OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 17 November 2020 at 4.00pm

Present: Anne Gornall   Governor (Chair)
                       Lorna Unwin   Governor (Vice Chair)
                       Alun Francis   Governor (Principal)
                       Richard Guy   Governor
                       Bob Harrison   Governor
                       Shaid Mushtaq   Governor
                       Michael Jackson-Leafield Staff 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
                      Rebecca Hirst   Designated Safeguarding Officer

Apologies   None

23/20   **Declaration of Conflicts of Interests**

Declarations of interest were made by Shaid Mushtaq should any discussion in the meeting relate to his area of work.

24/20   **Apologies**

There were no apologies for the current meeting. All members were present.

25/20   **Minutes of the previous meeting**

The minutes of the meeting held on 6 October 2020 had been previously circulated to all members.

It was **RESOLVED** that members approved the minutes and confirmed they reflected a true record of the meeting.

26/20   **Matters Arising from the Minutes**

None

The Chair prefaced the meeting by reminding members of the improving trajectory of the College prior to Covid adding that since lock there are some emerging areas showing improvements have slowed and these should be an area of focus for the committee. The Chair noted the first At Risk report from the Construction Faculty was on the current agenda.

27/20   **Rolling Action List Update**

1. 6 October 2020 Min 6/20.1 - ALPs Report
A further report be presented to the November 2020 meeting.
It was **RESOLVED** that this action was complete.

2. 6 October 2020 Min 6/20.2 – 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 complete

3. 6 October 2020 Min 6/20.3 – Safeguarding and Wellbeing Report
Comparison report with other colleges to be made available that compares the number of referrals, faculties and gender. It was agreed alternative approaches be explored to see if this data is available. RH reported the only data received from other colleges was Hopwood Hall and this was provided to governors for information. If further information became available it was agreed it would be shared with members.
It was **RESOLVED** that this action was complete.

4. 6 October 2020 Min 7/20 – Safeguarding and Child Protection Policy
The DSL to consider the referencing of Covid-19 throughout the Policy.
It was **RESOLVED** that following the current meeting this action was complete.

5. 6 October 2020 Min 9/20 - 2019/20 Outcomes Update – Predicted Achievement
(i) A full report detailing intervention and support sequencing, what has changed and the predicted impact on students be reported to the November meeting,
(ii) A report detailing the risks in Construction be presented to the November meeting to update members on context, issues and actions planned.
It was **RESOLVED** that following the current meeting this action was complete.

6. 6 October 2020 Min 10/20 - Project Update – Development of the College's Offer
A further report to inform members of the progress including action plans be presented to the next meeting.
It was **RESOLVED** that following the current meeting this action was complete.

7. 6 October 2020 Min 17/20 - UCO Achievement and Retention Data
Final data to be presented to the November meeting.
It was **RESOLVED** that following the current meeting this action was complete.

28/20   Safeguarding and Welfare Termly Report (Item 7)
A copy of the Safeguarding and Welfare Termly 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:-

- There has been a decrease in the number of referrals to the Team compared to the previous year, with 206 referrals YTD compared to 229 LYTD. Of these 140 came from the Welfare Team and 66 safeguarding referrals. A member asked how the Team are working with students remotely to encourage reporting and was advised staff have received training and meet every 8 weeks with peer group to share good practice. The staff governor added the difficulty is not being able to build trusting relationships with students and therefore a reluctance from students to access support from within College sources.
- It was reported the Schools to College process has been successful this year despite the lockdown, and case conferences continue to be held
- Members were advised currently there are 96 students At Risk (these include behaviour, exclusions, inclusion provision, managed moves and risk assessments), 13 High Risk (these include sexual offences, drug related offences, multiple aggressive incidents), 142 Safeguarding (these include CSE, CCE, Forced marriage, Suicide attempts, victim of abuse, trauma) and 117 Welfare (these include anxiety, depression, low self-esteem, self-harm, trouble regulating emotions)
- The Welfare team have developed and delivered two tutorials one on Mindfulness and the other on recognising your own mental health
- There will be a tutorial for Grief Awareness week (2nd – 7th Dec 2020) with a specific look at COVID-19 and those missed learning opportunities, missed social opportunities, GCSE's, isolated from family and bereavement.

