

## DN COLLEGES GROUP

### CURRICULUM, QUALITY and PERFORMANCE COMMITTEE

#### Minutes of the Meeting held on 5 March 2018 at North Lindsey College

The Clerk informed the Committee that several members had recently resigned from the Corporation Board, and therefore this Group, i.e. S. Lloyd, M. O'Reilly and M. White. The Corporation Board will be informed at their next meeting.

#### 1 **Present**

P. Grinell (Chair), A. Briggs, R. Brook, I. Falconer, N. Jackson,  
P. Senior, A. Tyrrell

**In Attendance:** J. Charles, K. Brentnall, J. M. Cooper, M. Lochran,  
K. Sargent.

**Apologies** G. Clarke, J. Doherty, G. Hinchliffe

#### 2 **Chairmanship**

Following the resignation of M. White, who had been the Chair of the Quality Curriculum and Performance Committee, members nominated P. Grinell as Chair. P. Grinell accepted the nomination and took the Chair.

#### 3 **Declarations of Interests**

Members were reminded to declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

#### 4 **Minutes**

The minutes of the Curriculum Performance and Quality Committee meeting, held on 8.11.17 were approved as a true record.

#### 5 **Action Points / Matters Arising from Minutes**

<b>Date</b>	<b>Item</b>	<b>Action Point</b>	<b>Action</b>
6.2.17	10	Consideration of the Leadership Foundation (governor development programme) to be referred to the Search and Governance Committee	Clerk
	12	AVT will contact Local Authority and Chamber of Business representatives regarding opportunities to	AVT

address the Corporation Board regarding local business initiatives.(As this is from Feb 17 to be deferred to the next Academic Year when the Board is established)

- 8.11.17 4 Terms of Reference will be issued when finalised
- 6.3 Results of the Staff Survey had been shared with staff at staff meetings. Groups (for both North Lindsey and Doncaster Colleges )are taking this forward.
- A full report on the results of the Staff Surveys will be presented to the next meeting. The resulting action plan will be included-for information. AVT
- The Self Assessment Report was an agenda item for later in the meeting.
- 6.4 A programme of tours around the curriculum areas will be arranged for the next cycle of meetings. Clerk
- 6.6 The Governance Improvement Plan and progress reports would be referred to the Search and Governance Committee. Clerk
- 7.2 Discussions are ongoing regarding the best way to present information to the Committee to measure KPIs and progress. ML said that the new management information system will enable move towards a common reporting process easier. Training on the new system will be mandatory for staff over the summer and therefore reports should be available for members in the next academic year.

*R. Brook arrived at this point*

A report on the changing student profile at both Doncaster and North Lindsey Colleges had been requested, with particular focus being given to mental health, safeguarding issues and financial support. ML/KB

ML said that the new MIS reports for Value Added compares how students perform from their entry point.

It was noted that the safeguarding issues prevalent at both Colleges resulted in some students regarding College as a place of safety. KJS is taking a responsibility for management of safeguarding across the Group: reports will be available to CQP meetings.

a) Doncaster College SAR

KB had reported at the last meeting that Doncaster College Self Assessment process was prepared in a different cycle and methodology to North Lindsey and therefore the SAR had not at that point been presented to the CQP or to the Corporation Board. The Self Assessment Report 2016/17 for Doncaster College has been uploaded to the Ofsted portal on 29 January 2018 and was presented for approval.

It was noted that the report demonstrated evidence of accurate grading based on the data reports and written context. Moderation meetings were attended by Governors and externals from other Colleges were also invited.

Nine curriculum areas had demonstrated an improved profile for overall effectiveness from 2015/16 performance. Two areas have a reduced profile however a very detailed Quality Improvement Plan for each of these areas had identified required improvements and will be closely monitored by the Head of Area and the Quality Manager.

Based on the curriculum area grades, the College Self Assessment report reflected a Grade 2 for Outcomes for Learners and each aspect of the Common Assessment Framework is also assessed as Good.

It was agreed that the Self Assessment Report 2016/17 for Doncaster College be approved.

