OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 6 October 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

1/20   Election of Chair

The Clerk opened the meeting and asked for nominations for the Chair of the Committee for 2020/2021. Shaid Mushtaq nominated Anne Gornall which was seconded by Bob Harrison.

There being no other nominations it was **RESOLVED** that Anne Gornall was elected as Chair of the committee for 2020/2021.

Anne Gornall took the Chair

Election of Vice Chair

The Chair asked for nominations for Vice Chair of the Committee for 2020/2021. Bob Harrison nominated Lorna Unwin which was seconded by Shaid Mushtaq.

There being no other nominations it was **RESOLVED** that Lorna Unwin was elected as Vice Chair of the Committee for 2020/2021.

2/20   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.

3/20   Apologies

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

4/20   Minutes of the previous meeting

The minutes of the meeting held on 23 June 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.

5/20   **Matters Arising from the Minutes**
None

6/20   **Rolling Action List Update**
1. 23 June 2020 Min 78/19.1 - ALPs Report
A further report be presented to the November 2020 meeting.
It was **RESOLVED** that this action was not complete.

2. 23 June 2020 Min 78/19.2 – 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 not complete

3. 23 June 2020 Min 78/19.3 – 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.
It was **RESOLVED** that this action was not complete and alternative approaches be explored to see if this data is available.

7/20   **Safeguarding and Welfare Annual Report 2019/20 (Item 7)**
A copy of the Safeguarding and Welfare Annual 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 had been a significant increase in the number of referrals to the Team compared to the previous year, with 188 referrals to the Welfare Team and 332 safeguarding referrals.
- Noted the Team had supported each referral that came through, using short/medium/long term action plans depending on level of need, working collaboratively with multi-agencies, with parents/carers, with the student voice being central to these discussions and they have advocated for students when they cannot themselves
- Consistent engagement continued throughout the lockdown period, and had continued into the next transitional period for the students
- 175 staff members attended a 3 hour COVID Recovery session delivered by Trauma Informed Schools UK
- The DSL was pleased to report there are now 10 fully qualified Mental Health First Aiders based at both College and UCO sites.

- The Welfare team have developed into their roles and are a great support to students helping them build resilience, raise confidence/self-esteem, regulate emotions, and teaching them to recognise triggers and implementing coping strategies
- A range of transition work has taken place with Oldham's Youth Justice team including time efficient information sharing, multi-agency meetings and the setting of appropriate and realistic actions
- The DSL reported the transition work for students moving from school to college had been successful this year despite the lockdown with case conferences continuing to take place.

16:10 Mike Jackson-Leafield retired from the meeting

A discussion followed and questions asked relating to improved outcomes that could be measured due to the practises put in place to assist students that had received support. The VP for Quality provided evidence to demonstrate the improved outcomes for students that had entered the college 'at risk'. She reported improvements in attendance, behaviour and milestones.
However the VP added there continued to be a differential between those students coming into college who are 'at considerable risk' and interventions to support these young people were a priority.

16:15 Mike Jackson-Leafield and Richard Guy joined the meeting

A member asked if the situation with Covid had placed added pressure on staff. In reply the DSL advised as the situation continues to restrict student's normal lives there is a high likelihood the number of students coming forward for support will increase. She reported that staff development and CPD would assist staff to have the necessary tools to help students.

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 members attention to the changes which related to the COVID-19 Annex. Members reflected on the changes and a discussion took place and it was agreed the impact and effective safeguarding arrangements should consider, reference and set guidance in the context of COVID-19 throughout the policy.

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, subject to the DSL considering the referencing of COVID-19 and reporting back to committee on any proposed changes.

16:22 Rebecca Hirst retired from the meeting

8/20   FE and Apprenticeship Quality Summary Report (Item 8.1)

The Vice Principal Strategy and Quality had circulated a detailed report prior to the meeting that informed members where possible of comparator data, whilst recognising that this is not a "normal" year. The report also detailed the changes put in place to monitor attendance, plan contingencies for ongoing disruption to assessment and exams and the support to staff.

