

MEETING OF CURRICULUM AND STUDENT MATTERS COMMITTEE

TIME/DATE 5.30pm, TUESDAY 20th JUNE 2017

VENUE PW614 , 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
 In Attendance

Jen Walters
 Ann Harrison

Clerk

Lorna Lloyd Williams

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

Claire Foreman
 Louise Brown
 Lorraine Groch
 Dave Harrison

Italics denotes absence

MINUTES

Item	Time	The meeting opened at 5.25pm and was quorate with at least 3 members present.
1	CSM/17/06/54	APOLOGIES Apologies were received and accepted from Leah Walters, Shannon Holt and Jo Platt
2	CSM/17/06/55	DECLARATIONS OF INTEREST There were no declarations of interest.
3	CSM/17/06/56	MINUTES OF THE MEETING HELD ON THE 14th March 2017 These were accepted as a true and correct record and approved for signature by the Chair.
4	CSM/17/06/57	MATTERS ARISING The Clerk advised that all matters arising were either completed or scheduled.
5	CSM/17/06/58	STAKEHOLDER PRESENTATION - SUPPORTING OUR ECONOMY TO GROW Emma Barton Assistant Director Economy & Regeneration at Wigan Council gave an informative and interesting presentation on "Supporting our economy to grow". The presentation considered three areas: <ul style="list-style-type: none"> • What does our economy look like • Wiganworks- what is it all about • How can the college help Governors were taken through the national picture and the visions and aims for

		<p>Greater Manchester together with the strengths and challenges. Skills priorities for GM were outlined and there was discussion about business start-ups this being a key priority.</p> <p>The issues were then set in the context of the local economy with key growth areas being highlighted and the ways in which the college can help with this. The Chair emphasised that the college wants to work effectively together with the Council and that the colleges sees it as a joint venture going forward.</p> <p>Emma Barton was thanked for her presentation and left the meeting at 6.20pm.</p>
6	CSM/17/06/59	<p>STRATEGIC PLAN 16/17 –</p> <p>Prior to the meeting governors had considered the end of year strategic chapter reviews which set out the achievements, things still to do and priorities for 17/18. The floor was therefore opened for questions.</p> <ul style="list-style-type: none"> Chapter 5 Study programmes <p>Governors questioned the timescale for achieving outstanding and it was confirmed that this was 2020.</p> <ul style="list-style-type: none"> Chapter 6 Adult education, Community learning and Higher Education <p>Governors questioned whether staff go on regular training updates at UCLAN and also whether there was a minimum training requirement for staff. It was explained that staff do regularly attend and that individual training needs are identified in the PRD process. There was also discussion about independent learning skills.</p> <ul style="list-style-type: none"> Chapter 7 Workplace Learning & Skills <p>In relation to point 3.1 delivering a quality apprenticeship the committee advised that they would like to see some SMART targets. Governors also raised questions about the role of assessors, how the role had changed and the costs implications of this. The changes were outlined and it was confirmed that there has been an impact on payroll.</p> <p style="text-align: right;">Action: Vice-Principal Curriculum</p> <ul style="list-style-type: none"> Chapter 9 Teaching, Learning & assessment <p>Governors commented that there was some vagueness in some of the targets and it was explained that was addressed with the quantifiable data which is contained in the dashboard and papers.</p>
7	CSM/17/06/60	<p>TEACHING, LEARNING & ASSESSMENT</p> <p>Governors having considered the papers the Vice Principal Curriculum opened the floor to questions.</p> <p>There was discussion around the external quality reports and the student surveys. and governors wished to know when these would be revisited. In relation to the NSS survey it was advised that this would be in July and governors asked what actions were in place to influence the NSS survey next year. These having been outlined it was agreed that the comments would be looked at. Governors were also reminded that the Vice Principal curriculum had taken them through a full analysis of threes surveys, 2 internal and one external survey, at the meeting of the</p>

		<p>committee in February of that year.</p> <p>There was also discussion around the curriculum area of Health and Social care and early years which had been a challenging area this year and governors asked when they would know the current position. It was noted that the results were unlikely to be as good as the college would like but the work being done in the department was outlined and it was noted that there had been an improvement in the grade 1 and 2 lesson observations. Governors emphasised that this was an important area for the college going forward in line with the presentation that had just been received from Emma Barton.</p>
8	CSM/17/06/61	<p>CURRICULUM PLAN</p> <p>The Vice Principal Curriculum took governors through the presentation outlining the demographics for Wigan, the employment status of its residents and level of qualification and flagged who the largest employers in Wigan are, who business services are engaging with. The employment sectors that employ the most people in Wigan were noted and governors were taken through a breakdown of the colleges current response/ matched to need with areas for growth being highlighted</p> <p>7.15pm Gai Murphy left and the meeting remained quorate.</p> <p>Governors made the point that other providers may need to introduce curriculum areas to address these needs and asked whether we should be sharing our curriculum planning with wider partners and seeking their endorsement. It was confirmed that work could be done with Emma Barton's team in relation to this and the point was also made that in delivering educational provision we should not lose sight of the enrichment to people that education brings.</p>
9	CSM/17/06/62	<p>CURRICULUM AND QUALITY MATTERS & dashboard</p> <p>The Vice Principal Curriculum took governors through the KPIs for retention and it was noted that overall FE retention and achievement is on track to demonstrate improvement with no significant gender gaps in retention. It was noted that HE retention and achievement are unlikely to show improvement this year and the strategies in place to improve this were outlined.</p> <p>Regarding timely achievement for direct delivery apprenticeship provision there would be an improvement of 3.6% but sub-contractor issues and the impact these would have were noted. However Governors received assurance that removal of the 2 sub-contractors with difficulties means that future prospects for apprenticeship timely achievement is good.</p> <p>Governors asked about A Level recruitment and the anticipated growth for the forthcoming year. They were advised that this was likely to be modest but that the growth of this cohort was really a 3 to 5 year strategy.</p>
10	CSM/17/06/63	<p>LINK VISITS</p> <p>The Vice Principal Curriculum gave an update on outcomes and highlighted that they had demonstrated how the culture in the college is changing. Governors confirmed that this was the case, that the visits had been very positive and that they had seen a bond between students and staff and also fellow students.</p>
11	CSM/17/06/64	<p>STAKEHOLDER ENGAGEMENT</p> <p>Learner Voice – outcome report</p> <p>It was not possible to give an outcome report on this but the Clerk advised that the student governors' opportunity to work with the Head of Quality on learner voice</p>

		<p>had been highlighted at the recent student conference.</p> <p>The Board expressed their thanks to the student governors for their contributions this year.</p>
12	CSM/17/06/65	<p>STUDENT UNION</p> <p>The Vice Principal College Services spoke to her report and confirmed that a Student Council would still be affiliated to the NUS. It was</p> <p>Resolved to recommend the development of a Student Council and approve the current Student union budget to be redirected to the Student Council.</p>
13	CSM/17/06/66	<p>GOVERNANCE</p> <ul style="list-style-type: none"> committee performance review <p>The committee and Clerk completed the committee performance review and it was also suggested that an impact box be included.</p> <ul style="list-style-type: none"> cycle of business 17/18 <p>The Cycle of business was approved by the committee.</p> <ul style="list-style-type: none"> terms of reference <p>The terms of reference were approved subject to an amendment at 3.6 to include co-opted advisors.</p>
14	CSM/17/06/67	<p>ANY OTHER BUSINESS –</p> <p>There was no other business.</p>
15	CSM/17/06/68	<p>DATE AND TIME OF NEXT MEETING</p> <p>Provisionally 5pm 28th November</p>
		The meeting closed at 7.45pm