

THE CORNWALL COLLEGE GROUP

CURRICULUM AND QUALITY COMMITTEE

Minutes of the meeting of the Curriculum and Quality Committee meeting held on 28 November 2018 in the Boardroom, Cornwall College St Austell at 2.00 pm

Present	Wilf Hudson	WH	Chair
	Tracey Hooper	TH	
	Elaine McMahon	RH	
Apologies	** Sonia Blandford	SB	
	* Jamie Crisp	JC	
	* Ian Tunbridge	IT	
In Attendance	Alison Phillips	AMP	Corporation Secretary
	Vicky Cox	VC	Group Director Curriculum and Quality
	Sally Foard	SF	Deputy Principal

1. WELCOME AND APOLOGIES

Action

The Chair welcomed colleagues to the meeting. He particularly welcomed Elaine McMahon, Interim Principal and Chief Executive, who was attending her first meeting of this committee.

Apologies were received.

2. MINUTES OF MEETING HELD ON 18 JUNE 2018

The minutes of the meeting were received, agreed as a correct record, and signed by the Chair.

3. MATTERS ARISING

HE Academic Board Meeting (minute 3). Vicky Cox, Group Director for Curriculum and Quality, reported that this management committee was being reviewed to ensure that its scope, structure and membership was appropriate and continued to be compliant with HE guidance and best practice.

Business Impact Review meetings (minute 6.4). The Chair had invited governors' feedback as agreed and governor engagement with the summer term meetings had been good.

Learner Voice Update – Vet nursing programmes (minute 6.5). An update on these programmes would be considered as a part of the Self-Assessment Review discussions at this meeting.

Committee Terms of Reference (minute 7). The revised terms of reference had been approved by the Board at its July meeting.

4. CURRICULUM AND QUALITY OVERVIEW – SELF ASSESSMENT REVIEW 2017/18 AND QUALITY IMPROVEMENT PLAN 2018/19 - CONFIDENTIAL

The confidential report was received. Vicky Cox, Group Director Curriculum and Quality, introduced the report, outlining the process and rationale for the proposed grades. She explained that learner outcomes were below national average and in some areas significantly below. There were pockets of good and outstanding practice but even triangulating supporting qualitative data did not secure an improved grade. Improvements were starting to be seen but this was not sufficiently impactful at this stage.

Committee members discussed the draft review and posed a number of questions to clarify their understanding of the proposed grades for each aspect. Specifically members challenged the grade for Personal Development Behaviour and Welfare of learners. Responding VC explained that support had been developed during the year as the foundation for improvements. Retention was improving, including programme of study learners, and ALPs data had clearly identified improvements but this had been displaced by changes to value added, and better stretch and challenge strategies had been introduced. Following further detailed discussion, including review of the retention and achievement for each level and the in-year trend data, the committee endorsed the proposed grades, subject to the narrative being reviewed to ensure that it appropriately reflected the college's commitment to looking after learners and inclusivity.

VC

The HE SAR, which was included with the papers, was discussed and endorsed. The committee acknowledged the different focus of the HE SAR as well as the importance of progression to the College and agreed that the HE SAR should be included as an appendix to the College's FE SAR.

VC

The committee commended the realistic assessment of the college's performance during 2017/18, and specifically the grades proposed, and approved the draft SAR for recommendation to the Board subject to further review to reflect these discussions, context and the challenges faced.

VC/amp

5. QUALITY

Mike Carnall, Mark Nason, Chris Taylor, Sarah Walkey and Hannah Crisp joined the meeting to present the following reports.

5.1 Safeguarding – Termly Update and revised Safeguarding Policy

The report was received. At the invitation of the Chair, Mike Carnall, highlighted the key messages detailed in the termly update. He also presented the revised Safeguarding and Child Protection Policy and Procedures which had been updated to reflect Keeping Children Safe 2018 guidance. Following a brief discussion the committee commended the comprehensive report. Tracey Hooper shared some positive feedback about the safeguarding team which she had received from an external source.

The committee also endorsed the updated Safeguarding Policy and agreed to recommend it to the Board for approval.

