



**MINUTES OF THE CURRICULUM AND QUALITY MEETING HELD ON
TUESDAY 23 FEBRUARY 2016**

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

In attendance: Stacey Adams, Matt Bromley, Helen Lillie, Kate Martin, Anita Straffon, Eileen Swan
Heather Simcox (Clerk)

| | | Action | Date |
|-----------------|---|--------|------|
| 9/15-16 | Apologies for absence | | |
| | No apologies for absence had been received. | | |
| 10/15-16 | Declarations of interest, confirmation of eligibility and quorum | | |
| | All members were eligible and the meeting was quorate. Declarations already made were noted - Graham Schuhmacher and the Chief Executive were Trustees of the UTC. | | |
| 11/15-16 | Minutes of the previous meeting | | |
| | The minutes of the meeting held on 24 November 2015 were approved and signed as a true and accurate record. | | |
| 12/15-16 | Matters arising | | |
| 16/14-15 | The preparation of a key facts document was in hand. | | |
| | The Chief Executive had delivered an end of Year One Strategy presentation to the Corporation, and this did include examples as requested by the Committee. | | |
| | The Chair of this Committee had agreed to join the Executive on the panels aimed at reviewing curriculum business plans. | | |
| | A report on ALPs was included on the agenda for today's meeting. | | |
| 18/14-15 | | | |
| 4/15-16 | The SAR had now been finalised. | | |
| 5/15-16 | All actions had been completed in relation to the Equality and Diversity Annual Report and Policy, and both had now been presented to the Corporation. | | |
| 6/15-16 | | | |
| 7/15-16 | Percentage grade profiles, as requested at the last meeting, were now included in Academy reports. | | |
| 8/15-16 | Anita Straffon assured the Committee that outcomes data had been critically assessed and the assessment of Good was valid. Assessment included comparisons with provider group averages, all colleges in the LEP region, as well as peer reviews with two other colleges. | | |
| | The destinations flowchart, as requested at the last meeting, was included on today's agenda. | | |
| | Anita Straffon and April Hayhurst would meet with Graham with regard to apprenticeships. | | |
| 8/15-16 | The Quality Improvement Plan was updated following the last meeting and presented to the Corporation in December. | | |

13/15-16 Curriculum Business Planning 2016/17 and beyond

The Chief Executive confirmed the 2016-17 planning sessions commenced in November 2015, and subsequently, there had been a full curriculum planning inset day on 4 January 2016. Following this, draft curriculum business plans had been prepared, which would feed into financial plans. The focus of the plans was ensuring meeting local needs and national policy direction.

Graham asked for information to be included in key facts documentation on programmes introduced as well as programmes dropped in line with local needs and policy direction. Kate confirmed discussions had included this, and she agreed to provide headline information to members of this committee. Some initial examples were presented of where changes have been made, which included TU Education and Prince's Trust.

KM

ASAP

14/15-16 Special Measures/Rapid Improvement Panels

The Chief Executive reminded members how the performance of each academy is reviewed, which has resulted in some academies being placed in 'special measures', which then presents members of the Executive with an opportunity to directly engage with those leading each academy to understand any barriers for improvement. The special measures panels have had positive impact each year. Currently, in 2015-16, Engineering was in special measures, despite improvement of the previous year. In addition, cross-College maths would remain under scrutiny, and this in the main was as a result of staff matters, including teacher shortage. It was noted this was a self-referral, as the data had improved for this area. Members of the Executive Team highlighted the value of the panels, which also provided support and encouragement, as well as scrutiny, to those in the academies.

15/15-16 Organisational QPR

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

Anita Traffon highlighted key elements from the report that had been circulated. Graham commented upon the clarity of the paper, and gave an example where this could be improved.

Under effectiveness of leadership and management, detail was included around what had taken place since the last meeting, and included the launch of two additional employer academies, and a heightened focus on GCSE outcomes which would mean more attention given to those 'at risk' learners, with extra sessions planned again.

It was noted the data dashboard now included detail of the number of teachers in each grade category. Anita explained what was in place for the personal coaches' and assessors' scorecard.

Progress had been made to move to on-line processes for apprentice learners.