Members were advised that whilst data continued to be analysed for the start of the year there were a number of emerging themes to highlight:-
- It was noticeable that the cohort was changing with more disadvantaged, lower prior attainment students, however the L3 provision had increase
- Recruitment showed an increased in the share of the Oldham school leavers, and increased conversion from application to enrolment.
- No show and withdrawals were broadly in line with last year.
- Attendance rates were lower by every measure and robust actions had been implemented to improve the position.
- Reported that interesting patterns were beginning to emerge in terms of learner engagement with Google Classroom with out of hours activity significant at around 30%. These were being closely monitored to ensure targeted actions could be taken where students were not accessing Google Classroom.

A member asked what feedback had been received from students on the quality of the on-line resources and the VP confirmed that students were informing tutors they felt the   Q experience was good and welcomed the support they had received from staff.

KPI Headlines

The VP reported the final 2019/20 KPI report and the proposed targets for 2020/21 would be presented at the November meeting.

The following data was made available to members:-

- Postcode disadvantage had increased from 58% in 2018/19 to 69% in 2019/20
- BAME increased from 48% in 18/19 to 50% in 2019/20, the current 2020/21 figure is 52% (FE 61%)
- Our share of Oldham school leavers increased last year from 23.9% to 25.5%.
- The % of learners entering with 5 good GCSEs on entry fell from 18% to 12% in 2019/20.
- The conversion rate from application to enrolment increased from 48% in 2018/19 to 50% in 2019/20 and is currently 54% in 2020/21.
- L3 as % of enrolment has remained static at 31% for some years, in 20/21 it is currently 32% (16-18 40%)

A detailed discussion ensued and a questions / comments were raised:-
- A member reflected that whilst the number of students joining the college with good GCSEs has reduced from 2019 to 2020 (indicator of 5 good GCSEs), those with lower attainment continue to progress through to L3.

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- A member observed there was further work to do with parents and the community to educate them on the advantages of a vocational route post 16
- It was agreed that conversation and promotion of T Levels with prospective students, parents and stakeholders was essential to develop the understanding of a vocational education
- A member asked what had been done differently to improve the number of students enrolling from Oldham schools this year. In reply the VP reported the approach had changed and interviews and offers had been made in the school setting, resulting in the conversion of offers to enrolment increasing.

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- A member commented there may a fall out of students from sixth form colleges in the coming months and the college should have strategies in place to take these

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- A further observation was made relating to school's approach to careers and further education advice, stating often young people are told not to decide their direction of travel until later and to keep their options open, resulting in decisions being too late and taking the wrong qualifications. It was agreed that good careers advice was essential.

Blended Learning

The VP provided a detailed report to members on the approach the College had taken to blended learning. She advised all full-time courses and the majority of Apprenticeship programmes had their own Google Classroom set-up for students to access as part of the College's Blended Learning delivery. It was reported extensive bespoke training had been completed in Faculty/Sectors during June and July and time had been given to staff to prepare their resources for the start of the academic year.

Quality

The VP updated members on the monitoring arrangements in place to ensure quality is consistently applied across Faculties/Sectors. She advised every Google Classroom had been rated Red, Amber, Green in relation to content.
It was reported currently there are 80% of Classrooms in the Green category with 5% assessed as Red.
A member asked what procedures are in place to improve those in the Red category and was advised these members of staff are being supported by the Advanced Practitioners to develop more interactive and engaging content for their students.

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Collaborative Projects

The VP updated members on two major projects aimed at developing and improving the student experience and overall outcomes. The first is the continuation of the national **EdTech Demonstrator scheme**, working with Basingstoke College of Technology to learn from their experiences of developing and delivering an online curriculum, the second is with **Greater Manchester – Digital Learning project which** involves the nine GM colleges. This project is funded by the DfE and aims to develop Blended Learning CPD

programmes to enable tutors to develop their digital skills and expertise in delivering online learning.

Members were pleased to see the college's involvement in both projects and agreed both would enhance the college's capabilty, knowledge and expertise.

Supporting Teaching, Learning & Assessment

The VP reported the College currently has six advanced practitioners who support tutors and tutor assessors to ensure they have a secure knowledge of the teaching for distinction concept, two of the six are new to the role and will be supported during their trainee year.

