

OLDHAM COLLEGE

CURRICULUM & QUALITY COMMITTEE

Minutes of the Meeting held 18 March 2025

Present:	Paul Axon	Governor (Chair)
	Jonathan Edwards	Governor
	Shaid Mushtaq	Governor
	Simon Jordan	Principal
	Michelle Royle	Staff Governor
	Joshua Bellot	Student Governor
	Carol Whitworth	Governor
	Karen Wright	Governor
In Attendance:	Janet Frost	Clerk to the Corporation
	Rachel James	Deputy Principal
	Alan Benvie	Vice Principal Student Experience and Inclusion
	Sue Holden	Asst. Principal HE and Higher Skills
	Chloe Tracey	DSL

Apologies:

27/24 Apologies for Absence

The Chair thanked all present for attending the meeting.
There were no apologies for the meeting.

28/24 Declarations of Conflicts of Interest

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

29/24 Minutes of the previous meeting

The minutes of the meeting held on 3 December 2024 had previously been circulated to all members.
It was **RESOLVED** that members approved the minutes and confirmed they reflected a true record of the meeting.

30/24 Matters Arising from the Minutes

None reported

31/24 Rolling Action List Update

3 December 2024 Min 20/24 - Safeguarding Report

It was agreed analysis of the referrals be reported to a future meeting – breakdown of data to include; by ethnicity, age, faculty, course

It was **RESOLVED** this action was complete

2. 3 December 2024 Min 21.5/24 – FE & Apprenticeships Summary Report – SPOC Report

A governor referred to the comment “I can learn equally well on my own” and asked for data on the students with low attendance rates compared to outcomes to establish trends and impact, if any, of learning for those not attending by subject / faculties

It was **RESOLVED** the final outcome report for 2024/25 will provide analysis on the SPOC statement “I can learn equally well on my own”

3. 3 December 2024 Min 21.5/24 – FE & Apprenticeships Summary Report – SAR Report

Recommended approval of the SAR to the Corporation at its December 2024 meeting.

It was **RESOLVED** this action was complete

32/24 Safeguarding and Welfare Report (Item 6)

A copy of the Safeguarding and Welfare Report had previously been circulated to members for consideration. Chloe Tracey DSL guided members through the report and drew members attention to the following:-

- It was reported the overall number of referrals had increased slightly compared to same time last year, with the split reported; 686 (626 23/24) safeguarding referrals compared to 491 (431 23/24) welfare referrals. Noted the number of referrals continues to grow demonstrating the need for the support of the team. In answer to a question raised CT provided details of the team members advising there had been one recent appointment and there was one role currently being recruited to, adding a review of the team is currently taking place to ensure skills are maximised to support students. A governor observed it was equally important the time were culturally diverse to be able to meet the needs of the student population. Q
- Noted that changes to the categories monitored on CPOMs have been made to align with Rainbow Trust Award and recognise commitment to Prevent e.g. added subcategories recognising LGBT+ rather than homophobic bullying.
- In answer to a question raised it was reported safeguarding support is primarily focused on domestic violence and suicidal ideation. Additionally welfare support is centred on anxiety, mental health and emotional wellbeing. It was also noted there has been an increase in support for; homelessness, forced marriage and holiday forms. Q
- A governor reviewed the dashboard data on referrals by ethnicity and requested that the ‘White’ category be further broken down to distinguish students from other European countries, particularly Romania. This would help governors identify any trends within this cohort. Additionally, the governor emphasised the importance of cultural diversity within the safeguarding team, highlighting that a diverse staff would encourage students to feel more comfortable coming forward and speaking with them. C
- Data was provided to show the number of referrals per faculty and members noted actions being taken within these areas to support student. A governor requested

that data in Table 1: Safeguarding & Welfare Data by Type, be categorised by age group to identify any trends. **Action**

The Chair thanked CT for her report.

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

4.17pm Chloe Tracy retired from the meeting

33/24 HE and Higher Skills Summary Report (Item 7)

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

(i) Quality KPI Report

It was reported retention (predicted overall completion rate) was currently at 89%, compared to 88% LYTD, and attendance YTD was at 84%, in line with LYTD.

(ii) 2024/25 Semester 1 Assessment Board Summary Report

It was reported:-

- The courses with 100% first sit pass rates were reported and the AP advised actions to be taken to improve the pass rates for those students not achieving the first sit pass.
- The overall number of first-time passes for 2024/25 Semester 1 Assessment Boards was reported at 77%. A decrease of 5 percentage points compared to LYTD

A member asked what actions are in place to further support students to achieve and the AP advised course teams work with individual students in tutorials to set targets for re-submissions, re-assessment workshops are scheduled and at-risk meetings will be scheduled with students where there have been no submissions and action plans formulated.

Q

(iii) Observation of Teaching and Learning (OTL) Scheme Report 2023/24

The AP updated members on the intention of the OTL scheme which is to foster critically evaluative, reflective and evidence-informed approaches to teaching and learning and it forms part of a continued and evolving collaborative process of learning and development at the Higher Education campus. The AP reported a consistent strength of excellent and good practice at UCO is the use of scaffolding, questioning strategies and virtual learning environments to support students to develop new skills and knowledge and provided examples of how this is implemented in practice. It was further reported that the aspects of good and excellent practice outweighed areas for development with 58% of staff observed having at least one Advisable Action, and that due to Advisable Actions being focused on areas for continual development, rather than bad practice, this demonstrated the high expectations that the new observation team have for enhancing the quality of teaching and learning at UCO.

A member asked how receptive are staff in participating in CPD. In answer the AP reported the staff proactively participate and drive the CPD by determining topics that will enrich their professional role. This is in addition to the college CPD.

