

CURRICULUM, QUALITY AND STANDARDS COMMITTEE MEETING

DRAFT MINUTES

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| Date | 5 March 2014 | Time | 11.30 |
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| Venue | Station Plaza Boardroom |
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| Chair | Mr Pat Farmer |
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Membership:

Pat Farmer (Chair); Tony Campbell OBE KSG; Principal (Clive Cooke); Diana Garnham; Simon Hubbard; Vic Kempner; Stuart Laing; Student President (Rob Tyson); Student Governor (Prashant Sharma).

Apologies:

Diana Garnham; Stuart Laing., VP EES (Dan Shelley)

Officers:

Deputy Principal and CEO (April Carrol); Vice Principal Enterprise, Employment and Skills (Dan Shelley)

In Attendance:

Vice Principal Resources (Stephen Hagues)

At 10.45-11.30 there was an update on HE from David Fowler, Learning and Standards Manager. (Attendees: Pat Farmer, Tony Campbell, Vic Kempner, Rob Tyson, Prashant Sharma, Graham How)

| Item no. | Item | Actions |
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The Chair welcomed Prashant Sharma to his first meeting of the Committee.

The Chair apologised for the late rescheduling of the meeting date but noted it was essential that the DP&CEO was present. He asked that going forward dates are not changed.

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| 1. | Apologies Apologies had been received from Diana Garnham (due to the late change of date) and Stuart Laing. These were accepted. | |
| 2. | Declarations of interest The Chair declared an interest as a member of the Hastings and Rother Task Force. | |
| 3 | Minutes of the previous meetings The DP&CEO made a number of amendments to the minutes. RESOLVED: The minutes of the CQS Committee meeting on 28 November 2013 were agreed as a true and accurate record subject to amendments detailed by the DP&CEO. Proposed: VK; Seconded: TC; CARRIED. | Clerk |
| 4. | Matters arising The Committee reviewed the action list and outstanding actions were considered as follows: <ul style="list-style-type: none"> Numbers of 19+ students signing up to an accredited course to learn but not completing the certificate – the DP&CEO agreed to circulate data to the Committee. | DP&CEO |

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| | <ul style="list-style-type: none"> • Payment for sessional staff to attend relevant training sessions. The Principal noted that the issue is resolved. There is a policy in place but it requires better management. The Staff Development budget is being used this year until resolved. • Percentage of students arriving at the College without GCSE English or Maths. The DP&CEO reported that the % is low and agreed to circulate data to the Committee. <p>(The VP EES arrives)</p> <ul style="list-style-type: none"> • UoB and Tudor Place – the Principal noted that the Director of Accommodation for the University is working with the VP Finance and assured the Committee that the College is working closely with the Accommodation and Estates department in terms of use or ownership of the facility. The Principal noted that the facility is currently underused by students. • DG to provide the DP&CEO county figures on science qualifications from feeder schools. The DP&CEO noted this was outstanding. • Destinations and Progression. The DP&CEO noted that 480 students progressed into the second year. • Destination data from local schools is outstanding. The VPEES reported the county is awaiting agreement from schools to share the data. • The Clerk reported that an EDI governor is not yet nominated. • The Committee considered a document on apprenticeship volumes by sector and comparisons to the local economy provided by the VPEES. The Committee considered the detail of the report and noted the College is doing well in SSA 4 (Engineering, Manufacturing and Technologies) and SSA 05 (Construction, Planning and Built Environment) but struggling in SSA 01 (Health, Public Services and Care). The VPEES reported that the majority of students studying for care qualifications are 19+ and aim towards NVQs rather than apprenticeships. The College has started its first cohort of students in catering and will start a front of house stream in September 2014. The Chair of Corporation questioned the 1 apprentice for Education and Training and the VPEES reported that apprentices are categorised under different areas. The College is looking into whether classroom assistants can go through apprenticeships for local schools. The VPEES reported on a local private sector training provider working solely in care apprenticeships that had recently gone bust. He explained how the provider considered the area unsustainable and the benefits in terms of cost and provision in using NVQs for care qualifications. <p>All other actions were noted as completed.</p> | <p>DP&CEO</p> <p>DP&CEO</p> <p>DP&CEO</p> <p>Clerk</p> |
| <p>5.</p> | <p>OFSTED Inspection</p> <p>The DP&CEO provided the Committee with a breakdown of grades from the Inspection. She noted that 6 curriculum areas were inspected with 4 subject areas mirroring the areas inspected last time, with the exception of Visual Arts. She explained the Government drive around improving the quality of learning and up skilling the nation in English and Maths.</p> <p>The College maintained a grade 2 for Science and Psychology and Hair and Beauty, Visual Arts moved up from grade 3 to grade 1, Foundation English maintained a grade 2 and Foundation Maths maintained a grade 3.</p> <p>The report contains elements of outstanding. It praised the College’s Student First ethos which staff have worked hard for and this was judged as outstanding. Teaching on Visual Arts and Leadership and Management were also judged outstanding.</p> <p>The DP&CEO noted she had challenged on 12 items and received agreement on 10. In the inspection report aspects of Visual Arts were being referred to as excellent and</p> | |

