

DRAFT MINUTES

MEETING OF CURRICULUM AND STUDENT MATTERS COMMITTEE**TIME/DATE** 5.00pm, TUESDAY 22nd MARCH 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**Michael Sheehan**Ann Harrison**Kath Causey**Aiden Taylor**Susan Spibey**Susan Loudon**Diane Brennan**Rod Stockwell**Jennifer Cockram**Alison Dann**Gai Murphy*

Clerk

Lorna Lloyd Williams

Vice Principal, Curriculum

Vice Principal, College Services

Vice Principal, Business Services

Interim Finance Director

Head of Quality

Anna Dawe

Louise Brown

Chris Davey

Claire Jarvis

Alison Dann

Minute		The Chair declared the meeting open at 5.03pm and the Clerk confirmed it quorate
CSM/16/03/08	1	APOLOGIES Apologies were received from Frank Costello and Diane Brennan
CSM/16/03/09	2	DECLARATIONS OF INTEREST – No declarations of interest were received.
CSM/16/03/10	3	MINUTES OF THE MEETING HELD ON 12th NOVEMBER 2015 The minutes of the meeting held on 12 th November 2015 were accepted by the Committee and signed by the Chair.

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Initials/Date

Chair

Lorna Lloyd-Williams
Clerk

CSM/16/03/11	4	MATTERS ARISING The Clerk advised that all matters arising had either been completed or were scheduled for example the Learner Voice report on today's agenda.
CSM/16/03/12	5	STRATEGIC UPDATE Mid-Year Reports: Part Two Teaching and Learning Members of the Executive spoke to a series of reports which provided mid-year updates on a number of the chapters of the Strategic Plan. The reports were used to identify three key elements: <ol style="list-style-type: none"> 1. What had been achieved so far 2. What remains to be done 3. Overall comments on progress The presentations were supplemented with the dashboard.
CSM/16/03/13		Chapter 4: Teaching, Learning and Assessment The Vice Principal Curriculum spoke on this chapter. Governors noted in particular the robust observation process and targeted programme of staff development. Governors were advised that college was in the process of establishing learning communities within each curriculum area to share best practice and governors mentioned that during link visits staff had commented on the benefits of the support they were receiving. Governors commented that all the chapters were excellent and contained the right information. Furthermore they could see the work in action during the Link Visits.
CSM/16/03/14		Chapter 5: Curriculum Developments The Vice Principal Curriculum spoke on this chapter. Governors noted what had been achieved so far, matters remaining to be done and the overall comments on progress.
CSM/16/03/15		Chapter 6 Support for Students The Vice Principal College Services spoke on this chapter. The positive feedback on induction programme for 16-18 year olds was noted together with the good attendance and engagement at parent's evenings delivered across all sites. It was noted that work remained to be done in relation to the UCAS strategy.
CSM/16/03/16		Chapter 7: Maths and English The Vice Principal Curriculum spoke on this chapter. She advised that this remains a

		challenge nationally but advised that there had been a change in attitude and maths and English was much more embedded with attendance having improved by 5%. Governors were advised of the work being undertaken in college and also the work with partner schools to ensure continuity for students.
CSM/16/03/17		Chapter 8: Employability The Vice Principal Business Services spoke on this chapter. Governors were advised that a range of high quality apprenticeships had been delivered and that over the last 6 weeks over 300 apprentices had been recruited and the offer expanded to over 100 frameworks. Governors also noted the remaining work to be done.
CSM/16/03/18	6	CURRICULUM AND QUALITY MATTERS The Vice Principal curriculum spoke to her report the purpose of which was to update the Committee on KPIs for 2015/16 in relation to curriculum performance and quality issues and to revive applications for the forthcoming years. The following key performance indicators were noted: Enrolment: <ul style="list-style-type: none"> • 16-18 exceeds target and further enrolments are due. These have been targeted at NEET (not in employment, education or training) • Adults Skills Budget on track to meet target with further enrolment to Level 3 loan provision • 16-18 and 19+ recruitment to apprenticeships met original targets and on track to meet revised targets Retention & Achievement to date: <ul style="list-style-type: none"> • Overall retention 2% ahead of same time last year • Curriculum area most significant improvement = computing, public services, travel & tourism, health * social care and floristry and Horticulture • Retention rates for GCSE maths and English study programmes increased by 1% on last year. • Achievement rates for apprenticeships are on track to exceed national average. Attendance: <ul style="list-style-type: none"> • 16-18 = 89%, 86% including English and Maths. • 19+ = 2% below target, Level 1 predominantly. Support for 19+ students currently under review Quality Governors were advised of the achievement rates form the new Qualification Achievement report (formally the QSRR). It was explained that national averages had yet to be issued but the committee would be updated in due course. Governors were also appraised of the vocational data contained within the Department for Education Leagues Tables all of which showed a positive variance upon the previous year. The Student Perception of Course survey (SPOC) had seen 100% improvement across the board. The committee were advised that a further SPOC would be undertaken with students in the summer term.

