



**MINUTES OF THE CURRICULUM AND QUALITY MEETING HELD ON
WEDNESDAY 21 SEPTEMBER AT 1.00 PM
IN THE BOARD ROOM, AT THE ROUNDHOUSE**

Present: Phil Dover (*Chair*), Janet Morgan, Mandie Stravino

In attendance: Helen Jefferson, Helen Lillie, Kate Martin, Anita Straffon, Karen Tucker,
Robin Webber-Jones
Rose Matthews (Clerk)

01/16-17 Presentation: Malawi and Kenya

Paul Bowen and Shaqeeb Shabir shared the achievements of the Sport Academy students which commenced seven years ago and has seen two trips to Malawi and five to Kenya which included help in building a new school and fund raising for the local community.

02/16-17 Apologies for absence

Apologies for absence were received from Graham Schumacher.

03/16-17 Declarations of interest, confirmation of eligibility and quorum

All members were eligible and the meeting was quorate. Declarations already made were noted - the Chief Executive was a Trustee of the UTC.

Phil Dover made a new declaration – a relative had recently been appointed a maths teachers at the College.

Review Terms of Reference

The Committee reviewed the terms of reference and made no recommendations for change.

04/16-17 Minutes of the previous meeting

The minutes of the meeting held on 9 June 2016 were approved and signed as a true and accurate record.

05/16-17 Matters arising

13/15-16 Kate Martin and Anita Straffon had contributed to the key facts document.

06/16-17 Results Analysis 2015-16

A Level Performance

Kate Martin presented the report on A Level Performance for the 2015-16 academic year. Although A Level students achieving A-E grades was the same percentage as last year, the high grades had dropped to 28%. These were seven percentage points less than 2014-15.

The Chair said he found the governance summary helpful in explaining the high grades results, attributing this to lower ability on entry. Kate explained the Academy strived to stretch and challenge learners and the prediction based on prior attainment was 19%, but in line with improvements achieved last year this reached 28%. The C, D and E grades have improved.

The main areas of concern were Psychology and English Literature. These groups had high volumes of learners and did impact on the data.

Pleasing to note were that there had been some Oxbridge entries with families who had not achieved before. Learners achieving C, D and E grades mostly gained their first choice university with a handful achieving their second place.

Action

Date

Kate highlighted the corrective action taken which included the use of Mark Book to successfully track learner progress and the scrutiny of the delivery.

The Chair acknowledged the College had a lower entry expectation than many other institutions, which could limit the increase of higher grades. However, referring back to the Ofsted Report in March, the main action points related to higher grades and he asked what the College should be doing about this.

Kate explained the Joseph Wright Centre provided a broader vocational offer and academic route, and allowed learners to still achieve their intended destination.

The strategy is in line with reducing numbers but also providing a service for all learners and ensuring they are on the right course.

In line with stretch and challenge for the most able, the Chair asked what else could be done for those learners. Kate explained more coaching activities were taking place.

GCSE Performance

This relates in the main to core English and maths GCSEs which have been retaken by learners who have not received a grade C at school.

The pass rate of 92% is a decline on 14-15, although the volume has increased by a quarter overall.

The high grades for maths were at 44%, an increase of 6% and 14 percentage points above the provider average.

Kate advised that English had declined by 16% from 2014-15 exam body average and proposed the papers be revisited in line with the new benchmarks for this year, once they come out.

A discussion ensued relating to functional skills.

Anita Straffon pointed out learners with a Grade C in English Literature did not need to retake their English Language unless it was a requirement of their course, in which case, could be taken in their second year. So far there were 200 at the College that fit in this category.

The Chair said a decline had been predicted this year with the requirement for learners to retake both subjects and it was a national problem.

Kate reported there was not sub-contracting for this year.

A discussion took place with regard to the resubmission of exam papers for remarks with some papers showing significant changes in grades.

Internal analysis was taking place and would be available to present at the next meeting in November.

KM

Nov 2016

07/16-17 Enrolment Report 2016-17

Anita Straffon provided a verbal report based on live enrolment figures.

The Board noted the introduction of Saturday enrolment this year which was positively received.

The 19+ enrolments have a slightly smaller allocation this year, but the College is where it should be, these are roll on roll off courses so more will come on throughout the year.

08/16-17 Organisational QPR

- **Leadership and Management**
- **Teaching, Learning and Assessment**
- **Personal development, Behaviour and Welfare**

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- **Outcomes**

Anita Straffon presented the Organisational QPR.

Leadership and Management

The CEO delivered an address to all staff in July and August covering the highlights of last year and provided an update on the political landscape.

The SAR validation process has commenced, with the first set of validation panels complete and the second set due next week.

The College's Observation Policy has now been approved by the unions and a new week long induction has been introduced as mandatory for new staff.

Teaching, Learning and Assessment

Helen Lillie presented the teaching, learning and assessment section of the OQPR. In-year measures were frozen on 5 August on the scorecard. The in year measures hit 1.52 which was 0.02 behind the KPI for 98% good or better. The Trainer Assessor achieved 1.66 and Personal Coaches 1.77.

The Chair asked if 87% was outstanding for the teacher scorecard then most teachers must be Grade 1. Helen explained this was an aggregated score and she would be in a better position when the end of year measures are received in mid-November.

The Chair asked if the in-year measures included the scheme of work. Helen said these linked to appraisal and performance measures. Helen explained the subject was graded, not the individual.

The STAR week dates had been set and the format of the STAR weeks had been revamped to capture data in a better way.

Mark Book has been reintroduced as an assessment planning tool.

Personal Development, Behaviour and Welfare

Helen Jefferson reported on PREVENT, the College had met all their actions on the development plan and had received 7 referrals this year on and had a strong relationship with the counter-terrorism police.

An expression of interest had been submitted with Erasmus for PREVENT and the team are awaiting the outcome.

Behaviour received good feedback during the Ofsted Inspection.

Relating to new data collection procedures, the Chair asked if that had resulted in an increase or otherwise. Helen said generally the split was the same, however there had been an increase in disciplines around Pakistani boys. Helen had arranged a meeting with the local Iman in Derby to see how the College can address and work better with all cultures.

There had been no exclusions last year, but three this year and the reasons for these were discussed.

Outcomes

The Data Dashboards have been submitted and the final outcomes will be available in October.

Anita advised some changes had been made to the registers to mark students who were with employers.

09/16-17 Senior Curriculum Leaders' Summary QPRs

Anita Straffon presented the senior curriculum leaders' quality performance reviews which were received and noted by Members.

10/16-17 HE Self-Evaluation Document

Robin Webber-Jones provided an overview of legislative change within the funding bodies, resulting in a merger into one and the formation of the Teaching Excellence Framework. Robin explained the process and that the Board would have to approve the annual HE Statement agreeing to the risks around HE.

11/16-17 Quality Teaching and Learning Strategy

Anita Straffon presented the Quality Teaching and Learning Strategy which was received and noted by Members.

12/16-17 Curriculum Design Strategy

Kate Martin shared the Curriculum Design Strategy with Members which was received and noted.

13/16-17 English and Maths Strategy

Kate Martin presented the English and Maths Strategy which was received and noted by Members.

14/16-17 Date of Next Meeting

The next meeting would take place on 24 November 2016.

The meeting finished at 3.00 pm.

Signed: _____ Date: _____