

OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 3 December 2019 at 4.00pm

Present:	Anne Gornall	Governor (Chair)
	Anthony France	Governor
	Alun Francis	Governor (Principal)
	Richard Guy	Governor
	Bob Harrison	Governor
	Mike Jackson-Leafield	Staff Governor
	Lorna Unwin	Governor
	Elaine Buckley	External 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	Shaid Mushtaq	Governor
	Andrew Sutherland	Governor

22/19 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.

23/19 Apologies

Apologies for absence had been received and were accepted from Shaid Mushtaq and Andrew Sutherland.

24/19 Minutes of the previous meeting

The minutes of the meeting held on 8 October 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.

25/19 Matters Arising from the Minutes

None reported

26/19 Rolling Action List Update

1. 8 October 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.

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

2. 8 October 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.

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

3. 8 October 2019 Min 6/19.4 - 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 complete.

4. 8 October 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.

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

5. 8 October 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

It was **RESOLVED** that following the current meeting each action would be complete.

6. 8 October 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 course and class level to identify the specific issues and actions to improve.

It was **RESOLVED** that following the current meeting the action would be complete.

7. 8 October 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.

It was **RESOLVED** that following the current meeting the action would be complete.

27/19 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 guided members through the report and drew members attention to the following:-

- Noted that there has been an increase in referrals compared to previous years – 297 to date
- New safeguarding arrangements have now been implemented in Oldham and the College are a key partner
- The DSL provided an update on the incident that occurred on 14 November and members noted the actions the College had put in place.
- The DSL continues to attend regular training as part of CPD.

Governors reflected on the report and a member asked if there were any patterns emerging from the increased referral numbers. The DSL reported that college staff were now better at identifying issues due to the increased training received and improved relationships with partner agencies such as Youth Justice Team which means more information is being passed to college. Q

A governor asked if there were sufficient resources to deal effectively with the increase in referrals and the DSL advised that since the summer the team has increased by two staff members. Q

The Chair reported that the college had recently hosted a 'Safeguarding' Professional Exchange across the provider network which was well received by all who attended.

The Chair thanked the DSL for her report.

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

4.18pm Rebecca Hirst retired from the meeting

The Chair proposed a change to the sequence of reporting with Items 9.1 – 9.9 being taken next on the agenda.

Members supported the change in reporting sequence.

28/19 UCO Key Performance Indicator 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.

It was reported that numbers were up (40 students) compared to same time last year, whilst the number progressing from Oldham College to UCO remained constant at 9%. A discussion took place relating to the entry qualifications and the need for a student to have GCSE English and maths, noting that whilst some returning students will enrol on these subjects if the qualification is required for the course, some students could achieve their degree with no English or maths formal qualification.

A member asked if research could be carried out to identify the route the returners to education that do not have English or maths qualifications have taken. Q

It was **RESOLVED** that:-

- (i) members received the report as presented and,
- (ii) a report be presented at a future meeting that shows the route returners to education take that do not have English or maths qualifications.

29/19 UCO Quality Improvement Plan (Item 9.2)

A copy of the Quality Improvement Plan for UCO had previously been presented to members for consideration. The Vice Principal reported that the QIP is the overarching action plan for improving quality at UCO and actions in the QIP have been identified through the Annual Evaluation Review (AER) process, External Examiner reports, OfS registration, TEF and NSS metrics.

Members noted the first draft of the report.

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

30/19 Retention and Success Data (Item 9.3)

The Vice Principal had circulated a report that provided members with an overview of UCO retention and success data for 2018/19.

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

- Retention has improved for a fourth consecutive year and seen a 23% increase since 2015/16
- Pass rate is consistently high although there has been a slight decline over the past three years. A member asked if there were specific reasons for the decline and it was reported that whilst UCO has retained significantly more students over time, a higher number have presented with complex personal circumstances and some of those retained do not complete their qualification in line with their peers. In discussion it was noted the strategies that are put in place to assist students
- Noted that achievement rates (those who achieve the qualification they set out to) have also continued to improve in line with UCO strategies relating to teaching, learning and assessment as well as student support. There is now a four year improving trend, with an 18% improvement since 2015-16.
- Reported that 65% of UCO Honours students achieved high classifications (First or 2:1) and 50% of UCO FD students achieved Distinction or Merit. The Vice Principal reported that this is a huge achievement for the students, many of whom experience a range of barriers to their learning

Q

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

31/19 Enrolment and Progression Report (Item 9.4)

A report had previously been circulated to members that provided an update on 2019-20 enrolments against target at University Campus Oldham and on internal progression figures from the College.

