

## OLDHAM COLLEGE

### CURRICULUM & QUALITY COMMITTEE (including members of the Corporation)

#### Minutes of the Meeting held 28 January 2021

<b>Present:</b>	Anne Gornall	Governor (Chair) (C&Q member)
	Lorna Unwin	Governor (Vice Chair) (C&Q member)
	Alun Francis	Governor (Principal) (C&Q member)
	Richard Guy	Governor (C&Q member)
	Bob Harrison	Governor (C&Q member)
	Shaid Mushtaq	Governor (C&Q member)
	Michael Jackson-Leafield	Staff Governor (C&Q member)
	Jonathan Edwards	Governor
	Graham Bradbury	Staff Governor
	Shauna Dixon	Governor
	Sue Kershaw	Governor
	Nigel Newton	Governor
	Laura Smart	Governor
	Jane Shelton	Governor
	Andrew Swain	Governor
Dawn Torrington	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
	Lisa Liddy	Director of Apprenticeships and WBL
	Jess Criswell	Assistant Principal C&L
	Alan Benvie	Assistant Principal Foundation Learning and Student Support
<b>Apologies</b>	Katrina Hann	Governor

#### **40/21 Welcome and Declaration of Conflicts of Interests**

The Chair welcomed all members of the Corporation to the meeting of the Curriculum and Quality Committee.

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

#### **41/21 Apologies**

Apologies for absence had been received and accepted from Katrina Hann.

**41/21 Minutes of the previous meeting**

The minutes of the meeting held on 17 November 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.

**42/21 Matters Arising from the Minutes**

None reported

**43/21 Rolling Action List Update**

**1. 17 November 2020 – Safeguarding and Child Protection Policy**

Recommended approval of the Safeguarding and Child Protection Policy to the Corporation at its December meeting.

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

**2. 17 November 2020 – UCO QIP**

A report be presented to the March meeting to show geographically where UCO students come from.

It was **RESOLVED** this action remained outstanding.

**3. 17 November 2020 – CIP Report**

A report on progress on the matters raised by the CIP be presented to support improvements.

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

**4. 17 November 2020 – HE Summary Report**

A summary of the HE reports be presented at each C&Q meeting.

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

**44/21 Project Update – Development of the College’s Offer (Item 10)**

The Deputy Principal introduced the item advising the final report of the Strategic Group including proposals had previously been circulated to members for consideration and comment.

The Chair of the Strategic Group, governor Richard Guy, guided members through the report and the 15 proposals detailed in the report.

In summary, it was highlighted consideration had been given to the implications of the strategic plan to ensure the proposals were made around the whole curriculum design and the programme offer of the College. In considering each proposal the group had been clear on the learning outcomes which College sought to deliver adding that these stemmed from the Strategic Plan which describes the College as the ‘Professional and Technical College’ in Oldham.

A detailed discussion took place and members reflected on the report as follows:-

- Proposals 1,2,4,6 – Members observations – regarding placing students into employment and the collation of destination data – governors reflected there were implications on the resourcing and structure for the college.

Is it realistic that all students will achieve their preferred outcome? Members discussed the approach of an enhanced CEIAG offer and increased apprenticeship programmes. A member reflected on the risks associated with scaling up provision and the resource required adding there needs to be mitigation factored in should there not be the required number of employers to meet demand. The Deputy Principal provided clarity on the proposed approach to be taken including building the capacity of employers due to the introduction of T Levels. C

- Proposals 3,5,7,8,9,10 and 11 – A discussion pursued and a member referred to the curriculum offer and the need to incrementally increase the offer. It was also noted that some areas the college would choose not to grow and discussions with other colleges would take place to maximise our own specialisms and growth areas. A member observed there is a need to consider equal opportunities as part of the curriculum planning to ensure barriers are broken down. C  
A member considered the demands on faculties and whether staff would have broader responsibilities to deliver the proposals. In answer the Principal added there would be an impact on resources and the next stage would be to present the draft implementation plan which will set out the resourcing plan and priorities for next year. Q
- Proposals 13, 14 and 15 – members confirmed the pilot of a fully integrated delivery model for Construction. Consideration was given to the rebranding of the college and it was agreed a proposal including costings be drawn up and presented to governors. C

The Chair thanked SLT for the presentation of the report and the contribution made by governors. Members confirmed their approval to the 15 proposals as presented.

