## MEETING OF CURRICULUM AND STUDENT MATTERS COMMITTEE

**TIME/DATE 5.00pm, Tuesday 18th June 2019**

**VENUE Room PS108, Parson’s Walk, Wigan Campus**

Committee Members Frank Costello (Chair)

*Jenny Bullen*

Janet Minto

Andrea Ferguson

*Catherine Langstreth (Staff Governor)*

Anna Dawe

*Rachael D’Arcy (Student Governor)*

*Marie McGahey (Student Governor)*

Co-opted advisor Jen Walters

Clerk Robert Smith

Vice Principal, Curriculum Claire Foreman

Vice Principal, Corporate Services Louise Brown

Assistant Principal, IT, MIS & Dave Harrison

Sub-Contracting

Head of Hair & Beauty Lisa Kniveton

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| ***Italics denotes absence* MINUTES** |

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| **Item** | **The meeting opened at 5.00pm and was quorate with at least 3 members being present.** |
| **1**  **CSM/18/06/01** | **APOLOGIES & CHAIR’S WELCOME**  An apology for absence was received from Jenny Bullen. The Clerk also advised that Gai Murphy had written to advise of her resignation from the Governing Board and from the committee. The Chair commented that Gai Murphy had provided excellent support to the committee and the Board and asked that members’ appreciation of her contributions be recorded.  The Chair welcomed the Head of Hair & Beauty who would be making a presentation to the committee. |
| **2**  **CSM/18/06/02** | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |
| **3**  **CSM/18/06/03** | **MINUTES OF THE MEETING HELD ON 12th MARCH 2019**  The minutes were approved as a correct record and authorised for signature by the Chair. |
| **4**  **CSM/18/06/04** | MATTERS ARISING The Clerk advised that the all actions on the committee’s Action Sheet had been completed. |
| **5**  **CSM/18/06/05** | **CURRICULUM PRESENTATION: HAIR & BEAUTY**  The Head of Hair & Beauty provided a presentation outlining key performance data and actions taken to deliver further improvements in the curriculum area. She reported that the main elements of her presentation would cover attendance, retention, teaching and learning, industry involvement, enrichment, and assessment planning.  Members noted the attendance data for the curriculum area and were pleased to learn that overall attendance had increased to 87% at Leigh and 83% at Wigan. They were also pleased to learn that Level 1 Functional Skills attendance was 95%. The Head of Hair & Beauty also provided a summary of retention data and it was noted that overall retention in the area was 91%, an increase from 86% in the previous year. Key achievements in the area were discussed, including overall winner of the Greater Manchester Hair & Beauty Competition, three students securing places at the World Skills Regional Competition and two students qualifying for the ‘Wella Exposure’ hair competition. It was also noted that the area had made significant progress in securing work experience opportunities and that there had been significant community involvement, including working with Leigh Carnival and productions at the Wigan Little Theatre.  The Head of Hair & Beauty outlined the outcomes of a recent Curriculum Review and reported that good teaching and learning was evident and that 88% of students had positively rated the quality of teaching and learning. Members recognised significant satisfaction progress in the area, with overall satisfaction rates for Hairdressing at 92% and for Beauty at 95%. It was also noted that the area had taken part in good practice sharing sessions with Sports and Plastering. The Head of Hair & Beauty explained that, despite clear differences in provision in each area, these sessions had been extremely useful in terms of identifying areas of good practice common across all areas of activity.  Members noted that there were a number of areas requiring further development, including addressing attendance issues for particular levels and age groups, improving consistency in teaching and learning, and improving standardisation of marking and feedback by teaching staff. They also noted key ‘next steps’ for the curriculum area, including preparations for pilots of technical qualifications in Hair and Media Make-Up, improving levels of internal progression, further improvement of retention rates and further improvements in the standardisation of delivery and feedback.  The Co-opted Advisor asked whether specialist machinery and equipment was now playing a more important role in the area. The Head of Hair & Beauty responded that the college had made significant investments in new machinery and equipment and that it played a vital role in preparing students for employment as they would encounter such equipment and machinery in the workplace. The Co-opted Advisor also asked whether Level 3 and Level 4 courses included sessions on entrepreneurship for those considering setting up their own businesses. The Principal responded that there was little time available in the curriculum to include these sessions but the college was considering ways to add extra sessions to cover this in the future.  The Chair acknowledged that Hair & Beauty was an area identified in the Self-Assessment Report as having a number of challenges and requiring additional focus. He commented that the presentation demonstrated that significant progress was being made. The Chair also commented on a recent visit by governors to see the new Hair & Beauty facilities at Leigh College. He provided feedback on the visit and how impressed governors had been with the new facilities and the way in which further investment had been used to make significant improvements to the courses offered by the college.  **The Head of Hair & Beauty left the meeting at 5.35pm.** |
