

CURRICULUM, QUALITY AND STANDARDS COMMITTEE MEETING

Minutes

Date	23 June 2016	Time	13.15 Acquire update 14.00 Meeting
Venue	Station Plaza Boardroom		
Chair	Mr Pat Farmer		

Membership:

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

Apologies:

Vic Kempner; Principal (Clive Cooke)

Officers:

Deputy Principal (James Mettyear); Vice Principal Enterprise, Employment and Skills (Dan Shelley); VP Curriculum (Jim Sharpe)

In Attendance:

Staff Governor (Karen Cunnington); Work Based Learning Coordinator (Hayley Robertson) for pre session; Deputy Head of Safeguarding (Katie Jackson) for item 5

At 13.15 the Work Based Learning Coordinator (Hayley Robertson) presented on Acquire looking at tracking and monitoring and data and progress so far.

(Attendees: Pat Farmer (Chair); Tony Campbell OBE KSG; Diana Garnham; Caroline McKiddie; Simon Hubbard; Karen Cunnington); VP Curriculum (Jim Sharpe); DP (James Mettyear)

No	Item	Action
1.	Apologies were received from Vic Kempner 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. DG declared an interest as a member of the Construction Industry Training Board (CITB). CMc declared an interest as an employee at East Sussex County Council. SH declared an interest as an employee of Hastings Borough Council.	
3	Minutes of the previous meetings RESOLVED: The Committee recommended to approve the CQS Committee held on 3 March 2016 as a true and accurate record: Propose: PF; Seconded: TC; CARRIED	
4.	Matters arising The Committee noted the action list. Items noted: <ul style="list-style-type: none"> Reporting on the CQS indicators will change and different structures will be implemented over the summer. 	
5.	Safeguarding update The Committee noted the safeguarding update provided by VC. The Chair	

No	Item	Action
	<p>noted that VK has completed the safer recruitment training and he will complete it shortly.</p> <p>The Deputy Safeguarding was welcomed to the meeting and the following discussions took place:</p> <ul style="list-style-type: none"> • There has been a very big rise in safeguarding referrals in the 5 year trend. KJ reported that students are becoming more aware of the support available, the safeguarding team are advertised at the College and safeguarding was a mandatory part of inductions this year. This year has seen more historic abuse cases, more issues around self-harm, mental health issues and sexual abuse issues • The Personal Safety category has increased. KJ explained that is a very wide area encompasses a wide range of issues. It is mainly about students reporting incidents outside of the College and not a reflection of them not feeling safe within the College • The Chair reported that the Health and Safety Committee has concerns about the security at SP with individuals wandering in off the street. KJ noted that this may be raised with members of the team but would not necessarily been seen as a safeguarding issue, it is an addition to concerns but not a reason for the increase • The DP reported that barriers at SP have not been agreed as part of the capital bids this year due to cost. However, it has been decided to move Pathway learners to a safe environment at Ore • The neighbourhood policing team work very closely with the safeguarding team. CCTV images from outside the College are sent through to the police to highlight problem areas with gangs and drugs. The team also work with Hastings rail. KJ noted that the team work across the board with multiple agencies • SH reported that the police are withdrawing a lot of the neighbourhood services and it may be worth the College speaking to the local police commander about how the College can be supported in the future • KJ noted that the dynamics of young people currently is a hostile environment with gangs hanging around the station. To provide a safe environment for the students has meant there is a rise in personal safety reports • SH reported that it would be very useful if information could also be fed into the police/council meetings • Reputation risk around students feeling safe is important to consider • The Committee asked about the Health and wellbeing category and KJ noted this includes neglect at home, no facilities for washing, clothing and food • The Committee noted the low figures for bullying. This is often not recorded as safeguarding issue and is dealt with within curriculum areas • A further column was suggested for incidents that would require referral to the Corporation The Committee asked if there had been a change in the way data is collected. KJ noted this process had changed for both staff and students. Prior to 2014-15 it is unclear if all elements of safeguarding were captured effectively on the single database. Data is now input into ProMonitor • The Committee asked if the team can see where students come from and whether safeguarding incidents were coming from particular areas. KJ noted that the team are very aware of this and Pathways and Level 	<p>KJ</p> <p>KJ</p> <p>KJ</p>

