



MINUTES
CURRICULUM & QUALITY COMMITTEE
 Date: Wednesday 13 November 2019
 Venue: Executive Boardroom, Stratford Campus
 Time: 6:00pm

Chair	Linda Jordan
Corporation Members	Andrew Edwards, Bobby Seagull, Claire Helman, James Beckles; Paul Stephen
In Attendance	Deputy CEO: Janet Gardner COO: Judith Abbott
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks The Chair welcomed all and in particular new members of reconstituted committee.
2.	Apologies For Absence No apologies were received.
3.	Declaration of Interests <ul style="list-style-type: none"> ▪ Linda Jordan in relation to any matters concerning NewTEC ▪ Paul Stephen in relation to any matters concerning Digital Skills Solutions Limited
4.	Minutes of the Last Meeting Held on 12 June 2019 The minutes were signed as a true and accurate record.
5.	Matters Arising and Action Points from the Meeting There were no outstanding items to report.
GOOD GOVERNANCE	
6.	Curriculum & Quality Committee Terms of Reference The committee noted: <ul style="list-style-type: none"> ▪ Noted reconstituted committee, its name change from ASPC to Curriculum & Quality Committee. The main proposed amendments were to reflect the new Ofsted inspection framework and the mission of the College to support local people into great jobs. ▪ The committee recommended the revised terms of reference for approval to the Corporation Board.
ITEMS FOR CHALLENGE, MONITORING & REVIEW	
7.	Teaching, Learning & Assessment Report 2018/19 The committee noted: <ul style="list-style-type: none"> ▪ The final observation grade profile for 2018/19 is 88% including re-observations following intervention and support. The quality of teaching, learning and assessment overall for 2018/19 has improved by 4% compared to observation profile for 2017/18. ▪ Overall, the quality of teaching and learning is improving across the College and this correlates with the increase in achievement rates. Additional support is in place for the areas that are most at risk and these will be closely monitored for progress. ▪ Governors will be updated throughout the year on the progress of continued actions and impact on improving the quality of teaching, learning and assessments throughout the year.

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	<ul style="list-style-type: none"> ▪ The proposal to introduce governor learning walks, from 2020. Governors will receiving the appropriate training and guidance, giving them an opportunity to increase their knowledge and understanding of teaching and learning and to discuss key themes with learners and teachers ▪ Governors noted and approved the development of a Governor Learning Walk process which will be brought to the next committee meeting for approval.
8.	<p>FE Choices Survey 2018-19</p> <p>The committee noted:</p> <ul style="list-style-type: none"> ▪ The key findings from the annual Department for Education (DfE) Further Education (FE) Choices Survey. ▪ The satisfaction rating for the key question would you recommend the College to friends and family ranked 1% higher than the national average? ▪ The ratings were lower for apprenticeship provision and particularly for 16-18 learners on higher level courses. ▪ The satisfaction rates for College based provision were very high and considerably above national average responses. ▪ Rates of satisfaction decline with the higher levels of study which correlates with achievement rates. ▪ Further work is needed to improve the satisfaction rates, particularly for 16-18 year old learners, higher levels and for apprentices, to ensure that learners have a consistent and highly positive experience across all types of provision. ▪ Focus groups and localised area learner voice meetings were taking place throughout the year as well as whole College meetings and these will seek to identify and resolve any emerging themes to improve learners' experience.
9.	<p>Quality Improvement Plan (QIP) Progress & Impact 2018/19</p> <p>The committee noted the progress made as follows:</p> <ul style="list-style-type: none"> ▪ A total of 26 actions were agreed to address the areas identified as requiring further improvement in the College self-assessment report (SAR) for 2017/18. ▪ Of the 26 actions, 1 has not had the impact required, 3 have made some progress but require further improvement and 21 have made good progress.
10.	<p>Final Achievement Report 2018/19</p> <p>The committee noted the:</p> <p>Key area of improvement are:</p> <ul style="list-style-type: none"> ▪ The College has continued its trend of improvement and maintained its overall position for achievement rates, which are above the national rate. ▪ The overall College achievement rate is 90.8% which is 6.3% above the national rate. ▪ The achievement rate for level 3 provision 16-19 year old provision has significantly improved in 2018/19 following targeted intervention. ▪ The College has retained its position in GCSE maths high grades and remains above the national rate. ▪ The move to the use of online tracking was beneficial for 16-18 year old level 3 achievement in 2018/19 and is being introduced in 2019/20 for all College based 16-19 English and maths programmes ▪ Achievement rates on Functional Skills in maths and English are a key area for improvement in 2019/20. ▪ There has been sustained improvements to the apprenticeship outcomes and they are now above national rate overall. <p>Key areas for improvement are:</p> <ul style="list-style-type: none"> ▪ 16-18 year old provision to take this above the national rate at Level 1 and Level 2, which includes functional skills English and maths.

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	<ul style="list-style-type: none"> ▪ Further work is needed to improve outcomes for 19+ learners on level 3 courses in 2019/20. ▪ High grades and achievement rates in GCSE English is a concern. ▪ Higher level apprenticeships require further improvement in 2019/20 as does timely achievement for 16-24 apprentices.
11.	<p>In Year Performance Report 2019-20</p> <p>The committee noted:</p> <ul style="list-style-type: none"> ▪ The current retention is 99.2%, which is just above the retention rate. ▪ Retention for 16-18 year old learners is currently at 99.7% which is 0.7% above the same point in 2018/19 and 6.7% above target. ▪ The current attendance is 91.5% which is 1.5% above the College target and 3.9% above the same period for 2018/19. ▪ The attendance rate has continued a three year trend of improvement and correlates with the trend of increased achievement rates. ▪ Rigorous monitoring and additional support for areas identified at risk ▪ Weekly league tables published highlighting RAG rated attendance for each curriculum area and directorate to further raise profile of attendance cross college ▪ Bespoke attendance initiatives to be implemented across each curriculum area ▪ College wide celebration and recognition of learners with 100% attendance each term with a prize and employer endorsement ▪ Attendance is included in all learners' targets ▪ Monthly updates sent to parents/carers of attendance including for English and maths ▪ Parental review reports for all study programme learners for parents' evenings which include progress and attendance ▪ Employers have been supportive during the first half term, reinforcing professional expectations particularly around attendance. ▪ Two different projects are taking place in partnership with external organisations, within the Construction and Engineering department at Stratford Campus, which has been identified as high risk, to support with retention, attendance and progress, one with Princes Trust and the other with GRIT.
12.	<p>Any Other Business</p> <p>None discussed.</p>
13.	<p>Meeting Schedule for 2019-20</p> <p>The Committee noted the date of the forthcoming meetings as follows:</p> <ul style="list-style-type: none"> ▪ 26 February 2020 – Stratford Campus @ 6:00pm ▪ 10 June 2020 – Stratford Campus @ 6:00pm
MANDATORY OFSTED READINESS – PERTINENT TO NEW GOVERNORS	
14.	<p>Mandatory Ofsted Presentation for governors</p> <p>Governors received a powerpoint presentation led by Janet Gardner, on the new Ofsted framework and Ofsted readiness. Governors also received an electronic copy of the presentation as an aide memoire.</p>