A discussion followed and it was agreed at a future meeting members explore the broader work of the team and look at some examples of case work.

A copy of the latest **Safeguarding and Child Protection Policy** (**KCSIE**)(September 2020) had previously been circulated to members for consideration prior to the meeting. The DSL drew member's attention to the changes which related to the updated COVID-19 annex in line with the College's blended learning offer.

The Chair thanked Rebecca for her detailed report.

It was **RESOLVED** that:-

(i) members noted the report and the progress being achieved,

(ii) recommended approval of the Safeguarding and Child Protection Policy to the Corporation.

16:20 Rebecca Hirst retired from the meeting

29/20   FE and Apprenticeship Quality Summary Report (Item 8)

The Vice Principal Strategy and Quality had previously circulated detailed reports on each of the following and summarised the key points, and giving members the opportunity to question and comment. In summary:-

(i) KPI Performance

It was reported the share of Oldham school leavers remains static at 24.8%, whilst the conversion rate from offer to enrolment for school leavers has improved by 4% to 54%. On

a positive note the proportion of enrolments at L3 and above has increased from 30% to 34%, however the proportion of learners who enter with 5 good GCSEs has remained static at 12%. A member observed that the continuing focus to increase the number of students joining the College with 5 good GCSEs was a priority.

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Members noted the proportion of learners who are residents of disadvantaged wards has increased from 58% to 69% and the proportion of BAME learners has increased by 6% over the last two years to 51%.

Members considered the KPI report and confirmed their approval of the proposed 2020/21 targets.

(ii)Quality Monitoring

Attendance – The VP reported attendance was lower than the same point last year at 74%. Of note, English and maths which has been delivered on line for 16-18 year olds in the first half term has seen low numbers accessing the lessons although this is now seeing some improvement. A member asked what measures have been put in place to improve this position and was advised an attendance action plan has been implemented and this is starting to see some improvements.

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(iii) Balanced Scorecard

The VP provided a report on the 2019/20 TLA data advising the percentage of outstanding TLA was 26%, 11% above the target of 15%, good or better was 96% compared to a target of 85%.

A member asked which Faculties demonstrated the most improvement compared to the previous year and it was reported Skills and Employability, Sport and Retail and Commercial all had at least 50% outstanding TLA. The VP informed members the Teaching for Distinction CPD has been received well by staff and the focus is now on those Faculties and staff where improvement has been slowest.

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(iv) Learner feedback

It was reported the QR1 SPOC survey showed Learner satisfaction has improved from 92% to 95%.

(v) At Risk Learners

The VP provided a detailed report on the actions being implemented to improve the outcomes for At Risk Learners. She advised that compared to the previous year the numbers were much smaller with only 6 serious warnings being given in QR1.

The VP continued and reported preparation for the 2021/22 induction process had begun and would build on the lessons learned over the last two years to further enhance the experience for new students.

(vi) Retention

The VP reported the retention at 42 days has remained static at 89%. Members noted Caring Professions and Sport have good retention at 94%, Construction is currently 86% whilst Retail and Commercial (81%) have the lowest retention.

(vii) Progression

Members were advised that progression to a positive destination remained satisfactory, however this is an area of focus and members agreed work with students to assist in their determination to progress either into further vocational areas, employment or HE was required.   The VP updated members on the Progression Strategy for 2020/21 advising it is being closely monitored to measure the impact on priority areas.

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(viii) QIP

The VP provided a detailed summary report of the progress achieved to date with Faculty Teams to produce the SAR. She advised the team SARs have been produced and are currently being moderated, themes are being updated in the Aspect SARs to reflect the judgements in the team SARs.

