

CURRICULUM, QUALITY AND STANDARDS COMMITTEE MEETING

Minutes

Date	5 June 2015	Time	14.00
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; Jessica Stubbings (co-opted)		
Apologies:	Jessica Stubbings		
Officers:	Deputy Principal (James Mettyear); Vice Principal Enterprise, Employment and Skills (Dan Shelley)		
In Attendance:	Student President (Carlie Stace) (until 14.45); HoF (Jim Sharpe)		

No	Item	Actions
1.	<p>Apologies</p> <p>Apologies received from Jessica Stubbings due to the change of date. The Chair reported that JS is leaving the Corporation and a prospective new governor is being interviewed next week as a co-opted governor for CQS and an observer on the Corporation.</p>	
2.	<p>Declarations of interest</p> <p>The Chair of CQS declared an interest as a member of the Hastings and Rother Task Force.</p> <p>SH declared an interest as an employee of Hastings Borough Council.</p> <p>DG declared an interest as a member of the Construction Industry Training Board (CITB).</p>	
3	<p>Minutes of the previous meetings</p> <p>RESOLVED: The Committee approved the CQS Committee minutes of 30 April 2015 as a true and accurate record subject to correcting a typo on p.2, second paragraph (own attendance). Proposed: TC; Seconded: DG; CARRIED</p>	Clerk
4.	<p>Matters arising</p> <p>The Committee noted the completed actions and the following points were raised:</p> <ul style="list-style-type: none"> Revised target for AAT – the Level 4 accounting technicians' course has a low pass rate nationally and deflates College success rates overall. The DP explained that for future reporting it will be referred to independently rather than as part of the SSA. Free school meals data post 16 – the DP reported that for the 112 learners who declared and were logged in receipt of free school meals current in 	

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	<p>year retention was 98.2%. The DP agreed to circulate the data to the Committee. The Committee asked if it was feasible to link through secondary schools but the DP reported that there is currently no protocol with local schools and the College received the data by asking the learners. He noted that this method is unlikely to include all learners in the cohort</p> <ul style="list-style-type: none"> • Using parents to tackle disengagement in English and maths. The HoF JSh reported that the College has texted every student on a daily basis and written letters from the faculty and the Principal. Attendance at the recent exams was good t with 94.5% attendance for English, and 350 students for maths. He reported that this is a real testament to pulling the College together to support the agenda and staff have gone above and beyond. There are a lot of lessons learnt this year to ensure a better start for next year. The Committee asked what the atmosphere was like after the exam. JSh reported that there had been a few issues with equipment and with some students feeling upset and the faculty has followed up today by phoning students whose attendance has been poor through the course to support them. The Committee noted the commendable efforts of staff. • Peer review with a local college. The Principal has arranged peer review of the SAR with East K College. The DP has arranged for a peer lesson observation exchange with Central Sussex College. Richard Moore is also booked in to attend the SAR moderation • The DP reported that a strategic discussion on LAT will take place at the start of the next academic year • A full review of the KPI dashboard, looking at the FE Commissioner letters for best practice will take place at the start of academic year. 	<p>DP</p> <p>DP SLT</p>
5.	<p>Governor report: The use of performance data on college inspections: An HMI's perspective</p> <p>VK reported on a training session he attended in March 2015 with the DP. The training was led by an HMI as a dry run of the training session on data for college inspectors. Attendees reviewed the Qualification Success Rate document. Key points from the training were:</p> <ul style="list-style-type: none"> • Headline success rates have increasingly less relevance for Ofsted • Much more sophisticated and detailed ways of looking at the data are being used. This is being reviewed and rolled out at the College with systems and staff. 	
6.	<p>Performance Update</p> <p>a. QIP update</p> <p>The QIP was taken as read and the following points were raised:</p> <ul style="list-style-type: none"> • In Health and Social Care there has been an issue about the external verification of work • The DP noted that a visit from a successful department has taken place with Health and Social Care and this will be added into actions for improvement • Peer mentoring support. The Committee questioned what the impact of the support has been. The DP reported that it had worked successfully for the LSM for Health and Social Care to help with spread sheets and data. The Chair asked if the DP was comfortable with the progress made. He reported that in the circumstances he was happy that reasonable progress 	

