

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

MEETING OF CURRICULUM AND STUDENT MATTERS COMMITTEE

TIME/DATE 5.00pm, Tuesday 26th November 2019

VENUE Gateway Conference Room, Parson's Walk, Wigan Campus

Committee Members	Andrea Ferguson (Chair) Ann Harrison Jenny Bullen Janet Minto Rebecca Armstrong (Staff Governor)
Principal	Anna Dawe
Clerk	Robert Smith
Vice Principal, Curriculum Vice Principal, Corporate Services Assistant Principal, IT, MIS and Sub-Contracting Head of Department (Sports & Public Services)	Claire Foreman <i>Louise Brown</i> Dave Harrison Paul Heald

Italics denotes absence

MINUTES

Item	The meeting opened at 5.40pm and was quorate with at least 3 members being present.
1 CSM/19/11/01	APOLOGIES An apology for absence was received from Louise Brown.
2 CSM/19/11/02	DECLARATIONS OF INTEREST There were no declarations of interest.
3 CSM/19/11/03	MINUTES OF THE MEETING HELD ON 18th JUNE 2019 The minutes of the meeting on the 18 th June 2019 were approved as a correct record and authorised for signature by the Chair.
4 CSM/19/11/04	MATTERS ARISING The Clerk advised that all matters on the committee's Action Sheet were complete.
5 CSM/19/11/05	DEPARTMENTAL PRESENTATION: SPORTS PROVISION The Chair welcomed the Head of Department (Sports & Public Services) and invited him to provide a presentation to the committee. The Head of Department outlined the position of the Sports curriculum area in April 2018 when he had joined the college, where he had found teaching and learning to be excellent and with good pass rates. However, it was noted that at that time retention and attendance had been poor and there had been a value added grade of 8, which was within the bottom 10% nationally. He commented that in 2018 the Sports Centre of Excellence had been that in name only. Members then noted the current position for the area, which was now showing excellent teaching and learning, excellent pass rates and retention rates, with good attendance. The Head of Department was also pleased to report that the value added grade had moved to 2, which was now in the top 10% nationally. The Head of Department provided a summary of the key approaches adopted to bring about these improvements. This included a reality check review for the whole team to

	<p>better understand the improvements needed, developing a clearer understanding of the area KPIs and how to meet them and developing positive habits for both staff and students. He also explained that the curriculum offer was reviewed to ensure that it provided the right training and qualifications to ensure students were able to secure employment opportunities at the end of their course. Members noted that the Sports area also developed new partnerships in order to broaden the range of opportunities and improve access to high quality sports facilities. These includes Wigan Athletic Community Trust, Manchester United Ladies, Wigan Warriors and Leigh Centurions.</p> <p>Members discussed the challenges of maintaining the excellent progress made under the new Ofsted Education Inspection Framework and noted that the team would focus on reviewing the ways in which the curriculum was delivered so that the intent of teaching and learning was clearer and that staff and students would receive coaching to gain a better understanding of the teaching and learning rationale. The Head of Department also explained that there would be increased focus on delivering positive destinations by broadening the internal higher education offer and developing high quality work placement opportunities with existing partners. The Head of Department then showed a video highlighting the courses on offer and the positive experiences of students. The Vice Principal, Curriculum explained that this video and others relating to different curriculum areas were available to view on the college's website.</p> <p>The Chair commented that the Sports area had clearly been a significant success story and congratulated the Head of Department and asked him to pass on the committee's thanks to the rest of his team. She also commented that, whilst it was very helpful for the committee to learn about the ways in which curriculum areas could deliver significant positive change, there would also be future presentations from areas still on the improvement journey and with significant improvements still to deliver. She asked the Head of Department what advice he would give to areas in this position. He responded that the primary aim was to develop an excellent team of staff, with a very clear understanding of the area objectives and how to achieve them. He also suggested that giving responsibility for specific KPIs to individual team members gave them an opportunity to directly deliver improvements across the area. He gave the example of an individual team members being given responsibility to improve student attendance and being able to deliver an 8% improvement in one year.</p> <p>Members concurred with the Chair's comments and agreed that the Sports area was now a genuine Centre of Excellence but asked whether this performance was sustainable. The Head of Department responded that the area continued to grow in student numbers and that this would help also in terms of sustaining performance. He also suggested that working with partners was still at a relatively early stage in some cases and that this was likely to deliver even further improvements in the future. The Principal commented that one of the challenges for the area was to be able to encourage students who were very keen on the sports element of their courses to develop much broader skills to improve future work opportunities. It was noted that this was one of the areas of focus that had helped the area deliver strong levels of improvement as students had been made more aware of the ways in which their courses could help improve these opportunities.</p> <p>The Chair thanked the Head of Department for his presentation.</p> <p>The Head of Department left the meeting at 6.10pm.</p>
<p>6 CSM/19/11/06</p>	<p>ADMISSIONS POLICY</p> <p>The Clerk advised that this was the first time this policy had been presented to the committee for approval as it had recently been added to the Scheme of Delegation for governor approval. He explained that the policy was a strategic level document supported by further admissions procedures at an executive level. It was noted that</p>

