

CURRICULUM, QUALITY AND STANDARDS COMMITTEE MEETING

Minutes

Date	22 June 2017	Time	14.00
Venue	Station Plaza Boardroom		
Chair	Tony Campbell OBE KSG		
Membership:	Tony Campbell OBE KSG (Chair); Simon Hubbard (Vice Chair); Pat Farmer; Principal (Clive Cooke); Diana Garnham;; Vic Kempner; Caroline McKiddie (co-opted)		
Apologies:	Tony Campbell OBE KSG		
Officers:	VP C&Q (Jim Sharpe); Vice Principal Enterprise, Employment and Skills (Dan Shelley)		
In Attendance:	Staff Governor (Karen Cunnington)		

No	Item	
1.	Apologies were received from Tony Campbell	
2.	Declarations of interest Pat Farmer declared an interest as a member of the Hastings and Rother Task Force. Simon Hubbard declared an interest as an employee of Hastings Borough Council. Caroline McKiddie declared an interest as an employee of East Sussex County Council.	
3	Minutes of the previous meetings RESOLVED: The Committee considered and approved the CQS Committee minutes from the 30 March 2017 as a true and accurate record subject to the correction of a typo on p.9, item 14. Proposed: PF; Seconded: SH.CARRIED	Dir of Gov
4.	Matters arising The matters arising were noted as completed or included on the agenda.	
5.	Equality and Diversity The VP C&Q reported as follows: a. Annual Report The report on student and staff E&D outcomes and measures for academic year 2015-16 was produced by the VP C&Q, Head of HR and Head of MIS. The performance of students was discussed and the VP C&Q noted that there are no significant gaps to report. The Committee reported that the detailed information is interesting and asked what action is being taken on trends or gaps. The VP C&Q noted that these will be explicitly stated in the QIP and actions identified to	

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	<p>rectify and areas of concern. The EDI governor reported that he took on the role as EDI governor some time ago and is still not sure what he should be doing. The Principal noted that the QIP will be monitored and suggested that E&D is explicitly identified at the MMMs and the EDI governor is asked to attend the sessions.</p> <p>The VP C&Q noted that the Prevent agenda has had a significant amount of work done on it this year and there is a QIP section looking at this. The QIP shows more about the inputs than measurable outputs. The Committee questioned whether Prevent items have come up in complaints much this year and the VP C&Q confirmed that it hadn't and any instances were quickly managed at the College. He noted that it is a difficult area to measure impact. The VP C&Q reported on a recent session on how students have been given guidance on expressing their views. The Committee reported on the feedback from the Student voice session where students felt the College was slow to react to their needs. It was noted that there is often a reluctance to declare needs and building up trust to engage with students is a process that takes time.</p> <p>The Chair asked about whether there needs to be further comments next to the statements of fact in the paper, for example the number of females studying at the College or the numbers of students arriving with a grade D in English. The VP C&Q noted that progress for learners is included in the self-assessment and it would be easy to reflect these in the report; he questioned how much use it was to cut and slice the data and how it would be impactful for improvements.</p> <p>It was agreed the section about staffing in the report should go forward to F&HR</p> <p>RESOLVED: The Committee recommended to approve the Equality, Diversity and Inclusion Policy to the Corporation. Proposed: VK; Seconded: DG; CARRIED</p>	<p>VP C&Q VK</p> <p>Director of Governance</p>
6.	<p>HE and University Centre update The VP EES reported as follows:</p> <ul style="list-style-type: none"> • Courses are able to run from September following successful validation • Applications are going well • Additional monies of £250k from HEFCE have been secured for widening participation. This summer students will be brought over from SDC to visit the UC and the funds will be used for next year as well <p>QAA Quality Review visit update</p> <ul style="list-style-type: none"> • The visit lasted a day and a half • VK attended on behalf of the Corporation • A full level of confidence was provided in the 3 judged levels • The Committee noted the draft report and letter <p>Teaching Excellence Framework</p> <ul style="list-style-type: none"> • A provisional grade was given as the College has such a small data sample. Hopefully next year silver will be awarded. The framework looks at data rather than teaching <p>The Committee asked for progress on the contract with the UoB and the VP EES reported that it will come to the Corporation on the 6 July alongside the loan agreement.</p> <p>The Head of Facilities is visiting UoB to liaise with them about furniture for the</p>	