		<p>Admissions and Schools Liaison:</p> <p>Applications for 16-18 year olds are up by 548 on last year. Applications for apprenticeships have also increased. Higher education applications have seen an increase of over 100 on the same point last year.</p> <p>The Vice Principal advised that where the college has moved geographical offer there has been strong applications in both areas. The Professional Honours programmes is also on target, with parents very positive on the product. Governors were also informed of the work being undertaken by the school liaison team and the significant progress that had been made in developing links. Members also noted the steps that had been taken in relation to curriculum planning and commented that the recent link visits had given them the opportunity to see a total transformation in marketing.</p> <p>The Committee then considered the dashboard and noted the red rag rating in relation to grade 4 lesson observations. The Committee emphasised the need for this to be addressed whilst acknowledging all the good work that had already been done in relation to improving teaching, learning and assessment.</p>
CSM/16/03/19	7	<p>TEACHING, LEARNING & ASSESSMENT</p> <p>The Vice Principal Curriculum spoke to her report and advised to date 50% of teaching staff had been observed. The Current profile is 80% good or better teaching. She advised the College had adopted a risk based approach looking at the more challenging departments first and highlighted how the grades spread across departments.</p> <p>Governors commented priority has to be to get Grade 4's moving.</p>
CSM/16/03/20	8 8.1	<p>EQUALITY & DIVERSITY</p> <p>In-year performance against KPIs and review of key strategies</p> <p>The Vice Principal College Services spoke to her report and explained the Single Equality Scheme, how it was an amalgamation of previous policies and encompassed the nine protected characteristics. She explained the work of the College Equality and Diversity Group which meets regularly, is across college operations and has student representation. Governors were taken through the terms of reference for the group.</p> <p>Governors were taken through the Equality and Diversity Data and advised of the priorities for the summer term and the forthcoming events. Governors questioned how lecturers were equipped for teaching Equality & Diversity and it was explained that resources would be sent to Heads of Department who would then discuss with staff. Governors also questioned where the Equality & Diversity reports went to and how they were brought to the attention of the Board. It was explained that these were reported to the Executive team as part of the KPI monthly monitoring and then reported up to Board.</p>

CSM/16/03/21	8.2	Review of College Equality Scheme and Review of College Equality Objectives The Board Resolved: To approve the Single Equality Scheme
CSM/16/03/21	9	LEARNER VOICE The Board were advised that the Assistant Principals and Head of Quality are leading on this as part of a dedicated Learner Voice Working Group. The Committee were informed of the various strategies being used such as SPOC Surveys and themed duty management questions reported up through KPI monitoring to Exec team. Governors attention was drawn to the Appendix setting out different mechanisms for gathering Learner Voice. The Chair stressed the importance of Governors hearing the Learner Voice.
CSM/16/03/22	10 10.1	SAFEGUARDING Safeguarding including Prevent Report The Vice-Principal College Services spoke to the report which provided Governors with a mid-year update relating to current safeguarding cases at the College and the activity that had taken place to support the identified students. It was noted that the SPOC (Student Perception Of Course) survey results identified that 96% of students stated that they feel safe at College. Governors also received information upon the activity that had taken place to support and embed the PREVENT agenda and fundamental British values across the College. Governors questioned whether there had been any response from the College to today's events in Brussels. The Committee were advised that the College would not send a general communication but would look at individual support if needed. The events would also form part of tutorial when there are general discussions about such events.
CSM/16/03/23	10.2	Review of Safeguarding Children & Adults policy It was Resolved: that the Safeguarding Children and Safeguarding Vulnerable Adults policy should be recommended to the Governing Board for approval.
CSM/16/03/24	11	COMPLAINTS The Vice-Principal College Services spoke to her report and advised the Committee of the main changes to the College Complaints Procedure which had been made following consultation with the College's Solicitors. Governors also received the annual complaints report which provided details and an analysis of complaints received by the College. The Vice-Principal explained the stages of the complaints

		<p>procedure and Governors asked how we benchmark against other colleges. They were informed that currently we do not have this information but that it is something the College can look at going forward</p> <p style="text-align: right;">Action : Vice-Principal College Services</p> <p>It was Resolved: that the Complaints procedure could be recommended to the Governing Board for approval.</p>
CSM/16/03/25	12	<p>IDENTIFICATION OF: Matters to be brought to the attention of the Board arising from this meeting</p> <ul style="list-style-type: none"> • College Equality Scheme and review of College Equality objectives • Safeguarding Children & Safeguarding Vulnerable Adults policy • Complaints procedure
CSM/16/03/26	13	<p>ITEMS FOR THE NEXT COMMITTEE MEETING:</p> <ul style="list-style-type: none"> • Curriculum report and Curriculum dashboard • End of year strategic chapter reviews • End of year data • Strategic approaches for 2016/2017 • Anti-Bullying Report and policy • Review of terms of reference • Cycle of Business for 2016/2017 • Link visits Feedback
CSM/16/03/27	14	<p>ANY OTHER BUSINESS – The Committee were made aware that some of the policies that they were due to see at this meeting had been deferred as the Head of quality is currently working on amalgamating some of the policies.</p> <p>Governors completed the meeting evaluation forms.</p>
CSM/16/03/28	15	<p>DATE AND TIME OF NEXT MEETING 21st June 2016 at 5pm.</p>
The Chair declared the meeting closed at 7.12 pm		