It was noted that work is ongoing across the DN Colleges Group to ensure the sharing of best practice and a common approach to SAR for 2017/18 by implementing joint moderations. Ofsted are likely, however, to inspect on an individual College level, with an overall grade for the Group coming from the two separate inspections. Guidance is awaited from Ofsted.

In response to questions, KB explained that the provision for Information and Communications Technology had recently changed resulting in a reduced result compared to the previous year. A detailed action plan is in place to measure progress. It was agreed that action plans for those areas which require improvement would be useful information.

RESOLUTION: that the SAR 201/17 for Doncaster College be approved.

b) North Lindsey College SAR 2016/17

The North Lindsey College SAR 2016/17 had been previously approved. It was noted that since the SAR was submitted to the previous CQP meeting on 8 November 2017 and recommended to the Board for approval in December 2017, it was been uploaded onto the Ofsted portal in January 2018. Overall the College had self assessed as Good for overall effectiveness, leadership and management, quality of teaching, learning and assessment, personal development, behaviour and welfare

and outcomes for students. The Leadership and Management grade was reviewed and after discussion with the Chair, moderated from Outstanding to Good prior to submission to reflect current Ofsted inspection practice. All curriculum areas self assessed to good or outstanding. Areas achieving an outstanding grade had received congratulations. The QIP, which addressed the main areas for attention is now the ongoing focus for discussion and action. The most recently updated version was included in the report.

c) QAR/Value Added Report

Members received an update on the performance of the DN Colleges Group 2016/17. Benchmarks were available for the value added data; benchmarks for achievement rates will not be released until later in the year.

- Achievement rates for DN Colleges Group are above the national average for both 16-18 and 19+ with Doncaster College being at national average and North Lindsey being around 6% above
- Apprentice overall and timely achievement rates are above national average at both Doncaster College and North Lindsey
- 16-18 Achievement across sector subject areas are generally good. Excellent performance is recorded in Health and Public Services, Leisure and Tourism, Business and Hair & Beauty. Areas for improvement include Engineering, Construction, Preparation for Work and Digital.
- 19+ achievement across all sector subject areas at NLC are very good with the exception of social sciences where poor performance on the Access to HE course took achievement rates below the Minimum Level of Performance. At Doncaster most areas performed well with the exception of Digital and Languages.
- Most qualification types performed well with the exception of AS, ESOL and Access to HE at NLC and Functional Skills at DC
- 16-18 students generally performed better at NLC as did entry, level 1 and level 2&3 other than at 19+ where DC students outperformed NLC at level 3
- A small amount of subcontracted provision performed well overall, however Trackwork were only in line with national average
- In GCSE English and maths both colleges performed below national average in terms of achievement of Grade 4 (C) and this continues to be an area of improvement across the group. In terms of pass rates, the group achieved above national average.
- In terms of value added progress for English and maths, NLC is in the top 10% of GFE Colleges for English and the top 16% for maths. DC is in the bottom quartile for maths and the bottom third

for English

- In terms of academic performance DC is the best performing college nationally, however the college had only 6 entries on a BTEC extended project. NLC is just below the 50<sup>th</sup> percentile with A levels performing well and AS levels performing well below national average.
- For Applied General qualifications NLC has improved dramatically from -0.46 to -0.12 and is now in the top 3<sup>rd</sup> of GFE colleges. DC remains in the bottom 3<sup>rd</sup>
- For value added based on qualification size, NLC performed very well at Certificate and Diploma, 90 Credit Diploma but not at award level. DC performed well for larger qualification sizes but had negative value added for smaller qualifications.

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## **Performance & Quality 2017/18**

### a) FE Performance

KB presented the first attempt to bring together an overview report of both colleges on in year FE performance.