	<p>the document had also been reviewed to take account of new guidance on privacy and data protection and had been subject to external legal advice.</p> <p>RESOLVED: That the proposed Admissions Policy be approved.</p>
<p>7</p> <p>CSM/19/11/07</p>	<p>QUALITY & CURRICULUM UPDATE REPORT</p> <p>The Vice Principal, Curriculum outlined current curriculum data and explained that the report should be read in conjunction with the Quality & Curriculum KPI Dashboard covered under the following agenda item. However, it was noted that in the early part of the year only the first page of the dashboard could be populated as the remaining data was not yet available. She highlighted attendance as an early concern and explained the likely causes for decreases in attendance rates, although was pleased to confirm that there were now signs that attendance rates were improving since the report was produced. Despite general decreases in attendance rates, members were pleased to note that there had been improved attendance in Civil Engineering courses, an area where attendance had been challenging in the past. The Principal highlighted significant increases in Level 1 recruitment following the closure of two local providers as a likely factor in attendance and retention declines and it was noted that this may present further challenges during 2019/20.</p> <p>The Chair commented that it was important to understand the reasons behind the data in order to put appropriate strategies in place to bring about improvements. The Principal concurred with the Chair's comments and highlighted the importance of putting the right curriculum in place for these new groups of learners. She acknowledged that the college was in a 'catch up' position with these challenges as the two local providers had closed late in 2018/19 and that the college would need to work more closely with schools and the local authority to gain a better understanding of individual learner needs and the challenges these may present. She also suggested that improvements in the local authority's NEET data would help in developing future strategies. The Chair asked whether there would be a clearer understanding by the time of the next meeting. The Principal responded that this would be the case and explained that more information would be provided at the next meeting in relation to college strategies, including those required for the following year's enrolment and the additional provision needed to meet the needs of these new groups of learners. Members asked whether these challenges were across all college provision and the Principal explained that it predominantly related to provision at the Pagefield Centre.</p> <p>Members also asked whether students who would have been likely to attend one of the closed providers may have rushed decisions to choose courses only to find out later that the course they had selected was not right for them. The Principal agreed that this was likely in some cases and commented that it had not helped that many of these students had arrived at college very late in the enrolment process, thereby reducing the opportunity for the college to engage with students and their parents in more detail in relation to their educational needs.</p> <p>The Vice Principal outlined the data position for apprenticeships and the ways in which improvements were being delivered, including increased focus on the quality of reviews, particularly in relation to target setting and capturing the learning that has taken place, rather than focusing on the discussions with the apprentice. She also highlighted the wide range of enrichment activity taking place and innovative</p>