Members received the feedback from the College's recent Quality Partner visit and noted the points raised and the actions identified will be reflected in the SAR/QIP to be presented to Curriculum and Quality on the 28th January 2021 for validation and approval.
In discussion members agreed the judgement for outcomes was more difficult this year due to Covid, however it was agreed that sequencing of assessments, particularly at L3 was an area to review and to improve upon for 2021. On a positive note members reflected on the improvements in performance this year for English and maths and H&SC vocational results. Apprenticeship overall and timely achievement continued to improve with strong outcomes.

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In discussion a member asked what interventions are being put in place for the 'at risk learners' and the VP explained the 1:1 contact by staff members to improve the student's engagement in college and online learning. This is closely monitored and where a student becomes absent again then further contact arrangements are put in place. A member asked if the approach was working and it was reported that attendance is improving albeit not to the same levels pre Covid, but the relentless approach is showing positive results.

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(ix) Headline Achievement

The VP reported Adult achievement has improved by 1.3%; 16-18 has declined by 6.1% and overall headline shows a decline of 3.6%. The VP explained to members factors that had affected headline achievement in 2019/20, including:

- Decline in achievement in Motor Vehicle, Construction and Accounting has resulted in a 3% impact on the headline data,
- Decline in College wide short qualifications that sit in Health and Social Care (HSC), ICT and Business had a 1.1% affect overall, with the greatest impact on Level 1.
- Decline in Level 3 in Construction, ICT, Business and Sport - the pass rate reduced in these areas in year, sequencing of the curriculum including assessment impacted on the ability to calculate grades.

The VP was pleased to report Apprenticeship overall achievement increased by 1.8% and remains significantly above the national average. Timely achievement also improved by 4.5% resulting in only 2.2% difference between overall and timely achievement, compared to 6.2% 2 years ago.

Noted Level 1 achievement had declined and this was in the main due to short qualifications not being achieved and a there had been a decline in Construction including Motor Vehicle and Skills and Employability.

(x) ALPS Report
The Deputy Principal had previously circulated to members a report that provided an update on ALPs for Level 3 learners doing General Applied qualifications. She advised the grades for those learners on level 3 General Applied courses are analysed through the mechanism of ALPs. However in 2019/20 due to the national lockdown in March all level 3 qualifications estimated grades had been submitted to individual Awarding Organisations and the estimated grades were based on current assessment evidence available by students at the time of lockdown.
Members considered the report and noted the actions being taken to improve future ALPs scores in the identified courses.

(xi) At Risk Report – Construction
A detailed report was presented to members to outline the processes in place to improve the Construction and Motor Vehicle which had remained an area 'at risk' since the previous year. The DP reported Task Force meetings had continued in 2020/21 and their frequency had increased to ensure sufficient opportunity to provide support and challenge. She advised the management team had changed significantly over the last year with the addition of a Director for Construction and Motor Vehicle, replacing the previous Head of Faculty, and a new Programme Leader for Motor Vehicle who had started in May 2020.
The DP explained a structural review was planned and with the current changes put in place improvements were beginning to show, however, further intense support and challenge would continue to get the Faculty to a sustainable position
A member observed the new Construction Centre provided the College with an excellent opportunity to showcase its future potential and it was agreed that an April 2021 launch would do just this.

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A member asked if the Construction Centre would be used full time from April and was advised September 2021 would see the first full year of delivery, whilst there was potential for Adult courses to be delivered from April 2021.

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A further question was raised relating to the face to face learning of L1 students and the need to get them on site to improve their outcomes. In response the DP reported the timetables for L1 had been changed to increase the number of face to face sessions and the catch up funding would be utilised to invest in additional teaching resources.

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(xii) Oldham College - College Improvement Report (Item 8.6)
The VP reported the College Improvement Partner had visited the college on the 4th and 5th November 2020 and a copy of her findings had previously been circulated to members for

consideration prior to the meeting. The report detailed the college's strengths and areas for further development. The Chair acknowledged the progress made in many areas, however she observed there remained a focus to improve English and maths outcomes and to do so attendance of E&M students must get better particularly in Construction.