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	<p>UC. VK noted that SLT are reviewing KPIs for next term and asked for assurance that these would include HE KPIs. The Principal noted that they would. It was noted that £300k is being requested for the remaining fitting out works on the 5th floor in the Transaction Unit bid.</p>	SLT
7.	<p>Work Experience, Employability and Social Action update The VP EES reported as follows:</p> <ul style="list-style-type: none"> • There is a work experience figure of 85% overall for this year and 97% for vocational areas. This is not where it was expected to be but there have been some issues with management of the area and the College did not start recording effectively until February • A number of lessons have been learnt during this period and ProMonitor is now up and running and working effectively • The plan for next year is currently being finalised and all students will have agreed work experience dates by July for the following year and this will be advertised to employers • The work this year has been a challenge for staff but the changes have been positively received • The Committee asked about the process for work experience and whether it was flexible enough to engage with employers. The VP EES explained that some areas of the curriculum have delivered work experience for a long time and they have a model that works with employers and this is being encouraged to continue. For all other areas there is a block booking process with one week scheduled. A calendar is being created to share with employer groups and others. SB asked if it would be beneficial to talk to employers about how work experience is delivered and about jobs that they have to do. The VP EES noted that it is but there is an immediate need to organise work experience in a way that is manageable for the College. For example A level students will have a work placement for one week after the mocks in year 1 because in year 2 they will have application to HE sessions. The Committee agreed the process was flexible • The Principal noted that the data is robust and will satisfy Ofsted. The capturing of the data is really good. He reported that the special needs students undertake work experience which is not a uniform process in the sector. CMc noted that a nationally funded programme brokering work experience for SLDD students will be available shortly. The VP EES reported that the Director of Student Services is following this up. • The Committee asked how work experience is followed up by the College and how its benefits are measured. The VP C&Q noted that the capturing of the data is really good and the qualitative areas such as how does it inform students' studies and what they get out of it is fed into schemes of work. The College conducts learning walks to speak to students about their work experience and target grades in the same way that Ofsted will capture information. The VP EES noted that this is going well • The Committee asked what support is provided to employers and whether the College tries to encourage employers to take students. The VP EES reported that it is the coalition of the willing. Employers are then used as case studies and recognised in awards. He explained that the College doesn't have the capacity to chase up employers who are not interested. If the students are over 16 and the work experience is lower risk 	

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	employers have their own risk assessments which are HSC compliant.	
8.	<p>E Learning update The VP EES reported as follows:</p> <ul style="list-style-type: none"> • The College is still on target for 51% timely and overall achievement rate of 62%. Hayley Robertson has been driving E Learning forward and processes are nailed in and there are clear expectations. The management of the area has seen a vast improvement • There has been an increase in new starts. Currently there are 12 AAT starts with 19 about to start and 10 ILMs. That is the pilot phase and the College is hopeful that numbers will increase further over the summer • A learner finder service is in place • The VP C&Q reported that there is improvement in the area and the College is extraordinarily confident that the learners are being managed properly and there is a robust process in place. The use of ProMonitor is exemplary • E Learning is included in the growth plan for the new college. The Committee agreed it is such an important area and it is enrolling students who would not otherwise be in learning. The Committee asked if the College can demonstrate that they are new learners from a different cohort who haven't been able to engage with education • It was agreed that the opportunities are there • There have been interesting discussions on how to internationalise E Learning. The VP EES gave the example of ABE international who have 30000 initial contacts. With the continuing focus on immigration and the issues with student visas it was agreed this is worth looking at further. DG suggested looking at linking with professional bodies who are moving into international work. It was agreed that British professional qualifications are favoured globally • The Committee asked if many other institutions are looking at the potential of this area. The VP EES explained that the effects on success rates are holding institutions back. • International students would not affect College success rates 	
9.	<p>College Quality Improvement Plan 2016-17 The VP C&Q noted that the QIP is now a fairly sizable document and includes the WBL QIP as requested. Key developments since the last meeting:</p> <ul style="list-style-type: none"> • [confidential note] • 150 teachers have been through the CPD How to tool • The College is at the last round of MMMs and the VP C&Q is meeting with Curriculum Managers weekly • There is increased attendance for 16-18s and 19+ • Predicted success rates are up on previous years • The focus on actions for 2017-18 is to continue to improve LAT and there is a key focus on the 5 DFE attainment measures. Quality of progression is a focus • E&M – all exams are completed. Overall attendance was 95% (around 800 learners) and it was a well organised process. The Committee questioned whether attendance was so positive because more students feel they have a realistic chance or because more robust processes in place. The VP C&Q noted that it was likely to be both. The 5% who didn't 	