No	Item	Action
	<p>one courses produce higher instances than Sixth form for example. The team is very aware that there are groups within College that need more awareness and support and this is put in place for them</p> <ul style="list-style-type: none"> • The Chair of Corporation asked about SLDD and safety needs. KJ noted that there are a number of referrals, the majority go directly to Social Services and are based around neglect. In many cases a social worker is already working with the individual • Housing is not broken down into age group. KJ noted that this could be broken down further. The Committee noted that Hastings doesn't have good provision. SH reported that more and more people are being put in B&Bs and outside areas are using the housing in Hastings putting more strain on the area. It is a situation that is going to get worse and the College could usefully look at further. KJ reported that many of the housing figures related to students having arguments with parents and housing solutions required are very temporary • KJ sits on the Appeals panel for the Bursary and is the holder for the food bank vouchers. She noted that both are promoted and students are helped. The Chair reported on the struggle to spend the Support Funds and the DP noted that the criteria stipulated by the providers of the fund is around attendance which limits those who can apply Confidential note. • The Committee agreed that Corporation would only be informed at a certain stage of the process through the HR report to F&HR. KJ noted that the process is written down within the safeguarding policy • It was agreed that another column showing where incidents had been resolved would be a helpful addition to the report. Student numbers (in the case of multiple reports) to be added in • DG reported on the Student voice session where students gave positive feedback on their feelings of wellbeing and safety at the College. She reminded the Committee that the numbers being considered are a small percentage of all students • It was agreed that national/regional figures to get a sense of the levels of reporting at the College would be useful • Clarifying what is contained within the Health and wellbeing, category would be useful <p>KJ provided a snapshot on referrals to date as follows: 407 safeguarding referrals (up by 12%), 259 hours with a week to go. This is still a rise although not as significant as previously. There have been no Prevent referrals. KJ confirmed that the measures around Prevent are significant.</p> <p>The Chair thanked KJ for her report and noted that going forward she or Vicky Chainey would be invited to the meeting to report on the Safeguarding Annual report (KJ departs: 14.36)</p>	<p>KJ</p> <p>KJ</p> <p>KJ</p>
6.	<p>English and Maths update</p> <p>The VP Curriculum reported as follows:</p> <ul style="list-style-type: none"> • The Institute of Education in collaboration with the Education Training Foundation have produced a strategic guide and health check designed to help FE providers implement a strategic approach to delivering GCSE English and maths. There are four key areas – Governance and 	

No	Item	Action
	<p>leadership, Curriculum management and course delivery, Staffing and CPD, The learner experience</p> <ul style="list-style-type: none"> • Statements ranked as amber/red or red have been included in the paper for the Committee • The VP Curriculum consulted with the English and maths curriculum team and College curriculum managers on completion of the health check. The new Head of English and maths has produced a strategic paper which alongside the Health Check will inform the strategic plan for E&M and inform the QIP <p>Key points included:</p> <ul style="list-style-type: none"> • The College scores well with curriculum leadership • Course delivery in the classroom is rated red • Engagement with curriculum teams and E&M team particularly in the vocational areas is rated red • Homework is rated red <p>Not much has emerged from the health check that was unexpected but it helps focus on the key strategic issues and prioritise for September and introduce tools throughout the year.</p> <p>The Committee questioned what % of the headings was green. The VP Curriculum reported that Governance and Leadership only had one question it did not score well on. Management tracking and reporting is very good, and has improved considerably in the last 18 months.</p> <p>The learner experience did not score well. The Committee questioned if the College is scoring well on process and poorly on delivery. The VP Curriculum noted that broadly the College has in place an effective way of making sure that students are attending, are on the right programme, on the right levels and are tracked on their progress through the year and this is done very well and are key areas. The sector problem is having the level of skilled staff to meet the number of learners needs. The College will up skill the staff but this is a longer term professional development issue.</p> <p>The Committee raised the following:</p> <ul style="list-style-type: none"> • Students learning experience prior to coming to the College is an important issue with around 62% of students coming in who do not have a Grade C or above in E&M. Data to be extended to include Rother. Students are not engaged and GCSE E&M is not relevant to the world of work. • The Committee asked if the situation locally should be informing targets, the national average is 20% above the local one. The DP noted that from an Ofsted perspective the College should aim for the national average. • Looking at Closing the Gap and free school meals data to present alongside the data in the context of where the College is. The DP reported that this is pushed strongly in the College SAR and in terms of Ofsted it is very dependent on the Ofsted leads assigned whether there is recognition of the local cohort. • If a more positive goal of the College's own could be introduced to provide students with a vision that is achievable. • Comparisons with colleges in like areas such as Thanet and Dover and insight into the work they are doing. The College is working with David Cork at the AoC to look at comparable areas. There are lots of different 	<p>VP Curriculum</p>

