

# OLDHAM COLLEGE

## CURRICULUM & QUALITY COMMITTEE

### Minutes of the Meeting held 15 October 2024

|                       |                 |                                      |
|-----------------------|-----------------|--------------------------------------|
| <b>Present:</b>       | Anne Gornall    | Governor (Chair)                     |
|                       | Paul Axon       | Governor                             |
|                       | Simon Jordan    | Governor (Principal)                 |
|                       | Joshua Bellot   | Student Governor                     |
|                       | Shaid Mushtaq   | Governor                             |
|                       | Michelle Royle  | Staff Governor                       |
|                       | Carol Whitworth | Governor                             |
|                       | Karen Wright    | Governor                             |
| <b>In Attendance:</b> | Janet Frost     | Clerk to the Corporation             |
|                       | Rachel James    | Deputy Principal                     |
|                       | Heather Green   | Deputy Principal (Interim)           |
|                       | Susan Holden    | Asst. Principal HE and Higher Skills |

### Apologies

#### **1/24 Welcome and Declaration of Conflicts of Interests**

The Chair welcomed all members to the meeting.

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

#### **2/24 Apologies**

There were no apologies for the current meeting.

#### **3/24 Minutes of the previous meeting**

The minutes of the meeting held on 2 July 2024 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.

#### **4/24 Matters Arising from the Minutes**

None reported

#### **5/24 Rolling Action List Update**

None to report.

## **6/24 Safeguarding and Welfare Annual Report 2023-24 (Item 6)**

A copy of the Safeguarding and Welfare Annual Report had previously been circulated to members for consideration. The Interim Deputy Principal (IDP) guided members through the report and drew members attention to the following:-

### **(i) Referral Numbers**

Over the last three years, there has been a significant increase in referral numbers. Of the 1,423 total referrals in 23-24, 872 were safeguarding referrals and 552 were welfare referrals.

In previous academic years, referrals were evenly split between safeguarding and welfare. However, safeguarding referrals now exceed welfare referrals by 321, marking a steady trend throughout the year.

### **(ii) Safelives Independent Domestic Violence Advisor (IDVA) Qualification**

Four team members have completed the Safelives IDVA qualification. This training was conducted in collaboration with external colleagues in Oldham to enhance the Domestic Abuse support services available in the area.

### **(iii) Partnership with Community Safety Teams**

Continued partnership efforts with the Community Safety Teams and Oldham Sixth Form College have led to the creation of safe and welcoming spaces at the Tram stops for both new and returning students.

### **(iv) Safeguarding Personal Development Scheme**

The Safeguarding Personal Development scheme covered topics such as: Safeguarding, Prevent & Welfare, Digital Footprint, Relationships, Human Trafficking & Modern Slavery and Domestic abuse.

A member asked how students that are work based or part time attend these sessions and it was reported half term twilight sessions were offered for Work Based Learning, and webinars were created for those unable to attend onsite sessions. It was noted the attendance at these sessions was high with feedback from students reporting they found it both interesting and useful, taking positive and practical tools away from the sessions for their personal development. Q

The IDP referred to the Safeguarding and Child Protection Policy circulated prior to the meeting to members for review by governors. The IDP guided members through the key changes and members approved its content with no further comments.

**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 at its October 2024 meeting.**

The Deputy Principal had previously circulated the FE and Apprenticeship Summary Report to members for consideration prior to the meeting. The DP guided members through the report and drew out the following key points:-

**Attendance Rate:** Currently at 82%. Action being taken to improve this position was reported, including scrutiny of data at attendance meetings led by Directors from Curriculum, MIS, and Quality departments. A member asked what has been the impact of this and where further action is required how is this being implemented? The DP assured Q members there is a relentless and agile approach which is focussed to target specific learners not attending. It was reported the model holds managers accountable for driving attendance improvements within their teams and ensures the college works collaboratively towards this goal.