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	<p>attend are made up of genuine medical conditions and students that have failed to engage with the College. He noted that a wilful decision not to attend will lead to a disciplinary or grievance hearing. The Committee asked what happens to students who drop out. The VP EES explained that the details are sent to ESCC and CMc reported that they are picked up by the Youth Employability Service. The Committee asked about benchmarking with other colleges around attendance at exams and the VP C&Q noted that there is a huge variance. The Principal noted that the College's rate is high</p> <ul style="list-style-type: none"> • The conditions of funding remain in place for 2017-18 but is being consulted on • Sixth form remains the largest risk to the College. The College parted company with the Director of Curriculum for sixth form and the role is currently being shared between remaining two directors at Plaza. The focus is on students at risk. They are given weekly SMT mentors, and teachers requiring support have SMT mentors in place. There is considerable CPD taking place particularly focused on VA and preparations for examinations, external revision experts are coming into College and all teachers are producing weekly action plans for their students. There was a 99% attendance for exams. A new Curriculum Area Manager (CAM) has just been appointed. Sixth Form is the biggest risk in terms of VA • The numbers in Sixth Form have reduced and it is predominately seen as a vocational College with a small amount of Sixth Form • WBL QIP – the College is improving the way E&M is delivered to apprentices and there has been a marked improvement. The Committee questioned why it has not been updated since February and the VP EES reported that it has and the updated version will be included in the Corporation papers. 	VP EES/VP C&Q
10.	<p>Predicted Success Rates</p> <p>The VP C&Q reported that predictions are all monitored through ProMonitor. Process is on-going and the VP C&Q is meeting with the CAMs every week. The headlines are positive and include:</p> <ul style="list-style-type: none"> • Improvements on 16-18 and 19+ • Predicted achievement is shown by CAM area • The Supported Education section is actual and will go up • There are good improvements in partners and foundation Pathways • There are challenges in Construction, particularly plumbing which shows a predicted drop. There is a drop in Motor Vehicle, but this cohort is small. Hair and Beauty has some issues and curriculum changes are being made for next year to address this. A new CAM is in place in Sports and Public Services. Both areas will reach national rates but Public Services has some issues which are being addressed • The 2014-15 national rates were published last week and have decreased which is beneficial to the Colleges. • The VP C&Q noted the predictions are conservative and students continue to be supported and pushed through until September. • The College is presenting data through the MIDAS prism which contextualises data more than a blunt national rate. It looks at individual student level, uses postcodes and carries out a complex number crunching process. The Vice Chair of Corporation asked why national 	

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	<p>data can't be released earlier. The VP C&Q noted that there have been challenges in lining up the data with the national changes.</p> <ul style="list-style-type: none"> • E&M is predicting Functional Skills (FS) at the same level as last year and year on year it is significantly up and above national rate. The VP C&Q explained that with the inclusion of Level 2 FS in the data this is more than maintaining the level. A*-C is 30% and 29% (last year it was 23% and 18%) against national rates of 25%-26%. The College has moved over to the change in specification for English. Looking forward the focus is on student progress. • The Committee questioned what % of students will get an A*-C in both English and maths and the VP C&Q noted that he could look at the figures but there was a wide range of students taking different options • A level predictions reflect the current challenges in the area <p>It was agreed that there are good improvements if the predictions are achievable.</p> <p>The VP C&Q tabled a document showing an example of the process of tracking and improving VA. The new process enables staff to see which students have the biggest impact on their VA. He noted that the staff are pleased with the process.</p>	
11.	<p>Feedback from PPRs (May 2017)</p> <p>The VP C&Q reported that this round of PPRs had looked at signing off predicted achievement rates, VA and attendance. The new tracking sheet for call backs has been circulated to the Committee. In this round there weren't many call backs. The Vice Chair of Corporation attended all the PPRs and noted that the agendas are now small enough to have meaningful analysis and the teams turn up fully prepared for their sessions.</p>	
12.	<p>The Quality of Learning Assessment and Teaching (LAT) update</p> <p>The VP C&Q reported that the paper is an update since the last meeting. Key points included:</p> <ul style="list-style-type: none"> • [confidential note] • The College is moving into the next academic year with the two pronged approach to LAT which will set the tone for everything else about the inspection • Individual CPD takes place each half term and is monitored. Teachers need to plan adequately to meet the needs of individual students and it is a skill gap for some teachers. All the teachers are taking part in a focused half day workshop around knowing a student's starting point, setting a target and following it up. This will give Value Added. 	
13.	<p>Complaints Report 31 Aug 2016-14 July 2017</p> <p>The VP C&Q noted that the report is produced by the Quality Department. This year the process has been improved with admin support available to manage complaints and compliments. Last academic year some complaints were not logged because of capacity issues and they were dealt with and resolved in an informal way. Key points included:</p> <ul style="list-style-type: none"> • Complaints are up because they are logged and assigned to the relevant manager • In terms of complaints, the biggest category is teaching and learning. For example all 8 complaints in October related to a historical complaint from a GSCE science course. The significant majority are around staffing issues, 	