	<p>approaches to improve the effectiveness of work placements, including the use of a skills tracker. It was noted that the CDF target for work placements had increased to 277 for 2019/20 and that the college had so far secured 246 placements, with 137 students already out on placement activities. Members noted that, in addition to work placements, around 550 students would need work experience opportunities as part of their course and that the college would also be putting in place work experience opportunities for adult students and others that did not have a formal requirement for this activity.</p> <p>The Vice Principal confirmed that the college had received notification that it had been accepted to participate in T Levels and outlined the curriculum areas in which these would be delivered. Members noted that there may be challenges in encouraging students and their parents to select T Levels as they required successful completion of all aspects of the course, including core subjects, Maths and English and work placements. It was acknowledged that all aspects would need to be successfully completed in order to gain the qualification, unlike BTECs where individual units could still be passed if other elements were not successfully completed. Members asked for clarification in relation to T Level work placements and noted that the requirement amounted to the equivalent of one day per week but would mainly be delivered in the second year of the programme. It was acknowledged that this may be challenging in some cases and may put successful completion at risk. Members also asked whether placements would be delivered as a block or on the basis of a number of days per week. The Vice Principal explained that this may vary from area to area and was likely to be the result of identifying the preferences of a lead employer in each area and adopting arrangements for all employers in that area on that basis.</p>
<p>8</p> <p>CSM/19/11/08</p>	<p>QUALITY & CURRICULUM KPI DASHBOARD</p> <p>It was noted that the current KPI data had been discussed under the previous agenda item, although the Chair commented that it was positive to see that all KPIs, with the exception of 16-18 Maths and English attendance, were in line with both the 2019/20 targets and the 2018/19 outturns. She also commented that performance against national averages was very positive.</p>
<p>9</p> <p>CSM/19/11/09</p>	<p>SELF ASSESSMENT REPORT (SAR) & QUALITY IMPROVEMENT PLAN (QIP)</p> <p>The Chair explained that she and the Chair of the Governing Board had met with the Vice Principal, Curriculum and the Head of Quality to review the SAR and QIP in detail in advance of this meeting and commented that the documents provided a clear summary of the college's position in terms of curriculum and quality and the actions required to bring about further improvement.</p> <p>The Vice Principal, Curriculum provided a summary of the SAR outcomes and highlighted the fact that, whilst many areas had improved since the previous year, the college had not increased its overall judgment of 'Good'. She provided an overview of the college's mission and the need to change focus where appropriate to meet the requirements of the new Ofsted Education Inspection Framework. It was noted that clarity around the intent behind curriculum provision and the methods of teaching and learning would be a particularly high priority in 2019/20. Members discussed the self-assessment judgments and noted that, in addition to an overall judgment of 'Good', all but one of the individual judgment areas had also been rated as 'Good', including Quality of Education, Behaviours and Attitudes and Leadership and Management. The Vice Principal explained that Apprenticeships had been graded as 'Requires</p>

	<p>Improvement’ as, despite there now being signs that improvements were taking hold, the pace of improvement would need to be maintained before the judgment grade could be increased.</p> <p>Members also reviewed the judgments for individual curriculum areas and were pleased to see that a number of areas had increased either from ‘Requires Improvement’ to ‘Good’ or from ‘Good’ to ‘Outstanding’. The Principal also explained that several that had remained ‘Good’ had been considered very close to ‘Outstanding’ but it had been concluded that given the requirements of the new EIF further improvement was still required before the judgment grade could be changed. Members also reviewed the key strengths and priority areas for improvement within the report and considered whether the supporting evidence behind proposed grades provided sufficient justification and whether the intent behind curriculum provision and targeted improvements matched the Governing Board’s strategic view of the college’s objectives. The Chair sought clarification of whether, whilst a number of curriculum areas had progressed in grade and many had improved within their grades, there may be areas that were remaining static and required additional intervention to deliver improvements. The Principal confirmed that she was satisfied that improvements were being delivered in all areas but acknowledged that some areas were improving more quickly than others. She confirmed that appropriate levels of support were in place to help those areas where delivery of improvements was more challenging. She also confirmed that more areas may have progressed in grade under the previous inspection framework but that the new framework had introduced new areas where teams would need to implement change and deliver improvement.</p> <p>The Chair asked whether the SAR and QIP were subject to in-year reviews. The Vice Principal explained that the overall QIP and individual area QIPs were regularly reviewed throughout the year, but the production of the main college SAR was an annual process that was not repeated during the year. Members acknowledged that it was the improvement plans that were most important in terms of monitoring and that, if expected improvements were delivered, this would have the effect of raising self-assessment outcomes in the following year. Members concluded that they were satisfied that the grading within the SAR was appropriate and the Chair acknowledged the significant improvements delivered in 2018/19. The Chair also commented that some areas would require further monitoring and that apprenticeships remained a challenge and still needed improvements to be delivered.</p> <p>RESOLVED: That the Board be recommended to approve the Self-Assessment Report (SAR) for 2018/19 and the Quality Improvement Plan for 2019/20.</p>
<p>10 CSM/19/11/10</p>	<p>ANNUAL COMPLAINTS REPORT 2018/19</p> <p>The Vice Principal, Curriculum provided a summary of complaints received by the college during 2018/19 and reported that there was a slight year-on-year reduction in the number of formal complaints raised, but acknowledged that the number of complaints informally resolved may have increased. Members noted the number of complaints by category and those that had increased or decreased since 2017/18. The Vice Principal highlighted complaints related to protected characteristics under the Equality Act 2010. She explained that there had been an increase in complaints relating to race but confirmed that there had been no evidence in these cases to uphold that discrimination had occurred. Members also noted that the increase in these complaints correlated to an increase in the number of students from a BAME background.</p>