Managing for Distinction programme

The VP updated members on the Managing for Distinction programme, advising the programme is available for all members of staff with a responsibility for improving the quality of teaching. This includes staff with education roles on SMT, Heads of Faculty, Programme Leaders and Advanced Practitioners. A member commented that it was important all staff engage in such CPD opportunities and felt the approach described was excellent.

The VP continued and reported the College's new performance management and development system supports outstanding teaching, learning and assessment and demonstrates a commitment to a purposeful curriculum and to evidence based practice around retained skills, knowledge and behaviours. Members noted the approach being taken and welcomed further reports that would demonstrate impact on teaching and learning.

The Chair thanked the Deputy Principal and Vice Principal for the report.
It was **RESOLVED** that the report as presented was received by members.

9/20   **2019/20 Outcomes Update – Predicted Achievement (Item 8.2)**

A report had previously been circulated to inform members of the prediction of achievements for 2019/20, noting that a report with the final results would be presented to the November meeting.

The VP for Quality and Strategy reported on the process put in place by the DfE and Ofqual when coronavirus put colleges into lockdown in March. She advised this included a mixture of vocational qualifications, GCSEs and functional skills, and some apprenticeship qualifications and centres were to use 'banked' assessments towards qualification final grades.

The VP reported the impact of the adopted national approach which varied by qualification type, and she highlighted a number of issues, in summary:-

- **English and maths**- see minute 11/20
- **Level 1** – Reported that lower level learners often require additional support during the last term to ensure they achieve. The timing of lockdown had an impact on the amount of intervention possible, and there was insufficient evidence to support a calculated grade.

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A member asked what has been put in place to ensure additional support and interventions are more timely? In response the VP reported a review to sequencing for both the curriculum and assessment to ensure earlier achievement of qualification milestones is a priority foe 2020/21.

Level 3 – The VP reported there has been slight reduction in achievement. It was reported a review of wider curriculum design work was planned to improve achievement.   Of note, Caring Professions L3 achievement is predicted to increase by 9%, whilst Digital and Creative and Construction are predicting lower achievement.

- **Short qualifications** –It was reported too many were short qualifications were planned for the later part of the programme, with a significant number of exams booked in the week following lockdown and therefore not completed.
  A member asked the impact on outcomes and it was reported some learners who return this year are able to complete qualifications, however those who have not returned have a negative impact on results.   C

  A member observed that end point assessment does impact negatively for some students and asked what the college was doing to help these students? The VP reported the review of sequencing will reintroduce the whole assessment approach which will assist.   Q

- **Apprenticeships** – reported the College switched to the new standards slightly later than other organisations and therefore the outcomes have not been impacted. The VP was pleased to report that overall outcomes were positive. The VP reported the pace of change in Construction continues to be an area of focus and risk. A report will be presented to the November meeting to update members on context, issues and actions planned.

The Chair concluded the impact of sequencing of interventions and support requires attention and requested a full report detailing sequencing, what has changed and the predicted impact on students be reported to the November meeting.   C

It was **RESOLVED** that:-
(i) members received the report as presented
(ii) a full report detailing 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.

10/20   Project Update – Development of the College's Offer (Item 8.3)
A detailed report had previously been circulated to update members on the work of the Strategic Group that had taken place to date to review and develop the Colleges offer. The Deputy Principal reported the Strategic Group involved senior staff and members. Good progress had been achieved looking at the development of the offer and curriculum in order to deliver the strategic plan.   The areas of discussion and further development included:-
1. The offer in terms of pre-vocational/pre-occupational programmes, occupations, client groups and levels

2. Geographical Coverage
3. The curriculum model(s)
4. Funding the curriculum design(s)
5. Resourcing the curriculum
6. Employers
7. Implications for the organisation
8. Rollout

Members noted the report and progress achieved to date and the introduction of the concept of the Framework of 15 Routes (grouping related occupations together) including the related Occupational Maps.

It was **RESOLVED** a further report to inform members of progress including action plans be presented to the next meeting.