No	Item	Action
	<p>ways to analyse the data</p> <ul style="list-style-type: none"> The VP Curriculum reported that emotional resilience and finding ways to build up students with limited resources and demographics are two key challenges. The College is still catching up following previous management issues with E&M. There is a lot more to do to push success rates up and things that can be done better Recruitment of staff – the College lost 3 full time maths teachers this year. The Chair asked for an update on staffing from overseas. The VP Curriculum reported that visas are a real issue; the Head of HR is working with the academies and a progress update will come to the Committee. The College has a standing advert for tutors. <p>The Committee asked for the full analysis and Strategic Plan.</p>	VP Curriculum /Head of HR
7.	<p>College Quality Improvement Plan update The DP reported that the QIP has been updated for June and identified emerging areas for next year. (see full QIP for details)</p> <p>E&M</p> <ul style="list-style-type: none"> DG reported Action Tutoring is starting up again and can be updated on the QIP A Curriculum Lead maths post is still vacant and will be amber rated if not filled shortly <p>Retention</p> <p>A levels</p> <ul style="list-style-type: none"> There has been a focus on A levels and AS this year. They are still rated as amber. On predicted success there is an increase in AS success from 76% in 2014-15 to 82%. The understanding of and means of improving grades and VA are still not fully embedded. <p>Sports and Public Services</p> <ul style="list-style-type: none"> Predicted timely success for Sport is up 8% points on 2014-15 to 87% and Public Service is up 10% points at 94%. It has improved significantly with above average success rates. <p>There are no subject sector areas or sub faculties that are significantly below national average (in 2014-15 this applied to Health and Social Care and Sport and Public Services). They will not be included in the QIP for next year.</p> <p>The Football Academy is now with SCCH (originally Ark William Parker)</p> <p>The first workshop on work experience and social action strategy was run by the Principal on Tuesday. Each area will have a detailed plan for work experience and social action. The College recognise it is an area that needs work. The Committee agreed that it is a big opportunity area for the College.</p> <p>Learning, Assessment and Teaching The area was rated green in March. It is the assessment of teaching rather than a judgement on quality. It is rated amber now with a good overall 86%. However the response to the Teacher Survey shows poor engagement in a small number of areas. These are being followed up.</p> <p>The Chair noted the on-going action on the universal use of ProMonitor and asked when it is going to be actioned. The VP Curriculum has buy in from staff.</p>	DP DP