It was agreed the next stage would be to draft the implementation plan and present to the Spring cycle of meetings, with the final plan being presented to the governors in June.

It was **RESOLVED** that governors approved the 15 proposals as detailed in the Development of the College's Offer report.

#### **45/21 HE – Variation to Access and Participation Plan (Item 12)**

The Vice Principal for HE and Higher Skills had previously circulated a report that provided members with information on variations required to the Oldham College Access and Participation Plan. The details of the variations were provided and noted, advising that following discussion with the Office for Students (OfS) the variations specifically mentioned in the enhanced monitoring notice should be addressed in Spring 2021 rather than January 2021 (alongside the monitoring return for the 2019-20 APP) and it had been confirmed that there should not be an application for a variation to the plan for the various elements self-identified in the original plan. However it was reported a request for variation should be made for elements of the plan and these were reported in full.

In discussion a question was raised relating to the APP and funding and particularly what had been the impact of spend, how could the College demonstrate widening participation, and examples of ways in which the gaps as set out in the APP were being reduced/improved. It was agreed information would be presented to the March meeting. Q

It was **RESOLVED** that members noted and approved the variations to the APP as presented.

#### **46/21 SAR and QIP Validation (Item 13)**

A copy of the Self Assessment Report for 2019/20 and appendix detailing the outcomes for 2019/20 had previously been circulated to members for consideration prior to the meeting. The Vice Principal sought and obtained the Corporation's permission to guide members through the headline data using a PowerPoint presentation made available at the meeting. In summary:-

The VP provided the rationale for the grades presented noting;

- Leadership and Management and Quality of Education - Intent and Implementation are good as confirmed by the CIP
- Support for learners including High Needs has been extensive and ensured a narrow gap in achievement for at risk learners.
- The judgement for Impact was more difficult this year, consideration had been given to identify what had been an unavoidable consequence of Covid 19, and also what should or could have been an avoidable impact on outcomes for learners.

Strengths;

- Leaders' and staff responded effectively to the pandemic
- Leaders' commitment to improvement and CPD, including TfD had not wavered.
- Further development of strong employer and local partner relationships supports the curriculum.
- Investment in additional high quality learning environments supports the ambition of providing outstanding learning.
- Governor involvement in curriculum developments has further enhanced alignment to sector skills needs and national policy and has reaffirmed Intent.
- Strong support for emotional wellbeing of learners
- Apprenticeship achievement was good

Whilst recognising the significant number of key strengths the Corporation's attention was drawn to the following key areas for improvement in overall effectiveness;

- Improve **attendance and engagement**, particularly online and in English and maths.
- Focus on curriculum design to ensure **sequencing** of the Knowledge, Skills and Behaviours required for progression, and ensure timely assessment.
- Ensure that **CPD** is effective in supporting staff to deliver in a blended learning environment.
- Development of **industry standard skills** including workplace skills to support strong progression rates.
- Facilitating the earliest possible return to face-to-face learning, with particular priority for those learners who need to develop practical skills.
- Improve **construction** delivery and results.
- Improve communication with learners and parents.
- Increase the proportion of higher achieving applicants with the potential to study at Level 3 and above
- Further develop sector curriculum models

During discussion members commented favourably on the transparency of the report which sited strengths and areas of development and focus and highlighted areas for improvement. A member commented that whilst the report provided information on the impact of Covid, what lessons have been learnt to affect changes to implementation and impact going forward. In response the VP provided examples relating to the stronger sequencing of learning and assessment in some areas, particularly at L3. Also the lockdown directly affected at risk

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Q

learners and a proactive approach to pastoral support and providing resources to students have been lessons learnt and will be embedded into future plans.

