

**MINUTES OF THE QUALITY & CURRICULUM COMMITTEE HELD ON
THURSDAY 23 MARCH 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

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.

12 APOLOGIES & DECLARATION OF INTERESTS

Apologies were received from D Anderson and G Bull. In the absence of the Chair it was agreed for A Harris to chair the meeting. There was no declaration of interests against any of the agenda items.

13 MINUTES

It was **RESOLVED** that the minutes of the meeting held on 11 November 2010 be confirmed as a correct record and be signed by the Chair.

14 SUMMARY ACTION LIST & MATTERS ARISING

The College report '*Summary Action List*' was received (copy attached to the signed minutes). The action point to receive a progress report on the two internal Notices to Improve is an agenda item. It was confirmed that greater clarification on 'impact assessment' has been added to the Single Equality Action Plan. It was confirmed that the Corporation at its December meeting agreed a Grade 3 for 'Capacity to Improve' in the College's Self Assessment Report.

15 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 8% compared to 2009/10 which would be 6% above the College target.
- Apprenticeship success rates are forecast to remain at the same level as 2009/10.
- 83% of lesson observations recording the last observed grade are good or better compared with the College target of 80%. However, taking all observations in to account (i.e. including initial observations and re-observations) this measure would drop to around 70% good or better. A further round of observations is planned for May 2011 and this will have an impact on the whole year data. The current forecast for the year end out-turn is that good or better performance will be at least 70%.
- Learner attendance has improved by 2% compared to last year but at 84% is below the College target by 1%.

The Committee welcomed the new element of the College's quality assurance and performance management system. Although the College has comprehensive quality assurance and performance management systems in place, there is a concern that these processes are not being robustly and consistently utilised in all curriculum areas. As a consequence an increased management focus on the effective utilisation of these processes has been introduced during 2010/11.

A monitoring framework which judges the compliance and impact of these systems are assessed based upon "feeder" assessments. These judgements are considered and made at all levels of management on a weekly basis. 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

From these indicators which are scored using a traffic light, red, green or amber system, the following impacts are measured:

- Functional Skills Forecast Success
- The Retention of At Risk Learners
- Overall success

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.

16 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
- Football and Basketball teams

Whilst the Learner Voice has become well established in some areas of the College, there are areas where further work is required. For example, capturing the views of apprentices and employers is under-developed, as well as representation of learners at team meetings in some curriculum areas.

To address these issues and to further add to the embedding of the Learner Voice, it was agreed to accept the recommendation from Senior Management that the Curriculum and Quality Committee receives a new Learner Engagement Strategy for the period 2011-2013 at the June meeting.

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

17 NOTICE TO IMPROVE (NtI)

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*'

In the February Ofsted inspection IT was graded as inadequate. This was in-line with the self assessment grade given by the College for 2009/10. Whilst it was acknowledged by Ofsted that there were good in-year improvements, outcomes for learners were judged as inadequate (based on 09/10 data) whilst all the other grades were satisfactory or above. For 2010/11 success is predicted at 80% against a target of 82%. In-year retention has improved from 87% in January 2010 to 95% in January 2011. Attendance is 10% above the College target at 90%.

For ESOL discrete provision (part-time only) the year-end forecast success rate is 80% 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 80% 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 at the same level and volumes as the current year but finally confirm this decision at its June meeting when firmer indications of success rates will be available;
- (ii) To continue to offer part-time ESOL programmes at the current volumes but only at foundation level only; and
- (iii) To continue the College strategy to integrate ESOL learners into main vocational programmes but with additional language support.

18 OFSTED INSPECTION

The Committee received a copy of the provisional Ofsted Inspection Report soon to be published on Ofsted's website (copy attached to the signed minutes).

The Committee welcomed the positive statements contained within the report and noted the following grades confirmed by Ofsted:

Overall Effectiveness	Grade 3	Satisfactory
Capacity to Improve	Grade 3	Satisfactory
Outcomes for Learners	Grade 3	Satisfactory
Safeguarding	Grade 2	Good
Equality and Diversity	Grade 3	Satisfactory
Quality of Provision	Grade 3	Satisfactory
Leadership and Management	Grade 3	Satisfactory
Governance	Grade 2	Good

Curriculum Grades

Hair and Beauty	Grade 2	Good
IT	Grade 4	Unsatisfactory
Business	Grade 3	Satisfactory
Arts and Media	Grade 3	Satisfactory

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

19 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).

The audit report provided little reassurance that the College is progressing towards full compliance for the completion of PLPs. Some areas have improved but there are still some areas that have only received a Grade 1 or 2 rating in the audit. Only 2 areas received the maximum rating of full compliance, '5'.

The recommendation from the Audit Committee was for the Quality & Curriculum Committee to give consideration on whether to issue an Internal Notice to Improve for PLPs.

As PLPs are now subject to review and weekly monitoring through the new element of the College's quality assurance processes, it was agreed not to issue an Internal Notice to Improve at this point in time but to keep this under on-going review.

It was agreed to receive a copy of the next audit report following the RSM Tenon audit of PLPs that is scheduled for May 2011.

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

20 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: Confirmation of the agreed Notice to Improve for ICT and ESOL. Once termly monitoring to the Committee is in place it is hoped that this will become an amber assessment.
- Red: 16-18 Enrolments against funded numbers
- Red: Level 1 16-18 success rates
- Red: Learner attendance
- Red: Lesson Observations

The assessment on the outcomes of the Ofsted inspection has moved from 'Green' to 'Amber'. Although the outcome of the inspection was 'Satisfactory'

there is now a risk of the College being seen to be too satisfactory and therefore the focus has to be to move the College to being 'Good' or better.

The assessment for Lesson Observations has moved to 'Red', a significant movement from 'Green' at the last assessment. As previously reported in an earlier agenda item, 83% of lesson observations recording the last observed grade are good or better. However, it is forecast that this will drop to around 70% good or better by year end which will be below the College target of 80%. In addition joint observations undertaken during the Ofsted inspection produced lower overall grades. For these reasons the assessment has been changed to 'Red'.

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

Student experience, teaching & learning	Some Risk/Some Concerns
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21 DATE OF NEXT MEETING

Thursday 16th June 2011 @ 1800.

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 at the June meeting.	VP
17	To receive progress updates on the internal Notice to Improve issued to ESOL and IT	DP
19	To receive a copy of the next audit report following the RSM Tenon audit of PLPs that is scheduled for May 2011.	DP