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A member observed that functional skills qualifications online is difficult for some students who have no live teaching but are 'faced with a mountain of resources' and also for ESoL students. She asked what plans were in place to address this. The Vice Principal reported this had been identified as a priority and staff were reviewing delivery models to allow for some onsite lessons for these groups of students.

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The Chair observed that sequencing continues to be highlighted as an area of focus and asked that a report on progress on the matters raised by the CIP be presented in a robust action plan to support improvement and be reported at the next meeting.

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It was **RESOLVED** that:-
(i) Members received the reports as presented and,
(ii) a report on progress on the matters raised by the CIP be presented in a robust action plan to support improvement be reported at the next meeting.

30/20 **Project Update – Development of the College's Offer (Item 9)**
A detailed report had previously been circulated to update members on the work of the Strategic Group since the previous C&Q meeting.   The Deputy Principal reminded members the Strategic Group involved senior staff and members adding that good progress had been achieved looking at the development of the offer and curriculum in order to deliver the strategic plan.
The focus of the last meeting had been to consider the funding of the design, including barriers and opportunities. Mapping work had been completed to support this and the group will now review College policy to see how to move forward and approach the barriers and opportunities.
The Principal updated members on the announcement of the new Lifetime Guarantee for all adults seeking to do a Level 3 qualification, advising this will go live in March 2021 and it was important to consider integration of this into the planning process to ensure the College is equipped and ready to deliver.
A further discussion took place regarding T Levels and members were updated on the approach being taken by the college.
It was **RESOLVED** that members noted the report as presented.

31/20 **HE and Higher Skills**
HE Quality Report (Item 10.1)
The Vice Principal HE and Higher Skills had previously circulated a report that provided members with an update on the KPIs and Quality Improvement Plan. In summary:-
KPI headlines
- Reported 26 students progressed directly from Oldham College to UCO out of the 166 students enrolled on Foundation year and L4 courses

- Conversion rate of applications to enrolments has increased by 7%
- BAME, disability and care leavers numbers are consistent with previous years
- The proportion of females studying has consistently been higher than males but this year the gap is widening further with 71% female/29% male enrolments
- The most significant increase in enrolments is in the 30+ age group which demonstrates a steady rise of 10% over the last 3 years
- Following the previous year's 10% increase in students from disadvantaged postcodes there has been a slight decline (2%) in Oldham residents and postcode disadvantage (1%)
- Noted the number of under 21s has declined compared to previous year (from 21% to 17%).

Quality Improvement Plan

Members received the QIP which included the actions identified through the AER process, External Examiner reports, OfS Registration, TEF and NSS metrics. The VP advised that growth is a continuing aspiration for UCO and there is a new schedule of curriculum development in place for 2020/21 including Masters Level 4/5, full cost and a review of the creative courses.

In discussion a member observed that due to the current climate the competition is even greater and questioned whether an injection of investment into the marketing of UCO would assist. In reply the VP reported that this year's marketing campaign had in her view been the best for many years and that the Covid situation had unfortunately impacted on the numbers.

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A member asked that data be provided to members that demonstrates geographically where UCO students come from.

It was **RESOLVED** that:-

(i) member received the report as presented, and

(ii) A report be presented to the next meeting to show geographically where UCO students come from.

32/20   **UCO Annual Evaluation Reports (AER) and External Examiner Report 2019/20 (Item 10.2)**

A copy of the UCO Annual Evaluation Reports (AERs) had previously been circulated to members for consideration prior to the meeting. The VP advised the report details quantitative and qualitative data on each course, against the previous year's Action Plan, UCO KPIs at campus and College level, and feeds into reporting to Principalship, Governors and wider to our HEI partners, OfS and QAA.