**Accountability Boards** – The DP updated members on the introduction of Accountability Boards advising the boards meet with each faculty termly to review progress and predicted achievement. It was reported Level 3 outcomes, improving high grades and improving attendance were a focal point for challenge and support.

**Accelerated Support** – The DP explained the purpose of the accelerated support process which is to provide targeted assistance to programmes of study and/or faculties within the college that have been identified as requiring significant improvement. In answer to a Q question raised the DP reported areas currently receiving support through the programme included Construction, Health & Social Care and Travel & Tourism. Noted, impact report to be presented to next meeting.

**Assessment Planning** – Key focus on Construction, Caring Professions, Travel and Tourism, particularly in the Level 3 provision.

**English and Maths** – Central reporting of the English and Maths progress has been introduced to improve visibility for faculties and senior managers. It was reported timely completion of Functional Skills qualifications is an area of increased focus to ensure learners are making timely progress

**Teaching Learning and Assessment** – It was reported the TLA structure has been revised to ensure structures are in place to drive continuous development. Teaching for Excellence continues to be a key driver and the college continues to invest in the development of our tutors and assessors.

The KPI headlines were reported and noted by members. Of note:-

- Postcode disadvantage has steadily increased from 58% in 18/19 to 74% in 2024/25.
- BAME has steadily increased from 48% in 18/19 to 60% in 2024/25.
- Our share of Oldham school leavers increased from 23.9% in 18/19 to 30% in 2024/25.

- The % of learners entering with 5 good GCSEs on entry fell from 18% to 12% in 19/20 and has remained static since then.
- L3 as % of enrolment remained static at 31% for some years.

**Summer Transition Programme** – the DP provided data for the 2024 summer transition students noting of the 117 initially attending, it was pleasing to see 110 completed the programme (95%). As at week 4 all learners had been retained. In reply to a question asked the DP reported attendance for this cohort was 7% lower than the college average.

**Headline Achievement 2023/24** - The headline achievement data was provided. It was reported achievement rates for 16-18-year-old students remained consistent and adult learning programmes were on an improving trend. Noted apprenticeship achievement rates have improved compared to last year and continue to improve further noting they are above the national average.

**English and Maths** – The GCSE and Functional Skills achievement rates were reported and members noted the proportion of GCSE students who achieved a high grade (GCSE grade 4-9) had continued to perform well against national averages. It was noted FS students had improved outcomes due to the introduction of individualised programmes and on demand assessment.

**It was RESOLVED that members received the FE and Apprenticeship summary report as presented.**

## **8/24 HE and Higher Skills Summary Report (Item 8)**

A report on matters relating to HE and higher skills had previously been circulated to members prior to the meeting. The Assistant Principal for HE and Higher Skills spoke to each report and drew out the key points for members to consider further. In summary:-

### **(i) Interim Applications, Enrolments and Progression**

The AP reported applications data showed a decrease throughout the 2024/25 cycle with 723 applications compared to 791 in 2023/24 and conversions from applications to enrolment at 47% (42% 2023-24). The latest enrolment figures were provided (540 against a target of 505) including course enrolment data.

Internal progression was 7% of all application and members considered reasons for the low interest noting there is a great deal of competition in GM which attracts our students. In discussion members considered the various approaches to marketing noting this is an ongoing priority for the college.

## **(ii) Annual Report from UCO Quality Improvement Committee**

A copy of the annual summary report from the UCO Quality Improvement Committee had previously been circulated to members for review. The content of the report was noted.

## **(iii) NSS Results**

The AP presented the NSS results for 2024 and was pleased to report Oldham College continued to outperform the sector on the majority of questions, with some questions scoring significantly higher than the sector average. She reported Oldham College outperformed all competitive regional universities and partner universities, in the majority of themes surveyed and in the new standalone questions. Additionally, Oldham College scored well compared to regional FE Colleges, in the majority of themes surveyed and in the new standalone questions.

