2020 at 4.00pm via Google Meet**

<b>Present:</b>	Anne Gornall	Governor (Chair)
	Alun Francis	Governor (Principal)
	Bob Harrison	Governor
	Richard Guy	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
	Rebecca Hirst	DSL (part)
<b>Apologies</b>	Anthony France	Governor
	Mike Jackson-Leafield	Staff Governor

**63/19 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.

**64/19 Apologies**

Apologies for absence had been received and were accepted from Anthony France and Mike Jackson-Leafield.

**65/19 Minutes of the previous meeting**

The minutes of the meeting held on 10 March 2020 had been previously circulated to all members. Members agreed the minutes reflected a true record of the meeting. It was **RESOLVED** that members approved the minutes as presented.

**66/19 Matters Arising from the Minutes**

None reported

**67/19 Rolling Action List Update**

**1. 10 March 2020 Min 53/19 - ALPs Report**

A further report be presented to the May 2020 meeting. It was **RESOLVED** that this action was not complete.

**2. 10 March 2020 Min 51/19 – CIP Presentation**

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

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

#### **68/19 Safeguarding and Welfare Report (Item 7)**

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

- There continues to be an increase in referrals compared to previous years – 466 year to date (379 LYTD). The DSL advised 159 of these referrals have been directed to the new Welfare Team and 306 have been Safeguarding referrals.
- Processes have been updated in line with Covid 19 safeguarding policies and procedures
- It was reported that those students identified as vulnerable learners have regular contact with college staff, and parents/carers of these students also receive weekly contact with the team. In answer to a question raised the DSL reported there are currently 243 vulnerable learners under government guidelines and these are identified as students with EHCP, CLA, CP or CIN. Q
- The Safeguarding Team continue to work with 120+ students on a range of concerns and the statutory meetings are ongoing
- The DSL advised that in recent weeks there has been a decrease in referrals and this is mirrored locally and nationally due to lockdown as there is less visibility on children and young people and for them to have access to safe places for disclosure. Q

A governor asked how does the college ensure that students remain safe at this time when students are not visible on site and the DSL reported that staff are maintaining contact with their students and will report any matters they feel are a concern. She added that a Safeguarding and Wellbeing agenda item has been included on each weekly team meeting to prompt staff to report any concerns.

A discussion took place and members considered the data and observed that the number of referrals in Caring Professions (female) and Digital (male) were higher than the other faculties. The DSL provided further information as to the reasons for this. The Chair asked for analysis of other colleges to compare referral numbers, faculties and gender. C

A member sought assurance that the scale of work that was carried out last year with the new students would continue in 2020. The DSL reported that each school provides transition information for each vulnerable student to allow the college to begin the early work to prepare them for college life.

It was **RESOLVED** that:-

- (i) members noted the report and the progress being achieved,
- (ii) comparison report with other colleges will be made available that compares the number of referrals, faculties and gender.

#### **69/19 Curriculum Plan 2019/20 – Quality Update Report (Item 8)**

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

1. Predicted Achievement
2. Assessment for 2020
3. Remote learning update

### 69/19.1 Predicted Achievement (Item 8.1)

The VP reported predicted achievement data had been produced taking into account the current circumstances, however it was noted that there remained a number of variables and unknowns regarding assessment, and potential redundancies in apprenticeship. Current data reported showed:-

FE	16-18	Adult	All
National	83%	88%	85%
College 18/19	88%	86%	87%
Prediction 18/19	84%	85%	85%
Prediction 19/10	83%	88%	85%

The VP substantiated the data and reported the position in each of the faculties. She highlighted those faculties of most concern, including Construction which were predicting to decline by 8% to 12% below the national rate. A member asked what actions have been put in place to improve this position and was advised that new management has been put in place however, the % of learners who have completed assessment to date remains low and retention is poor. C

Other areas highlighted at being below the national average included ICT, Admin and Motor Vehicle but the VP assured members these areas were improving.

It was noted that Management had reduced by 2% to 5% below the national rate, however numbers are low.

