

MEETING OF CURRICULUM AND STUDENT MATTERS COMMITTEE**TIME/DATE** 5.00pm, TUESDAY 14th MARCH 2017**VENUE** CONFERENCE ROOM PS108, PROFESIONAL STUDIES BUILDING, PARSON'S WALK, WIGAN CAMPUS**ATTENDANCE**

Committee Members

Frank Costello (Chair)
 Gai Murphy (Vice Chair of committee)
 Jo Platt
 Shannon Holt
 Leah Walters
 Susan Loudon
 Anna Dawe

Co-opted advisor

Jen Walters

Clerk

Lorna Lloyd Williams

Vice Principal, Curriculum

Claire Foreman

Vice Principal, College Services

Louise Brown

Vice Principal, Business Services

Lorraine Groch

Assistant Principal, College IT Services, MIS and

Dave Harrison

Sub-Contracting

*Italics denotes absence***MINUTES**

Item		The meeting opened at 5.10pm and was quorate
CSM/17/03/40	1	APOLOGIES There were no apologies
CSM/17/03/41	2	DECLARATIONS OF INTEREST There were no declarations of interest.
CSM/17/03/42	3	MINUTES OF THE MEETING HELD ON THE 29th November 2016 –These were noted by the committee having need previously approved by the Board.
CSM/17/03/43	4	MATTERS ARISING – In relation to action CSM/16/03/24 the Vice Principal College Services explained that other colleges were not willing to share data. In relation to CSM/16/11/34 this has been completed.
CSM/17/03/44	5	DEPARTMENT PRESENTATION- CONSTRUCTION The Head of Department gave a presentation, Governors being provided with a copy of the slides. The Head of Department took governors through the data on attendance, retention and achievement. The areas for improvement were outlined as being <ul style="list-style-type: none"> • Attendance and retention • English and maths attendance • Quality of TLA • Promoting higher expectations in students and staff and the committee were informed of the actions taken to date and the improvements

made. It was noted that there had been improvements to all KPIs for both construction and construction and crafts and that there was an upwards trajectory in relation to lesson observation grades. In terms of projected SAR grades it was anticipated that for the next academic year the department would move up at least one grade.

Governors asked a number of searching questions. They wished to know what the department had learnt about the students in terms of improving their attendance and it was explained that it was about getting students into the habit of attending and ensuring they had a good experience at college. Monitoring of attendance was also important with students and parents being phoned if they did not attend. Governors questioned whether retention issues could be due to personal reasons and whether staff looked into this. It was confirmed that personal issues are considered and taken into account and that additional support is provided through the chaplaincy and counselling. Also enrichment activities have helped. The student governors at this point provided feedback advising the Board that the enrichment activities were well received.

There was also discussion about borderline students and the Head of Department confirmed that individual students are discussed with teams on the basis of what extra support can be given and examples of this were given to the Committee. Discussion then followed about staff recruitment and retention. It was confirmed that there is a shortage of skilled staff and the Vice Principal College Services outlined the strategies the college is utilising to remedy this. It was suggested that a targeted approach could be made to approaching retirement/newly retired applicants. Governors also wanted to know whether there were any trend in relation to theory and practical lessons observations. The committee were informed that in practical sessions it was difficult to get a grade 1 primarily due to it being more difficult to show stretch and challenge. This was something that is being addressed in staff development sessions.

The Head of Department was thanked for his informative presentation and duly left the meeting.

CSM/17/03/45	6	<p>STAKEHOLDER ENGAGEMENT</p> <p><u>Employer engagement in the curriculum</u></p> <p>The Vice Principal Business Services advised the Board that they were in the process of formalising the strategy and took Governors through the key policy changes and areas of focus being destinations and NEETs. The 3 strategic objectives were outlined as follows:</p> <ul style="list-style-type: none"> 1. Focus on Achievement of our Employer Engagement Targets: Apprenticeships, Full Cost Recovery and AEB for employers 2. Focus on Outcomes for Learners: Ensuring progression into further or higher education or jobs or apprenticeships 3. Focus on Developing and Delivering an Employer-led Skills Offer: Collaborating with employers to understand future skills needs and design programmes which match those needs. <p>In relation to objective 2 the Vice Principal outlined the Fab Futures Academy and the various elements and teams that this would consist of. It would be physically based in the gateway. The plan for objective 3 would be to develop an employer forum for each curriculum area. Governors were taken through what this would look like and the contribution that it was hoped employers would wish to make to curriculum delivery.</p> <p><u>Learner Voice – Student Feedback</u></p> <p>One of the student governors gave feedback on the initial meeting that she had had with the Head of Quality regarding improving learner voice, the Spoc survey and induction. She advised that they will be having a further meeting and also meeting with groups of students regarding induction. The committee requested an outcome report at the next meeting.</p> <p style="text-align: right;">Action: Head of Quality & Student Governor</p> <p>6.20pm Shannon Holt left the meeting and it remained quorate</p>
CSM/17/03/46	7	<p>STRATEGIC UPDATE</p> <p>Strategic plan 2016/17 Mid-Year Reviews:</p> <p><u>Chapter 5 Study programmes</u></p> <p>Governors having been provided with a copy of the presentation, the Vice Principal Curriculum outlined to the Board the areas for focus going forward and also advised that internal progression was an area for improvement.</p> <p><u>Chapter 6 Adult education, Community learning and HE</u></p> <p>The Vice Principal Curriculum identified the areas for focus as being HE retention, timely achievement and continuing to develop the adult infrastructure. She also advised that the new University Centre would be launched and Governors asked what the timeframe and strategy for this was. They were informed that a marketing campaign both internal and external had been devised, the strategy was outlined and the Board were informed that this would commence after Easter. Governors</p>

