

# MINUTES

## MEETING OF CURRICULUM AND STUDENT MATTERS COMMITTEE

**TIME/DATE** 5.30pm, TUESDAY 28<sup>th</sup> APRIL 2015

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

### ATTENDANCE

#### Committee Members

Frank Costello  
 Liz Shea, Vice Chair  
 David Rogers  
 Michael Sheehan  
 Ann Harrison  
*Kath Causey*  
 Jamie Evans  
*Mahtab Ghadri*  
 Susan Spibey  
*Susan Loudon*  
 Diane Brennan  
 Rod Stockwell  
 Vickie Round  
*Daniel Winstanley*  
*Mike Thomas*

Clerk

Robin Newton-Syms

Vice Principal, Curriculum  
 Vice Principal, Curriculum  
 Vice Principal, College Services  
 Vice Principal, Business Services  
 Interim Finance Director  
 Higher Education Director  
 Divisional Manager, Engineering  
 Head of Studies, Parson's Walk  
 Divisional Manager, Early Years & Public Services

Teresa Farran  
 Anna Dawe  
 Louise Brown  
 Chris Davey  
 David Reeve  
 Janet Thompson  
 Mike Ashurst  
 Diane Griffiths  
 Christine Snape

| Minute       |   | The Chair declared the meeting open at 5.30pm and the Clerk confirmed it quorate   |
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| CSM/15/04/58 | 1 | <b>APOLOGIES</b><br>Apologies were received from Kath Causey, Mike Thomas, Mahtab Ghadri, Daniel Winstanley and Susan Loudon                           |
| CSM/15/04/59 | 2 | <b>DECLARATIONS OF INTEREST –</b><br>There were no declarations of interest.   |
| CSM/15/04/60 | 3 | <b>MINUTES OF THE MEETING HELD ON 24<sup>th</sup> FEBRUARY 2015</b><br><br>The minutes were accepted as a correct record and duly signed by the Chair. |

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Initials/Date

Chair

Robin Newton-Syms  
 Clerk

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| CSM/15/04/61 | 4           | <b>MATTERS ARISING</b> – The Clerk spoke to the Action Sheet and this was accepted.   |
| CSM/15/04/62 | 5<br>5.2    | <p><b>CURRICULUM AND QUALITY MATTERS</b></p> <p><b>Higher Education Review</b></p> <p>Teresa Farran introduced Janet Thompson, the new Director of Higher Education, who proceeded to provide a well-received presentation outlining the current Higher Education provision within the College. She explained the key strategic agendas for the College were: Quality and Partnership, Growth and Efficiency. Governors noted that the College was a large further education provider of Higher Education with almost 600 students undertaking Higher Education courses and that 49% of provision was for Part Time courses, with mature students forming 57% of the cohort. It was noted that male participation was above the sector norm at 62% with 38% of the total cohort coming from disadvantaged post codes.</p> <p>She outlined the ambition of the College with regards to its Higher Education work and how the work focussing on quality improvement and enhancement of the student experience incorporated a student voice strategy, work on teaching, learning and assessment and a review of the portfolio of courses offered.</p> <p>Governors asked a range of questions covering the detail of the presentation. These covered: impact of the Ofsted visit; partnership arrangements; widening participation and the Access agreement; distribution of the courses across the centres of the College; how the HE Strategy related to the LEP priorities; how data was being used; the development potential for HNCs; and how the work now being undertaken related to the Higher Education Review Action Plan.</p> <p>Following this there was a broader discussion about the benefits of studying Higher Education locally and how this was being delivered through the College, together with the need to promote awareness of local HE access and explore ways to enhance this. It was felt that there was great value in working with the local authority and others to address issues associated with social deprivation and a lack of ambition for the communities served by the College. It was reported that the College was working closely with the local council and that Higher Education work was seen as a key element of the future growth and development plans of the College.</p> <p>It was</p> <p><b>Resolved:</b> that the presentation be noted.</p> |
| CSM/15/04/63 | 5.3<br>5.3a | <p><b>Curriculum Area Updates</b></p> <p><b>Engineering</b></p> <p>Mike Ashurst, Divisional Manager for Engineering spoke to a presentation which featured the 'Journey of Improvement' that was being undertaken by the Engineering Division. He outlined what was being done to ensure the improvement strategy was effective and delivering results.</p> <p>The development of the 'Engineering Centre of Excellence' was noted and the other work being undertaken to further develop links with employers was outlined. Governors noted the priorities for 2015/16 and that the presentation covered all of the issues raised by Ofsted in the recent inspection visit.</p> <p>Following the presentation they asked a range of questions which included aspects of how the College was working to address the gender imbalance within engineering.</p>  |