The VP was pleased to report in 2018/19 the 16-18 results placed the college in the top 25% of colleges nationally, with English results demonstrating continuous improvements taking place at the college.

The VP continued and provided the predicted figures for **Apprenticeships**

Apprenticeship	16-18	19-24	25 plus	All
National	70%	70%	65%	67%
College 18/19	66%	66%	85%	72%
Prediction 19/10	71%	73%	72%	72%

The VP assured members that 16-18 and 19-24 achievement were predicted to improve this year, with Construction, Engineering, and Admin all making good progress. However, 25 plus achievement was predicted to decline mainly due to Health and Social Care. A member observed that it would be advantageous of the college to review its plans for H&SC with the potential demand increasing for H&SC roles going forward. C

A member asked why construction apprenticeships results were higher than the FE course results and the VP advised that whilst the change in management in FE construction had Q

taken place the impact was not yet visible. Also the number of students attending the FE construction courses that are 'at risk on entry' is high, including a high number (271) of L1 learners. She added that changes will be made to support new students in 2020 with a range of support packages being put in place to assist learners to progress.

### **69/19.2 Assessment 2020 (Item 8.2)**

The Vice Principal had previously circulated a detailed report that provided members with an update on the assessments for 2020, the national guidance and the colleges approach and progress to date. The VP summarised the key points of the report:-

- The Ofqual consultation ended on 8<sup>th</sup> May 2020. Awarding Organisations have begun to issue guidance to centres, however, the college to date does not have all the information to provide full clarity.
- It was reported that qualifications will be in 3 categories, with the majority of qualifications falling into the calculated category.
- Members were advised that most areas will have over 50% of assessments completed which is looking like a threshold to meet.
- The VP reported that the unknown at present is the arrangements for the short qualifications, particularly the Ascentis ones.
- It was reported the highest risk area for Quality and completion of practical work is Construction. Whilst there is some risk for Hairdressing it was reported they are in a better position in terms of work completed to date.

A member asked if the college is able to meet the assessment timelines and was assured that whilst it is very challenging and there is a lot of resources that has been put in place to ensure robust assessments are taking place, SLT are aware of how many assessments have been completed and how many are outstanding. Q

A member asked if the college had been made aware of City and Guilds in relation to assessments and the VP replied that whilst the college has information on subject areas, details on practical assessments require further clarity. Q

A further question was asked relating to guidance on appeals and was advised that national guidance had not yet been made available. Q

### **69/19.3 Online Learning – Update Report (Item 8.3)**

A report had previously been circulated that provided members with an update on the amount and quality of on-line and CPD support for delivery staff that has taken place prior, during the crisis period and to date. The VP reported that the college has swiftly actioned a number of processes to ensure students can easily access on line learning including 256 laptops being issues to learners.

It was noted that on line learning was being rolled out prior to the lockdown with more than 150 staff engaging in on line CPD and more than 150,000 maths questions answered on Hegarty Maths in the last 6 weeks.

A member asked what the plan looked like going forward and the Principal responded that the college would build on the momentum achieved in the last few weeks, building on line learning into the strategy including actions, costings and timeframes and clear objectives as to why the college is promoting this approach and the identifiable outcomes. Q

Members considered the proposed actions reported for 2020/21 and agreed that this was an opportunity for the strategy to reflect a more visionary approach and plan longer term. It was agreed the Strategic Planning day consider online learning, the use of technology and the associated risks, outcomes and costs in greater detail.

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

#### **70/19 HE and Higher Skills – Summary Update (Item 9)**

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

- **Student engagement during lockdown** – Reported the vast majority of UCO students remain engaged in study and are in the final stages of preparing end of year assessments. However some students are struggling with additional responsibilities as well as their studies and have been directed to the extension and Extenuating Circumstances procedures.

A short survey of students at UCO had found that the majority are coping well with the move online and use of technology, but many respondents identified challenges with having caring responsibilities and children at home. In response to a question asked members were informed of the support measures that are in place to help students at this difficult time including the loaning of laptops, access to the UCO Disability Officer and Wellbeing Officer and the library continues to provide a virtual support service for students for systems that cannot be accessed remotely.

