

**MINUTES OF THE QUALITY & CURRICULUM COMMITTEE
HELD ON THURSDAY 10th JUNE 2010**

Members Mr D Anderson (Chair)
* Absent Ms G Bull *
Mr T Brett-Young
Ms A Harris
Mr C Yiannakou

In attendance:

| | |
|----------------|-------------------|
| Mr J Allen | Independent Clerk |
| Mr R Greenaway | Deputy Principal |
| Ms J Sherborne | Vice Principal |
| Dr D Watkins | Principal |

The meeting commenced at 6.00 pm.

20 WELCOMES, APOLOGIES & DECLARATION OF INTERESTS

Apologies were received from Ms G Bull. There was no declaration of interests against any of the agenda items.

21 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 26th February 2010 be confirmed as a correct record and be signed by the Chair.

22 SUMMARY ACTION LIST & MATTERS ARISING

The College report '*Summary Action List*' was received (copy attached to the signed minutes). It was confirmed that the three action points are all agenda items (student attendance, notice to improve & curriculum strategy).

It was **RESOLVED** to note the SAL.

23 QUALITY & CURRICULUM MONITORING REPORT

The College report '*Quality & Curriculum Monitoring Report*' was received (copy attached to the signed minutes). The monitoring report provided an opportunity to:

- Report on the forecast achievements for 2009/10 against key curriculum performance indicators
- Report on the progress made against the actions set out in the College Annual Operating Plan all of which are ultimately aimed, directly or indirectly, at achieving the key quality targets. Progress against each action or objective has been categorised as either green (good progress with the actions having, or will

have, the planned impact); amber (some progress but either delayed or not having the anticipated impact); and red (none or little progress or the actions are not impacting on performance as expected).

The Committee welcomed the use of the RAG in the College Annual Operating Plan.

The Committee noted the following key points on forecasts and actual performance to-date:

- ◆ Success rates for young people on long qualification aims, which represent 90% of the qualifications for this age group, are forecast to remain at the same level as achieved in 2008/09 which is 1% below the target but 3% above the benchmark.
- ◆ Success rates for adults undertaking long qualifications are forecast to improve by 5% compared to 2008/09 but reduce by 2% for short qualifications.
- ◆ Success rates for all apprentices is forecast at 73%, 2% above the 2008/09 national rate but below the College target of 78%.
- ◆ Success rates for Train to Gain are forecast at 76%, which although is above the 2008/09 national rate of 73%, is below the College target of 80%.
- ◆ The overall College success rate is forecast to improve by 3% from last year and meet the College target of 80% success for all Young People and Adults.
- ◆ The current observation grade profile is 89% for Grades, Good or Better against a target of 80%.
- ◆ Learner attendance is currently 82% and remains at the level achieved in 2008/09 which is 3% below the target set for 2009/10.
- ◆ Within the College Operating Plan, of the 15 College level actions listed in the plan, 8 are classified at green; 6 classified at amber; with 1 classified at red.
- ◆ The red assessment related to student attendance.

The Committee reviewed in detail the actions being taken to address student attendance and were satisfied that appropriate and timely actions are being taken to seek improvements.

It was **RESOLVED** to note the report.

24 LEARNER EXPERIENCE MONITORING REPORT

The College report '*Learner Experience Monitoring Report*' was received (copy attached to the signed minutes). The report summarised key activities undertaken by 'Carshalton Voice' since the last meeting and the report also provided details of some of the activities undertaken by the Student Union in 2009/10.

The Committee welcomed and noted the positive feedback given on the student voice by the external assessor carrying out the College's recent Matrix reassessment.

The Committee also welcomed the examples given in the report of where officers from the Student Union have worked effectively with College Directors and the Vice Principal on a range of student activities and issues.

It was **RESOLVED** to note the report.

25 NOTICE TO IMPROVE

The College report '*Notice to Improve*' was received (copy attached to the signed minutes). The report provided the Committee with an update on the progress made in ESOL and IT following the issue of an Internal Notice to Improve.