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|              |      | <p>It was</p> <p><b>Resolved:</b> that the presentation should be noted.</p>   |
| CSM/15/04/64 | 5.3b | <p><b>Early Years and Public Services</b></p> <p>Christine Snape, Divisional Manager, Early Years and Public Services, spoke to her presentation. She outlined the involvement of the Public Services Division in the GMCG Skills competition which had led to the development of a staff 'Public Services Forum' across Greater Manchester for the sharing of best practice. She explained that currently the focus was on student achievement and ensuring an exceptional student experience. She spoke of the priorities for 2015/16 and the work that was being undertaken to further improve the quality of provision and the recruitment of future learners.</p> <p>She then spoke to a presentation outlining the work being undertaken with respect to the College's Early Years provision. This incorporated work to improve the quality of teaching and learning and raise the levels of aspiration and innovation within the Division. The presentation concluded with a case study of two successful students who had progressed through the College and fulfilled their potential.</p> <p>It was</p> <p><b>Resolved:</b> that the presentation should be noted.</p>   |
| CSM/15/04/65 | 5.3c | <p><b>Heads of Studies</b></p> <p>Diane Griffiths, Head of Studies, Parson's Walk, spoke to a presentation outlining the type of work all the Heads of Studies undertook. She explained how Pro-monitor was being used more regularly by students to monitor their progress and what was being done to create a culture of achievement and to establish a College community through the use of Student Assemblies, the Students' Union, Student Ambassadors, Enrichment activities and fundraising events.</p> <p>The presentation also included further information on the recently held Student Question Time with Tristram Hunt MP (Shadow Education Secretary and Yvonne Fovargue MP (Shadow Further Education and Skills Minister), the hosting of the Borough's Apprenticeship Awards together with various volunteering and other opportunities for community engagement.</p> <p>In conclusion she identified a case study of a student ambassador who had progressed during their time at the College and was now embarking on a Foundation Degree.</p> <p>The Student Governor asked questions relating to the Student Assemblies and reported on the benefit of the use of Higher Education lanyards.</p> <p>It was</p> <p><b>Resolved:</b> that the presentation should be accepted.</p> <p>The Chair thanked the various managers and felt the presentations reflected well on the work that was being undertaken.</p> |
| CSM/15/04/66 | 5.1  | <p><b>Review of Ofsted Inspection and Actions following the publication of the Ofsted report</b></p> <p>The Principal spoke to the Committee about the plans following the publication of the Ofsted report. It was felt that there was value in awaiting the involvement of the Improvement HM Inspector before confirming the Post Inspection Action Plan (PIAP).</p>  |

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|  |  | <p>Governors talked in great detail about the report. It was noted that the College had worked hard to achieve the grading given and the task in hand now was to seize the opportunity provided to demonstrate further improvement.</p> <p>It was</p> <p><b>Resolved:</b> that there should be further presentations from other areas in due course at future meetings.</p> <p>*****</p> <p style="text-align: right;"><b>Action: Principal</b></p> |
| CSM/15/67  |  | <b>ANY OTHER BUSINESS</b> – There were no items of other business.  |
| CSM/15/68  |  | <p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Tuesday 30<sup>th</sup> June 2015</p>  |
| <b>The Chair declared the meeting closed at 7.07pm</b> |  |   |