| **6**  **CSM/18/06/06** | CURRICULUM & QUALITY UPDATE REPORT  The Vice Principal, Curriculum reported that, although no core achievement data for 2018/19 was currently available, there were positive lead indicators for attendance and retention, which suggested that overall performance for 16-18 and apprenticeships would further improve and adults performance would remain at its currently high level. However, it was also noted that indicators for higher education suggested that a slight decline in outcomes would be likely. The Vice Principal drew members’ attention to the indicators for sub-contracted provision, which was now shown separately in her report following a request from the committee to do this. It was noted that indicators were positive for sub-contracted study programmes but poor for the remaining apprenticeship provision. The Vice Principal explained that this related to the college’s final apprenticeships partner and that no new starters had been added under these arrangements since 2017. It was also noted that this partner had recently ceased its operations and that the learners had been transferred to direct in-house provision.  The Chair commented on reported satisfaction rates for higher education students and suggested that these rates were not as high as should be expected. The Vice Principal reported that there were still a number of common themes in HE feedback but that the numbers of issues had reduced. However, she acknowledged that the feedback demonstrated that the college had not achieved consistency in terms of delivering planned improvements. The Co-opted Advisor commented that reduced satisfaction rates for HE provision in colleges was a common theme across the sector and often indicated that there was insufficient focus on making HE students feel they have their own space and that they are treated differently to FE students. The Vice Principal acknowledged that this had been an issue in the past but improved availability of the University Centre and other HE-specific facilities had gone a long way to addressing this.  The Vice Principal outlined key data for timely and overall achievements for apprenticeships. Members were encouraged to see that the data was improving but acknowledged that the impact on data of the sub-contracted learners recently taken into direct provision would still be significant in 2018/19. The Chair asked when the college expected these learners to no longer impact the college’s overall data. The Vice Principal responded that around 140 learners were impacting on current year data but most were now reaching the end of their programmes. She explained that only around 20 learners were expected to remain on their programmes into 2019/20. The Principal commented that, whilst performance data may not support this, she was confident that significant progress had been made in 2018/19, which should lead to data improvements from 2019/20.  The Vice Principal provided an update on its good practice sharing arrangements with Craven College and members were pleased to learn that this was having a positive impact. |
| **7**  **CSM/18/06/07** | CURRICULUM & QUALITY KPI DASHBOARD  Members discussed the data within the Quality & Curriculum KPI Dashboard and acknowledged that all areas of performance had been covered under the previous agenda item. However, the Chair asked whether the 45% achievement target for Maths was likely to materialise given that the 2017/18 outturn was 31%. The Vice Principal responded that this data related to adult provision only and that the 45% target was therefore not unrealistic. She also advised that exam attendance had been very positive and that significant support had been given in terms of revision, which would help to support further progress in terms of outcomes. |