Q

(iv) Mid-Year Survey Report

The AP reported the outcome of the mid-year survey results. Highlights of the survey included:-

- 93% (92% 2024) of students were overall satisfied at UCO at the end of Semester 1
- 94% (91% 2024) of students feel on track to complete and pass this academic year
- 95% (95% 2024) of students agreed with the statement *I feel I have developed skills which will be useful for my future (either for work or further study)*

It was reported action was being taken to identify concerns and develop an action plan for those courses with the lowest scores.

The AP updated members on the work taking place with alumni and current students promoting ambition and social mobility to enhance job opportunities.

(v) Research and Scholarly Activity Report

It was noted the Research and Scholarly Activity Group had met seven times this year for formal meetings and at additional points in the year in preparation of the 9th UCO Research Symposium. It was reported this was excellent opportunity for staff to extend their knowledge through research and scholarly activity.

It was RESOLVED that members noted the report as presented.

34/24 FE and Apprenticeship Quality Summary (Item 8)

The Deputy Principal had previously circulated the FE and Apprenticeship Summary Report to members prior to the meeting, giving members the opportunity to question and comment on its content.

(i) The DP reported that following the recent Ofsted inspection and receiving the Ofsted report a **Post Inspection Action Plan** had been drafted. The DP provided the plan, in-depth report and presentation on the actions being taken to improve the colleges outcomes, improve impact and demonstrate the measures in place to progress the PIAP. It was reported a task and finish group has been established to monitor the action plan and membership will include members from each committee to enable robust and meaningful challenge and support.

Members considered the reports and robust discussion ensued. The following observations were made by members:-

- Include data within the PIAP to enable monitoring of progress to be easily understood by members
- Should the plan include 'how' the actions will be tracked/monitored/reported to members
- PIAP to include those areas that Ofsted identified as requiring attention within their verbal report (as not all captured within the Ofsted report)
- Make actions specific
- Consider if the college has sufficient employer engagement across all curriculum areas to support the co-design of the curriculum
- Reported the accountability boards focus on maths and English and it was agreed to make the predicted achievement on the KPI for E&M clearer in the report

- Noted a focus on performance management to support improved outcomes for students including improved prediction reporting was being actioned

(ii) Summary Quality Narrative QR3

It was reported:-

- **Attendance** for QR3 was 78% with vocational at 80%, Maths at 70% and English at 68%. Members were assured relentless effort is being made by staff to address poor attendance, providing catch up sessions, online learning and 1-1 interventions
- **Predicted Achievement** – data was provided and clarity was reported on actions being taken to increase outcomes for all students. It was reported the Accountability Boards have been added to the quality cycle to review and monitor predictions for 2024/25 to ensure additional rigour.

The predictions as at March 2025 were reported advising current predictions were above the 2023/24 achievement outturn for all provision types. The DP advised predictions will continue to be refined and become more accurate towards the end of the year however Heads of Faculties (HoFs) and Curriculum Directors use the information from the Accountability Boards to implement interventions where students and apprentices need additional support.

A member asked if the Accountability Boards look at the grade profile of students and the DP reported this information is used as part of the monitoring and explained the process.

The DP continued and provided assurance on actions being taken to improve the Level 1 outcomes and Functional Skills Level 1. It was noted there has been an increase in Level 2 predictions for English and Maths GCSE. Additionally, there has been a notable difference at Level 3 with a 12.7% increase. This is mainly seen in Caring professions where last year's outturn was 60% and this year the current predicted achievement is at 85%.

The predicted achievement for **Apprenticeships** was provided and the DP advised of measures put in place to target at risk apprentices.

- Noted the **Accelerated Support programme** continues to be a well-paced and agile intervention process and examples of interventions in Construction, Health & Social Care and Travel & Tourism were provided.
- **QIP** - A copy of the latest QIP had previously been circulated to members for review. The DP reported the document is part of the ongoing quality review with our Quality Improvement Partner and will align with the PIAP. Members noted the report.

It was RESOLVED that members received the report as presented.

35/24 Any Other Business (Item 9)

None reported

36/24 Workplan 2024/25 (Item 10)

A copy of the Workplan for 2024/25 was presented to members for information. Members noted the changes to the reporting sequence as documented.

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

37/24 Dates of the next meeting

10 June 2025 at 4pm

Meeting closed at 5.20pm

Minutes Approved: Signed _____

Date _____

Chair

Rolling Action List from the C&Q Committee held 18 March 2025

Meeting Date & Item No.	Rolling Action List <i>(Outstanding actions from previous meeting(s) to be carried forward, listed below, and not removed until completed/closed.)</i>	Actionee	Reported as Completed at meeting of
03 12 24 Min 20/24	Safeguarding Report It was agreed analysis of the referrals be reported to a future meeting – breakdown of data to include; by ethnicity, age, faculty, course	AB	18 03 25 Min 32/24
03 12 24 Min 21.5/24	FE & Apprenticeships Summary Report SPOC Report A governor referred to the comment “I can learn equally well on my own” and asked for data on the students with low attendance rates compared to outcomes to establish trends and impact, if any, of learning for those not attending by subject / faculties	RJ	18 03 25 Min 31/24.1
03 12 24 Min 21.7/24	FE & Apprenticeships Summary Report SAR Report Recommended approval of the SAR to the Corporation at its December 2024 meeting	RJ	18 03 25 Min 31/24.2
18 03 25 Min 32/24	Safeguarding Report A governor requested that data in Table 1: Safeguarding & Welfare Data by Type, be categorised by age group to identify any trends.		