The VP reported in detail the key themes and highlights. In summary:-

- Significant improvement in campus wide NSS score, placing UCO in the top 10% of providers nationwide with overall satisfaction rising from 84.25% in 2018-19 to 88.98% in 2019-20. 100% satisfaction for the FD Health and Social Care students in the NSS, for the second year running. Members noted this was excellent progress
- 63% of UCO Honours students achieving high classifications (First or 2:1) and 51% of UCO FD students achieving Distinction or Merit.

- 100% retention and achievement in Games Design, Performance, Photography top-up, Health & Social Care top-up, Early Years Foundation Year
- Increasing first-time pass rates across the majority of courses, including 100% first-time pass on most modules within Health and Social Care
- The continued development of the at-risk strategy and greater awareness of and support for at-risk students at all levels, saw the number of withdrawals after the census point fall from 63 in 2018-19 to 36 in 2019-20. In the context of the Covid-19 pandemic, this is a very significant achievement.

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

33/20 **Enrolment and Progression Report (Item 10.3)**

A report had previously been circulated that updated members on 2020-21 enrolments against target at University Campus Oldham and on internal progression figures from the College. The VP reported the external environment for student recruitment has been extremely challenging this year, in large part due to the impact of Covid. She added that the challenges presented by changes to A Level and BTEC results in August, and the removal of newly implemented Student Number Controls (SNCs), meant that local universities recruited significantly more students than they ordinarily would do which has impacted on UCO recruitment.

The VP reported overall the recruitment target has fallen year-on-year by 62 students, representing a 10% decline. The number of enrolled students has also fallen, but at a slower rate, falling by 51 students, representing at 7% decline on 2019-20.

Members considered those courses that had been suspended and the impact on staffing due to this and also noted that some courses had achieved recruitment targets such as Health and Social Care, Construction and Early Years.

It was also reported several courses recruited over target for second year groups, due to higher numbers of students repeating studies from the previous year.

Internal Progression

The VP reported 26 students had progressed directly to UCO HNC, foundation or honours degree courses from the College, which represents 16% of UCO's new Level 4 students (i.e. HNC, foundation degree or honours degree; excluding top-ups and teacher education). She added there has been a significant fall in the number of College students progressing directly to UCO, dropping 53% from 55 students in 2019-20, to 26 students in 2020-21

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A member asked how many OC students had progressed to HE and was informed 121 had continued into Higher Education in 2020.

A member added that again the constant review and implementation of marketing to prospective students was a priority, particularly to the local Oldham communities that make up the majority of the students.

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

34/20 **Student Experience Strategy (Item 10.3)**

The Student Experience Strategy had previously been circulated to members for consideration. The VP reported the Strategy forms part of UCO's Higher Education plan for

engaging with students, monitoring their feedback and creating multiple opportunities for input into their experience of studying at UCO. Additional consideration had been given to the impact that COVID-19 was having on their learning experience and their involvement in committees and Forums.

Members acknowledged the breadth of activities taking place to support student engagement and a member asked if students take up the offer. In reply the VP reported the virtual engagement this year has been creative and students have participated, although this can be seen in some faculties more than others. For many engaging in activities it improves their wellbeing and this can be seen with success in their studies.

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

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35/20   **Annual Reports from QIC/TALC/SEG (Item 10.5)**

The annual reports for each of the UCO committees which include the HE Quality Improvement Committee, Teaching and Learning Committee and Student Engagement Group were presented to members to provide an overview of work carried out by the Committees throughout 2019/20.