	<p>Members commented that the report was comprehensive and provided governors with a good overview of the issues raised and how they were dealt with. The Chair commented that the report stated that, where issues related to BAME learners had been identified, they were addressed with individual staff members as required. She asked whether this might mean that other staff members were not receiving the same level of clarification and whether this was indicative of a training requirement for all staff. The Vice Principal responded that the issues raised related to ESOL provision and confirmed that the whole team had received training on the associated issues. She commented that addressing issues raised with individual staff members was to reinforce the wider training where appropriate.</p>
<p>11 CSM/19/11/11</p>	<p>ANNUAL SAFEGUARDING REPORT 2018/19</p> <p>The Vice Principal, Curriculum reported that safeguarding remained a very high priority for the college and that the Safeguarding Team were active members of the Wigan Adult and Children’s Safeguarding Board. She also outlined key data relating to safeguarding concerns raised in 2018/19. Members were pleased to note that there had been a significant reduction in high risk cases reported in 2018/19 compared to the previous year and that this followed a steady decline over the previous three years. They acknowledged that this was indicative of an improved approach to early intervention and the early identification of potential risks. The Vice Principal confirmed that there had been significant progress in strengthening staff understanding and fostering greater student resilience.</p> <p>The Principal advised that the college had changed its external counselling provider and had secured some external funding to further support counselling services. She outlined a number of additional activities to support safeguarding, including establishing an arrivals group to support ESOL learners and themed events, such as ‘Let Love Grow’. Members noted the number of Looked After Children at the college and the arrangements in place to offer additional support to these learners. They also noted additional activity relating to mental health awareness for both staff and students.</p> <p>Members commented that this was a thorough report and indicated a very comprehensive approach to improving safeguarding. They also commented that it had become clear that safeguarding was now ‘owned’ by all staff and that this collective approach was working well. The Principal was asked whether it had become apparent that the NHS was increasing its reliance on education providers to provide mental health support to young people. The Principal agreed that this appeared to be the case, particularly in relation to post-16 students.</p> <p>The Clerk suggested that, as the Lead Governor for Safeguarding would be unable to provide a report at the December Board meeting, it might be appropriate to share the full report considered at this meeting with all governors. Members agreed that this should be done and suggested that it should be the approach for every annual report. The Clerk agreed to circulate the report and add into future planning that the circulation be repeated on an annual basis.</p> <p style="text-align: right;">Action: Clerk</p>

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12 CSM/19/11/12	ANY OTHER BUSINESS There was no further business.
	DATE AND TIME OF NEXT MEETING: 5.00pm Tuesday 10 th March 2020
	The meeting closed at 7.45pm