

DRAFT MINUTES

MEETING OF CURRICULUM AND STUDENT MATTERS COMMITTEE

TIME/DATE 5.00pm, THURSDAY 12th NOVEMBER 2015

VENUE CONFERENCE ROOM 108, PROFESSIONAL STUDIES BUILDING, PARSON'S WALK, WIGAN CAMPUS

ATTENDANCE

Committee Members

Frank Costello (Chair)
 Liz Shea, (Vice Chair)
David Rogers
 Michael Sheehan
Ann Harrison
 Kath Causey
Mahtab Ghadri
Leah Hogarth
Susan Spibey
Susan Loudon
Diane Brennan
 Rod Stockwell
 Jennifer Cockram
 Alison Dann
 Gai Murphy

Clerk

Lorna Lloyd Williams

Vice Principal, Curriculum
 Vice Principal, College Services
 Vice Principal, Business Services
 Interim Finance Director
 Head of Quality

Anna Dawe
 Louise Brown
 Chris Davey
 Claire Jarvis
 Alison Dann

Minute		The Chair declared the meeting open at 5.03pm and the Clerk confirmed it quorate
CSM/15//11/01	1	APOLOGIES Apologies were received from Ann Harrison, Diane Brennan and David Rogers. These were noted The Clerk informed the Committee that Leah Hogarth had stepped down and that the second position of Student Governor remained vacant.
CSM/15/11/02	2	DECLARATIONS OF INTEREST – No declarations of interest were received.

CSM/15/11/03	3	MINUTES OF THE MEETING HELD ON 30th JUNE 2015 The minutes of the meeting held on 30 th June 2015 were accepted by the Committee and signed by the Chair.
CSM/15/11/04	4	MATTERS ARISING The Clerk advised that all matters arising had either been completed or were scheduled. The Principal gave an update on the Leigh College strategy and Governors were provided with a course guide. Governors were also updated following the recent visit of the HMI Anita Jones and provided with a copy of her letter. The Governors who attended the Link Visits on the 4 th November spoke in turn about the areas they had visited and the insight activities they had undertaken. Governors were in agreement that it had been a very positive experience and extremely beneficial from a governance perspective. Staff and student feedback was also provided which confirmed that the visits had been beneficial.
CSM/15/11/05	5	STRATEGIC CURRICULUM MATTERS Draft Self-Assessment Report The Chair emphasised that the Self-Assessment Report was in draft format and welcomed the extent of critical analysis that was apparent in the draft. He directed the committee to consider three issues in their deliberations on the SAR: whether it was right, whether it required reinforcement or if there were any omissions. The Chair also commented that areas recognised for improvement need to have SMART targets and be cross referenced to the Quality Improvement Plan. <u>Strategic Overview</u> <ul style="list-style-type: none"> • The Vice Principal Curriculum and Head of Quality introduced this item with a strategic overview reflecting the changes in Ofsted inspection criteria. Governors were taken through a high level summary for 2014/2015 of the outcomes and then the suggested gradings for each of the Ofsted criteria: • Outcomes for learners • Teaching, Learning and Assessment • Personal Development, behaviour and welfare of learners • Leadership and management Against each criteria Governors were provided with information concerning the key strengths and the areas for improvement. There was then discussion about the SAR and the committee were in agreement that whilst it was a technically compliant document there were a number of factors that they would like to see in the SAR to place the assessment in context. It should also

		<p>emphasise the many strategic and practical measures which had been implemented in order to secure improvements, and the rapid transformation in outcomes and prospects, resulting from these.</p> <p><u>Curriculum Area Review</u></p> <p>The Vice Principal, Business Services and the Vice Principal, Curriculum then took Governors through each of the curriculum areas, outlining the proposed grades, the reasons for these and the key strengths and areas for improvement. Governors asked a number of searching questions concerning timescales for improvement, equality and diversity issues, teaching practice, improvements in lesson planning, opportunities for growth and marketing.</p> <p>The Chair then summarised the information the Committee would like to see in the SAR and thanked staff for all their hard work.</p> <p>Resolved: The Revised draft SAR should be brought to the December meeting of the Board for consideration and approval.</p>
CSM/15/11/06		ANY OTHER BUSINESS – There were no items of other business.
CSM/15/11/07		<p>DATE AND TIME OF NEXT MEETING</p> <p>22nd March 2016 at 5pm.</p>
The Chair declared the meeting closed at 7.25 pm		