

## CURRICULUM, QUALITY AND STANDARDS COMMITTEE MEETING

### MINUTES

<b>Date</b>	<b>30 April 2015</b>	<b>Time</b>	<b>14.00</b>
<b>Venue</b>	Station Plaza Boardroom		
<b>Chair</b>	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:**

Apologies were received from Vic Kempner and HoF (Jim Sharpe)

#### **Officers:**

Deputy Principal (James Mettyear); Vice Principal Enterprise, Employment and Skills (Dan Shelley)

#### **In Attendance:**

Student President (Carlie Stace)

At 13.00 there was be a link visit to Accountancy and Business led by Robin Hugh, LSM for the faculty. Attendees: Pat Farmer, Diana Garnham, Carlie Stace

No	Item	
1.	<b>Apologies</b> Apologies were received from Vic Kempner.	
2.	<b>Declarations of interest</b> The Chair of CQS declared an interest as a member of the Hastings and Rother Task Force. SH declared an interest as an employee of Hastings Borough Council. DG declared an interest as a member of the Construction Industry Training Board (CITB).	
3	<b>Minutes of the previous meetings</b> <b>RESOLVED: The Committee approved the CQS Committee minutes held on 5 March 2015 as a true and accurate record: Proposed: PF; Seconded: DG: CARRIED</b>	
4.	<b>Matters arising</b> Actions were noted as completed. The Vice Chair reported he had visited Crossland and Dudson on the 27 April with the WBL team.	
5.	<b>Performance Update</b> a. <b>QIP update</b> The DP noted that the QIP has a revised format which details actions and	

No	Item	
	<p>assessment of progress. He noted it is the key document for the College and needs to be right and asked governors for their input on the format. Governors felt the document is clear, easy to understand, totally transparent, has a good focus and is not overly detailed. The only amendment was for milestone assessments to use bullet points for clarification. The DP reported the format will be adopted right across the institution. Updates will take place at PPRs.</p> <p>The Committee looked at the content and the following areas were considered:</p> <ul style="list-style-type: none"> <li>• The Chair of Corporation queried the impact of reduction in curriculum hours and how non-attendance will be supported and improved. The DP reported that this year curriculum areas have been encouraged to own attendance. Incentive schemes are in place and curriculum areas use their own methods to celebrate good attendance. The Principal noted that during inspection period curriculum areas had received a great deal of support in chasing non-attendance and there was work to do to reengage tutors in owning attendance. Governors suggested using softer interventions such as volunteers and other schemes that are no cost. Examples of targeted mentoring schemes, and companies like McDonalds support activities.</li> <li>• The Committee considered the importance of developing employability skills around punctuality and good attendance. They proposed using peer pressure in classes with incentives to drive attendance. The VP EES noted that there are pockets of good practice in the College, particularly in Health and Social Care who have a hall of fame and celebrate a number of student achievements. The DP noted that he would take on board all the suggestions and this aspect will be covered within the Employability Strategy</li> <li>• The Chair asked if there had been reductions in bursary funding and the Principal confirmed that there had been no significant cuts</li> <li>• The Committee considered the red item around high grades and value added attainment on academic and vocational programmes. The DP reported that this is a 2-3 year agenda. Work with individual A level tutors, focusing on AS and A2 high grades attainment to improve VA will help with recruitment by increasing scores to compete with local competition. A different approach to pedagogy, putting the responsibility on the learner, focusing on feedback from tutors rather than class-room performance was the key. He reported that some teachers in College are demonstrating these skills very effectively</li> </ul> <p>b. <b>KPI update</b></p> <p>It was agreed that the KPI dashboard had been looked at in detail at yesterday's Corporation. The Chair suggested the Committee look at the strategic targets and the following points were raised:</p> <ul style="list-style-type: none"> <li>• FE Choices results will be ready in time for the June committee meeting</li> <li>• Staff turnover is red rated because it is higher than the College had wanted although it is below the target</li> <li>• Governors questioned how many employers had completed the Employer Satisfaction survey and the VP EES reported there were 208 responses (against 600 employers). The Committee noted this was an excellent return and the VP EES noted the work experience L3 Business students had worked hard to move it forward. The return is double from last year</li> <li>• The Chair queried retention rates on Long Level 4 and the Principal</li> </ul>	<p>DP</p> <p>DP</p> <p>DP/Clerk</p>