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

36/20   **Student Mental Health and Wellbeing Report (Item 10.6)**

The VP had previously circulated a report to members that provided an overview of both Disability and Mental Health and Wellbeing Support in the 2019-20 academic year. The VP informed members the report provided an update on student demand and engagement with the Health and Wellbeing Officer and the Disability Officer noting that demand on the service had increased compared to the previous year. The VP guided members through the report and the following points were noted:-

- In 2019-20, 179 students disclosed that they had a disability, an increase of 15% on the previous year.
- 75 students disclosed a concern about a specific learning difficulty. Of these, 41 were screened and others had a diagnosis in place;
- 57 students disclosed disabilities and claimed DSA (Disability Student Allowance) and all claims were successful.
- 1,321 appointments were booked between the two services, in comparison to 410 in 18-19, an increase to three times higher than the previous year.
- 6 Week Monitoring, Counselling sessions and Initial Wellbeing Assessments were delivered exclusively by the Health and Wellbeing Officer whilst DSA, Dyslexia and Reasonable Adjustments were delivered by the Disability Officer.
- 245 appointments were for mental health issues, 65 appointments for counselling, 60 six-week monitoring (form of counselling), 160 for dyslexia support and the remaining appointments for a variety of other reasons both disability and wellbeing.

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A member asked how the service at UCO joins with the OC team and was advised the UCO Disability Officer also takes on the role of Lead for Safeguarding at UCO and works alongside the OC Safeguarding Team to ensure consistency of approach.

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

37/20   **CEIAG Policy (Item 11.1)**
A copy of the CEIAG Policy was presented to members for consideration. Members noted the policy and approved it with no changes.
It was **RESOLVED** that members approved the CEIAG Policy as presented.

38/20   **Workplan 2020/21 (Item 12)**
A copy of the Workplan for 2020/21 was presented to members for information.
The Chair asked that reports continue to explore and document the way in which Covid has   C impacted on curriculum and quality and include measures taken to improve the position.
It was also agreed that reports be presented to the committee on policy changes as and when appropriate.
It was **RESOLVED** that members noted the Workplan.

39/20   **Dates of the next meeting**
28 January 2021 at 4.00pm – 6.00pm

Meeting closed at 6.55pm

Minutes Approved: Signed _____   Date _____
                                       Chair

Rolling Action List from the C&Q Committee held 17 November 2020

Meeting Date & Item No.	Rolling Action List *(Outstanding actions from previous meeting(s) to be carried forward, listed below, and not removed until completed/closed.)*	Actionee	Reported as Completed at meeting of
06 10 20 Min 6/21.1	**ALPs Report** A further report be presented to the November 2020 meeting.	HG	17 11 20 Min 29/20 (x)
06 10 20 Min 6/20.2	**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	HG	17 11 20 Min 29/20 (xii)
06 10 20 Min 6/20.3	**Safeguarding and Wellbeing Report** Comparison report with other colleges to be made available that compares the number of referrals, faculties and gender. Reported that this information is difficult to obtain, therefore alternative methods to get the data is being explored.	RH	17 11 20 Min 27/20
06 10 20 Min 7/20	**Safeguarding and Child Protection Policy** The DSL to consider the referencing of COVID-19 throughout the policy and report back on any proposed changes	RH	17 11 20 Min 28/20
06 10 20 Min 9/20	**2019/20 Outcomes Update – Predicted Achievement** (i) A full report detailing intervention and support sequencing, what has changed and the predicted impact on students be reported to the November meeting, **(iii)** A report detailing the risks in Construction be presented to the November meeting to update members on context, issues and actions planned.	HM	17 11 20 Min 29/20
06 10 20 Min 10/20	**Project Update – Development of the College's Offer** A further report to inform members of progress including action plans be presented to the next meeting	DW	17 11 20 Min 30/20
06 10 20 Min 17/20	**UCO Achievement and Retention Data** Final data report to be presented to the November meeting	HM	17 11 20 Min 31/20
17 11 20 Min 28/20	**Safeguarding and Child Protection Policy**	DW	

	Recommended approval of the Safeguarding and Child Protection Policy to the Corporation.		
17 11 20 Min 31/20	**UCO QIP** A report be presented to the next meeting to show geographically where UCO students come from.	HM	
17 11 20 29/20 (xii)	**CIP Report** A report on progress on the matters raised by the CIP be presented in a robust action plan to support improvement be reported at the next meeting	HG	
17 11 20	**HE Summary Report** A summary of the HE reports to be presented at each meeting	HM	