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| | <p>this was changed to outstanding under the DP&CEOs request.</p> <p>Next steps</p> <p>The DP&CEO reported the College was now addressing the quality of learning. She noted that the basics are in place with learning, assessment and teaching, using IT and question and answer as a means of assessing learning. However, inspectors found that students not directly being questioned were excluded in Q&A sessions. Employers are being involved more for assessment activity in the workplace. Performance management is seen as outstanding and is being used as best practice. The DP&CEO noted that overall it was a great result and the College was now looking at how to move from good to outstanding. A curriculum development day is planned to start discussions. The Committee was asked about its appetite for inviting Ofsted back in two years time to judge improvements. The report is due to be released on the 7 March and no changes have been reported from the moderation.</p> <p>Marketing</p> <p>The Principal reported that the VPEES has put in place stakeholder letters from the Chair of Corporation and himself. A wrap around feature for the local paper on Friday is planned running as far as Eastbourne and the BBC is running a short film for the local news. Flyers are being built in for every stage of student recruitment process and prospectuses for 2014-15. The DP&CEO reported that the College is now the best general FE college in East Sussex. It was agreed this was important for marketing purposes.</p> <p>On behalf of the CQS Committee the Chair congratulated the Principal, DP&CEO and all the staff and students on the achievement. He noted that the feedback on the students and the support they gave during inspection week was first class and their input had contributed significantly to the result.</p> | |
| 6. | <p>Draft Equality, Diversity and Inclusion Annual Report 2012/13 Draft Equality, Diversity and Inclusion Objectives, Actions and KPI's</p> <p>The VP Resources noted that the report is looking back at what has happened and forward at what is planned for EDI at the College. The report is aimed at disseminating all the relevant information into one report. The old action plan was developed in 2010 and this has been updated alongside KPIs and suggested actions. These will be shared with SLT to develop a detailed plan. The Advisory group has met once and is chaired by the Chaplain with the Student President as Vice Chair. One governor asked whether the ethnicity results are impacted highly by Pestalozzi students. It was noted that this adds 50 students to the data. One governor asked whether the Student profiles and issues of male/female discrepancy were distorted by apprenticeships. It was noted that this was not flagged up as an issue. Adult short courses featured significantly more males who had better results. In A levels there are some pockets of difference with higher female numbers achieving less significantly and this was agreed as a concern. The DP&CEO reported that she has a focus group of female year 2 students coming in to speak with her. The Committee considered the gender/employment mix and the higher levels of female employees which the DP&CEO reported is a trend in GFE. They considered the data on how women progress in terms of management/governor positions and one governor asked if these were areas that needed to be picked up as part of EDI. The DP&CEO suggested the question was more around what kind of organisation the College aspires to be and the impact this has on students. From this standpoint the College can look at what it needs to do around creating a more balanced workforce if this was considered a need. The Committee looked at the 22 targets from the previous report and agreed the 3 objectives were more focused and appropriate. The VP Resources noted that the</p> | |