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	<p>for example in chemistry A level and plumbing</p> <ul style="list-style-type: none"> All complaints were dealt with in the allocated timescale, none are unresolved and none have resulted in performance management WBL has seen an increase because more students are going through the programme <p>The Committee considered the report and suggested the following:</p> <ul style="list-style-type: none"> It isn't possible to pick up from the paper how much is resolved because the complaint was justified, or the nature of the resolution. It was agreed to include an extra column detailing the resolution and action taken. This gives a positive side to the report It was agreed to include the number of complainants as well as complaint to cover off multiple complaints about one issue <p>The Committee noted the 70% increase in the number of compliments and the importance of compliments to the College. The VP C&Q noted that this figure is likely to be much higher but not recorded as compliments are generally sent to individuals or departments rather than centrally to the Quality Department.</p>	<p>VP C&Q</p> <p>VP C&Q</p>
14.	<p>Update on surveys:</p> <p>Employer Survey - The survey has closed but there is no feedback received to date. Over 400 responses out of 1000 were received for the College. The results are due imminently and will come to the Committee.</p> <p>Teacher survey - The first survey is confidential between teachers/students and the second one is open. 1631 students took part and the A level survey is still open. There are 5 teachers out of 152 with no survey results against them and this is being followed up. The VP C&Q confirmed that there is a scale of 5 answers in the questions.</p> <p>The Committee talked about teacher training and the VP C&Q reported that new teachers coming into the College are far better at the new agenda than those that have been in post for a number of years. Every teacher has to update their schemes of work and lesson plans for the next academic year and will be audited. Many of them have not had to plan for the VA agenda so this is a challenge.</p> <p>The Committee asked about the questions and the VP C&Q explained that they are taken directly from Ofsted questions. The Committee questioned when the students are asked about their target grades if it is not included in the survey. The VP C&Q explained that this is carried out in lesson observations and corridor walks.</p>	
15.	<p>SAR timetable and process for 2017-18</p> <p>The VP C&Q reported that the College is planning for inspection in the first half term and it is important to have a self-assessment in place. Because of this all CAMS are submitting their work for the SAR by end of July and the VP C&Q will produce draft 1 over the summer. Following this he will work with the Principal and externals to stretch and challenge the report and it will be completed by 9 September with the proviso that data will not be fully validated by this stage. Moderation will take place after half term and external moderators will be East Kent College and Sussex Downs College. It was agreed to carry out the governance SAR in the same timescale.</p>	Dir of Gov
16.	<p>Risks relevant to the Committee – update</p> <p>The VP EES noted that the risks had already been considered as part of the agenda and are included in the QIP. The Vice Chair of Corporation questioned whether a number of the red risks should be graded as net amber risks following</p>	

