



MINUTES OF THE CURRICULUM AND QUALITY MEETING HELD ON THURSDAY 9 JUNE 2016 AT 1.00 PM IN THE BOARD ROOM, AT THE ROUNDHOUSE

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

In attendance: Helen Lillie, Kate Martin, Anita Straffon, Eileen Swan, Karen Tucker Rose Matthews (Clerk)

	Action	Date
<p>22/15-16 Apologies for absence</p> <p>No apologies for absence had been received.</p>		
<p>23/15-16 Declarations of interest, confirmation of eligibility and quorum</p> <p>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.</p>		
<p>24/15-16 Minutes of the previous meeting</p> <p>The minutes of the meeting held on 23 February 2016 were approved and signed as a true and accurate record.</p>		
<p>25/15-16 Matters arising</p>		
<p>13/15-16 Kate Martin provided information on the new programmes introduced and those dropped in line with local needs. Kate and Anita Straffon agreed to work together to look at this further and would then produce a paragraph to be included in the key facts document.</p>	KM/AS	June '16
<p>16/15-16 Kate had prepared predicted grades for the academic subjects.</p>		
<p>26/15-16 Organisational QPR</p> <ul style="list-style-type: none"> Leadership and Management Teaching, Learning and Assessment Personal development, Behaviour and Welfare Outcomes <p>Anita Straffon presented the Organisational QPR.</p> <p><u>Leadership and Management</u> Anita highlighted the re-validation for a further year of the IAG matrix and informed Members of applications to date for 2016-17.</p> <p><u>Teaching, Learning and Assessment</u> Helen Lillie covered teaching, learning and assessment reporting as of June 2016 the overall College scorecard data had an in-year measure aggregate score of 1.53 with 99% of teacher scorecards graded good or better overall. The average Personal Coach scorecard was 2.28 with 100% showing an aggregated grade good or better. The average Trainer/Assessors scorecard was 1.52 with 84% showing an aggregated good or better.</p> <p>There had been 699 observations across the range of delivery models with 42 members of staff (9%) being recommended for re-observation. From the 42 members of staff re-observed 10 (24%) staff were recommended for a 2nd re-observation with 2 (20%) staff had been recommended for a 3rd re-</p>		

observation. One member of staff has exited the organisation having been unsuccessful in their 3rd observation.

Phil Dover asked about the remainder of the 42 staff who were observed, were they still monitored. Helen provided assurance they were provided with support to aide their improvement.

84 observations of work-based learning provision had taken place to date with 100% graded or better (35% outstanding and 65% good). 26 observations of sub-contracted provision had taken place to date with 96% graded good or better (58% outstanding and 38% good). There have been 61 staff observed through probationary periods with 3 members of staff recommended for a Probationary 3 observation. 15 members of staff had left the organisation during their probationary periods (38%).

Helen was now able to provide an update on STAR week 5 which closed in May 2016 which indicated 74% (3450) of learners were on or above their initial target grade which was 4% above this time last year. The benefit of team time was noted.

Personal Development, Behaviour and Welfare

All actions from the Learner Services Development Plan were on target to be achieved with the exception of one action relating to vulnerable groups data. The local authority has declined to provide data on vulnerable groups and leave no alternative than to consider alternative options.

Members were pleased to note the Safeguarding development plan was on track to be achieved. Anita drew attention to the disclosure relating to potential extremism which was referred to the Prevent team.

The results from the Learner Satisfaction survey would be available online in November 2016 following the survey in March. Actions following the Learner Voice Post-Induction Survey had been addressed.

Outcomes

Anita made reference to the recent Ofsted Inspection which judged outcomes for learners as good.

Retention was a 2% increase on the previous year and at the College target. Anita highlighted those academies above target which included Early Years, Construction and Princes Trust.

Attendance showed a 1% increase on the previous year.

27/15-16 Senior Curriculum Leaders' Summary QPRs

Anita summarised and highlighted the main areas of concern relating to recruitment of teaching staff for the electrical installation programme, which had still be unsuccessful despite attendance at a recruitment fair at the NEC.

The offer in the technology faculty was current being reviewed.

Adult attendance in hair and beauty was raised as a concern due to the commitments of this type of learner which included part-time employment and childcare. The team are reviewing the timetable with options of flexible delivery in September.

Kate Martin presented the summary for Academic Studies and the Arts. The main areas for improvement related to English and maths, mitigating actions taken have been increased delivery hours, peer support and revision sessions. There have been problems recruiting science teachers with all recruitment options being taken.

Eileen Swan highlighted success rates, particularly high grades in English and maths much of which was due to attendance issues.

28/15-16 Quality Improvement Plan

Karen Tucker provided a verbal update relating to the Quality Improvement Plan with the majority of actions on target.

29/15-16 Self-Assessment Timeline

Anita Straffon discussed the Self-Assessment timeline with validation meetings due to commence in July with further panels taking place in September.

30/15-16 Curriculum Planning Cycle

Kate Martin summarised business planning process and the panels that had taken place in May and thanked Phil Dover for joining the panels, Phil noted the rigor of the panels and alignment towards priority sectors, and the analysis which had taken place in order to ensure each area reached the break-even figure. Areas which required further review were actioned to address.

The timeline for the new academic year was shared.

31/15-16 Date of Next Meeting

The next meeting would take place in October 2016.

The meeting finished at 3.00 pm.

Signed: _____ Date: _____