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| | <p>KPIs contain a lot more detail and valid actions. He explained the report was a working document at present and will be taken forward to SLT and the EDI Champions Group. Other areas discussed included:</p> <ul style="list-style-type: none"> • Disclosure – the process will be developed to encourage people to answer questions and disclose. The VP Resources noted that the results from the Staff Survey (completed anonymously on Survey Monkey) had shown more disclosure than available on the online HR systems. • The Chair of Corporation suggested that the category Gypsy or Irish Traveller was not appropriately titled. <p>The Committee praised the document and the richness of data included in it. It was agreed that a handful of high impact KPIs alongside the 3 main objectives would finalise the EDI report.</p> | |
| <p>7.</p> | <p>Performance Update</p> <p>QIP update</p> <p>It was agreed that as the QIP version in the papers was last updated in November 2013 it would be more useful to receive a verbal update from the DP&CEO. Key areas considered were as follows:</p> <p>Outcomes for Learners</p> <ul style="list-style-type: none"> • Attendance - 88% • Retention – 98% both rates higher than the same time last year. • Predicted success – target of 85% success (including functional Skills English/Maths) • The College is on track to sustain the rates and may improve further. <p>Quality of Learning, Assessment and Teaching</p> <ul style="list-style-type: none"> • Overall grade profile is now 36% grade 1 and 45% grade 2, so 81% good or better which is ahead of profile. The DP&CEO confirmed this includes the Ofsted inspection. She noted that this time last year there was only 19% outstanding teaching. • Unannounced lesson observations start again next week and staff are keen to get into the good/outstanding bracket. • The inspection identified that planning for English and Maths was good but that there are still some issues around delivery. <p>Leadership and Management</p> <ul style="list-style-type: none"> • L&M was graded outstanding in the inspection. • There remains an issue around the development of ILT and insufficient capacity to develop Moodle to support ILT development and delivery. • A key issue is the capacity of staff to deliver English and Maths to a good or better standard. <p>KPI update</p> <ul style="list-style-type: none"> • The next update will include data on lesson observations. • The number of sick days has dropped significantly. • The details on retention are very pleasing. • The Committee looked at the underlying spread sheets and agreed there were no real areas of concern. • The Principal reported on the mid-term reviews which are run by the DP&CEO along the same lines as the PPRs are working well introducing further rigour and inviting the Faculties to answer questions and scrutinise their areas. He noted that the Faculties are now almost wholly focused on their outcomes and their students and are embracing the process. <p>The Chair reminded governors about attending PPRs and the benefits to learning more about the College and its faculties.</p> | |

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| | <p>(12.40) David Wilcox arrives.</p> <p>Data on Attendance and Performance Correlations 2012-13</p> <p>The Committee congratulated DW on the report which looks at the impact of attendance and other risk factors on the success rate of courses. It was agreed there is a clear correlation between poor attendance and poor success rates. The importance of improving attendance was therefore corroborated. Disadvantaged postcode areas were tested and the analysis concluded that there was only some correlation. It was noted that it may be that the College is already compensating for the effects of deprived postcode areas through learner support mechanisms.</p> <p>The impact of teaching and learning (measured by lesson observation grade) was also investigated and indicated that there was no direct relationship between lesson observation grade, course attendance and course success rate.</p> <p>The Chair asked the student governors about the impact of t&l. They noted that students aren't aware of their teachers' grades for lesson observations and there may be other factors for students apart from outstanding teaching that a student may focus on. The student governor asked about student council observations and when this pilot was due to be rolled out. The DP&CEO reported that this involvement from students would be part of the drive to move the College forward to outstanding. She noted that this would need careful management. The DP&CEO answered the student governor's query around the way some teachers' delivery varies from inspection to everyday. She explained that unannounced lesson observations helped teachers to maintain delivery and as it beds in there will be more consistency around teaching at the College.</p> <p>Value Added</p> <p>The DP&CEO reported on the 3 systems for value added the College uses - ALIS, ALPs and the Governments Level 3 Value Added Report.</p> <ul style="list-style-type: none"> • The ALIS data for VA still stands and is highly positive and in the top quartile • ALPs is not as positive and the College has dropped a grade into the black giving an outcome of not significant which is mid-range. • The College challenged the Level 3 Value Added and it was noted that there had been a national error and results were reissued. The College profile however remains the same as neutral and not significant. Students achieve at the expected rate but no better. It was agreed that to move to outstanding the College needs to improve its VA score. <p>The Chair asked for an update on the historic issues around data entry and asked if processes were now in place for accurate recording. DW reported that from September 2014 the College will be using a records service and downloading results directly. An exercise to validate data entry this year is also in progress. The Principal reported that the data entry has been moved from Student Services, who were not accountable for the work, to MIS.</p> <p>The DP&CEO reported that teaching staff are being targeted to improve their VA. The Committee asked about measures for VA and the DP&CEO noted that the College looks at the student's entry level and the target is set to be an improvement on that grade. The Committee suggested a more robust system could be looked at and DW reported that there is more data available.</p> <p>(DW departs 12.58)</p> | DP&CEO |
| 8. | Quality of Teaching and Learning Addressed under item 7. | |
| 9. | Curriculum Development | |