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	the recent round of PPRs. The VP C&Q and VP EES will review prior to Corporation on the 6 July to evaluate whether the actions have significantly reduced the net risks in all areas with the exception of the sixth form.	VP EES VP C&Q
17.	<p>Governance Matters RESOLVED: The Committee appointed Tony Campbell as Chair of the Committee and Simon Hubbard as Vice Chair of the Committee for 2017-18. Proposed: PF; Seconded: VK. CARRIED</p> <p>RESOLVED: The Committee recommended to approve the Cycle of business for 2017-18 to the Corporation. Proposed: SH; Seconded: DG. CARRIED</p> <p>The Committee considered the Review of effectiveness of the Committee during 2016-17.</p> <p>RESOLVED: The Committee recommended to approve the Terms of reference for the Committee with the inclusion of Prevent and HE. Proposed: VK; SH. CARRIED</p> <p>The Committee considered when a governor with skills and expertise in HE should be found to join the Committee now that its remit was looking more closely at HE. It was agreed it was essential to take forward to the merged structure but that it would be beneficial to have some fresh thinking on HE on the current CQS Committee as a coopted governor.</p>	<p>Director of Governance</p> <p>Chair of Gov Cttee</p>
18.	<p>AOB SB reported on CPR training provision and the importance of having this knowledge and asked how the College could take this forward. The VP C&Q noted that it is embedded in some courses and H&S training is mandatory for staff. Ideas included voluntary agencies such as the British Heart Foundation coming in to deliver training, linking into the National Citizenship Service and having as an agenda for the Student Union Group. The Principal agreed to look into further.</p> <p>Information, Advice and Guidance Matrix – the VP EES reported that in the first week of June the College’s Matrix accreditation for IAG was secured for another 3 years and noted that there have been significant improvements and very positive judgements were made. The Committee passed on their congratulations to Hannah King and her team for all their hard work.</p> <p>VK noted that he had recently attended a meeting with HR on the Single Central Register. New personnel have taken over the management and a thorough review has taken place, processes have been tightened up and all checks are completed.</p> <p>The Principal reported that the VP CS and VP EES have been doing a fantastic job in terms of the joint project with SDC. This has been enabled by VP C&Q who has picked up the slack during this period. The Committee thanked the SLT for their hard work.</p>	Principal
19.	The Committee noted the CQS informal meeting notes.	

Meeting closed: 15.55

Impact of governance - Challenge and support at the meeting:

Including on-going actions from previous meetings:

At the last meeting the Committee discussed the huge rise in anxiety and mental health issues with young people and agreed it would be useful to share information and resources between ESCC and the College (VP EES and CMC in the first instance). To be monitored.

Curriculum Planning – to ensure that curriculum planning is shared with SDC. To be monitored at the combined CQS and F&HR meeting with FEA on the 22 June.

Request for the new E Learning manager to bring along examples to the committee of the work being carried out

More evidence on summary sheets on the impact actions are having on students was requested by the Committee – this has been actioned

Apprenticeship information to be included in the main QIP to allow the Committee to monitor effectively- this has been actioned.

Equality and Diversity – at the November meeting there was a request from the Audit Committee to include E&D as part of the internal audit and this was welcomed by the Committee. The Committee to monitor results when available. The E&D annual report, action plan and policy came to the June committee. Action to send the staffing section to the FHR Committee for scrutiny.

Prevent – the Committee asked further board development on Prevent for governors and understanding what is happening in the College to further the agenda takes place. Online Prevent training for governors is in progress and a session is planned for the 6 July Corporation with the Director of Student Services on what is happening at the College and some case study examples planned and a refresh of governor responsibilities from the link governor for Safeguarding and Prevent.

HE – request from the Committee for a greater oversight and involvement in HE at the College. It was agreed going forward that CQS would receive regular updates and receive details from the HE/University Board. VK was involved in the QAA visit and the Director of Governance has met the HE Manager to schedule HE visits, updates and papers for 2017-18 for the Committee and the Corporation. The student submission to the QAA has gone to the Corporation. The CQS requested a search for a coopted governor with HE expertise to join CQS.

Pro Monitor access to allow governors to see first hand the information input and available is pending due to technical difficulties

CQS informal meetings – oversight and monitoring of risk areas continues with good attendance by governors. Notes are included in the CQS papers.

Lesson observations – observation drop in sessions for governors have increased but have not given governors the same kind of engagement as the previous year. It is noted as an action for next year.

Item 9 – KPI dashboard. The dashboard is due for review in 2017-18 to make it more effective. At the Committee's request the front sheet has been updated with more useful targets and HE KPIs

There has been governor involvement in the Information, Advice and Guidance Matrix (VK, TC), the QAA inspection (VK) and the Single Central Register (VK)

Work Experience, Employability and Social Action – details on how the process is monitored and the benefits to students. To continue to focus on for next year.

Elearning – ideas around internationalising e learning. The benefits for those who wouldn't otherwise be able to access education.