For IT good progress has been made against agreed performance indicators. Success is predicted at 78% which is below the target of 80%. However, if the 2 year courses are removed from the calculation the forecast success rate is 82%.

Success rates for full time ESOL courses remain a concern with a forecast of 69%. The forecast for short courses is 86%. It is proposed that full-time ESOL courses are no longer offered from September 2010. ESOL learners will be offered vocational courses with additional language support.

It was **RESOLVED**

- (i) To no longer offer from September 2010 full-time ESOL courses;
- (ii) For the IT NTI to be reviewed at the autumn term meeting of the Committee following publication of success rates for 2009/10; and
- (iii) To note the report.

26 COLLEGE SELF ASSESSMENT REPORT 2009/10 (SAR)

The College report '*College self Assessment Report 2009/10*' was received (copy attached to the signed minutes).

The report outlined the timetable and process to be followed for the completion of the College's Self Assessment Report. The process has taken into account the new Common Inspection Framework effective from September 2009 which has an increased focus on the Learner Voice, Safeguarding, and Equality & Diversity. Comprehensive guidelines have been produced for all those involved in the College self assessment process.

The Vice Principal confirmed that external validation has been built into the process through the use of an external consultant with appropriate experience and expertise.

It was **RESOLVED** to note the report.

27 QUALIFICATIONS & CREDIT FRAMEWORK

The College report '*Qualifications & Credit Framework (QCF)*' was received (copy attached to the signed minutes). The report provided the Committee

with an update on the implementation of the QCF which replaces the National Qualifications Framework (NQF) from December 2010. The report outlined how the College has prepared for the implementation of the QCF and the risks involved for the College.

It was **RESOLVED** to note the report.

28 CURRICULUM STRATEGY

The College report '*Curriculum Strategy and Planning*' was received (copy attached to the signed minutes).

The report provided the annual up-date on the progress the College has made in achieving the objectives set out in its curriculum strategies. This is the first update provided to the Committee since the Corporation approved the new curriculum strategies in the 2010 -2013 Strategic Plan.

The report informed the Committee of the planning steers that have been used to ensure that curriculum objectives and priorities set out in the Strategic Plan together with the changing external influences are responded to in the 2010/11 curriculum plan.

The Committee welcomed the thoroughness of the report, and after a question and answer session on various aspects of the document, it was **RESOLVED** to note the Curriculum Strategy and Planning Report for 2010/11.

29 MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

The College report '*Monitoring of College Performance*' was received (copy attached to the signed minutes). The Corporation has agreed a framework for the monitoring of College performance. The Committee is responsible for making assessments in the area of student experience, teaching & learning; with an overall assessment being made available to the Corporation.

The Committee welcomed confirmation of the change in assessment since the last meeting from amber to green for the recruitment of 16-18 against funded numbers; retention at Level 1; and lesson observation grade profiles. Good progress has been made in each of these three areas with performance to-date either in line or above the set target.

Against agreed performance indicators the following areas were identified as amber indicating either some concern/risk or that the aspirational target has yet to be achieved:

- Internal Notice to Improve for IT and ESOL
- Learner recruitment in apprenticeships.
- Learner success rates in some age groups/Levels as outlined in detail in the Quality & Curriculum Monitoring Report considered by the Committee.
- Learner attendance stands at 82%, below the target of 85%

- The College SAR and the Framework for Excellence assessments have been rated as amber because neither process is complete for 2009/10 at this stage.

The Committee welcomed confirmation that there were no red assessments.

It was **RESOLVED** to inform the Corporation of the following overall assessment:

| | |
|---|--------------------------------|
| Student experience, teaching & learning | Some Risk/Some Concerns |
|---|--------------------------------|

30 DATE OF NEXT MEETING
Thursday 11th November 2010 @ 1800.

The meeting closed at 19.00.

Signed: _____ Date: _____

CURRENT QUALITY & CURRICULUM SUMMARY ACTION LIST

| MIN REF | DETAILS OF RESOLUTION/ACTION POINT | Target date |
|----------------|---|--------------------|
| 25 | To keep the Committee updated on the Notice To Improve issued for IT and ESOL | 11/11/10 |