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| | <p>The Chair reported the agenda item had been requested to raise the issue of curriculum development as part of developing the character of the College. He noted that the Corporation needs assurance that the College is meeting the needs of stakeholders and require an understanding of curriculum development and what they can do to support or steer the SLT.</p> <p>The DP&CEO reported that the SLT has been focused on improving the quality of provision. She noted that the curriculum is reflective of local needs, growth demand and sector changes. A validation process is in place but currently the College does not have a curriculum panel as part of this process. The DP&CEO suggested the CQS Committee could be part of a curriculum panel if this was implemented. She noted that the curriculum is 80% completed for 2014-15 and there has not been much change of provision. She suggested governors become involved in 2015-16 curriculum development.</p> <p>The Principal suggested that the CQS Committee should consider curriculum development from a strategic viewpoint. He proposed that the committee should receive a strategic overview on curriculum development which focuses on the strategic direction and headline level of the process including needs analysis and direction. It was agreed this would be an appropriate format</p> <p>The DP&CEO reminded the Committee that they had approved the 3Year Curriculum Strategy which has since been updated in terms of English and Maths. The DP&CEO reported that the VP EES has done some excellent work in getting feedback from stakeholders and finding out the specifics around what employers want.</p> <p>It was agreed a strategy on curriculum development would come to the Committee in September 2014.</p> | <p>DP&CEO</p> <p>Principal/ DP&CEO</p> |
| <p>10.</p> | <p>Management Position Report on College ICT Provision</p> <p>Confidential note.</p> <p>It was noted that the SLT is committed to converting the current curriculum strategy to a revised one which will identify ICT needs. It was agreed that the strategy could inform an updated ICT strategy responding to the needs of the curriculum, the business and the budget.</p> | |
| <p>11.</p> | <p>Management Position Report on English and Maths</p> <p>The report was taken as read (refer to paper for full details). The VP Resources reported on the following areas;</p> <ul style="list-style-type: none"> • The College has submitted a bid for £30k for Math's graduates. (item 4 of agreed actions "Submit bids for funding for recruitment and training of teachers") • Confidential note • The Chair noted that as part of the Vertical Educational Partnership there is an agreed action for joint recruitment. The Principal noted that this does not include English and Maths as there are not enough teachers to share. He reported that HR are working on recruitment and a number of contacts have been made from staff through word of mouth. The College has made a good start looking at level 2 English and Maths but it now needs to focus on level 3 and above and requires staff who can teach to an A level standard. • The VP EES reported that the bid submitted provides funding to develop links and support. The Committee suggested the College looks at Academies and direct contact with universities. | <p>VP EES</p> |
| <p>12.</p> | <p>Mid-year Partner Update - Success Rate predictions and other quality measures</p> | |