11/20   **English and Maths Strategy (Item 9)**

A report had previously been circulated to members that provided a detailed update on the implications of the current English and Maths Strategy, the 2019/20 English and maths performance and achievement and commented on key considerations to inform the 2020/21 strategy.

The VP Quality and Strategy guided members through the report advising the current strategy was designed to enable students to achieve the most appropriate qualification to support their progression aim, whilst recognising the need to ensure the condition of funding rules are adhered to. She added this sometimes meant there was a tension between the most appropriate qualification for the student and their progression aim and the implications for headline achievement data, the progress measure and performance tables.

The VP reported, in considering the 2020/21 English and Maths Strategy it was important that members were fully sighted on the national policy, functional skills reforms and condition of funding rules. She added it was also important that the potential implications of the current strategy in terms of achievement and performance table scores were fully understood and considered alongside the needs and progression aims of all of our students. It was reported it was also imperative for 2020/21 to consider the risks associated with the current delivery model that has been introduced in response to the pandemic.

A discussion took place and a member observed the sequencing of delivery looked 'back   C
loaded' and asked if this would be reviewed in light of the previous discussion and the VP reported the strategy is learner focussed and bespoke to learner needs, however consideration would be given to the timing of support and interventions.

It was **RESOLVED** that members approved the strategy as presented.

12/20   **HE and Higher Skills (Item 10)**

13/20 **Curriculum Development Plan and Delivery Update (Item 10.1)**

The Vice Principal HE and Higher Skills had previously circulated a report that provided members with the proposed curriculum developments for UCO and also provided an update on proposed delivery models during 2020-21, in light of the Coronavirus pandemic.

The VP informed members of proposed new provision for 2020 noting there had been a focus on revaluating provision moving to Open University (OU) from Bedfordshire and a focus on developing Level 4 and 5 provision.

The VP reported progress had been achieved with the new OU programmes and positive outcomes had been achieved with the HNC students, many of which had chosen to continue at UCO to complete the HND.

The VP summarised the impact of Covid, reporting Level 3 completions had been impacted, resulting in some students not able to progress to Level 4.

A member asked what support has been put in place for these students and was assured Q
that where possible students are being supported and it is hoped that a January start cohort at Level 4 may be feasible.

The VP added due to the Covid-19 situation, approval of the higher apprenticeship in children, young people and families had been delayed and members were informed of those of courses that had not recruited sufficient numbers and would therefore not run this year. These were noted.

The VP briefed members on the planned Curriculum Development beyond 2020-21 advising a number of longer term curriculum developments were planned, aligned to the College strategic plan and the skills needs and employment growth within Oldham and GM and these were noted by member.

It was **RESOLVED** that members received the report and noted the changes to the Curriculum Plan for 2020-21.

14/20 **Blended Learning Framework (Item 10.2)**

The VP had previously circulated a summary report on the blended learning framework established at UCO in response to COVID-19. She advised the Blended Learning Framework (BLF) has been developed to provide support to all academic staff to develop a coherent and thoughtful integration of digital technologies with face-to-face delivery to enhance, innovate, and transform all aspects of teaching, learning and assessment to ultimately ensure an excellent student experience at UCO during the climate of COVID-19.

A detailed discussion took place and a member observed it was an excellent framework C
and very aspirational. However a question was raised relating to Moodle and its Q
compatibility with the delivery model.

A member asked how the framework and its delivery model had been communicated to Q
staff and the VP reported planned sessions had taken place throughout the summer and there were plans to identify Moodle champions to assist staff further.

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

15/20   **NSS Results 2020 (Item 10.3)**

A report providing a summary of the National Student Survey (NSS) results for 2020 had previously been circulated to members for consideration and comment. The Vice Principal HE and Higher Skills introduced the report advising the NSS forms part of Oldham College's Higher Education key information set and is an external indicator of performance within the sector.