VC/amp

5.2 HE Strategy – Confidential

The confidential draft strategy, including the HE SAR, was received. Mark Nason, HE Director, outlined the process used to develop the document and context. The draft

strategy included summary recommendations outlining the necessary steps to deliver the college's vision 'to improve social mobility and prosperity in our region through widening participation in Higher Education'. He sought the views of the committee on these draft recommendations which would be progressed and developed further before presentation to the Board for approval.

Responding to questions regarding the positioning of the college MN explained that, with the focus on increasing participation, opportunities for strategic partnership and joint working were being developed. He also outlined the developing relationship with open classrooms, an on-line provider of university level qualifications which was interested in working with validating organisations in the UK. The committee discussed how the college's FDAP should be used and future opportunities as well as the development of higher degree apprenticeships and funding for the proposed developments.

Following discussion the committee endorsed the draft strategy including growth proposals and the development plans discussed. The plan would be further developed, considered by the Executive Leadership Team and presented to the Board for approval later this academic year.

VC/MN

5.3 HE Assurance of quality of HE experience

The report was received. The committee noted the requirement to submit an annual assurance statement and, having reviewed the HE SA relating to the continuous improvement of student experience and outcomes, agreed that the statement be signed by the Principal and submitted to OfS.

EM/MN

5.4 Learning and Teaching Strategy and LTA reviews

The report providing an overview of the learning teaching and assessment activity was received. Chris Taylor, ELT Lead for Learning and Teaching Strategy and LTA, summarised the background to the revised LTA strategy and the review process. He updated the committee on the changes which had been made to the lesson observation process and its focus. 200 observations had taken place with approximately 83% meeting/exceeding expectations. The development plan for all staff observed had also been revised with action plans, linked to the Performance Development Review process, being put in place for those not meeting requirements.

The committee discussed the developments and commended the team on the more holistic approach. Members noted that staff without teaching qualifications were being reviewed and the value of specialist vocational experience but suggested that teacher training programmes were key for those staff.

Following this discussion Mark Nason left the meeting.

5.5 Equality, Diversity and Inclusion Strategy and action plan

The report which provided an overview of Equality/Diversity and Inclusion (ED&I) activity together with a draft ED&I strategy and action plan was received. Sarah Walkey, ED&I Co-ordinator, outlined the work which had been taking place, including establishing a new committee which was now meeting regularly. The draft strategy identified five objectives and detailed how these should be achieved and included an

action plan to monitor progress. The committee commended the work done and particularly the five objectives proposed. Discussing the college's approach to ED&I the committee recognised that, whilst there was work to be done, the college remained committed to equality, diversity and inclusion in all areas.

The committee agreed the ED&I strategy and action plan for recommendation to the Board for approval. The Chair suggested that future work should consider performance indicators and that Sonia Blandford, as the E&D governor might like to be involved.

VC/SW/
amp

5.6 English and maths progress measures

The report providing an overview of performance in GCSE and Functional Skills English and maths in 2017-18 was received. At the invitation of the Chair Hannah Crisp, Head of English and maths, reviewed the report. She explained that overall half of learners made progress but achievement remained low; there was further work to be done but progress had been made with English and maths study programmes and actions were being implemented to secure improvements in 2018/19. The biggest issue remained attendance which was carefully monitored but engaging young learners in subjects which they had historically struggled with remained a challenge.

The committee discussed the improvements in teaching and recognised the difficulties of attracting talented specialist teachers. The team was developing a plan to attract these teachers for ELT approval and the committee confirmed its support.

Following this discussion Chris Taylor, Sarah Walkey and Hannah Crisp left the meeting.

5.7 Business Impact Reviews

The Chair invited colleagues to discuss how these reviews could be improved. The committee agreed that the reviews were sharper and better than before. Following detailed discussion it was agreed that staff should be encouraged to prepare, but not over prepare, and to be innovative.

VC

6. FOR INFORMATION

6.1 Equality, Diversity and Inclusion Committee meeting action minutes

The minutes of the meetings of this committee held on 26 April, 12 June and 25 September 2018 were received and noted.

6.2 HE Academic Board meeting minutes

The minutes of the meetings of this committee held on 10 July and 6 November 2018 were received and noted.

7. DATES AND TIMES OF NEXT MEETINGS

20 March 2019 at 2.00pm

24 June 2019 at 2.00pm