



MINUTES OF A MEETING OF THE CURRICULUM QUALITY & PERFORMANCE COMMITTEE HELD ON MONDAY 4 FEBRUARY 2019

Present

Ruth Brook	Governor
Greg Clarke	Governor
Paul Grinell	Governor
Nigel Jackson	Governor
Paul Senior	Governor
Anne Tyrrell	Governor
Luke Savage	Governor (Student)

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
Paul Pascoe	Governor (Observer)

The meeting was held in Lindsey Suite, North Lindsey College and commenced at 5.30 pm.

Item	Minute	Action
1	Apologies	
	Apologies for absence had been received from A Briggs. L Savage was welcomed to the Committee as the appointed Student Governor. P Pascoe was welcomed as an Observer of the Committee to increase his knowledge in the FE curriculum area.	
2	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.	
3	Minutes of a meeting of the Curriculum Quality & Performance Committee held on 7 November 2018 and any matters arising	
	The minutes were agreed as a true and correct record and signed by the Chair.	
	Matters Arising:	
	Item 6 – point 2.4 had been removed from the Committee’s Terms of Reference.	
	Item 7 – the Committee work plan had been amended in accordance with discussions.	
	Item 8 – an update on problems with the MIS system had been added to the Audit & Risk Committee agenda for March.	
4	Curriculum Blue Print Overview	
	M Lochran explained the Curriculum blueprint is the prelude and overarching framework for Audit Committee	

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	<p>setting the curriculum strategy.</p> <p>Members were advised that quarterly performance reviews are being conducted and the information from the reviews will be presented to Governors. Members asked for an additional meeting to review the analysis from the deep dives. The Clerk suggested a scheduled training session on 20 May be utilised for this activity.</p> <p>M Lochran presented the Curriculum Blueprint to Members advising the importance of Curriculum within the DN Colleges Group blueprint. The importance of English and maths was recognised and social employability skills were also crucial within the strategy/purpose of the blueprint. The curriculum statement needs to ensure students and apprentices acquire relevant knowledge, and build technical and transferable skills.</p> <p>Members reviewed the strategy/purpose of the blueprint and discussed the process at programme level. M Lochran emphasised the need to understand the purpose of the programme with a clear vision and leadership that engages course tutors to understand the desired outcomes of the course. Tutors must ensure up to date practices and assessment through partnership activities.</p> <p>The curriculum principles systematically use labour market information (LMI) in conjunction with employer input and previous destinations data, to provide clear and realistic pathways to HE, apprenticeship, employment or further study. It also integrated higher quality careers advice, information and guidance (IAG as well as identifying opportunities to develop literacy and numeracy, ensuring they can be integrated into core curriculum.</p> <p>The information will be used to identify staff development and assist in appraisal reviews to ensure professional development of tutors. It was noted that tutors are expected to undertake at least 30 hours of personal development training per annum, to ensure they are up-skilled.</p> <p>There is also the expectation that employers will be engaged in curriculum design and assessment, providing work experience, site visits and feedback on students to drive a cultural change.</p> <p>Members welcomed the presentation and the strategic discussion and recognised the need for students to understand their local opportunities. The aspiration is to raise awareness and collaborate more closely with local employers to ensure both regions grow a future workforce to support the key local priority areas.</p>	Clerk
5	<p>FE Update - Performance</p> <p>K Sargent informed Members that Performance Management reviews of each of the delivery strands (16-19 Study Programmes; Adults; Apprenticeships and High Needs Students) have been undertaken both at local College level and as an additional overarching group review. The latter reviews were chaired by the Principal of the host College on a rotational basis and attended by the Principals of both Colleges, the Deputy Principal for North Lindsey and the Senior Lead for the respective areas from both Colleges. Agendas have focused on performance to date, with a standard template designed to provide structure to the meetings and to ensure consistency across the group.</p> <p>Reliable and consistent Management Information is now becoming available following issues with the new College Information System. This has required alternative processes to ensure that the correct interventions can be identified as a result of student attendance on both vocational programmes and English and mathematics. Significant interventions were in place to improve both the data and report. The expectation is to achieve a group retention target of 93% overall for the year.</p>	