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

- The Overall Satisfaction of students surveyed at OC in 2020 was **89%** - 6.3% above the sector average of 82.7%, and the highest satisfaction result received by the College to date.
- 89% overall satisfaction puts OC on par with the best rated Higher Education institutions in the Country.
- OC outperformed all our Partner Universities and local competitors in the majority of areas.
- The results achieved for 'Learning Opportunities', 'Organisation & Management' and 'Student Voice' were highlighted by the OfS as scoring significantly above benchmark.
- In comparison to the sector, OC outperformed in every area except 'Learning Resources'.
- Course specific action plans are in place for areas falling below the OC average results.
- Monitoring is in place to ensure early indication of Covid-19 impact on 2021 NSS Results.

In discussion it was agreed that whilst the results were excellent this was not reflected in the student numbers and agreed the relentless communication and PR work was essential to grow numbers.

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

16/20   **Partner University Update** **(Item 10.4)**

A report had previously been circulated to members that provided an update on UCO partners. The VP summarised the key points from the report.

- University of Bedfordshire (UoB) – reported the partnership with the UoB will end this year.
- Open University (OU) - formal approval of the OU partnership and new courses was received in late June 2020. The courses have started with intakes in all three years, as UoB students have transferred into Year 2 and 3.

In discussion a member invited observations for the VP on the relationship with SHU and the VP assured members there was a strong affiliation, particularly with curriculum planning, close links at course level, adding they are a key partner with the development work of the higher apprenticeship offer.

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

5.33pm Bob Harrison retired from the meeting

17/20   **Provisional Retention and Achievement Report (Item 10.5)**
A report had previously been circulated that provided members with the provisional retention and achievements rates for 2019-20. The VP reported that whilst considering the report the content should be viewed in the context of the Coronavirus pandemic. She advised members of the procedures that had been put in place post lockdown which included all teaching and support activities moving online and the impact the changes had on some students' achievement.
It was reported the predicted achievement is 76% compared to 77% in 2018-19, whilst the predicted pass rate is 89% compared to 92% in 2018-19. Final outcome data will be presented to the November meeting.

The VP continued and reported retention had increased by 1% compared with 2018-19, continuing the improving trend adding that whilst the increase is small, it is testament to the support provided to students by the academic and professional support team, particularly since the move to online learning in March.

It was **RESOLVED** that members received the provisional data report and requested final data be presented to the November meeting.

18/20   **UCO Quality Report and HE Reportable Events (Item 10.6)**
The VP provided a summary of the external quality assurance requirements and the UCO Quality Monitoring KPI report. In addition a copy of the report to the OfS reporting the closure of courses due to low numbers was presented for information. Members noted the current HE numbers of 585 (515 FT and 72 PT) noting this is a revised target with the closed course years removed.
It was **RESOLVED** that members received the report as presented and noted the report to the OfS.

19/20   **Annual Report of Complaints and Compliments Received in 2019/20 (Item 11)**
The Deputy Principal had previously circulated a report that detailed the number of complaints received in 2019/20, noting the actions taken and the outcome.
Members noted the report as presented.

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

20/20   **Policies**
20/20.1 Assessment Policy (Item 12.1)
A copy of the Assessment Policy was presented to members for consideration. Members noted the policy and approved it with no changes.
It was **RESOLVED** that members approved the Assessment Policy as presented.

20/20.2 <u>Student Behaviour Policy</u> (12.2)

A copy of the Student Behaviour Policy was presented to members for consideration. Members noted the policy and approved it with no changes.

It was **RESOLVED** that members approved the Student Behaviour Policy as presented

21/20   <u>Workplan 2020/21 and Committee Terms of Reference</u> (Item 13)

A copy of the Workplan for 2020/21 and Committee Terms of Reference were presented to members for information. It was noted that the reports requested for the November meeting will be added to the report following the meeting.

Members noted the TOR as presented.

It was **RESOLVED** that members noted the Workplan and TOR as presented.

22/20   <u>Dates of the next meeting</u>

17th November 2020 at 4.00pm – 6.00pm

Meeting closed at 6.55pm

Minutes Approved: Signed _____   Date _____
                                               Chair

Rolling Action List from the C&Q Committee held 6 October 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	
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	
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	
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	
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	
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	
06 10 20 Min 17/20	**UCO Achievement and Retention Data** Final data report to be presented to the November meeting	HM	