

# MINUTES

## MEETING OF CURRICULUM AND STUDENT MATTERS COMMITTEE

**TIME/DATE** 5.00pm, TUESDAY 29<sup>th</sup> NOVEMBER 2016

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

### ATTENDANCE

#### Committee Members

Frank Costello (Chair)  
*Liz Shea, (Vice Chair)*  
 David Rogers  
 Anna Dawe  
 Gai Murphy  
 Shannon Holt  
 Leah Walters  
 Sue Loudon

Co-optee

*Jen Walters*

Clerk

Lorna Lloyd Williams

Vice Principal, Curriculum  
 Vice Principal, College Services  
 Vice Principal, Business Services  
 Assistant Principal, College IT Services, MIS and  
 Sub-Contracting  
 Head of Quality

Claire Foreman  
 Louise Brown  
*Lorraine Groch*  
 Dave Harrison

Alison Dann

Minute		The Chair declared the meeting open at 5.04pm and the Clerk confirmed it quorate
CSM/16/11/29	1	<b>APOLOGIES</b> Apologies were received from Liz Shea, Lorraine Groch and Jen Walters
CSM/16/11/30	2	<b>DECLARATIONS OF INTEREST –</b> No declarations of interest were received.
CSM/16/11/31	3	<b>MINUTES OF THE MEETING HELD ON 22<sup>nd</sup> MARCH 2016</b>  The minutes of the meeting held on 22 <sup>nd</sup> March 2016 were accepted by the Committee and signed by the Chair.
CSM/16/11/32	4	<b>MATTERS ARISING</b>

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Initials/Date

Chair

Lorna Lloyd-Williams  
 Clerk

		The Clerk advised that all matters arising had been completed.
CSM/16/11/33	5	<p><b>DEPARTMENTAL PRESENTATION</b></p> <p><b>Engineering</b></p> <p>The Committee had been provided with a copy of the presentation. The Chair advised that this department was an area for improvement.</p> <p>The Head of Department gave an overview as to how the department can improve. He outlined to the Committee the strengths of the department and in particular provided the Committee with details of the CPD programme and tutor support, there having been a large turnover of staff in the last year. He advised the college is actively promoting women in engineering.</p>
<b>5.10pm Gai Murphy arrived</b>		
		<p>The Committee were taken through the key areas for development and how the Head of Department is monitoring/performance managing the department. The departmental vision was outlined focusing in particular on supporting staff to become grade 1 and raising the aspirations of students. He spoke about the steps the department is taking to meet the changes that will come about due to the introduction of the apprenticeship levy.</p> <p>Governors raised questions concerning the preparation and timeframe to get grade 2 staff to grade 1. They also wished to know when it was anticipated that the department would achieve a grade 2. The Head of Department responded to these questions by explaining that prior to Ofsted 55% of staff in the department were grade 2 and above but a lot of new staff had not been graded yet and not been through this year's process of lesson observations. In terms of timescales he anticipated that the department would reach a grade 2 by the end of the year. The Principal also highlighted that the culture was an issue and this has changed which together with new staff is driving the department towards a 2.</p> <p>Governors asked whether the department had the necessary support and guidance relating to English and Maths. It was confirmed that the department does and that four of the Motor Vehicle staff are also delivering English and Maths Functional Skills. Furthermore attendance at English and Maths has improved.</p> <p>The Head of Department was thanked for his attendance.</p>
CSM/16/11/34	6	<p><b>TEACHING, LEARNING &amp; ASSESSMENT</b></p> <p><b>Update on current approaches and strategies in relation to Teaching, Learning and Assessment improvement</b></p> <p>The Vice Principal gave a presentation to the Committee on Teaching, Learning and Assessment and the next steps post Ofsted. The strategy going forward and how Promonitor works was explained. The strengths recognised in the Ofsted inspection were outlined. The committee also talked about the areas for improvement including:</p> <ul style="list-style-type: none"> <li>English and Maths</li> </ul>