- Predicted achievement rates for 16-18 at NLC are currently in line with target and the outstanding results from 2016-17 should be maintained (86%). At DC performance reviews are planned for March and it is anticipated that the improvement target of 80% will be met
- Attendance is currently below target at NLC, however attendance is at the same point as in January 2017. A gap still exists between vocational and English/maths attendance although this has narrowed. At DC the picture is similar with attendance 1% lower overall at 85%
- Retention is currently high across the group (96-97%) and given attendance data performance reviews are being used to confirm this data with potential withdrawals being scrutinised
- Across the group the increase in external assessment has introduced a risk to achievement rates and work is taking place to improve students' exam technique, mental toughness and resilience. It is still anticipated that a group 16-18 achievement rate of 82-84% can be achieved
- Predicted achievement rates for 19+ at NLC are lower than 2016/17 at 88% mainly due to the reduction in the volume of short courses delivered through the Steel Industry Redundancy Training programme. It is anticipated that DC will meet its target of 88%
- English and maths grade 4 and above are predicted to be 25% and 22% respectively which is below target but an improvement on

2016/17. DC are awaiting performance reviews to establish a prediction.

- The achievement of Functional Skills continues to be an area for improvement at DC. NLC is on track to maintain the improvements from 2016/17
- At NLC 96% of students have work experience planned with 36% currently having completed purposeful work experience relating to their programme of study and career plans. 70% of students have had employer engagement so far this year. At DC there is still work to do to establish a methodology to accurately track work experience
- The new College Information System is in the first phase of implementation and will provide more consistent reporting across the group and for individual members of staff and this in turn will be a catalyst for further improvements in performance.

With reference to English and maths, in response to questions it was noted that improvements were constantly debated and the Functional Skills performances had slightly improved.

The recognition of the starting points of many of the students was important, along with instilling the belief in success in both staff and students.

#### b) Employer Based Provision

JMC presented an update on Employer based provision including apprenticeships.

- For apprenticeships NLC is on target to achieve its budget of £3.1m and DC is currently estimating a shortfall of £200k on its £2.6m target. Work is ongoing jointly to ensure the overall target is achieved
- Both business development teams are working to secure new apprenticeships from large organisations such as the Health Authorities and Local Authorities
- The group has 137 Higher apprenticeship starts which is a new market and subject to competition from universities and a number of new standards are being delivered in response to employer demand
- There is an increased focus on achieving the group's non-levy contracts against a 41% fall in starts nationally
- DC has a number of sub-contracts with a value of £406k which are being closely monitored
- Functional skills continues to be the main reason for non-achievement and both sites are allocating additional resource to

ensure that these can be delivered more flexibly

- Overall achievement rates at Doncaster are predicted to be in line with 2016/17 at 74% although 79% could be achieved. At NLC achievement rates will be around 78-80%
- Timely achievement rates improved last year and it is anticipated that this will continue with NLC predicting 70% and DC 67%, both above national average.
- The NLC Skills for the Workforce project is on target to achieve its budget with around 200 manufacturing and business improvement qualifications delivered in the workplace
- Commercial delivery at NLC is more challenging with a current shortfall of around £50k although additional programmes are being offered to close the gap
- International programmes (Erasmus) at DC have exceeded budget and have attracted £385k allowing 120 students to participate in work placements overseas.

In response to questions, KB explained that the Erasmus project had involved students from Catering, Childcare, Health and Social Care, Animal Care, Travel and Tourism.

## 8 **Future Planning – Progress Towards the Strategic Plan 2018-2021**

AVT presented a report giving an update on progress towards the Strategic Plan 2018 – 2021, building on the outputs from the Governors' Development Day and the first joint Management Day held in February 2018.

The report focused on the development of the Core Values, Vision and Mission and was the first draft for consideration and feedback from members. Subject to further planned workshops with students and staff it was aimed to have the draft Strategic Plan ready for approval by the Corporation Board in July 2018 to include local plans for each of the Colleges and Key Performance Indicators at group and local levels.

Members discussed the draft Core Values particularly the word cloud which included a number of key words identified from the Governors' and Managers developmental sessions. It was noted that there was no overt reference to 'achievement'. This will be taken on board in future versions.

Members were invited to forward comments and suggestions to AVT as soon as possible after the meeting.