The Vice Principal summarised the report:-

- Enrolments have been positive, with the Campus meeting target at the beginning of October for the first time. It was reported that this has since dropped back slightly with pre-census date withdrawals.
- Overall, enrolled numbers have increased year-on-year with a 7.44% increase in 2018-19
- Significant increase in enrolments seen on Health & Social Care (Foundation Degree) with the top-up course recruiting a cohort for the first time
- All year groups within Business and Management, Children and Young People (Full-time) and Health & Social Care FdA are meeting or exceeding target
- Reported that creative courses have failed to meet course-level target and overall enrolments for creative courses were below target
- Noted that the BA (top-up) Accounting & Financial Services did not run
- Due to staffing problems at UCLan, approval to run the FdSc Computing was not received until very late in the recruitment cycle and therefore a feasible cohort could not be recruited for 19-20.

In discussion members considered the challenge of recruiting students, noting that many of UCO students are 'returners' to education following a break. It was acknowledged by governors that this conflicts with the need to demonstrate to OfS increasing progression from OC. The Vice Principal advised there is an expectation with the introduction of Extended Diploma in Construction that some progression would be achieved. Members considered the report and noted the progress being achieved.

C

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

32/19 NSS 2018-19 Data (in the context of TEF reporting) (Item 9.5)

The Vice Principal had prepared a report that provided members with information on the underlying factors that led to the 2018/19 NSS scores, including narrative on course level to identify the specific issues and actions to improve and to consolidate the NSS information and TEF data.

Members considered the report, noting the 2019 amended guidelines.

It was **RESOLVED** that members noted the actions that are taking place to improve NSS scores in 2020/21.

33/19 OfS Monitoring and Intervention (Item 9.6)

The Vice Principal presented a report that provided members with an overview of the approach to regulatory monitoring and intervention taken by the Office for Students (OfS) in light of their recent regulatory advice.

The report provided indepth detail of the way in which OfS will monitor provider's performance against the conditions of registration and the responsibilities of providers to inform the OfS of material changes to the provider's operations.

Members noted the report including the potential sanctions and the Chair reiterated the importance of meeting deadlines set by OfS. The VP reported that SMT had revisited the monitoring processes to ensure timeframes are met.

C

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

34/19 UCO Annual Evaluation Report (AER) Report 2019 (Item 9.7)

A report had previously been circulated to members that provided an overview of UCO Annual Evaluation Reports.

The Vice Principal advised that the AER included quantitative and qualitative data on each course, against the previous year's Action Plan, UCO KPI's at campus and College level, and fed into reports to Principalship, Corporation and HEI partners.

Members considered the report and were particularly pleased to see the 100% satisfaction for the FD Health and Social Care students in the NSS, an increase from the previous year's 77.78%

Members considered the action plan and welcomed future report on the progress being made to achieve the areas for improvements.

It was **RESOLVED** that members received the report as presented and requested future report on the progress being made to achieve the areas for improvements.

35/19 External Examiner Summary Report 2018-19 (Item 9.8)

The Vice Principal provided a report that updated members on the role of the External Examiner. She advised that External Examiners are invited to assessment boards and form an important part of the reporting process.

The Vice Principal advised that the reports received from the External Examiners showed they were satisfied with the comparability and standard of assessment arrangements, academic standards and the level of student achievement. There were numerous comments on how courses were improving year-on-year in relation to assessment, feedback and consistency in delivery and that previous year's recommendations have been implemented through the AER process. Members noted the report.

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

36/19 Access and Participation Plan 2020-21 to 2024-25 (for information) (Item 9.9)

A copy of the APP approval letter received from OfS on 25th October 2019 was circulated to members for information.

It was **RESOLVED** that members noted the content of the letter received from OfS.

4.52pm – Helen Mathers retired from the meeting

37/19 Curriculum Plan 2019/20 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
- Headline Achievement by SSA and Outcome Report
- TLA Plan
- Summary SAR / QIP
- ALPs Report
- Areas at Risk Report

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

- Reported that the **QR1 KPI data** detailed the areas for continued focus which included increasing numbers (particularly those with higher attainment), improving attendance (particularly for English and maths) and increasing the number of young people retained after 6 weeks
- Noted that the demographics has changed slightly this year; the proportion of learners from disadvantaged postcodes has increased from 58% in 2018/19 to 68% in 2019/20 and the proportion of BAME learners has increased from 48% to 51%
- Reported that learners with good GCSEs has reduced from 18% to 12%
- Members considered the **achievement data** compared to 2017/18; 16-18 88% (86%), Adult 86% (88%), Apprenticeships 72% (74%), Apprenticeships Timely 69% (67.8%) – it was noted that the national data would be published January 2020
- Reported that **areas of continued focus** through Task Force Meetings and monthly Business Review were ongoing for Construction, Sport & Uniformed Public Services,

Caring Professions, ESOL and Maths. The Vice Principal was pleased to report that Caring Professions had shown considerable improvement since the start of the year.