		<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Retention – across provision</li> <li>• Apprenticeships – timely achievement</li> <li>• Lack of stretch and challenge</li> </ul> <p>They were advised that in the next period the executive team will be focusing on looking at Teaching, Learning and Assessment, high grades and added value – looking at grade 2 teaching profile going into Grade 1.</p> <p>Members also received information on what the Promonitor tool is used for. The committee were advised that it is also a tool for students in that students are able to see how well they are doing at any given point in time. A demonstration was given.</p> <p>The Committee were taken through the strategies for achieving high grades and there was discussion regarding some provision not having a grade, just a pass and fail, and therefore the issue of how you are able to stretch and challenge. The Vice Principal advised that the Competence to Excellence Scheme had been created to address this and explained how this works.</p> <p><b>Curriculum Review: Teaching Learning and Assessment</b></p> <p>The committee were updated about the revisions to lesson observation. They were advised that the first two curriculum review areas were to be observed the following week. As well as observations there will be student feedback through focus groups and a marked work audit of that department during the course of the week. At the end of the week discussion will take place with the Head of Department regarding strengths and weaknesses. Maths and English that is taught in that particular area will be introduced in this process.</p> <p>Discussion then took place about staff development and peer observations in a non-judgemental way. Gai Murphy offered her assistance and it was agreed the Head of Quality would discuss this with her.</p> <p style="text-align: right;"><b>Action: Head of Quality</b></p> <p>Governors commented on the link visits and the positive feedback that had been received from staff about the learning communities.</p>
CSM/16/11/35	7	<p><b>CURRICULUM AND QUALITY MATTERS</b></p> <p><b>Curriculum Report and Curriculum Area Dashboard</b></p> <p>The Vice Principal, Curriculum spoke to her report and highlighted the following:</p> <ol style="list-style-type: none"> <li>1. Start of Term <p>No shows were high and breaking down further to track next time. Governors commented on the issue of how organisations lose learners and they then become NEETs. The Vice Principal Curriculum advised she had spoken with the Local Authority about this.</p> </li> </ol>

		<p>2. Percentage loss of students pre 6 week census has improved from last year and the benchmark is 6-7%.</p> <p>3. At Pagefield concerns over teaching led to the implementation of the coaching for success programme, an intense programme of coaching and lesson observations. The Head of Quality provided further details of how this worked.</p> <p>Governors were taken through the dashboard and noted</p> <ul style="list-style-type: none"> <li>• A Level recruitment lower than hoped. College held firm on entry requirements and it was noted attendance almost on target.</li> <li>• 19+ apprenticeship statistics – not met target – looking at strategy regarding statistics.</li> </ul>
CSM/16/11/36	8 8.1	<p><b>EQUALITY AND DIVERSITY</b></p> <p><b>Annual Report 2015/16 and Action Plan</b></p> <p>The Vice Principal, College Services spoke to her report. Governors had received the draft equality and diversity report out of which the Equality and Diversity Group had prepared an action plan. Feedback was requested, which will be published in January.</p> <p>Governors commented that it was an excellent document.</p>
CSM/16/11/37	9	<p><b>LEARNER VOICE</b></p> <p>A presentation was given by the Vice Principal College Services and Head of Quality</p> <p>The committee were updated as to what has been done this term in relation to the following:</p> <ul style="list-style-type: none"> <li>• SPOC survey 1</li> <li>• Number of focus groups – with Heads of Department and Heads of Study</li> <li>• HE survey results</li> <li>• Ofsted employment view</li> </ul> <p>Governors questioned whether this was a national SPOC and were advised that it was not. Governors noted a three year increase in responses and that responses now are at 90%. The Student governors commented that this was very easy to complete. Governors were taken through the areas of reply that were below 90%. Governors queried the fall in positive reply to the easy to enrol question and were advised that this was believed to be due to a large increase of people attending on the first day. Governors questioned whether we hear from students as to what they want in induction. The Head of Quality advised that she would look at this with the Student Governors.</p> <p style="text-align: right;"><b>Action: Head of Quality</b></p>

		<p>Head of Department Focus Groups which are for every course, programme and level were discussed. The student Governors gave feedback and commented that they feel the focus groups are worthwhile. The Head of Quality outlined some of the actions that had been taken in response to feedback at focus groups and also actions to address areas for improvement.</p> <p>The Student Governors provided some ideas such as role swaps being implemented during link visits and (asked to type up and e-mail to Head of Quality) Also they suggested that Learners as opposed to staff ask other learners about inductions. It was agreed these ideas would be discussed with the Head of Quality</p> <p style="text-align: right;"><b>Action: Head of Quality</b></p>
<b>CSM/16/11/38</b>	10	<p><b>ANY OTHER BUSINESS</b></p> <p>It was:  <b>Resolved</b> that Gai Murphy be recommended to the Board to be appointed Vice Chair of Curriculum and Student Matters</p>
<b>CSM/16/11/39</b>	15	<p><b>DATE AND TIME OF NEXT MEETING</b>  14<sup>th</sup> March 2017</p>
<b>The Chair declared the meeting closed at 6.50 pm</b>		