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	<p>in all agendas, with the exception of VA and high grades, had been made. He reported that going forward for next year the QIP will be more detailed.</p> <p>b. KPI update</p> <p>Key points raised included:</p> <ul style="list-style-type: none"> • Retention is in line with last year at 93-94%. • Predicted Success rates – the first round of PPRs have taken place and the remainder are next Thursday. Headline figures were read out by the DP. There are an increased number of GCSEs even without FS. Overall success is broadly in line with last year or marginally above at 88% overall. (Last year 87%) Long course success is 89% including GCSE but excluding FS (87% last year). • The Chair asked about predicted success rates and the DP agreed that after the PPRs on Thursday the spread sheet will be sent out. • The DP ran through areas predicted to remain in line with last year or improve. There is a slight decline in Art and Design, particularly over one course area and Sport is marginally down, Public Services is still underperforming but is predicted to improve. • A levels are broadly the same as last year at 1% above and retention is 5% above. • The Principal reported that an overall success rate of 89% excluding functional skills would be a good result • The Committee agreed to move to a later meeting date next year to ensure that predicted success rates can be scrutinised at the meeting. • Apprenticeships. The VP EES reported there are 500 learners still due to finish this year. The College is on track to achieve target • The Chair questioned why International full cost income is still noted as a concern and the Principal reported that the £500k target hasn't been achieved to date <p>c. Value Added</p> <p>The Chair asked the DP to explain the charts and he noted that the data is from East Sussex and is too detailed and confusing. The Chair noted that an understanding of the values in the chart and the formula for VA was required to allow the Committee to scrutinise the information. The DP reported that at the next meeting a workshop about how VA is calculated would be given. The Committee noted that showing where the College fits in the table in comparison with other colleges is important. Showing absolute progress and comparative progress and removing stats that are nice to know but not key for Ofsted judging would be useful.</p> <p>(Student President departs)</p> <p>It was noted that it is much harder to get VA in areas of economic deprivation. The Committee discussed the hidden work affecting exam success whether A levels effectively test the potential in students.</p> <p>The DP reminded the Committee that VA was a narrow measure based solely on to GCSE score on entry.</p> <p>The Principal reported that Ofsted inspectors have been in the College today before starting an investigation in Hastings and the Isle of Sheppey looking at the shockingly low attainment in schools in the two areas. Every school in Hastings has been put in a hot house by Ofsted with educationalists sent in to find out what is going on in terms of level of attainment and expectation and hope for young people. One governor reported that in other areas of activity such as</p>	<p>DP</p> <p>Clerk/DP</p> <p>DP</p>

No	Item	Actions
	<p>policing and crime real tables compare like with like to judge how an area is performing.</p> <p>One governor asked if the government recognises the issues and the different starting points that young people from areas of economic deprivation face. The DP reported that the Socio-economic Performance Indicator (SePI) report https://inclusivepractice.wikispaces.com/file/view/SEPI_Guidance%5B1%5D.pdf takes into consideration social and economic factors. The DP agreed to share this with the Committee when available.</p> <p>d. Risk Register</p> <p>The VP EES reported on the register. The following points were raised:</p> <ul style="list-style-type: none"> • Failure to improve English and maths participation and success rates. Following the actions taken by the College and the good attendance at the recent exams it is hoped that that the action required can move over into existing controls • Failure to achieve Development of E-Learning Strategy and VLE. The DP reported that Moodle has progressed broadly to plan. The Chair of Corporation asked for the risks involved in the redundancy of the E ILT manager and the impact on a very key strategy and the DP reported that there are some risks of losing that momentum with the redundancy but the DP will take the lead on the project supported by two members of teaching staff. . Engagement of all teaching staff will be helped by involving teaching staff as part of the roll out. The project has moved forward and most staff have been trained and engaged. Appraisal process and KPIs will be used to monitor usage. 	DP
7.	<p>Report on work experience and employability</p> <p>The Committee reviewed the College's current arrangements for employability and work experience and ideas and suggestions for the development of a more robust strategy. Work experience is the key factor in improving the employment chances of young people. SLT and key staff from across the College will develop a draft strategy and consult with staff and key stakeholders over the summer and autumn to enable the Employability and Work Experience strategy to form a key part of the new 3 year Strategic Plan. The following points were considered:</p> <p>The Mindset solution, two days free consultancy to review and support the development of employability across the College was undertaken. The review has identified a number of key areas for the College to focus on in the strategy. The Committee considered the Saturday job stats with only 13% of 16-17 year old males and 23% of females combining part time work with full time education. The VP EES noted that the pressures of the employment market have led to the decline. DG reported that there is helpful work from universities on widening participation showing that there is a much higher percentage with jobs including volunteering. It was agreed that collecting and using work experience data as evidence when Ofsted comes was key.</p> <p>The VP EES reported on an exciting venture with Source from November which will provide students with valuable work experience locally.</p> <p>The Committee suggested the College looks at the Princes' Trust model and whether this could be followed up with more students.</p> <p>The VP EES reported that meaningful work experience is the big challenge over the next few years. The Chair noted that progression into work is the first priority and any work experience is better than none with life experience being of greater importance than classifications of meaningful work experience.</p>	