- **ALPS Report** – members noted the report presented and probed further into the data connected with the first year level 3 students that were on the Foundation or 90 credit diploma and asked for further information at the next meeting to explain strategies being implemented to improve student outcomes
- Members considered the draft of the **headline SAR/QIP** noting that the final report would be presented to the Corporation at its December meeting. The Vice Principal advised that the SAR for the four key aspects had been drafted against the new OfSTED framework and members considered the grades provided to each aspect. The proposed grades were:
 - Quality of Education – Good
 - Behaviour and Attitudes – Good
 - Personal Development – Good
 - Leadership – Good.

Members discussed the proposed grades and reflected that the sector subject area proposed grades identified some areas that needed to improve and asked for clarity as to the strategies being implemented to achieve the required improvements. The Vice Principal provided background to each of the areas where improvements were required and assured members that progress was being achieved providing examples of the changes that have been put in place for students at risk.

Members confirmed their agreement to the proposed grades acknowledging that the sector subject areas currently judged as RI were on the cusp of improving to ‘good’

It was **RESOLVED** that:-

- (i) members received the report as presented,
- (ii) members noted the progress achieved at Quality Review One,
- (iii) a further report on ALPs to be delivered to the March meeting,
- (iv) members confirmed their agreement to the proposed grades acknowledging that the sector subject areas currently judged as RI were on the cusp of improving to ‘good’.

38/19 Strategic Plan – Action Plans (Information) (Item 10)

The Deputy Principal updated members on the progress being achieved implementing the Strategic Plan action plans. She advised all seven Steering Groups have been established and met at least once. Each Steering Group has:

- Reviewed and confirmed membership and established Task and Finish Groups and/or Sub Groups as appropriate
- Confirmed Terms of Reference for each Steering Group/Sub Group
- Produced Action Plans with clear delivery timescales to support implementation of the Strategic Plan projects/work-streams

The Deputy Principal reported members were welcome to attend any of the Steering Groups or Sub Groups where they felt they would like to make a direct contribution to developments noting Richard Guy had joined the Curriculum Developments Steering Group and would work directly with the Escalator Routes and Occupational Developments Sub Groups.

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

39/19 Parental / Carer Strategy (Item 11)

A report had previously been circulated that updated members on the actions and outcomes following the approval of the Parental/Carer Engagement Strategy in 2018/19. The Deputy Principal reported the parental engagement steering group established towards the end of 2018/19 had initiated a number of awareness raising activities and standardised the quality and frequency of communications to parents/carers. She reported in light of the restructure of the ISS department and Student Services team the central work on enacting the Parental/Carer Engagement Strategy actions now sit with the newly established sub groups working on the Strategic Plan priorities.

It was reported a full review covering outstanding actions linked to the Strategy and forward plans for 2020/21 was being produced for January 2020.

A member asked that as part of the evaluation of its work the review considers the diversity of parents that get involved with the college/activities. Q

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

40/19 Student Behaviour Policy (Item 12.1)

The Student Behaviour Policy deferred to the next meeting

41/19 SEND Policy (Item 11.2)

The SEND Policy deferred to the next meeting

42/19 42/19.1 HE Disability Policy (Item 12.4)

Members considered and approved the HE Disability Policy as presented

It was **RESOLVED** that members approved the HE Disability Policy.

42/19.2 HE Attendance Monitoring (Item 12.3)

Members considered and approved the HE Attendance Policy as presented

It was **RESOLVED** that members approved the HE Attendance Policy.

42/19.3 UCO Policy and Procedures – Assessment Boards (Item 12.5)

Members considered and approved the UCO Policy and Procedures Assessment Boards as presented.

It was **RESOLVED** that members approved the UCO Policy and Procedure Assessment Boards.

42/19.4 UCO Fitness to Study Policy (Item 12.6)

Members considered and approved the UCO Fitness to Study Policy as presented

It was **RESOLVED** that members approved the UCO Fitness to Study Policy.

42/19.5 UCO Public Information Policy (Item 12.7)

Members considered and approved the UCO Public Information Policy as presented.

It was **RESOLVED** that members approved the UCO Public Information Policy.

43/19 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.

44/19 Any other business

AoC Governance Conference – 29 November 2019

The Chair summarised the key points discussed at the recent AoC Conference.
The Chair asked that the slides be circulated following the meeting

45/19 Dates of the next meetings

Tuesday 10 March 2020

Tuesday 12 May 2020

Tuesday 23 June 2020

Meeting closed at 6.10pm

Minutes Approved: Signed _____
Chair

Date _____

Rolling Action List - C&Q Committee 3 December 2019

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	3 December 2019 Min 26/19
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	3 December 2019 Min 26/19
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	3 December 2019 Min 26/19
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	3 December 2019 Min 26/19
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	3 December 2019 Min 26/19
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 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	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	3 December 2019 Min 26/19

3 Dec 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	VP HE	
3 Dec 2019 37/19	A further report on ALPS to be delivered to the March meeting	DP	