No	Item	Action
	<p>The design of ProMonitor and what is expected of staff has been agreed directly with all staff. There is a clear flow diagram of expectations. There is an effective reporting tool in place to see which curriculum areas, courses and tutors are using ProMonitor which was not in place before. The outcomes from reporting will be an item on PPRs. The VP Curriculum reported that he has attended a significant number of staff meetings to engage staff.</p> <p>VLE</p> <p>The QIP describes progress as reasonable and there has been an increase in volumes of access, the College still wants to develop further with a proposal that the VLE is incorporated into the whole College QIP for monitoring. The Committee noted the audit report from RSM Tenon which is critical of the VLE citing that there is no clear strategy in place and no formal pattern or expectation from staff. The DP noted that he had informed the auditors about all the areas of concern. Going forward there is a lead for the VLE who will report into Keith Brister.</p> <p>Leadership and Management</p> <p>The Strategic plan section is not updated. It is a one year interim plan so will need to be reviewed and updated before Christmas following the outcomes of the AR.</p> <p>Efficiency of curriculum delivery is positive with staff utilisation at 97% (840 hours teaching) up from 89% in 2014-15. Average group size was increased to 18. The monthly report on class size/staff utilisation has not been carried out and is planned for 2016-17.</p> <p>Curriculum restructure</p> <p>Is rated green, if a Curriculum Lead for maths is not appointed it will move to amber. The structure is substantially in place with 3 new Director posts to support the VP EES and VP Curriculum and there are clear progression paths for staff. The VP EES is looking at an alternative plan for HE. For Construction there are internal and external applicants and this will be confirmed shortly.</p> <p>Safeguarding, Prevent and British Values is rated amber as 9% of staff have not completed the training and disciplinary action for staff is underway. The College is confident to meet expectations as it is a key area for Ofsted.</p> <p>The Chair thanked the DP for the detailed QIP and for the regular updates to the Committee.</p>	SLT/ Corporation
8.	<p>KPI metrics for the CQS Committee</p> <p>The Committee considered the report which outlines a new set of KPIs for the Committee which reflect changes to the Common Inspection Framework. The majority are confirmed annually and would be presented to the Committee in November. Progress towards achieving the indicators would be reported in year.</p> <p>The changes look at both performance indicators (outputs) and process indicators that contribute to the outputs. The changes are significant from the current dashboard.</p> <p>The Committee agreed with the new format and asked that ProMonitor is added.</p> <p>It was agreed that a method for staff, SLT and governors all looking at the same indicators and data was a positive move.</p>	DP
9.	<p>Predicted Success Rates</p> <p>The DP noted that the data had been completed on Wednesday. The MIS manager is currently working on large changes to the database nationally and</p>	

No	Item	Action
	<p>the new database requested by SLT.</p> <p>Headlines include:</p> <ul style="list-style-type: none"> • 81% for all including Functional Skills (the latest national average went down to 74% last year) • 82.2% for 16-18 (slightly below last year but above the national average of 69%) • 78.6% for 19+ including Acquire (significantly below the national average of around 85%) • 84.2% 19+ without Acquire (almost a 7% difference) • 88.3% 19+ excluding FS and Acquire • Pathways learners impacted on FS. The Foundation Study area carries out important work meeting the needs of the community • 16-18 is predominantly green with a couple of reds on small qualifications at lower levels. There are no issues to report • 19+ AS and A levels are green • Access to HE is predicted to go up • Diploma significantly below national average (Acquire). As Richard Moore has suggested this has been pulled out and highlighted • Timely success at subject sector level. For 16-19 it is looking very positive and consistent. Business has moved to amber as it has dropped 3% from last year and is hovering around national average. Construction has dropped from 91% to 84% (national average is low at 84%) • The Committee noted that it is disappointing that Grade 1 Arts, Media and Publishing has slipped to amber and is bordering on the national average. The DP noted that Art and design is not Outstanding based on the new Ofsted measures <p>English and Maths</p> <ul style="list-style-type: none"> • The DP explained the formula where GCSE looks at pass rates and Functional Skills looks at success rates. Pass rate is based on the number of students turning up to the exams. <p>(VP EES arrives: 15.31)</p> <ul style="list-style-type: none"> • Predicting 23% A-C English and 24% A-C maths but this has not been split between 16-18 and 19+ (last year 12.2% English, 9.2% Maths) The national average A-C pass rate for 16-18 is 30% English and 27.5% maths) • The Committee considered how much weight would be given by Ofsted to progress against distance travelled and suggested it would be a good measure to see. • The VP Curriculum reported that the journey from FS learners who are now doing GCSE is positive and could be tracked <p>Other areas noted included:</p> <ul style="list-style-type: none"> • The vast majority of learners stay on their programmes and complete their qualifications • Cohort analysis has changed significantly • Adult learners are doing well (when excluding Acquire) • Next year the funding rules change significantly with the ability to deliver a study programme for adults which can be funded by hours rather than qualifications • The College, Job Centre Plus and SDC are meeting to develop a new offer for long term unemployed to provide softer skills, confidence 	<p>VP Curriculum</p>

