



MINUTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON 7 NOVEMBER 2018

Present

Angela Briggs	Governor
Ruth Brook	Governor
Paul Grinell	Governor
Paul Senior	Governor
Anne Tyrrell	Governor

The quorum for the meeting was three Members.

In attendance

Kathryn Brentnall	Acting Principal, Doncaster College
Mick Lochran	Principal, North Lindsey
Kit Sargent	Deputy Principal, North Lindsey
Jo Garrison	Clerk to the Corporation
Steve Hobden	Director of FE, North Lindsey College (Item 1 only)
Robin Makey	Director of FE, Doncaster College (Item 1 only)
Victoria Lucas	Group Lead for English (Item 1 only)
Richard Kirtlan	Group Lead for Maths (Item 1 only)

The meeting was held in the Boardroom, Hub, Doncaster, and commenced at 4.30 pm with a presentation on English and Maths; the meeting proper commenced at 5.30 pm.

Item	Minute	Action
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1 English and Maths Update Presentation – Robin Makey and Steve Hobden

Members received a presentation from the Directors of FE and the Group Leads for English and Maths. Governors were informed of the challenges that face the curriculum teams in regards to English and Maths. The presentation informed Members how these challenges were being addressed to provide assurance to the Governing body. Governors welcomed the presentation which enabled discussion and challenging questions to be raised to ensure continual improvement is achieved.

2 Apologies

Apologies for absence had been received from Greg Clarke and Nigel Jackson (who left after the English and Maths presentation).

3 Declarations of Interest

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

4 Appointment of the Committee Chair and Vice Chair 2018/19

P Grinell requested to stand down as Chair of the Committee due to recent changes of being appointed as Chair to the Audit & Risk Committee. P Senior was voted as the new Chair of the Committee and R Brook as Vice Chair. It was agreed that P Grinell would Chair the current meeting and handover the Chair's role to P Senior for the next meeting, scheduled on 04 February 2019.

Item	Minute	Action
	Resolution: P Senior voted as Chair of the Committee and R Brook as Vice Chair	
5	Minutes of a meeting of the Curriculum Quality & Performance Committee held on 18 June 2018 and any matters arising	
	The minutes were agreed as a true and correct record and signed by the Chair.	
	Matters Arising:	
	Item 6.3 (from 08.11. 17) – staff survey information was reported to the Corporation Board.	
	Item 6.4 (from 08.11.17) – action superseded with English and Maths presentation during the Committee meeting on 07 November 2018.	
	Item 6.6 (from 08.11.17) – Governance Quality Improvement Plan is being revised as part of the Search & Governance Committee.	
6	Review of the Committee 2017/18 and agree key priorities for 2018/19	
	Members were asked to review the performance of the Committee to consider any improvements which could enhance 2018/19 objectives. Members were asked to review the Terms of Reference.	
	After discussion it was agreed that point 2.4 “Those Members identified as having a specific responsibility for Safeguarding would be included in the membership of the CQP Committee” should be removed from the CQP Committee Terms of Reference.	
	Members agreed following the English and Maths presentation, regular updates were required. Also to ensure a deep dive was undertaken during each Committee meeting with a particular focus on improvement areas.	
	RESOLUTION: Point 2.4 to be removed from Terms of Reference. .	Clerk
7	CQP Work Plan 2018/19	
	Members were asked to review the 2018/19 work plan and consider improvements. Members agreed areas of enhancement to the 2018/19 work plan as detailed below.	
	<ul style="list-style-type: none"> • Rename – Inclusion / Student Experience Reports to Quality Update (Inc FE Update) • Add Annual Safeguarding report to November Committee • February 2019 Committee remove 2017/18 Achievements / SAR Finalisation. Include Equality and Diversity Annual Report and Deep Dive on Curriculum • June 2019 Committee remove Inclusion/Student Experience Reports and add Quality Update; remove Children’s University, 14-19 Provision (Doncaster) and Risk Register; add Deep Dive Teaching & Learning and impact measures; also review of new Ofsted inspection framework. A possible further deep dive was provided after the meeting from K Brentnall (Academic Services - S Crossland) 	Clerk
8	FE Update – 2017-18 Achievements and Success Rates	
	Members were given an executive summary of the 2017/18 achievement rates, providing an overview of performing areas and assurance around areas that require improvements.	
	M Lochran advised Members there has been a fall in 16-18 retention at DC which will lead to a small reduction in funding next year. The performance will be captured through the Self-Assessment Report at individual curriculum area, college and group level. Assurance was	

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	<p>provided to Members that from this, focussed quality improvement plans will be used to tackle areas of underperformance. These will be followed up through performance reviews, team and leadership meetings.</p> <p>Members sought reassurance that the issues with the MIS System around performance and financial impact are recorded on the College risk register and that the risk around the MIS system is raised at the next Audit & Risk Committee for consideration.</p> <p>RESOLUTION: Agenda item for consideration at Audit & Risk Committee to address the issues around the MIS Systems performance.</p>	
		Clerk <i>Ruth Brook left the meeting</i>
9	FE Update – Recruitment 2018-19	
	<p>K Brentnall updated Members on the DN Colleges Group position of 16-18, Adult, Apprenticeship and HE recruitment.</p> <p>16-18 recruitment on both sites has continued throughout the first half term and the current position of funded starts is now 155 below the group allocation. While all efforts are being focussed on retaining students there will be further withdrawals coming through the system and limited opportunity to bring in this age group later in the academic year.</p> <p>Adults across the group have had 3289 start enrolments, 74% at Doncaster College reflected the difference in the income targets (£3.3m at Doncaster College and £1.3m at North Lindsey College). Each enrolment has significant different financial value therefore the numbers alone cannot provide assurance that the budget target will be achieved.</p> <p>However, assurance was given that across the group the target for 2017/18 was achieved and expectation is that there will be similar success in 2018/19.</p> <p>Apprentice recruitment is going well on both sites although numbers only tell part of the story as each Apprenticeship is worth very different funding values.</p> <p>K Brentnall advised Members that HE recruitments current position showed Doncaster 938 Students of which 805 are in full time education and North Lindsey 1240 starts of which 688 are in full time education.</p>	
10	Quality Assurance Update	
	<p>K Sargent updated Members on the quality assurance activities, since the previous Committee report and provided a summary of key developments and plans with regards to quality and teaching, learning and assessment and an indication of likely self-assessment outcomes. K Sargent informed Members of the key emerging themes for the group:</p> <ul style="list-style-type: none"> • Continuing to improve teaching, learning and assessment • Improve performance in GCSE English and mathematics • Continue to develop high quality work experience places for students on the 16-19 Study Programme (Doncaster College specific) • Improve the embedded practice of English and mathematics in vocational subjects • Further developing a cross-college approach to the use of ProMonitor/Markbook to facilitate efficient and effective e-tracking of students on substantive courses. <p>Members were informed that the Self-assessment (SAR) provides the opportunity to reflect upon all aspects of the quality of provision in line with Ofsted's Common Inspection Framework. This SAR will shape the validation process to form the Quality Improvement Plans for each College and DN College Group Plan. The SAR has to be submitted to</p>	

