

CURRICULUM, QUALITY AND STANDARDS COMMITTEE MEETING
MINUTES



Date	3 March 2016	Time	14.00
Venue	Station Plaza Boardroom		
Chair	Mr Pat Farmer		

Membership:
Pat Farmer (Chair); Tony Campbell OBE KSG (Vice Chair); Principal (Clive Cooke); Diana Garnham; Simon Hubbard; Vic Kempner; Chris Pole; Caroline McKiddie (co-opted)

Apologies: Diana Garnham, Chris Pole; Principal (Clive Cooke)

Officers:
Deputy Principal (James Mettyear); Vice Principal Enterprise, Employment and Skills (Dan Shelley); Assistant Deputy Principal (Jim Sharpe)

In Attendance: Student Governor (Lawrence Calton)

At the start of the meeting the Committee received a presentation from the Deputy Principal on the Common Inspection Framework (see full presentation for details)

No	Item	Action
1.	Apologies Apologies were received from Diana Garnham, Chris Pole and the Principal (Clive Cooke)	
2.	Declarations of interest The Chair of CQS declared an interest as a member of the Hastings and Rother Task Force. SH declared an interest as an employee of Hastings Borough Council. CMc declared an interest as an employee of East Sussex County Council.	
3	Minutes of the previous meetings RESOLVED: The minutes of the meeting held on the 11 February 2016 were agreed as a true and accurate record. Proposed: VK; Seconded PF; CARRIED.	
4.	Matters arising The action list was noted and the following points were raised: <ol style="list-style-type: none"> The ICT strategy came to FHR who are monitoring it. CQS needs to establish regular monitoring of VLE and this is covered within the QIP The ETF toolkit is very substantial and will inform the strategic plan for next year for English and maths. A report will come to the next meeting The KPI strategic objectives and dashboard are being reviewed by SLT and a refreshed document will come to the next meeting.	JS SLT
5.	Report on statutory requirements (see item 8a)	

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6.	<p>Safeguarding Annual Report and Policy</p> <p>VK noted that there is one minor change in the policy referring to the LA roles; the policy itself is still unchanged</p> <p>RESOLVED: The Committee recommended to approve the Safeguarding Policy. Proposed: VK; Seconded: PF. CARRIED.</p> <p>The Committee considered the annual report and the following points were raised:</p> <ul style="list-style-type: none"> • 5 year trend data – the number of referrals have gone up, is this due to concerns or better awareness? It was reported that it is considered to be a mixture. • The DP reported that the College meets the community’s needs by reaching out to students. • The Chair of Corporation noted that mental health is a growing issue. • SH noted there is lots of data but no information to the Committee. • The VP EES reported that there could be one person reporting 20 times • Prevent –91% of staff have been trained so far. All partners have been trained on safeguarding and Prevent. • VK reported on the action plan and safer recruitment training for governors. It was proposed that the Chair & Vice Chair are trained. VK agreed to arrange training dates for the Chair and Vice Chair. • VK noted that he will be picking up how to evidence the single central register <p>The Committee asked that the Head of Student Services attends the next meeting to present the report.</p>	<p>Clerk</p> <p>Clerk</p>
7.	<p>Curriculum plan 16/17</p> <p>There have been no substantial changes since the last meeting. A planned group size of 18 (up 1 from last year) is confirmed in the plan and landing these group sizes makes the College more resilient. The College is planning for the same numbers for 16-18s and is trying to grow evening, part time and Saturday provision. The Committee asked are there any areas of the curriculum differentiating in class size. JM reported Pathways, SLDD have lower sizes to reflect the needs of learners on these programmes. As the average group size is aimed at 18 other areas will be larger to even out areas requiring smaller class sizes. The key indicator from the FE Commissioner is an average group size of 20. JM noted that the College needs to move to larger group sizes over a period, balanced with providing for the needs of the local community which may mean smaller group sizes. Class sizes have improved from 13.5 in 14/15 to just under 16 in 15/16.</p>	
8.	<p>Performance Update</p> <p>1. Formal QIP update</p> <p>JM reported that the QIP has been updated for March and rag rated. JS gave an update for English & maths as follows:</p> <ul style="list-style-type: none"> • Training is on-going • Vocational teachers are up skilling • E&M needs to be embedded into vocational delivery as much as possible • E&m lateness is now tracked on registers • Curriculum areas are building their own E&M timetables to fit in with vocational lessons 	

