

## MEETING OF CURRICULUM AND STUDENT MATTERS COMMITTEE

TIME/DATE 5.00pm, TUESDAY 28<sup>th</sup> November 2017

VENUE CONFERENCE ROOM PS108, PROFESIONAL STUDIES BUILDING, PARSON'S WALK, WIGAN CAMPUS

Committee Members

Frank Costello (Chair)  
 Gai Murphy (Vice Chair of committee)  
 Amanda Ammekk (student Governor)  
 Vacancy (Student Governor)  
*Jenny Bullen*  
 Janet Minto  
 Catherine Langstreth (Staff Governor)  
*Anna Dawe*

Co-opted advisor

Jen Walters

Clerk

Lorna Lloyd Williams

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

Claire Foreman  
 Louise Brown  
 Dave Harrison  
  
 Jim Parker

**DRAFT MINUTES**

Item		The meeting opened at 5.02pm and was quorate with at least 3 members being present.
<b>1</b> <b>C&amp;SM/28/11/01</b>		<b>APOLOGIES</b>  Apologies were received and accepted from Amanda Ammekk, Jenny Bullen and Anna Dawe.
<b>2</b> <b>C&amp;SM/28/11/02</b>		<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest.
<b>3</b> <b>C&amp;SM/28/11/03</b>		<b>MINUTES OF THE MEETING HELD ON THE 20<sup>th</sup> June 2017 –</b>  The minutes of the meeting on the 20 <sup>th</sup> June 2017 were approved as a correct record and authorised for signature by the Chair.
<b>4</b> <b>C&amp;SM/28/11/04</b>		<b>MATTERS ARISING –</b>  The Clerk advised that there was one outstanding item and this was postponed until the next meeting
<b>5</b> <b>C&amp;SM/28/11/05</b>		<b>EQUALITY &amp; DIVERSITY TRAINING FOR GOVERNORS</b>  “fulfilling responsibilities”  The new Head of Quality gave a presentation on Equality and Diversity providing Governors with an overview of what they need to both focus and challenge on. The 3 key duties were outlined:

		<ol style="list-style-type: none"> <li>1. <b>Eliminate</b> conduct that is prohibited by the Act that is discrimination, harassment and victimisation.</li> <li>2. <b>Advance</b> equality of opportunity between people who share a protected characteristic and people who do not share it</li> <li>3. <b>Foster</b> good relations across all characteristics – between people who share a protected characteristic and people who do not share it</li> </ol> <p>Governors were reminded of the protected characteristics and that it was a question of ensuring that a student or staff member was not disadvantaged by having one of these protected characteristics.</p> <p>In relation to <b>elimination</b> governors needed to ensure policies and procedures did not treat anyone who fell within the protected characteristics adversely. Information for this could be found in both learner and staff voice activities and Governors needed to be assured that staff and students were not being discriminated against either directly or indirectly.</p> <p><b>Advancement</b> is about differentiation and meeting the needs of different groups of learners.</p> <p><b>Fostering</b> is more than just embedding it is about promoting, informing, educating and tackling prejudice.</p> <p>Governors were also reminded of British Values and what Ofsted looks for in relation to Equality and diversity. In summary Governors should challenge whether:</p> <ul style="list-style-type: none"> <li>• gaps in performance are narrowing</li> <li>• key monitoring processes and staff development are used to ensure that any use of discriminatory language or behaviour by staff and students is appropriately challenged</li> <li>• College policies or procedures are discriminatory, whether intentionally or unintentionally.</li> </ul> <p>and how teaching and learning and College services:</p> <ul style="list-style-type: none"> <li>• satisfy the promotion of British Values</li> <li>• advances equality of opportunity and fosters good relations</li> </ul> <p>Discussion then took place about raising awareness in relation to Equality and Diversity and how assured the Board could be that this was measured and monitored. It was explained that this was monitored through KPI meetings and that the Data was always cut by Equality and Diversity. The Chair asked where was the evidence base that gaps in performance were narrowing and it was discussed that data was looked at by widening participation and compared to provider group standards (comparable colleges in terms of mix) as well as national averages. Governors commented that learners needed to be asked about their understanding of equality and diversity to give a 360 degree picture of how well E&amp;D was embedded within the college.</p>
6 C&SM/28/11/06		<p><b>LEARNER VOICE</b></p> <p>National Student Survey</p>