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<p>Members were advised that where appropriate, students will be placed on a two year programme for English and maths, rather than one year to improve their confidence and results. English and Maths Directors were overseeing performance and identifying individuals that require support at a tutor level.</p> <p>The tracking of Functional Skills Assessments is more effective and predictions for those students on GCSEs who were expected to gain higher grades is being monitored against assessed work. Tutors will be challenged about the rigour of their predictions, the support in place for students at risk of not achieving the qualification and the timeliness of assessment for functional skills elements.</p> <p>There were still significant differences at both Colleges in rates of attendance for English and maths in comparison to the main qualification aim and meetings with tutors were taking place with teaching and learning support requirements being identified by the Senior Leads for each subject. For the 16-18 year old cohort, target achievement of high grades at GCSE (Grade 4 and above) are 20% for mathematics and 25% for English.</p> <p>Members were informed of current overall and timely achievement figures. M Lochran tabled updated information on Apprenticeship achievement rates illustrating the current position for the base position, stretch and improvement targets. In addition Members were provided with an updated income position.</p>	<p>L Savage left the meeting</p>	

6 Quality Assurance Update

K Sargent provided governors with an update on quality assurance/ teaching and learning improvement activity since the last report in November 2018. Arrangements outlined in the November report were now established in the two colleges encompassing regular meetings of on-site committees, Group Performance Management meetings and interrogation of Quality Improvement Plans (QIP) following the completion of self-assessment reports.

It was confirmed that five thematic reviews during 2018/19 would be completed. These would mirror, as near as possible, the current Ofsted inspection methodology, operating as an internal inspection team. Leaders from across the two colleges were drawn together to form the team, with specific duties allocated to enable a final report to be produced. Two reviews had been completed and reported on to date, with the third review, focussing on Apprenticeship provision which commenced mid-January. An additional review of English and mathematics was scheduled towards the end of January, to gauge the impact of interventions in this area across each college.

Theme 1 – Readiness to learn - The focus was on the student experience in the first 6-8 weeks including attendance patterns, progress with Promonitor/Markbook, initial target setting (goals & expectations) and progress to date.

Theme 2 – Progress and assessment - This focussed on student progress to date against individuals' starting points, the team also reported on the overall student experience including attendance, Pro Monitor/Mark Book content and progress against individual targets.

K Sargent informed Members of the activities completed, the overall strengths and the areas for improvement. Members were assured that the deep dive activity will ensure the whole experience is reviewed.

The Learning Enhancement Team (LET), formed towards the end of the first term, was now beginning to work effectively across the two colleges, supported by the appointment of additional lead practitioners. LET members work closely with new starters and those identified as benefitting from support following an observation. The team were also offering

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an on-going range of training opportunities and delivering sessions at college training days. The leads for English and mathematics were working closely with teachers in sessions on teaching and learning approaches and those students likely to achieve higher grades.

K Sargent informed Members that a teaching and learning development programme had been rolled out at North Lindsey on 21 December 2018 and will be part of a mandatory training day at Doncaster on 15 February 2019.

K Sargent concluded that areas for improvement at Doncaster had all been documented in the Self-Assessment report (SAR) and the common themes were teaching and learning, attendance, progress from starting point, English and maths. Members were also assured significant work was being carried out to embed the Prevent agenda and British Values.

Members requested clarification on acronyms within the report and suggested a link to the acronyms table be reinstated within reports. P Grinell would send the latest version to the Clerk to revise and circulate.

P
Grinell
/ Clerk

7 Equality & Diversity Annual Report

The DN Colleges Group Equality and Diversity Annual Report 2017/18 was presented to governors for their information and approval. The Annual Report provides an overview of activity and achievements for 2017/18, the joint priorities for 2018/19 as detailed in the DN Colleges Group Quality Improvement Plan and supporting papers. Overall, much has been achieved in 2017/18, and clear targets set for 2018/19.

The annual report monitors compliance with existing equalities legislation, with appropriate reporting to the Equality and Diversity Committees and governors. The DN Colleges Group was aware of the requirement to publish a report demonstrating compliance with the Equality Act 2010 and data in relation to gender and pay. Members were advised that the typographical error (Appendix 1), the compliance rate of 97.9% has been amended to 95.01%. Members approved the Equality and Diversity Annual Report.

RESOLUTION: Members approved the Equality and Diversity Annual Report.

8 Any Other Business

None.

9 Date and Time of Next Meeting

Wednesday 12 June 2019, 5.30 pm at Doncaster College.

The meeting closed at 7.25pm

Jo Garrison
Clerk to the Corporation

Signed: (Chair)

Date:

TABLE OF ACTIONS

Date	Minute	Action	Responsibility
04.02.19	4	Members were advised that quarterly performance reviews are being conducted and the information from the reviews will be presented to Governors. Members asked for an additional meeting to review the analysis from the deep dives. The Clerk suggested a scheduled training session on 20 May be utilised for this activity.	Clerk
04.02.19	6	Members requested clarification on acronyms within the report and suggested a link to the acronyms table be reinstated within reports. P Grinell would send the latest version to the Clerk to revise and circulate.	P Grinell / Clerk