No	Item	Action
	building and learning to learn.	
9a.	<p>The Acquire Project update The Committee noted the update report and the Chair noted that the Committee had received an excellent presentation from Hayley Robertson and her team.</p>	
10.	<p>Feedback from PPRs (May 2016) The DP reported that there had been a mixed picture on performance of LSMs in their presentations and knowledge of data. There are some correlations between the performance of managers at PPRs and outcomes for learners and the outcomes of the curriculum restructure. The majority of managers have a clear idea of the PPR process and are prepared and able to talk with clarity about what they want to do to make things better. The Chair reported that he attends all of the PPRs and finds them extremely valuable in terms of picking up the progress of the College and issues. He recommended that governors attend a session to get a good feel for the College. He noted that governor attendance at PPRs gives confidence and transparency between the SLT and the Corporation.</p>	
11.	<p>The Quality of Learning Assessment and Teaching 2015/16 to date</p> <ul style="list-style-type: none"> • The report includes outcomes and results of the Teacher survey which is a key way of assessing the effectiveness of teachers. The DP reported that he is pleased with the response rate, with the exception of two areas of concern. The Chair of Corporation noted that he would like to see this improved, at least into the high 80s. • The areas for further work the College is working on do emerge from what the learners say. Turing needs more work, the promotion of healthy eating and keeping fit and the promotion of British values. What students feel about their teachers appears to be broadly positive. • The qualitative responses have been a surprise to many teachers and trigger reflection. • The Committee noted that there is nothing about performance by department. The DP reported that this can easily be done and added as an annex and will be issued after the meeting. • The Chair asked if the DP is confident that there are no grade 4 teachers. It was agreed that all teachers can potentially have a grade 4 day. The DP noted that the College still has some teachers that do not enable students to reach their potential. There has been a change of focus from lesson observations to looking at other areas of learning such as books and marking. There is not as much correlation between an Outstanding lesson and outcomes for learners as expected. The areas that had the highest proportion of Grade 1 tutors (Art and Design, A levels, English) often have teaching that is in more need of development than other areas. The lesson observation grading can be very damaging to teachers with a reluctance to change methods. T&L is about much more than a 50 minute activity in the classroom. • The Chair of Corporation reported that the observation drop in sessions for governors have been disappointing this year and have not given governors the same kind of engagement as the previous year. The DP agreed that it is important for governors to be involved. Curriculum Leads inviting governors into lessons can be enabled with the new structure in place with guidance from the Curriculum Directors. 	<p>DP</p> <p>VP Curriculum</p>