- **Office for Students** – It was reported there has been a reduction in some regulatory data returns to OfS and details were provided to members. Members were also advised there has been a moratorium on the making of unconditional offers. However members were reminded that UCO already has a policy of not making unconditional offers to students still completing Level 3 qualifications.
- **Quality Assurance Agency** – The VP updated members on the recent guidance for degree awarding bodies on maintaining academic standards during the pandemic, advising UCO's university partners are responsible for ensuring that adaptations and changes to forms and timings of assessment are proportionate, transparent and fair. It was noted that UCO is working closely with all partners to ensure any changes are appropriate.
- **Partner Universities** - The VP provided an update of the extension / assessment changes applied to each of their organisations and members noting the detail for UCLan, SHU, Huddersfield, Bedfordshire, Pearson and Open University
- **Open University (OU) resubmission** – It was reported that in response to the Institutional Approval and Administrative Audit outcomes, all the Conditions and majority of Recommendations specified by the OU Expert Readers have been addressed. The resubmission documents were sent to the OU 29 April and the next stages include a review of documents by the Expert Readers at OU to ensure conditions are satisfied.

In discussion the following points /questions were raised:-

- A member asked if UCO were receiving adequate support from the regulatory bodies and the VP reported that excellent guidance had been received to date from QAA, HEFCE and OfS Q
- A member asked if consideration had been given to students wellbeing due to the switch to on-line learning? In reply the VP advised that UCO continuously promote positive wellbeing and work life balance and regularly circulate the details of support staff and self help groups Q
- A further question was asked relating to changes in student fees due to Covid 19 and the implementation of online learning and the VP replied that no guidance on fees had yet been received from regulatory bodies or the sector. Q
- A members asked if UCO had been receiving support from partner universities and the VP reported that SHU and UCLan had been extremely useful and supportive, particularly at Link Tutor level Q
- A member asked if UCO had considered the potential impact of unconditional offers being given at other universities and the VP reported that the target audience at UCO is adult returners and the local community. She added that there may also be students not wanting to go away from home due to the current situation which could assist UCO numbers. Q

#### **70/19.1 UCO Teaching, Learning and Assessment Strategy (2020-25) (Item 9.2)**

A copy of the UCO Teaching, Learning and Assessment Strategy (2020-25) had previously been circulated to members for consideration and information. The VP reported that the UCO Teaching, Learning and Assessment Strategy is linked to the Higher Education and Higher Skills Strategy 2019-2021 and the Oldham College Strategic Plan (2019-24). This strategy builds on the principles of the previous Teaching, Learning and Assessment Strategy (2016-2020) and the developing reputation of University Campus Oldham supported by the Teaching Excellence Framework (TEF) award of silver achieved in 2019.

Members thanked the Vice Principal for the report and agreed that at the Strategic Planning day consideration be given to the alignment of strategies for OC and UCO.

It was **RESOLVED** that members received the UCO reports as presented.

#### **71/19 Workplan 2019/20 and Commentary on Changes (Item 10)**

A copy of the Workplan for 2019/20 was presented to members for consideration.

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

#### **72/19 Any other business**

None reported

#### **73/19 Dates of the next meetings**

Tuesday 23 June 2020 – 4.00pm – 6.30pm

**Meeting closed at 5.45pm**

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

Date \_\_\_\_\_

**Rolling Action List - C&Q Committee 12 May 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>
10 March 2020 Min 51/19 12 May 2020 Min 67/19.1	<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 12 May 2020 Min 67/19.2	<b>ALPS Report</b> further report on ALPs to be delivered to a further meeting.	DP	
12 May 2020 Min 68/19	<b>Safeguarding and Wellbeing Report</b> Comparison report with other colleges to be made available that compares the number of referrals, faculties and gender	RH	
12 May 2020 Min 69/19	<b>Quality Report</b> The Strategic Planning day consider online learning, the use of technology and the associated risks, outcomes and costs in greater detail	AF	