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	<ul style="list-style-type: none"> • JS is working with DG on various actions re volunteering • A letter issued to parents and students doing GCSE re holiday workshops from the Principal • EV is coming in next week to enable us to self-certificate; this is key for functional skills achievements. • A health check will be reported next time • PF noted that during the last round of PPRs E&M was a strong feature all the way; all LSMs are being called back for this. The Head of E&M is getting update from teachers on RAG ratings and managers are meeting with teachers on achievement tracking. • The Committee asked is there a process in place to support all students, i.e. catering to high achievers. JS noted that A* -C is showing significant progress. • JS reported that robust processes this year are in place for measuring progress in year. The Head of Sixth Form is seeing the Principal on Monday with details of RAG ratings of all subjects on predicted achievement. There is very detailed analysis in place • Another set of mocks is scheduled in 2 weeks' time; there is 97% achievement predicted so far • Moodle is an on-going issue for A level • PF noted that the current curriculum lead is not a skilled presenter. JS reported that he is aware of risks and communicates well with his teachers; his interventions are good, he just needs support reporting that. • Some additional admin support has been approved for the area • For Sport & Public Services JM reported that all indications are that this will be significantly improved from last year. It is amber because E&M attendance is significantly low. • Cross college employability, work experience and social action is amber. DS noted that the College hasn't managed to launch MyWorkSearch as the team were hospitalised due to swine flu. The launch is next week, this is also the start of the College's progression process so this will link in well • DS met with JS to talk about aligning with SDC our work experience programme, teams will be merged as part of the project • Apprenticeship delivery is amber. DS noted less movement on the specific BME and gender activities and this will be focused on next year. The Apprenticeship Task Force is now meeting looking at new standards and sense-checking them. DS is attending the Apprenticeship conference in mid-March and this will hopefully inform College projects. The launch will provide more information on the levy. PF noted that most of the Colleges areas are SMEs. DS noted that the College's biggest issue may be cash flow. • Learning, Assessment and Teaching. JM reported the area is rated green and the framework is operating well. • Parental reports went out to 923 learners before Christmas. • Last year there were a number of EV blocks, suggesting our IV arrangements were not as they should be; Keith Brister has done a lot of work on this and this has improved • Development of VLE is rated amber. JM reported that there has been some progress on this agenda; there are significantly more teachers and learners accessing the VLE but it is not where it needs to be. PF noted a mixed input, take-up and teacher interest in the VLE • The curriculum restructure is launching tomorrow. There will be explicit 	