		<p>The Vice Principal Curriculum spoke to the report. It was noted that there had been a response rate of 80% an increase over the previous year and that the NSS overall satisfaction rate had increased to 78% again an increase on the previous year. However the satisfaction rate was below both the England rate and below benchmark for those delivering similar provision. The Chair noted the improving situation but that some areas required further improvement and asked about the strategy for this and to receive an update on areas needing improvement.</p> <p>The Vice Principal Curriculum provided this and outlined the areas where there had been problems with organisation and management. Governors asked whether students had been dissatisfied across all questions relating to organisation and management and it was confirmed that they had, but that the survey had been undertaken prior to the changes in management. It was also confirmed that actions were captured in the Quality Improvement Plan which would be presented to Board on the 12<sup>th</sup> December.</p> <p>The Chair advised that the next meeting the committee would need assurance regarding these areas, that they were on an upwards trajectory.</p> <p style="text-align: right;"><b>Action: VP Curriculum</b></p>
<b>7</b>		<b>CURRICULUM AND QUALITY MATTERS</b>
<b>C&amp;SM/28/11/07</b>	7.1	<p><u>Curriculum report –FE</u></p> <p>Governors were taken through the detailed AS results and those areas which had performed well and those which had not. The Vice Principal Curriculum advised that every subject has a subject specific action plan. Governors wishes to know the reasons for those areas that had not performed so well and questioned whether this was due to class size. It was confirmed that it was not but was due to teaching and the Vice Principal outlined the steps being taken to improve results.</p> <p>Governors duly noted the report.</p>
<b>C&amp;SM/28/11/08</b>	7.2	<p><u>Retention and pass report –HE</u></p> <p>Governors had received a report on HE retention and pass rates for the 2016/17 completing cohort. It was noted that retention had remained the same with the pass rate improving slightly. There was discussion around the curriculum area of computing and system development and governors queried the pass rate and asked for an explanation. This was explained and governors received assurance that a curriculum review had just finished and this was an area being worked upon to improve. There was discussion about the difficulties of recruiting teachers to this area and the Vice Principal College Services outlined some of the steps being taken to try and widen the potential pool of candidates.</p> <p>The report was duly noted.</p>
<b>8</b>		<b>TEACHING, LEARNING &amp; ASSESSMENT</b>
<b>C&amp;SM/28/11/09</b>		<p>Governors received a presentation on work based learning and work experience. The terminology and differences between work experience, work placements and</p>

		<p>work related learning were explained together with the entitlement for each. The approaches for 2017/18 were outlined and governors were reminded that T Levels were coming.</p> <p>Governors asked to receive a presentation on T Levels at a future date</p> <p style="text-align: right;"><b>Action: VP Curriculum</b></p> <p>Governors were also advised that the Government had told every college that a capacity fund would be established for the following academic year where 10% of the college students would be expected to have 50 days work placement each. Preparation would need to commence on an unfunded basis this year to enable this. The Vice Principal Curriculum outlined the potential model for this and the planned investment and explained some of the challenges.</p> <p>Governors questioned whether there was a work related activities policy and there was discussion around this. Governors also wished to know whether there would be a funding regime in the long term which is currently unknown.</p> <p>The committee acknowledged that this is in a developmental stage and asked that they receive a report at a future meeting with the strategy, entitlement and mechanism.</p> <p style="text-align: right;"><b>Action: VP Curriculum</b></p>
9 C&SM/28/11/10		<p><b>POLICIES</b></p> <p>Internal Verification and Assessment policy</p> <p>There was discussion regarding the proposed amendments and the committee wished to know what the Board would seek to be assured that the policy was working and that internal verification feedback would be given to tutors as there was no reference to this in the policy. The committee were advised that internal verification is included as a KPI and any issues are reported to the Board. However the committee asked that the policy be further amended to explicitly state that there would be feedback to tutors and it was</p> <p><b>Resolved:</b> to recommend the Internal Verification and Assessment policy subject to amendment to include specific reference to feedback on internal verification being given to tutors.</p>
10 C&SM/28/11/11		<p><b>ANY OTHER BUSINESS</b></p> <p>There was no A.O.B.</p>
11 C&SM/28/11/12		<p><b>DATE AND TIME OF NEXT MEETING</b> 5pm Tuesday 13<sup>th</sup> March</p>
		<b>The meeting closed at 6.25pm</b>