No	Item	Action
12.	<p>Complaints Report</p> <p>The report was taken as read. Confidential note. KB manages the process well and responds to complainants in proper timescales. DG asked if it would be worthwhile to carry out a sense check with students of why complaints go up and down and whether they feel it is worth making a complaint. The DP asked the staff (teaching) governor of her view and she noted she was unsure about whether they would. It was agreed there are more mechanisms available to feed in concerns such as the Staff survey and Student survey. KB is trying to encourage more comment on the Teacher survey. Tutors are dealing with concerns and intervening quite early so complaints don't get escalated. The majority of complaints come from the parents. It was suggested a question on the Teacher survey – I feel I can give feedback/complaint to my teacher could usefully be included The DP noted that 100% of 16-18 learners received a report to parents this year.</p>	
13.	<p>Interim update on surveys:</p> <ul style="list-style-type: none"> • Employer Survey <p>The survey received 250 responses, including subcontracting partners. The Vice Chair noted it would be useful to know how many responses were from subcontractors Last year the satisfaction rate was 84% this year it is 89.8% which takes the College into the top percentile nationally. 70% of apprenticeships are generated by the College or repeat business. That is the way apprenticeships are driven. The VP EES noted that this is normal in FE. DG noted that the data on the second sheet does not list quality of provision as the top reason for choosing the College. To encourage people to take up training opportunities people need to feel it is worthwhile. The College rated very highly (90%) on the quality of provision and it was agreed this could be converted into a marketing message that works to attract business.</p>	
14.	<p>SAR timetable and process for 2016-17</p> <p>The DP agreed to add in a date for governance/management and leadership as part of the SAR. The Clerk to circulate dates to governors and the DP invited CQS members to attend the SAR moderation on the 11 November.</p>	DP/ Clerk
14 a.	<p>Annual Cycle of Business: Monitoring Performance and Progress 2016-17</p> <p>The Chair reported that the DP had spoken with him to consider a way of improving the CQS set up. The revised plan is for 3 CQS meetings a year (originally 4) linked into the PPRs and the SLT review of performance alongside a monthly meeting with the Chair of CQS and other governors and the VP Curriculum and VP EES to receive a report and update paper which would be sent on to the full Committee after the meeting.</p> <p>The DP reported that the aim is to better align Corporation and SLT performance monitoring arrangements. Governors, Directors, Curriculum area managers and their teams will all work to one agenda with a consistent communication on a set of measures. The second aim is to reduce the need for papers. Papers will be largely replaced with an extensive review of the QIP.</p>	

No	Item	Action
	<p>The Committee questioned how far after the SLT monthly meetings will information be considered. The DP reported that it will be much more quickly than in the current set up but not necessarily in a formal meeting. This will allow more time at CQS meetings to explore key issues.</p> <p>The Chair of Corporation asked that the monthly meeting is extended to CQS members so they are not excluded from discussion.</p> <p>The Chair asked that the monthly meetings are changed in the schedule and that a monthly meeting would not be required when a CQS Committee takes place.</p> <p>The Clerk and DP agreed to review the schedule and circulate dates tomorrow.</p>	<p>DP</p> <p>Clerk/DP</p>
15.	<p>Risks relevant to the Committee – update</p> <p>The VP EES reported that the update contains actions from June and shows what will happen in the next quarter.</p> <p>The target for 70% timely success rates for apprenticeships has not been achieved and stands at 64% but it is still 8% above national average. One partner has substantially underperformed and management interventions are in place. There are 200 planned end dates for next year for the partner and to remove new starts might destabilise them. The aim at the moment is to try and protect the cohort. The WBL manager is conducting postcode analysis to see if they could be taken into the College. The apprenticeships are in health and social care, business and are areas the college could deliver dependent on distance to travel.</p> <p>The Committee asked if they had let down other partners and the VP EES reported that Northbrook College have pulled out.</p> <p>DG suggested that a very tight rein on decision making was required and issues may be wider than the immediate area for the company.</p>	
16.	<p>Update on the ICT Strategy</p> <p>Progress and application of “Learning in the 21st Century” Strategy (internal audit report February 2016). The Committee noted the report</p>	
17.	<p>Annual Cycle of Business for 2016-17</p> <p>The Clerk to update the cycle further to the new proposed schedule. The Clerk to ensure that all relevant items are included in the cycle.</p>	Clerk
18.	<p>Terms of reference for the CQS Committee and review of effectiveness for 2015-16</p> <p>DG reported that she had met with the Student President around expectations and timescales of the Student Working Group and feedback from the Corporation would be useful to move the proposals forward. The Chair asked if DG would provide a paper under AOB at next week’s Corporation meeting and DG reported that one slide and a request for governors and managers views on would be sought.</p> <p>The terms of reference to be updated to reflect the change in the CQS calendar and the proposals for the monthly meetings.</p> <p>Explicit reference to monitoring the QIP and e learning to be included.</p> <p>The Chair thanked the Clerk for producing the review of effectiveness which</p>	Clerk