The Chair asked for comments / questions and in discussion the following points were raised:- Q

- Consideration was given to the Headline Achievement RAG rating and a member questioned the overall judgments based on this data referencing a decline in 16-18 and All compared to 2018/19. In reply the DP reported that where decline in outcomes have occurred this has been balanced with a number of factors including timing of short qualification and sequencing of knowledge and skills. Notably the decline in Motor Vehicle, Construction and Accounting had an impact of 3% on headline, whilst the short qualifications that sat within H&SC, ICT and Admin also impacted overall by a further 1.1%. Taking these out of headline would show 86.6% overall achievement rate which is in line with 2018/19 and national average.
- In response to lessons learnt the VP reported that whilst some tutors had found blended learning easy others had found it more difficult and gave the example of Construction where CPD had assisted tutors to deliver teaching and learning in different ways to improve their personal styles Q
- A member asked if there were examples where online learning had been successful and was advised there had been strong improvements in performance in English and maths overall and H&SC had improved their vocational results
- The VP recognised the positive work of the Safeguarding team and its integration with stakeholders and partners advising there has been a need to constantly review and make decisions to assist students in very difficult situations.
- A member observed that whilst some students join the college with low GCSE grades, the ALPS score demonstrates, for some, that they achieve well whilst at the college, however it would be useful to explore where interventions have been identified for students where there added value score may not be being achieved. C

The Chair concluded that a further session, supported by the College Improvement Partner and including the Chair of the Corporation and Chair of C&Q, to fully understand and be confident with the data presented takes place week commencing 8 February 2021 to enable an informed decision to be made on the judgments presented in the SAR.

Members supported the proposal and suspended judgment until after the proposed meeting. It was **RESOLVED** a further session to review the SAR, supported by the College Improvement Partner and including the Chair of the Corporation and Chair of C&Q be scheduled for week commencing 8<sup>th</sup> February 2021.

#### **47/21 Safeguarding and Welfare Termly Report (Item 14)**

A copy of the Safeguarding and Welfare Update Report had previously been circulated to members for consideration. The Deputy Principal guided members through the report noting there has been a decrease in the number of referrals to the Team compared to the previous year, with 316 referrals YTD compared to 345 LYTD. A member observed that whilst the numbers were lower this would be due to students not being on site and therefore it was important other ways of identifying where help was needed was essential. The DP advised the safeguarding and welfare teams were operating business as usual with Welfare officers still conducting 1:1's remotely with positive student engagement. C

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

**48/21 Workplan 2020/21 (Item 15)**

A copy of the Workplan for 2020/21 was presented to members for information. Members noted the changes to the reporting sequence as documented.

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

**49/21 Dates of the next meeting**

23 March 2021 at 4.00pm – 6.00pm

**Meeting closed at 6.55pm**

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

Date \_\_\_\_\_

**Rolling Action List from the C&Q Committee held 28 January 2021**

<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>
17 11 20 Min 28/20	<b>Safeguarding and Child Protection Policy</b> Recommended approval of the Safeguarding and Child Protection Policy to the Corporation.	DW	28 01 21 Min 43/21 (i)
17 11 20 Min 31/20 28 01 21 Min 43/21 (ii)	<b>UCO QIP</b> A report be presented to the next meeting to show geographically where UCO students come from.	HM	
17 11 20 29/20 (xii)	<b>CIP Report</b> 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	28 01 21 Min 43/21 (iii)
17 11 20	<b>HE Summary Report</b> A summary of the HE reports to be presented at each meeting	HM	28 01 21 Min 43/21 (iv))
28 01 21 Min 44/20	<b>Project Update – Development of the College’s Offer</b> Draft the implementation plan and present to the Spring cycle of meetings, with the final plan being presented to the governors in June.	DW	
28 01 20 Min 45/20	<b>UCO - APP</b> With regards to the APP and funding what has been the impact of the spend, how could the College demonstrate widening participation. Provide examples of ways in which the gaps as set out in the APP are being reduced/improved. It was agreed information would be presented to the March 2021 meeting	HM	