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	<p>DG reported on the link visit to Computing and noted that many of the students working on web design are more likely to work for themselves or in a small consultancy. An opportunity for the College to have a semi commercial or free service where students work on developing a small businesses website or app would be good work experience and beneficial to the community. The VP EES reported that this scheme already takes place in art and design. The Chair noted this could also be beneficial in construction. The VP EES noted that if the employer sets the project this is counted as valid experience.</p> <p>The VP EES reported on Own Grown, a Hastings and Rother wide campaign which encourages employers in a range of employability activities. Next year a calendar on the website will include work experience dated and timed to allow employers to book a slot. DG asked how employers are thanked for their involvement and the VP EES reported that there is an award ceremony for employers.</p> <p>The Chair asked that the outcomes of the work are included in the strategy.</p>	VP EES
8.	<p>SAR timetable and process for 2015-16</p> <p>The DP took the report as read.</p> <p>The key revision to the self-assessment process is the implementation of teacher and course level self-assessments that will inform sub faculty self-assessment.</p> <p>The HoF JSh reported on the new framework which will shift emphasis from management down to teachers owning their courses. Fewer managers with more teaching commitments make this an important change to ensure accountability for learner performance and outcomes. Every course will have a QIP that will feed into the area QIP. Collaboration with curriculum staff has taken place since the autumn term and there has been good engagement. There have been 3 rounds of collaboration, on red days teaching staff looked at their individual self-assessments. Course level questionnaires are being done for the first time. These will be confidential for autumn, and open in Spring and the summer term.</p> <p>The first PPR of next year will validate the self-assessments each curriculum manager has done.</p> <p>The Committee asked about the correlation between the student view and outcome and how this will be measured. JSh reported that this will come out of the first phase of questioning.</p> <p>The Chair suggested that the questionnaire includes some negative questions to ensure worthwhile feedback and DG suggested that options of 6 or 8 (not 5) are used.</p> <p>The Chair of Corporation noted that he admired the system and the integrity but 20% of lessons are still satisfactory or below and questioned whether the new system is going to move to a situation where all lessons are good or better.</p> <p>The DP noted that Ofsted increasingly understands that it is more than the teaching and learning which is important.</p> <p>The Committee agreed that the new system was a response to the reduction in management numbers. It seems to be a sensible way to proceed and one that the public sector will be increasingly using.</p> <p>The Committee asked how the College will manage to stay in sufficient control of the new system. The DP reported that the teacher self-assessment paperwork is incredibly demanding and rigorous. Some staff have welcomed it to showcase good work, others have kicked against it as it is holding them to account for the success of their learners.</p> <p>The DP reported that Grade 1 or grade 2 teachers can get complacent. This</p>	