No	Item	Action
	provides evidence for Ofsted. It was agreed to include in the review the circle of engagement with staff who contribute to the Committee (safeguarding, quality, complaints, MIS)	Clerk
19.	Appointment of Chair and Vice Chair for 2016-17 Chair of CQS – Tony Campbell Vice Chair of CQS – Simon Hubbard	
20.	AOB There were no items	

Meeting closed at: 16.47

Attendance for 2015-16: 71%
Length of meeting: 2hrs 47mins

Impact of governance - Challenge and support at the meeting:

Acquire – as part of the Committees' remit to monitor the bedding in of Acquire they invite the manager of the programme to provide a briefing update for governors. The VP EES also provided a progress paper for the Committee.

Predicted success – Headline figures presented to the Committee and requested to go to Corporation

Lesson observations – at the February meeting the Committee noted there had been a number of changes to observations and questioned whether this was an issue throughout the College. The DP noted lesson observations were on target. The Chair of Corporation reported that the observation drop in sessions for governors have been disappointing this year and have not given governors the same kind of engagement as the previous year. The DP agreed that it is important for governors to be involved. Curriculum Leads inviting governors into lessons can be enabled with the new structure in place with guidance from the Curriculum Directors. To be monitored for 2016-17.

Safeguarding – following issues on understanding data from the annual safeguarding report the deputy safeguarding lead attended the meeting and key areas were considered by the committee and clarity sought. It was agreed that the staff member will attend each year to provide detail to the Committee. The report will be updated in areas to demonstrate the role of corporation in safeguarding and Prevent. The previous request for the Prevent Action Plan was included as part of the QIP. Non completion of staff modules on safeguarding, Prevent and British values was reported.

English and maths update – the VP Curriculum provided the Committee with an insight into management and strategy going forward. The Committee requested the full plan to consider further and updates will come to each committee in 2016-17. The Action Tutoring initiative is continuing after a delay and will be reported to the Committee.

Employability, Work Experience and Social Action Strategy The Committee questioned how the strategy could be monitored by the Corporation and asked for LSMs to present to the Committee on the implementation of the strategy for staff and students. Action carried for 2016-17. The DP reported on the first workshop by the Principal for staff on the strategy and its implementation.

Item 9 – KPI dashboard. The Committee asked SLT in February to review the dashboard to see if key objectives can be included on the front sheet for effective monitoring. The DP brought changes

which look at both performance indicators (outputs) and process indicators that contribute to the outputs. The Committee agreed the new format and asked that ProMonitor is added. It was agreed that a method for staff, SLT and governors all looking at the same indicators and data was a positive move.

Annual cycle for CQS A new cycle which joins the CQS committee to the college cycle of reporting was presented and agreed. The Committee will receive updates on performance more quickly and pressure on SLT to produce papers for the committee will be reduced. The Committee work will focus around the QIP.

QIP – emerging areas for next year were considered.

VLE/Moodle – the Committee's request for a progress report when further work is done was brought by the VP Curriculum who has a system in place and staff buy in to take the VLE forward. Progress to come to the Committee via the QIP

Stakeholders – update on complaints, the student working group to consider to direction for the Students Union, the teacher survey and the Employer survey interim results were considered.

On-going actions from previous meetings:

The Chair of Corporation asked the DP to follow up on external moderation sessions.

Equality and Diversity update –The Committee to monitor closely to ensure the SLT are promoting effectively

The **monitoring of the ICT strategy** on the dashboard is outstanding and governors requested that a mechanism is required. The DP agreed that an update on the ICT strategy will come to the Committee where required