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| | <p>The report was taken as read (see full report for details). The VP EES reported that Ofsted recognised the College's self-assessment and monitoring of the performance and quality assurance measures as a great way of working.</p> <p>It was agreed that partners do add value to the College and the VP EES noted that in 2012/13 partners were responsible for increasing the overall College success rates from 86% to 89% (excluding Functional Skills) or from 82% to 85% including Functional Skills.</p> <p>The VP EES reported that the liquidation of one of the subcontractors, who taught hospitality, Synergy, will affect College success rates. He noted that due diligence had been carried out on the business.</p> <p>Current predicted success is 94% which will add value to overall success rates at the College.</p> | |
| 13. | <p>Apprenticeships Report</p> <p>The report was taken as read (see full report for details). The Chair asked the VP EES if there were any concerns around apprenticeships. The VP EES reported that 19-23 apprenticeships are a concern due to the liquidation of one of subcontractors. The College is working with other colleges to mitigate the risk of withdrawals which would affect the 19+ success rates.</p> <p>The VP EES explained the apprenticeship statistics reporting that both the timely success and the overall success have the most withdrawals at the start of the programmes and the College works hard to try and militate against any further withdraws.</p> <p>Internal delivery is much higher than last year. One partner SCL has excellent results with 58 achievers and 98.3% success rates.</p> <p>The College has moved across to Experion for its due diligence system.</p> | |
| 14. | <p>Feedback from Principal's Performance Reviews – September 2013-present</p> <p>The report was taken as read (see full report for details).</p> <p>The Principal reported on the different stages of the PPR process and the changes to the December 2013 reviews which reported on curriculum and quality, finance, funding and cost control, HR and risk management. Areas are invited to a call back if there are areas of concern. After the round of PPRs SLT meet to collectively consider the PPRs and discussion action and intervention if required.</p> | |
| 15. | <p>Employer Survey</p> <p>The VP EES reported that the national satisfaction survey run by FE Choices has moved to a new provider led approach. Very few responses were received with returns for 2012-13 being 46 out of 171 with most responses coming in the second phase. Results improved from last year (up to 7.2 from 6) and the College was rated 11 out of 13. The Chair reported how disappointing the results were considering the time spent by the VPEES and his team to reach employers and build up relationships. He noted the differing views from the survey and recent Inspection results and questioned the difference. The VPEES reported a great deal is around legacy and the number of returns. This year the College is being more proactive and is aiming to be mid table in next year's results. The Chair noted that the Corporation is clear that it is an area that needs more work and asked about challenges in the local area. The VPEES reported that it is a difficult area, each employer is different and an education and skills offer can't be offered to meet every employers need. The Committee questioned where the College does want to grow provision. The DP&CEO noted that FE Choices is looked at by Ofsted. She explained that improvements will take time to come through. The VPEES reported that all employers will receive a letter asking them to complete the survey alongside</p> | |

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| | <p>details of the Inspection results. The Chair thanked the VPEES for his report.</p> | |
| 16. | <p>Complaints report – Autumn term 2013 The DP&CEO noted that the Quality Coordinator had written the report. The Committee praised report for its detailed content and analysis. The overall message from the report demonstrates that complaints have dropped significantly showing that improvements through the College are tracking through. The DP&CEO explained that she would like to see more work on formalising compliments received by the College. She reported on the actions arising from the report and noted that the VP Finance has taken responsibility for looking at the refund processes and that the department does not have a programmer on its staff. The Committee thanked the Quality Manager for his report and felt confident that the complaints process was working well.</p> | |
| 17. | <p>AOB The Chair of Corporation and Chair of CQS proposed that following the positive outcome of the Inspection the structure of CQS and CQS s/c could change. It was agreed to propose to Corporation that the Committee moves to six full CQS Committee meetings per year and members agreed. Meetings for the remainder of this year would be as follows – CQS Committee 5 June 2014 with the CQS Committee 25 June being held in reserve. The 3 April CQS s/c would be cancelled. The Chair praised the position papers which had been produced as part of the Inspection. He suggested they were a good example of how the Committee would like reports to read.</p> | <p>Clerk</p> <p>DP&CEO</p> |
| | <p>Meeting Dates for 2013-14 CQS 5 June 2014 (held in reserve - CQS – 25 June 2014)</p> | |

Meeting closed at 14. 10

Governor attendance: tbc
Length of meeting: 2hrs 40mins