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	<p>responsibilities in the new structure. This hopefully puts the College in a good position</p> <ul style="list-style-type: none"> • L&M is rated green • The Curriculum Plan is rated green • Safeguarding is rated amber (see safeguarding agenda item). This is amber due to non-completion of training • The Committee asked whether there should be a Corporation EDI Committee. JM agreed to check with the Clerk. <p>KPI update</p> <p>1) KPI update as follows:</p> <ul style="list-style-type: none"> • Retention - JM reported that the monthly retention report will go to members; PF noted that on OneNote it becomes unreadable on iPad. JM agreed to raise this with David Willcox. The report will come out early next week. Retention is holding in most areas • Attendance – JM reported that it is below last year and is an area for improvement. The College is very hard on itself and is not capturing the fact that some learners fill the requirements of their study programme when on authorised absence from classes due to personal circumstances.. The Committee asked how the College compares to others. JM noted that on different reporting mechanisms– one is attendance rates for being present in the class and one is still being with the College and engaged. The Committee asked what interventions are in place and JM noted that the College triggers interventions for any students who go under 85%. JM noted that there is also an issue with some areas for attendance no matter how it is measured. TC noted that there are some students who have a lot of personal difficulties therefore the ‘still engaged’ measure would be very helpful. • FE Choices is just about to launch and there is a plan in place. This will come to the June CQS Committee. <p>Summary Destinations report 2014-15</p> <p>JM reported on the quality of destination information received this year. The College is slightly down in ascertaining known destinations – 94% last year compared to 91% this year, however detail is much better and this is a major outcome for the College coming into inspection. Some curriculum areas need to be better at recording data and this will be addressed with curriculum managers. The good teams have a lot of detail and substantial numbers of learners are working in their chosen professions and this demonstrates a curriculum that reflects well the local need. TC questioned what would be a benchmark for ‘good’. JM reported that this is not known. JM felt progression and destinations is good. 2 years ago there were 85% known destinations and this was carried out by an external company. The data is good for marketing and after sales service. CM suggested data sharing with ESCC on the unknowns. (TC left at 3:42pm)</p>	<p>JM/ Clerk</p> <p>JM</p>
9.	<p>Quality of Learning, Assessment and Teaching</p> <p>Members noted the comprehensive report and the Committee passed on their thanks to Keith Brister. A discussion took place around teacher feedback and the positives and negatives were noted.</p>	
10.	<p>Mid- year partner update</p> <p>DS reported as follows:</p> <ul style="list-style-type: none"> • confidential note 	

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	<ul style="list-style-type: none"> Partners were responsible for increasing the overall college success rates by 1.4% from 87.5% to 88.9% (Excluding Functional Skills) or by 2.2% from 81.5% to 83.7% including Functional Skills. This data shows that as well as maintaining the college's overall income well managed partners can contribute to the quality and success measures used in Inspection and the SAR process. E-learning ILM update; there is not much difference to the last report. There are 100 starts a month; 261 learners are expected to go through this year. A mid-70s success rate is predicted by Hayley Robertson. There are a few that won't be timely but a lot of work has gone into addressing this. AAT 3 is starting in April; recruitment is now underway. AAT rates are being re-negotiated with Acquire. Monster Education launches on Monday. DS noted the great potential of the project. PF asked when the partner PPRs take place and DS noted the morning of the 23rd March 9-11:30am at OVG30; the 22nd March between 1-2:30pm in SP5119; 30th March – 9:30-4:30pm SP5119. DS agreed to invite Corporation members to attend the Partners PPRs. DS noted that Partners rated red attend the College and amber/green are conducted via skype. 	DS
11.	<p>Apprenticeship report</p> <p>DS reported there is an 81% success rate and 51% timely for 15-16, this is slightly under stretch target set by CQS Committee. It is very difficult to predict mid-year due to planned end dates. The College hasn't received the QAM (new QSRs) yet out and these are due out next month. Some partners are still having issues with Pearson; DS is taking this forward. The Committee asked if subcontractors are at risk due to the levy; DS reported this is unknown but some of the best subcontractors want to work more closely with the College. Contracts will be different and subcontractors will become partners. The college is very aware of this potential financial risk. Its own delivery has grown substantially. Different models for different partners are also in place.</p>	
12.	<p>Risk management update</p> <p>DS reported on the 3 strategic risks owned by CQS – E&M, timely success and low success rates on e-learning. It was noted that all areas had been considered earlier in the agenda.</p>	
13.	<p>Feedback from PPRs</p> <ul style="list-style-type: none"> PF reported that he had attended all PPRs and noted their usefulness; E&M attendance are the key issues. Managers performed well. Keith Brister is presenting the data very well. DS reiterated PF's comments about improvement in presentation and process. JS noted that half hour slots are not enough and scheduling needs to improve 	
14.	<p>Student President for 2016-17</p> <p>The DP asked for the item to be deferred to next meeting due to Clerk's absence.</p>	
15.	<p>AOB</p> <p>There was no other business. PF noted the quickness of the meeting is due to improved reports and documentation.</p>	
	<p>Meeting Dates for 2015-16 23 June 2016 (14.00 start).</p>	
	<p>Meeting closed at 16.02</p>	

Attendance for 2015-16: 57%
Length of meeting: 2hrs 2mins