

DRAFT MINUTES

MEETING OF CURRICULUM AND STUDENT MATTERS COMMITTEE

TIME/DATE 5.30pm, TUESDAY 24th FEBRUARY 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

Clerk

Robin Newton-Syms

Vice Principal, Curriculum
 Vice Principal, Curriculum
 Vice Principal, Curriculum
 Executive Director Human Resources
 Employer Engagement Director
 Interim Finance Director

Teresa Farran
 Anna Dawe
 Michael Harwood
 Louise Brown
 Chris Davey
 David Reeve

| Minute | | The Vice Chair declared the meeting open at 5.30pm and the Clerk confirmed it quorate |
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| CSM/15/02/44 | 1 | <p>APOLOGIES</p> <p>Apologies were received from Diane Brennan, Susan Spibey and Vickie Round.</p> <p>The Vice Chair then informed members of the Committee that following the resignation of Alan Stephenson from the Board, the role of Chair for the Curriculum and Student Matters Committee was vacant. There was a brief discussion and it was proposed (Liz Shea), seconded (David Rogers), that Frank Costello be asked to chair the meeting. This was carried unanimously.</p> <p>The Chair welcomed new Governors and new members of staff.</p> |
| CSM/15/02/45 | 2 | <p>DECLARATIONS OF INTEREST –</p> <p>There were no declarations of interest.</p> |
| CSM/15/02/46 | 3 | MINUTES OF THE MEETING HELD ON 10th DECEMBER 2014 |

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| | | The minutes were accepted as a correct record and duly signed by the Chair. |
| CSM/15/02/47 | 4 | <p>MATTERS ARISING – The Clerk spoke to the Action Sheet and this was accepted.</p> <p>The Principal spoke to the actions being undertaken with regards to the Leigh Centre. He informed Governors of continued work being undertaken by Mike McDermott through further meetings with stakeholders.</p> <p>The Chair spoke of the need to be clear in any communications with stakeholders that having suspended recruitment to A/S level programmes of study, the College was now looking at how it might facilitate the beginning of a new and more vibrant future for the Leigh Centre.</p> <p>The Principal spoke of the need to offer a high quality ‘tertiary’ experience and the huge amount of work that was being undertaken to support this. Governors welcomed these developments</p> |
| CSM/15/02/48 | 5 5.1 | <p>CURRICULUM AND QUALITY MATTERS</p> <p>Preparations for Ofsted:</p> <p>Overview The Principal introduced this item with a short presentation. He referred to the need to describe the College accurately in terms of its performance since the last Inspection in 2010 and reflected on the reason why Ofsted had felt the need to provide support and challenge. He referred to the prompt action taken by Governors as described by the Senior Regional Inspector following her visits to the College and what the actions taken since those visits had brought in terms of improvement. This showed that from 2013/14 the College had demonstrated significant improvements across a number of subject sector areas. However there remained areas where it was clear that more needed to be done.</p> <p>The Principal outlined the changes that had been enacted across the College to help bring about the transformation to date. He presented further evidence showing how the College was improving the quality of teaching and learning for students.</p> <p>Governors commented that this had demonstrated clarity of thinking, the positive nature of how the College was moving forward and that the strengthening of the management team had had an impact. It was felt that providing Governors with the most recent organisation structure chart would be helpful.</p> <p>It was</p> <p>Resolved: that the structure chart should be shared with Governors.</p> <p>***</p> <p style="text-align: right;">Action Clerk</p> <p>Governors asked further questions which were answered fully.</p> |
| CSM/15/02/49 | | <p>Curriculum Position Papers Governors then worked through each of the curriculum subject position papers in turn. They asked a range of questions which were fully answered. They noted the improvements that had been made and the areas which were considered as ‘work in progress’. It was felt that where new staff had been employed this should be highlighted as part of the improvement work undertaken. Also those facilities such as</p> |

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| CSM/15/02/50 | | <p>the Leigh Sports Village should be highlighted for the enrichment opportunities they offer for students. Likewise that the links between the College and schools needed to be highlighted as these had a significant impact in the community.</p> <p>Theme Position Statements</p> <p>Governors then spent time looking in detail at each of the theme position statements. In doing so they made a number of points. Governors noted that in Employability there were some real strengths but asked about how this was reflected in terms of job outcomes. It was felt this would become more apparent over time. In Study Programmes they noted the significant growth in numbers undertaking English and maths in line with government policy and the impact this had had on the College.</p> <p>Destinations was recognised as a difficult area for many Colleges. With regards to LMI and the Curriculum Governors praised the clarity of the reporting style in this paper. Equality and Diversity and Safeguarding were felt to be useful. The Learner Voice papers gave a clear picture and the work of the Student Union was noted.</p> <p>The Action Plans were noted.</p> <p>Governors noted the overall sense of optimism for the future that shone through the various reports and position statements. They congratulated all those staff involved in their preparation.</p> <p>It was</p> <p>Resolved: that the preparations should be noted and accepted.</p> |
| CSM/15/02/51 | 5.2 | <p>College Attendance/Retention data with special reference to Construction, Engineering, Health and Social Care</p> <p>The Vice Principal, Curriculum (Teresa Farran) gave a brief presentation to the Committee on how the College was performing in terms of Attendance and Retention data with a particular focus on Construction, Engineering, Health and Social Care. Governors looked in detail at these areas and noted the work that was being put into improve the performance by level and subject area.</p> <p>They were pleased to see the number of areas where there were improvements and felt the transparency of the data, which enabled Governors to see where there were issues, was particularly helpful.</p> <p>It was</p> <p>Resolved: that the presentation should be noted.</p> |
| CSM/15/02/53 | 5.3 5.3a | <p>Curriculum Action Area Updates</p> <p>Level 3 (16-18)</p> <p>The Vice Principal, Curriculum (Teresa Farran) spoke to this report. It was noted that the approach to how the curriculum was offered had been changed and that the expectation was that the overall success rate for 16-18 L3 students was predicted to be close to the current National Average of 85.9%.</p> <p>It was</p> <p>Resolved: that the report should be accepted.</p> |

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| CSM/15/02/54 | 5.3b | <p>Apprenticeships</p> <p>The Vice Principal Business Services (Chris Davey) spoke to this report. He gave a detailed precis of what the issues were and the challenges faced.</p> <p>Further to this, the Committee asked about the data as presented and clarified their understanding of the implications of the legacy problems faced by the College.</p> <p>It was</p> <p>Resolved: that the report should be accepted.</p> |
| CSM/15/02/55 | 5.3c | <p>Maths/English</p> <p>The Committee noted the national position as outlined and the shared challenges that the sector as a whole faced. They felt the report showed the College was facing some challenges as numbers enrolling had increased markedly whilst there remained some legacy staffing issues. However the picture was an improving one with a clear plan of action to tackle the issues faced.</p> <p>It was</p> <p>Resolved: that the report should be accepted.</p> |
| CSM/15/02/56 | | ANY OTHER BUSINESS – There were no items of other business. |
| CSM/15/02/57 | | <p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 28 April at 5.00pm</p> |
| The Chair declared the meeting closed at 7.40pm | | |