		<p>commented that HE should feel different and they also asked whether there would be provision at Leigh. It was confirmed that College HE provision will be delivered across all sites as is currently the case. Governors commented that there was a need to improve accessibility and were advised that this is being looked at in relation to mode of study as well as location.</p> <p><u>Chapter 7 Workplace Learning & Skills</u></p> <p>The Vice Principal Business Services outlined what remains to be done including a further focus on the full implementation of post Ofsted actions to ensure excellence in teaching, learning and assessment of apprenticeships. The Board were advised that there would continue to be scrutiny of case loading and efficiency of assessors and governors asked whether we were addressing the quality of on the job training and it was confirmed that we are. TL&A improvement plans were in place and the services of a consultant had been re-engaged to increase capacity so the College could respond swiftly to the action highlighted from the Ofsted report.</p> <p><u>Chapter 8 Support for Students</u></p> <p>The Vice Principal College Services outlined what remains to be done including developing and embedding the aspire strategy focussing on progression in HE. In relation to the Students Union she advised that there had been a lack of engagement despite strenuous efforts and a paper would be brought to the committee exploring alternative models for students. Governors questioned whether lack of engagement was an issue in FE generally and it was confirmed that it is.</p> <p><u>Chapter 9 Teaching, Learning, Assessment & ILT</u></p> <p>The Vice Principal Curriculum took the committee through the areas for focus and governors questioned whether they should receive training on Promonitor it having been suggested at a recent AoC meeting that this could be used to provide comparative data with other similar size colleges. It was explained that Promonitor was an operational tool used by teaching staff to monitor students' performance, attendance etc. The Clerk advised that she would speak with AoC to clarify and come back to the Governor concerned.</p> <p>Action: Clerk</p> <p>The Chair also requested that examples of how Promonitor works be sent to the Governor concerned.</p> <p style="text-align: right;">Action: Vice Principal Curriculum</p>
CSM/17/03/47	8	<p>CURRICULUM AND QUALITY MATTERS</p> <p><u>Curriculum report</u></p> <p>Governors having already read the papers the Vice Principal Curriculum opened the floor for questions.</p> <p>In relation to the National Student survey which is for HE students only, Governors commented that it was numbers only and qualitative data would be helpful. Governors challenged the executive over the figures given in relation personal development and the Vice Principal acknowledged that there was work to be done which she was dealing with.</p> <p>In relation to destination data and the number of unknowns Governors commented this this needs more emphasis and they were advised that the Fab Futures academy would help address this and the Vice Principal also outlined the strategies already in</p>

		<p>place.</p> <p>7.00pm Jo Platt left the meeting and it remained quorate</p> <p>Governors also asked about internal progression and whether we were better or worse than the national picture and it was acknowledged that the College is lower than where it would like to be and outlined the actions that were in place and how this was a major focus moving forward.</p>
CSM/17/03/48	9	<p>TEACHING, LEARNING & ASSESSMENT</p> <p>The Vice Principal Curriculum drew the committee's attention to the BTEC review meeting and advised that the letter from the Pearson quality reviewers had now been received which had not placed any sanctions on the college. In relation to the Quality Achievement Report the committee were updated now that the college had heard from the SFA. Governors noted the lesson observations grades for different departments and that the more problematic areas had been observed first and were improving.</p>
CSM/17/03/49	10	<p>EQUALITY & DIVERSITY</p> <p><u>Annual review of Single Equality Scheme and current action plan</u></p> <p>The Vice Principal Curriculum spoke to her report and advised that the Single Equality scheme had not materially changed and that more detail had been put in the strategic action plan. It was</p> <p>Resolved to recommend the Single Equality Scheme to the Board for approval.</p> <p>Governors commented that whilst the Equality Scheme drew attention to the 9 protected characteristics the key issue was addressing inequality which means that it is a bigger agenda.</p>
CSM/17/03/50	11	<p>SAFEGUARDING</p>
	11.1	<p><u>Safeguarding including Prevent Report</u></p> <p>The Vice Principal College Services spoke to her report and highlighted the strong SPOC survey which had seen an increase for the third year in how safe students feel at College. The committee also noted that the Apprenticeship assessors' team had received training from the DPO. The report was duly noted.</p>
	11.2	<p><u>Review of Safeguarding Children & Safeguarding Vulnerable Adults policy</u></p> <p>The Vice Principal College Services spoke to her report and advised that there had been no significant changes to the policies. The safeguarding Governor indicated that she was content with the policies and it was</p> <p>Resolved to recommend the Safeguarding Children & Safeguarding Vulnerable Adults policies to the Board for approval.</p>

CSM/17/03/51	12	COMPLAINTS <u>Annual complaints report and complaints procedure</u> The Vice Principal College Services spoke to her report and highlighted that it included analysis in relation to the protected characteristics. She advised that there had been a downward trend in complaints. In relation to the complaints procedure there were no changes and it was Resolved to recommend the complaints procedure to the board for approval.
CSM/17/03/52	13	ANY OTHER BUSINESS -There was no A.O.B.
CSM/17/03/53	14	DATE AND TIME OF NEXT MEETING 5pm Tuesday 20th June
		Governors were thanked for their attendance and the meeting closed at 7.12pm