Graham asked about the consistency of acceptance of the scorecard; his findings from JWC was one of acceptance, but he noted a difference with the Engineering Team. Anita acknowledged that the benefits/value of the scorecard had not initially been demonstrated to the Engineering Team, and Kate confirmed there was now a universal acceptance.

Phil questioned why 21% of learners were not on target. Anita explained how this was judged, and assured members of the process for identifying learners at risk, and the focus on them that would follow. Kate reiterated this was sometimes a harsh measure, and may only be reflective of one

assignment missing. Again, members were assured each individual case was assessed to measure the risk of a learner not achieving.

Phil acknowledged all that was said, and also acknowledged that 21% was a global figure and asked how this was drilled down to identify where, for example, if an individual teacher's classes were not performing. It was noted this information was contained in detail on academy dashboards. The benefits of STAR weeks were noted.

Members expressed concern that 'self-harm' incidents had increased; Anita's view was that learners were more comfortable to talk about this, and relations developed with Personal Coaches also provided a forum for issues to be discussed.

There had been six referrals under Prevent, and Anita felt the College had always had this as high profile.

Members were assured that the Group's Merrill Academy also had rigorous safeguarding processes, which was overseen by the College and regularly reviewed, as well as by the Academy's local governing body.

Members noted there had been three permanent exclusions since the beginning of this academic year. Kate explained why sanctions at JWC were high, which in the main related to attendance. Kate planned to introduce a reference process for Year 12 learners.

Phil acknowledged retention was very good.

16/15-16 Senior Curriculum Leaders' Summary QPRs

Anita presented a summary and highlighted a main area of concern relating to recruitment of lecturing staff in electrical installation, despite a range of attempts. Anita said learners were on-target but this remained an on-going issue. A recruitment drive for engineering and construction was planned.

It was noted a restructure of the engineering department was planned so that the department was fit-for-future focus.

Strengths were noted. Anita's data dashboard was viewed, and attendance in different areas noted.

Graham offered to meet with Anita to consider how recruitment might be boosted.

Janet Morgan left the meeting (11.30 am).

Eileen also highlighted a skills shortage in public services; in Sport, there was an issue with the stability of English teaching, and a maths teacher in land-based was undergoing support. Eileen spoke of further intervention with another teacher. It was noted English and maths in Eileen's area was below target for attendance, and work was underway to reinforce the importance of these subjects with learners.

Kate presented a summary position for Academic Studies and Arts, and repeated earlier concerns around recruitment, in this case in Science. The Chief Executive reminded members of the wider recruitment activities underway in Canada. Kate presented strengths that were emerging. Attendance was acknowledged as an issue, retention looked positive.

English, maths and LEXIS were reviewed, with ESOL to follow. Teaching in these areas was strong, and the issue remained with the elements of the cross-College delivery.

Phil requested predicted grades for the academic subjects, and Kate would provide these for the next meeting.

KM

09.06.16

17/15-16 ALPS/Value Added Report

Kate presented the final report, which she had previously referred to. Kate explained the format of the report, and confirmed this report related to KS5 and she felt this report was more accurate than ever before. Two key improvements were in achievement of grades which represented a positive shift. The percentage of AAB grades had also improved.

In summary, members recognised improvements achieved, and also noted there was still more to be done.

18/15-16 Quality Improvement Plan

Anita presented the status update; members noted the majority of items were on target for achievement. For future meetings this would form an appendix to the Organisational QPR.

19/15-16 Curriculum Development and Design Strategy and Year Two Development Plan

Kate reminded members of the background to this strategy and highlighted the key priorities contained within, and how this linked to the current curriculum planning process that was underway. Phil commented positively on how the strategy was geared towards local employers and the local economy, and Graham repeated the need for the College to broadly publicise the work done in this respect.

20/15-16 Destinations Flowchart

Graham explained the background to his request for Stacy to present today. Stacey tabled an example of a destination flowchart, which showed the number of starts and the flow of their learning journey through to leaving the College. Stacey explained how using this information was helping further design of curriculum programmes. Members agreed this document was useful also for IAG.

21/15-16 Date of Next Meeting

The next meeting would take place on 9 June 2016.

The meeting finished at 12.20 pm.

Signed: _____ Date: _____