Members considered the report and noted the report and the excellent NSS results once again for the College.

## **(iv) Graduate Outcomes Survey Results Summary Report**

The report detailed the Oldham College graduates' responses to the surveys which were generally in line with the national averages for all graduates. Members noted the most recent survey results (2021-22), and it was positively reported the number of Oldham College graduates entering roles within the highest skilled area (SOC major group 1 - Managers, directors and senior officials) was in line with the national picture compared to both FECs and HEIs. It was also reported the largest increase in Oldham College graduates entering 'high skilled' roles over the 5 years of survey has been within SOC major group 3 - Associate professional occupations (+ 16% from 2017-18).

**Simon Jordan left the meeting at 5.10pm**

## **(v) Proposed Student Bursary Scheme for 2025/26**

The committee considered and approved the recommendations for the new bursary scheme for 2025/26. In summary:-

- It was recommended that the proposed Student Bursary Scheme is adopted for the 2025/26 academic year.
- It was recommended that the UCO Hardship Fund is renamed UCO Cost of Living Support Fund for the academic year 2024/25.
- It was recommended that a Cost of Living Support page is developed for the website, to support applicant IAG.

A member asked how active is the college in promoting the bursary scheme to adult learners / returners to education and the IDP reported that whilst there is an ongoing campaign this is an area where marketing will be enhanced this year to attract more learners.

Q

It was **RESOLVED** that:-

- (i) the HE and Higher Skills report was received as presented
- (ii) the proposed Bursary Scheme for 2025/26 was approved by members.

**9/24     Student Complaints Annual Report 2023/24 (Item 9)**

The Deputy Principal had previously circulated a report that detailed the number of complaints received in 2023/24, noting the actions taken and the outcome. Members noted the report as presented.

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

**10/24     Policies for Approval:**

**(i) Safeguarding and Child Protection Policy (Item 10.1)**

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

It was **RESOLVED** that members approved the Safeguarding and Child Protection Policy as presented.

**(ii) HE Assessment and Review Boards Policy (Item 10.2)**

A copy of the HE Assessment and Review Boards Policy was presented to members for consideration. Members noted the policy and approved it with no changes.

It was **RESOLVED** that members approved the HE Assessment and Review Boards Policy as presented.

**(iii) HE Extenuating Circumstances Policy and Procedure (Item 10.3)**

A copy of the HE Extenuating Circumstances Policy and Procedure was presented to members for consideration. Members noted the policy and approved it with no changes.

It was **RESOLVED** that members approved the HE Extenuating Circumstances Policy and Procedure as presented.

**(iv) HE Academic Misconduct Policy (Item 10.4)**

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

It was **RESOLVED** that members approved the HE Academic Misconduct Policy as presented.

**(v) HE Academic Appeals Policy (Item 10.5)**

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

It was **RESOLVED** that members approved the HE Academic Appeals Policy as presented.

**(vi) HE Recognition of Prior Learning Policy (Item 10.6)**

A copy of the HE Recognition of Prior Learning Policy was presented to members for consideration. Members noted the policy and approved it with no changes.

It was **RESOLVED** that members approved the HE Recognition of Prior Learning Policy as presented.

**11/24 Workplan 2024/25 (Item 11)**

A copy of the Workplan for 2024/25 was presented to members for information. Members noted its content.

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

**12/24 Any Other Business (Item 12)**

None to report

**13/24 Dates of the next meeting**

Tuesday 3 December 2024 at 4.00pm on Teams

**Meeting closed at 5.50pm**

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

**Rolling Action List from the C&Q Committee held 15 October 2024**

| <b>Meeting Date &amp;<br/>Item No.</b> | <b>Rolling Action List</b><br><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> |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------|
| 15 10 24<br>Min 6/24                   | <b>Safeguarding Annual report 2023-24</b><br>Recommended approval of the Safeguarding and Child Protection Policy to the Corporation at its October 2024 meeting | HG              |                                            |