

**MINUTES OF THE QUALITY & CURRICULUM COMMITTEE HELD ON
THURSDAY 16 JUNE 2011**

Members	Mr D Anderson (Chair)	Local Authority Member
* Absent	Ms G Bull	External Member
	Ms A Harris	Local Community Member
	Mr C Yiannakou	External Member
	Ms D Patel	External Member
	Mr Z Hassan *	Student Member
	Mr H Lawson	Student Member
	Mr S Philips	Staff Member
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.

22 APOLOGIES & DECLARATION OF INTERESTS

Apologies were received from the 2 student governors. There was no declaration of interests against any of the agenda items.

23 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 23 March 2011 be confirmed as a correct record and be signed by the Chair.

24 SUMMARY ACTION LIST & MATTERS ARISING

The College report '*Summary Action List*' was received (copy attached to the signed minutes). The following updates were made available:

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	UPDATE FOR MEETING
16	To receive a new Learner Engagement Strategy for the period 2011-2013 at the June meeting.	Agenda item
17	To receive progress updates on the internal Notice to Improve issued to ESOL and IT	Agenda item
19	To receive a copy of the next audit report following the RSM Tenon audit of PLPs that is scheduled for	Agenda item

	May 2011.	
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25 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 2010/11 against key curriculum performance indicators; and
- Set out 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.

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

- Overall success rates for young people and adults are forecast to improve by 6% compared to 2009/10 which would be 2% above the College target.
- Apprenticeship success rates are forecast to drop by 3% and be below the College target by 7%
- Train to Gain success rates are forecast to rise by 5% and to be 7% above the set target
- 81% of lesson observations recording the last observed grade are good or better compared with the College target of 80%.
- Learner attendance has improved by 1% compared to last year but at 83% is below the College target by 2%.

The Committee received a monitoring report arising from the new element of the College's quality assurance and performance management system that was introduced during the autumn term and reported to the Committee at its last meeting. The key indicators used in the assessments are:

- Attendance –compliance with procedures, proactive efforts to improve and current attendance levels
- Personal Learning Plans – Quality (in terms of appropriate targets) and compliance (in that each plan is regularly reviewed with the learner)
- Observation of Teaching and Learning – Graded and peer observations take place and grade 3s and 4s teachers are supported by appropriate action plans which lead to improvement
- Equality and Diversity – Quality of what is experienced in the learning environment and Compliance (in terms of schemes of work incorporating opportunities and training for staff)
- Success rate – Accuracy and Evidence - To support progress and forecasts

- Course Review and Evaluation – Compliance with the process and quality of analysis and action planning
- Communications – the frequency and matters covered by curriculum teams to ensure a focus is being brought to priority actions, developments and issues
- Learner Voice – Capturing the views of learners and representation of learners at team meetings

Arsing from the assessment of each element, assessments are made on the likely impact on functional skills success rates; at risk learners/retention to date; teaching and learning grades; and long success rates. The following assessments were reported to the Committee:

Function Skills success rates	Amber
At risk learners/retention to date	Amber
Teaching & learning grades	Amber
Long success rates	Green

It was confirmed that the ‘College Annual Operating Plan 2010-11’ (copy attached to the signed minutes) has been updated to take into account the areas of development identified in the Ofsted inspection report. The Committee reviewed in detail the actions being taken to address red assessments and were satisfied that appropriate and timely action is being taken to seek improvements.

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

26 INTERNAL AUDIT REPORT ON PERSONAL LEARNING PLANS (PLPS)

The Internal Audit Report on the audit of PLPs undertaken by RSM Tenon was made available on the recommendation of the Audit Committee (copy attached to the signed minutes).

Following concerns expressed at the last meeting of the Audit Committee that were reported to the Quality & Curriculum Committee, RSM Tenon conducted a further follow-up audit of learner’s Personal Learning Plans (PLPs). The audit followed additional training that was made available to staff and a range of management action that were taken to ensure compliance and consistency in the use of PLPs.

In the May audit all curriculum areas received a grading of ‘4’ or ‘5’, a considerable improvement from the March Audit when only just over half of the areas tested achieved these grades.

The Audit Committee welcomed the improvement made and asked for this to be made known to staff. The Audit Committee also agreed that:

- (i) Management controls implemented following the March meeting of the Audit Committee remain in place;
- (ii) The quality audit by RSM Tenon continue in 2011/12; and

- (iii) The report is submitted to the Quality & Curriculum Committee with the recommendation that an internal Notice to Improve is not issued for 2011/12.

It was **RESOLVED** to agree that no internal Notice to Improve be issued for 2011/12.

27 LEARNER EXPERIENCE MONITORING REPORT

The College report '*Learner Experience Monitoring Report*' was received (copy attached to the signed minutes). The report comprised of the following:

- Learner Forums
- Student Union
- Enrichment Activities
- Vocational trips/guest speakers
- Community Sports Leadership Award
- Contribution to the Local Community

A progress update was made available on putting in place a new Learner Engagement Strategy for the period 2011-2013.

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

28 NOTICE TO IMPROVE (Ntl)

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 internal issue of a '*Notice to Improve*'

Information Technology: For 2010/11 success is predicted at 79% against a target of 80%. Attendance is 90% which is 5% above the College target. Teaching & Learning is satisfactory at 75%.

For ESOL discrete provision (part-time only) the year-end forecast success rate is 76% against a target of 80%. Attendance is still a concern at 77%.

From September 2011 Full time ESOL learners at Entry 2 or above are enrolled in the vocational areas with additional support being provided by ESOL specialists. The outcomes for ESOL learners are monitored through the student 'at risk' register. The current forecast success rate for ESOL learners on vocational courses is 85% compared to 65% for those ESOL learners who were on discrete ESOL courses in 2009/10.

The Committee **RESOLVED** to endorse the following proposals put forward by Senior Management:

- (i) To plan to offer IT programmes in 2011/12 at Level 2 and Level 3 only;
- (ii) To reduce part-time ESOL offer to two day-time part time programmes;

- (iv) To continue the College strategy to integrate ESOL learners into main vocational programmes but with additional language support; and
- (v) To receive a final report in Autumn 2011 and to make a decision then on whether to remove the NTI for IT and ESOL

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

29 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.

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 2011/12 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 2011/12

30 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.

Against the agreed performance indicators for the area of student experience, teaching & learning, the following areas were identified as red; indicating a high level of concern that the set targets are at risk of being achieved,

- Red: 16-18 Enrolments against funded numbers
- Red: Apprenticeship overall success rates
- Red: Learner attendance

Due to improvements, the following red assessments that were reported on at the last meeting are now being assessed as 'Amber' – some concern:

- Notice to Improve
- Level 1 16-18 success rates
- Lesson Observations

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

Student experience, teaching &	Some Risk/Some Concerns
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learning

31 DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 19.00

Signed: _____ Date: _____

CURRENT QUALITY & CURRICULUM SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who
16	To receive a new Learner Engagement Strategy for the period 2011-2013	VP
17	To receive progress updates on the internal Notice to Improve issued to ESOL and IT	DP