## 9 **Student Experience**

### a) Teaching, Learning and Assessment

KJS presented an update on quality assurance and quality improvement activity at North Lindsey and Doncaster College. A number of

opportunities have been identified to signpost joint working practices. Of note:

#### North Lindsey

- Up to 21.1.18, 106 observations of teaching learning and assessment had been completed.
- 28 graded observations have been completed with 43% grade 1 and 39% grade 2. Positive attempts have recently been made to recognise and reward Grade 1 teachers.
- A new iPad based system to capture walk-through activity completed by Heads and Curriculum leaders was introduced at the start of 2017/18. This enables RAG rating to be completed quickly. Common areas for improvement continue to be differentiation, stretch and challenge and behaviour management. Training sessions to support staff in these areas are part of the ongoing training programme.
- The e-learning coach is working closely with individuals and areas to develop and support e/blended learning across the College. Developmental work on the new Moodle will improve accessibility and integration. Dedicated resources and support is also available via 'Teachblend' which is constantly updated. The Digital Strategy workgroup is bringing colleagues from NLC and Doncaster together regarding developments and the digital vision for DN Colleges Group in the future

#### Doncaster College

- Up to 20.2.18 108 observations of teaching learning and assessment have been completed.
- Observations are not graded; however strengths and areas for improvement are identified. 42% of the observed criteria were graded as strength and 17% were graded as an area for improvement
- Staff with identified areas for improvement are supported either formally or informally by the Advanced Learning Coordinators
- Observations have been completed by curriculum area on a risk rated basis to provide a detailed picture of the quality of teaching learning and assessment. In addition, group training to improve the quality of teaching learning and assessment is being provided by the Advanced Learning Coordinators in team meetings
- The Quality Department are working with curriculum staff to identify effective use of peer review as a strategy for improvement. The peer observation process will involve every member of staff within a teaching circle observing each other and identifying good practice which can be shared across the curriculum area

With reference to observations, it was noted that the two different

methods of grading or not grading were both focused on identifying strengths and areas for improvement

It was noted that the lessons graded as outstanding at North Lindsey in the reporting period were in areas which were outstanding. There had been a focus recently on areas which required improvement and this was a deliberate strategy to celebrate those areas which are performing well.

b) Equality and Diversity

The Doncaster Annual Equality and Diversity Report and the summary overview from North Lindsey for the autumn term were received.

Doncaster College

Members received, noted and approved the Annual Report on Equality and Diversity from Doncaster College.

North Lindsey College

Members received and noted that activity report for the Autumn Term for Equality and Diversity at North Lindsey College.

c) Safeguarding

Members received the Safeguarding Children and Vulnerable Adults Annual Report 2016/17 for Doncaster College, the details of which were considered.

It was noted specifically that there was a sudden death of a student at High Melton campus which happened prior to the merger with North Lindsey. As a result of the death, the police and coroner were involved and the families were supported. The comment from the inquest was that the College had acted professionally and that there was no indication that anything could have been done by the College to prevent the death. IF said that as the designated Safeguarding Governor, he had been through the details with KB and added that it had been a distressing situation for all concerned. IF had sought assurances from KB that lessons had been learnt.

The Safeguarding Annual Report was approved.

North Lindsey College

Members received an update on safeguarding activity for the Autumn term.

IF said that, as the Safeguarding Governor, he would regularly update the Corporation Board on safeguarding issues thereby giving assurance to the Board. It was noted that the local Safeguarding Committees would continue and report directly to the Doncaster and North Lincolnshire Safeguarding Boards.

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**Date of Next Meeting**

Monday 11 June 2018 at North Lindsey College

<b>Date</b>	<b>Item</b>	<b>Action Point</b>	<b>Who</b>
8.11.17	6.3	Results of the Staff Survey had been shared with staff at staff meetings. The Staff Community Groups (for both North Lindsey and Doncaster Colleges) will take this forward. The resulting action plan will be issued to members for information.	Clerk
		A full report on the results of the Staff Surveys will be presented to the next meeting.	ML/KB
	6.4	A programme of tours around the curriculum areas will be arranged for the next cycle of meetings.	Clerk
	6.6	The Governance Improvement Plan and progress reports would be referred to the Search and Governance Committee.	Clerk
	7	A report on the changing student profile at both Doncaster and North Lindsey Colleges had been requested, with particular focus being given to mental health, safeguarding issues and financial support.	ML/KB