No	Item	Actions
	<p>system addresses that.</p> <p>Where do governors sit in the rigor? Governors will remain involved in lesson observations which continue to be valuable. There will be reporting to governors as part of the process on the level of completion at every stage. Assurance reports, including the impact on learner outcomes will be provided. JSh reported that the rigour has not been taken away, there will be the same target setting and PPR process but the new system focuses on making teachers aware of all of the things they are responsible for.</p>	
9.	<p>The Quality of Learning Assessment and Teaching 2014/15 to date The DP took the report as read, highlighting that the proportion of good or better observed sessions at 81% was in line with expectation</p>	
10.	<p>Annual Complaints Report The DP thanked Keith Brister for the report. The Committee noted the number of recorded comments and asked about the increase of complaints. The DP explained this is reflective of organisational health. A large number of the complaints are from the start of the year around learners being unclear about what they are being offered. Initial advice to students needs to be very clear. The Chair noted the miscommunication figure of 20% and the DP reported it is also about making clear what the College is not able to offer. The Chair thanked the DP and KB for a good report and noted that he has increasing confidence that there is a good service in place that is well managed.</p>	
11.	<p>Equality and Diversity Report The Chair questioned where the Equality and Diversity Policy is and the DP reported that this and the Action Plan will to come to a later meeting. The urgent requirement is to publish relevant data to be compliant and the report provides these details. Going forward a strategy and plan will be produced. The Committee asked about the E&D Committee and the Principal reported that this had been disbanded as it was Ofsted's view that a committee was an outdated vehicle and it was delegated to LSMs. DG reported that it helps to be wider than management when dealing with EDI and it is important for the Corporation to have a strong link with it. This is an area that was done very well at the College and has now dropped off the agenda. The Clerk noted that there was an EDI link governor – Wendy Bennett. The DP reported that the College does need to do more analysis and this will be in place by the time the SAR is ratified. The Committee noted the importance of the data leading to action where required. The DP noted that the College does track E&D threads throughout the year but this needs to be done better going forward. It was noted that results are self-classified so figures are unlikely to be fully reflective. The DP noted that the data will be published on the College website.</p>	DP
12.	<p>Feedback from Principal's Performance Reviews – June 2015 The DP and Principal reported that the sessions had gone well. LSMs have increasing confidence in taking control in analysing their own performance. All had a level of analysis of their data. The move to digital is going well. Corporation members were present at each session. Compared to previous years the adverse feedback regarding the level of service from support departments has reduced significantly.</p>	

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13.	<p>Interim update on surveys:</p> <ul style="list-style-type: none"> • Employer Survey The VP EES reported that a return of 8.4 was achieved, a 13% increase with a bigger employer base. The Committee congratulated the VP EES and his team for a very good result. The College is hosting the Chamber of Commerce on 25 June at Ore Valley and the outcomes will be used in marketing materials. It was suggested that it would be good to try and put the outcomes at the forefront for parents. (full survey results available from the VP EES) • FE Choices 1300 responses (about 30%) were received. The report was published on the 29 May. The DP agreed to circulate to the Committee and he recommended they look at the different cohorts of learners. There has been a slight increase in “How likely would you be to recommend the College to a friend” from 8.1 to 8.4. The DP noted that the survey is not that useful as it doesn’t provide all the information the College needs at the sub-faculty level and course level . The Chair noted that the College has had disappointing results from the survey in previous years and questioned why. The VP EES reported that last year the College was rated 2nd in Sussex The Chair asked if there is a high performing college from the survey and the DP reported that City College Brighton has 97% but the process is managed. The proposal is to bring back a course level satisfaction survey to analyse and feedback to staff. He noted that he is considering whether to undertake the FE Choices survey for the future as it is not a funding requirement and Ofsted are not interested in the results. The Chair noted that there needed to be a benchmark of where the College students sit. The DP noted he was conscious of not over surveying the students. VK suggested the survey could be carried out every other year with more appropriate college surveys carried out on the alternate years. 	DP
14.	<p>Update from the Safeguarding audit VK, link governor for Safeguarding reported on the audit which was carried out in April. It was taken to SLT on Tuesday and went to the Audit Committee on Wednesday. The report was rated on the amber side of red with 3 significant findings, 2 high and 1 medium. VK is meeting with Vicky Chainey and Jackie Travis to take forward. The Committee asked for details on the findings which were reported as:</p> <ul style="list-style-type: none"> • Training of staff and correct recording • DBS checks not being completed before an employee starts work • Inappropriate websites being accessed <p>It was a worthwhile audit and in the 3 year audit plan it will be repeated in 2 years’ time. The Vice Chair questioned why when regular reports come to the Committee and an annual safeguarding item is presented reporting that safeguarding is working well such significant risks were missed.</p>	
15.	<p>Annual Cycle of Business for 2015-16 The Committee agreed the cycle subject to a later date for the Committee in June 2016. The Clerk and DP to agree and circulate.</p>	Clerk
16.	<p>Appointment of Chair and Vice Chair for 2015-16 RESOLVED: The Committee approved Pat Farmer as Chair and Tony Campbell as Vice Chair for 2015-16. Proposed: SH; Seconded: VK</p>	

No	Item	Actions
	CARRIED	
17.	AOB	

Meeting closed: 16.12

Attendance for 2014-15:tbc
Length of meeting: 2hrs 12mins