No	Item	
	<p>confirmed this is AAT which has a national low success rate (54% nationally) and is a tough and competitive exam. The Chair suggested a more sensible College target should be set as the College is performing above the national rate</p> <ul style="list-style-type: none"> <li>• Level 1 Childcare and BTEC in Art and Design both have poor retention and the Committee questioned why. The DP reported that Childcare performance overall is significantly better and Level 1 is not running next year. Governors questioned whether this presented a barrier to learners' pathway into childcare and the DP reported that due to the requirement for English and maths at GCSE Grade C the progression for Level 1 students was unrealistic and other starting point qualifications for this cohort of learners such as Pathways was a more appropriate first step. Subsidiary Art and Design has a number of learners with a range of personal issues that are impacting on their retention</li> <li>• Apprenticeships – there are a small number of legacy issues with learners with 2-3 year lengths of stay. The figures are still better than the national average and there are 600 completers due in the remaining 3 months of the year</li> <li>• Governors noted the gender split for retention and the big improvement in female cohort. The DP reported this is primarily due to improvements in Health and Social Care and Childcare.</li> <li>• It was suggested that looking at free school meals post 16 data would be an area Ofsted will be very keen to look at.</li> </ul> <p><b>c. English and maths</b></p> <p>At the last meeting over 70 students were yet to receive English and maths provision, this is now just under 20. The College is in a position to predict on GCSEs maths and English for 16-18 and FS. The College has written to all parents and carers from the Principal and the first responses are positive. The worst case scenario on success for GCSE is 80%. The Committee noted that this is a big step up from 72% last year but the DP reported the figure needs to be where overall college success rates are. The Principal reminded the Committee that student numbers requiring English and maths have increased from 56 last year to 303 this year.</p> <p>English – A-C is predicted at 58% which would be above national average. Maths is less – A-C 30% which is still above last year's national average. FS is worst case 57% and best case in the low 70%. Last year the national average fell to 63.5%.</p> <p>Governors questioned if there were strategies in place to encourage students into exams and the DP noted that there were including direct approaches to the parents, prizes and LSMs come up with a range of ideas. He noted that the level of disengagement from learners and parents is challenging.</p> <p>Governors asked whether parents could be used to help with disengagement. It was agreed the parents who came to the Princes Trust seeing their children achieve would be a powerful message and the VP EES reported that the College uses student case studies successfully for marketing and promotional purposes. The VP EES agreed to look into money to facilitate the suggestions. One governor suggested using community learning funding around parenting and peer support and the mentoring of parents.</p> <p><b>d. Success Rates Sussex League Tables for 13-14</b></p>	<p>SLT</p> <p>SLT</p> <p>VP EES</p>

No	Item	
	<p>The Chair reported that looking at the detail to course levels shows some positive results. For science, maths, construction and ICT the College rates as the best in Sussex. Governors questioned the low numbers for health care in relation to the nature of economy in the area. The DP reported that the numbers are small but are improving. The Committee considered the high numbers and success of Northbrook and asked if the College had looked at their model for ideas. The DP reported that issues with the in house delivery have been identified and at the moment the indications are that they are being addressed. The DP reminded the Committee that the tables only refer to success rates which are just one measure of success. The detail has been produced to allow the College to use the results for marketing purposes as other colleges in the area already do.</p> <p>Science and maths have moved on from a very low starting point with strong results led by JSh.</p>	
6.	<p><b>The Quality of Learning Assessment and Teaching 2014/15 to date</b>  A full report will come to the June Committee meeting. 109 staff are in scope, 107 have been observed, with the two remaining staff not in place until May. 81.3% are graded good or better. 14 staff have got their first Grade 1 and 15 have their first grade 2. A number of these are new staff.</p> <p>The DP proposed bringing an outline discussion paper around the assessment of teaching and learning for next year. He noted that Ofsted will no longer be grading observations in future inspections but will go into lessons for shorter time periods (20 mins) and feedback on strengths and areas for improvement only. The Chair of Corporation noted that standards must be maintained and observations did this effectively. The Chair reminded governors about the research last year which demonstrated there were no clear correlations between outstanding teaching and outstanding outcomes. It was suggested that a peer review with a local college is set up and the SLT agreed to action. The Principal noted that the College has a skill in being about to present itself clearly with external verifiers and provide assurances learnt from its time in recovery. The DP reported that the ambition is to keep success rates good and to get English and maths to the same level.</p>	<p>DP/Clerk</p> <p>SLT</p>
7.	<p><b>Risk Management Update – Risks allocated to the CQS Committee</b>  The Committee agreed the risk register had been looked at in detail at yesterday's Corporation meeting. It was noted that the Committee is responsible for reviewing 5 risks and one is rated high – English and maths which has been looked at in detail previously in the agenda.</p>	
8.	<p><b>Feedback from Principal's Performance Reviews</b>  The Committee noted the update from the March round of meetings with managers [confidential note]  The focus for PPRs in June was discussed.  The DP is currently holding meetings to look at predicted retention and progression. All LSMs were provided with spread sheets to complete and worked in teams. All LSMs worked well in completing the data though the extent to which they had devolved responsibility for doing this to their teams was variable.  Governors noted the differing progression ideas that came up at yesterday's Learner Voice session. The VP EES reported that the progression period has just started and will end by the 20 May. For those who don't have clear destinations guidance interviews and support towards their intended destination is provided.  The Principal explained that predicted retention is a key focus and SLT is clarifying the process next week.  Retention shows good news stories with a marked improvement in curriculum</p>	