| **8**  **CSM/18/06/08** | CURRICULUM PLAN 2019/20  The Vice Principal, Curriculum provided a presentation outlining the key factors affecting curriculum choices, including government policy, qualification changes, employer skills needs, student demand and performance.  It was noted that a key additional factor in the current year was planning ahead towards the introduction of T Levels. Members discussed the nature of current technical options and the Vice Principal explained that T Levels were likely to have their own technical qualifications and that current technical options would not necessarily act as building blocks towards T Level introduction. She added that T Levels were likely to require more exams-based content. It was acknowledged that the college would need to move at a sensible pace in terms of launching T Levels. The Principal explained that, if the college moved too quickly, it may lead to students gaining qualifications not yet recognised by universities or understood by employers. However, it was noted that the college would also have to move quickly enough to be ready when funding changes came into effect that would make T Level provision a key expectation.  The Vice Principal outlined the qualification structure for T Levels and highlighted the need for students to pass all elements of their programmes to gain their qualifications. It was acknowledged that this would mean that failure to secure English and maths requirements would prevent students being awarded a technical certificate, even if that element had been successfully completed. It was noted that T Levels would also require a substantial work placement as part of the programme. The Principal was pleased to announce that the college had received confirmation earlier that day that its bid to run T Levels from 2021 had been successful. She confirmed that these would operate for health and science, education and childcare, and construction.  The Vice Principal provided a brief summary of key changes in the current year’s plan and highlighted demand increases for some A Levels, creative design for gaming, hair & beauty, civil engineering and business. Members were pleased to learn that most of this additional demand could be met through larger class sizes. However, it was also noted that additional demand in some other areas would require additional groups and therefore further teaching costs. These areas included sport and public services, health & social care, and animal management. The Vice Principal advised that, due to changes in local provision and the closure of some providers, it was also likely that demand would increase for traineeships and employment-ready programmes. She also advised that there was likely to be growth in adult provision and access to higher education courses. Members noted that improved targeting of distance learning provision may also deliver further growth. However, they also noted that limited growth was expected in IT and digital courses and acknowledged that the forthcoming launch of the Digital Academy may have a positive impact on future recruitment in this area.  The Vice Principal provided a number of further updates, including growth plans for distance learning, the re-opening of the Adult Learning Centre at Leigh, preparations for the new Digital Academy and developments in apprenticeships. In relation to the latter, it was noted that the first of the college’s degree apprenticeships would require end point assessment in the current year. The Vice Principal also provided an update on higher education provision, including the review of progression pathways and the phasing out of low recruitment courses. |
| **9**  **CSM/18/06/09** | **HE ACCESS & PARTICIPATION PLAN**  The Vice Principal, Curriculum advised members that the Office for Students required providers to produce an HE Access & Participation Plan, which was aimed at improving access, success and progression amongst under-represented groups of students. It was noted that a failure to produce this plan would remove the college’s ability to charge more than basic HE fees.  Members discussed the key content within the Plan and noted that collaborative targets had been agreed with GM Higher for widening participation and overall success. It was also noted that further numerical targets would be developed for 2020/21, once a baseline had been established in 2019/20. Members discussed potential barriers to access and acknowledged that high fees and a potential lack of career opportunities were significant factors. The Principal commented that the college’s lower fees and its approach to ensuring courses led to clear employment opportunities helped remove these barriers.  **RESOLVED:**  That the draft HE Access & Participation Plan be approved. |
| **10**  **CSM/18/06/10** | **EQALITY & DIVERSITY SCHEME**  The Vice Principal, Curriculum outlined the content of the draft Equality & Diversity Scheme and advised that this included the college’s equality objectives, which must be published on its website. Members discussed the Scheme content and agreed that it provided a good summary of the college’s approach to promoting equality and diversity and that the equality objectives were appropriate.  **RESOLVED:**  That the draft Equality & Diversity Scheme be recommended to the Governing Board for approval. |
| **11**  **CSM/18/06/11** | ANY OTHER BUSINESS  There was no further business. |
| **12** | **DATE AND TIME OF NEXT MEETING:** 5.00pm Tuesday 26th November 2019 (subject to Governing Board approval) |
|  | **The meeting closed at 6.50pm** |