No	Item	
	<p>areas that had challenges last year (Care, ESOL, Hair and Beauty). The Chair noted it would be helpful to know what the retention is as well as the improvement data. The DP confirmed it is included in the monthly reporting. There have been declines in 3 areas – the Committee looked at Art and Design (4% decline). After rigorous consideration at PPRs it was concluded the issues are related to personal circumstances and there is no impression that the College is failing the students. Predicted success –the College will be in a better position at the next PPRs to report on this. SLT are challenging and supporting managers to achieve their predictions. The first wave of predictions have been received and challenged by the DP.</p> <p>The Committee discussed the retention of students in the Right Choice period and it was agreed that the College is doing the right thing in encouraging students to stay in College and finding them a course to suit their needs. he DP reported that both progression to further learning and success rates matter and supporting young people and providing them with the opportunity to learn was of paramount importance despite its potential impact on success rates. The VP EES reported that there are an additional series of safety nets, Pathways, apprenticeships and Princes Trust in place to support students.</p>	
	<p><b>Governance matters</b></p>	
<p>9.</p>	<p><b>Review of CQS Committee Terms of Reference including a review of Committee effectiveness for 2014-15</b></p> <p>The Chair reported on the review and it was agreed the majority of areas of the terms of reference have been achieved. The partly achieved area was the QIP which is now in place. It was agreed it is a good document for Ofsted providing evidence of the Committee’s work. One governor asked if there was a way of capturing SLTs views on how the committee is performing and areas for development. Areas raised were:</p> <ul style="list-style-type: none"> <li>• It would be useful to have an opportunity to allow time for a full discussion on learning, assessment and teaching</li> <li>• The DP would like to do some work on the KPI dashboard. He noted the QIP is the main source of evidence for the College</li> <li>• The DP felt the committee has a good grasp of the College’s performance</li> <li>• The Principal reported that the FE Commissioner offers good practice and a review of the KPI dashboard would provide the opportunity to go through and seek assurance that any guidance offered by the Commissioner is included in relevant documents for the Corporation</li> <li>• HE to be added to the cycle of business. It was agreed it would be useful to have a HE expert on the Committee and the Chair noted that he had asked Chris Pole to join the Committee subject to his availability.</li> <li>• The Committee and SLT discussed the frequency of meetings. Subject to further discussion with the Chair, Clerk and DP it was proposed the Corporation on 7 October 2015 will focus on CQS issues (update on emerging success rates) instead of a September meeting and the meeting on the 28 April 2016 will be reviewed</li> <li>• A review of the cycle of business to allow time for strategic issues is taking place for the 2015-16 cycle</li> </ul> <p><b>RESOLVED: The Committee agreed to recommend to approve that the terms of reference for the CQS Committee remain unchanged. Proposed: PF; Seconded: DG; CARRIED</b></p>	<p>Clerk/DP</p> <p>DP</p> <p>SLT</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>10.</p>	<p><b>Review of CQS confidential minutes for 2014-15</b></p>	

No	Item	
	<b>RESOLVED: The Committee approved the recommendation that the minutes relating to commercial sensitivity and those referring to identifiable individuals remain confidential for now. Proposed: PF; Seconded: TC; CARRIED</b>	
11.	<b>AOB</b>	

Meeting closed at 15.30

Length of meeting: 1hr 30mins  
Attendance for 2014-15: 88%