

**MINUTES OF THE CURRICULUM AND QUALITY MEETING HELD ON
TUESDAY 24 NOVEMBER 2015**

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

In attendance: Aaron Denton, Helen Lillie, Kate Martin, Anita Straffon, Eileen Swan,
Heather Simcox (Clerk),
Rose Matthews (Assistant Clerk)

		Action	Date
1/15-16	Apologies for absence Apologies for absence were received from Matt Bromley.		
2/15-16	Declarations of interest, confirmation of eligibility and quorum All members were eligible and the meeting was quorate. Graham Schuhmacher and the CEO were Trustees of the UTC.		
3/15-16	Minutes of the previous meeting Minutes of the meeting held on 22 April 2015 were approved as a true and accurate record.		
4/15-16	Matters arising		
16/14-15	The CEO summarised the Curriculum Planning process for 2016-17-2017-18 and explained this had already commenced with the Leadership and Management day which had taken place on 11 December, with further training arranged for managers including preparation for the teams' curriculum planning in January. Graham Schuhmacher requested a key facts document showing key statistics.	Clerk	23/02/16
	The CEO explained she would be delivering an end of Year 1 Strategy Review at the next Corporation meeting. The Chair of the Committee asked if exemplars could be provided to show how the College had responded to economic and local needs.	KM	23/02/16
	The Chair indicated it would be useful to have a Governor involved in the Curriculum Business Planning presentations and asked that this be arranged.	RM	23/02/16
17/14-15	The observation profile had been updated to reflect 92% of teachers' scorecards had been graded good or better teaching.		
18/14-15	There were no further comments or actions from the Quality and Performance Review meetings. Kate Martin had completed value added analysis and was pleased to report this was an improving picture on all counts.		

	<p>It was agreed a report on ALPs be presented to the February meeting.</p>	KM	23/02/16
<p>4/15-16</p>	<p>Report from the Committee Chair's meeting of 22 September 2015</p> <p>The September meeting of this Committee was not quorate, and the Chair agreed to meet with the CEO (as the Group Teaching and Learning Improvement Director had sent his apologies) and Anita Straffon to validate the final draft College Self-Assessment Report.</p> <p>The Chair provided a verbal summary of his report which had been presented to Corporation on 12 October. Its key focus was the Self-Assessment 2014-15/Quality Improvement Plan 2015-16.</p> <p>The Chair gave the Committee reassurance he had scrutinised the data and raised questions in relation to the draft SAR.</p> <p>Anita Straffon reported the final outcomes data had been consolidated and a SAR was now ready to be uploaded onto the Gateway pending the outcome of their meeting.</p> <p>Re-capping since the last Committee, the Chair had taken part in the Academy self-assessment validation panel on 15 and 16 July, which he said provided a rich source of information about the breadth of work and gave confidence in the changes made during the past two years.</p> <p>The CEO thanked the Chair for his time and valuable input.</p> <p>Following the Governors' self-assessment session on 8 September the overall effectiveness grading of 'good' had been confirmed.</p> <p>Discussions took place in relation to the reporting of the out of scope data issue that had been raised at Corporation. The Chair said he felt confident at the end of the recent meeting that it had been resolved and the OQPR would be amended.</p>	AS	25/11/15
<p>5/15-16</p>	<p>Equality and Diversity Annual Report</p> <p>Aaron Denton presented the Equality and Diversity Annual Report. It was noted the partnerships section had been updated to include PREVENT, and a range of other information provided by the Inclusion Team had been included also.</p> <p>A number of amendment requests were made, including changing some of the terminology to describe different groups. In addition, members considered destination analysis for different groups.</p> <p>Aaron was asked to make amendments and submit the revised final report to the Assistant Clerk for submission for Corporation approval by 4 December with tracked changes.</p>	AD	04/12/15
	<p>A discussion took place with regard to the data source. Anita Straffon confirmed that College managers had access to all data required and the Support and Challenge team had confirmed this.</p> <p>Graham Schuhmacher asked for clarification regarding Apprenticeships. Anita Straffon confirmed all were using the EBS</p>	AD	04/12/15

data now. The CEO explained this was because WBL was also required on PICs and they were receiving reports from EBS as both systems were in use.

The Committee recommended the report for Corporation approval, subject to the requested changes.

6/15-16 Equality and Diversity Policy

The Equality and Diversity Policy had been updated to include British Values and a section on PREVENT.

The terminology would also need to change as mentioned in the previous item.

The CEO had some amendments which she would discuss directly with Aaron.

CEO

24/11/15

The Committee recommended the Policy, subject to the requested changes.

AD

23/02/16

7/15-16 Organisational Quality Performance Review

Helen Lillie provided an update on Teaching and Learning which included:

Observations

Three curriculum teams have been observed to date: Maths, English and Engineering and feedback had been given to all teachers.

Moderation

Three areas are undergoing formal moderation: Prince's Trust, Public Services and Transitions.

Probationary Teachers

Three lesson observations had been conducted for second stage (PR2) legacy probationary staff, of which 75% were graded good or better.

Work-based assessors

Work-based assessors had a schedule for the year. Early quality assurance is now undertaken to ensure validity of assessments and to provide early intervention where required.

Learner Walks

A schedule of learning walks had been completed, with results handed in today. An action plan would then be produced, with increased communal walks programmed for this year.

Work Scrutiny

Helen reported that 96% of work scrutiny checks had been graded good or better.

Lesson Planning Audits

Lesson Planning Audits were ongoing and linked into the Scorecard.

TLC Learner Voice Forums

422 learners had been questioned with overall positive results.

Learner Progress

The first STAR week had taken place and were used to review curriculum, work experience, English, maths and personal targets.

Blended Learning

Areas were being encouraged to embrace blended learning.

Coaching

Robust coaching was undertaken by the Teaching and Learning Coaches; 76% of teachers who did not meet expected standards improved their performance as a result of coaching, and the remaining 24% (18 staff) exited the College.

Work Shadowing

Six staff have completed work shadowing with a further six arranged.

Team Time

Team time incorporated into teams' weekly meetings. Mandatory training sessions had been organised to ensure teachers had the appropriate training.

The Chair asked for clarification on the move to clearer observations and the CEO said the system had changed in line with the introduction of Teacher on a Page (scorecard).

The scorecard graded staff teaching based on a range of measures. Helen Lillie supported anyone graded less than 2.5.

Graham Schuhmacher asked for a distribution chart of grades for the whole College. Helen said the average scorecard grade was 1.88 – outstanding to good and was based on the whole scorecard measures for last year. She reported that anyone recommended for re-observation had their scorecard checked. If they correlated, a meeting would then be held with their manager and a 6 week intensive programme.

Graham Schuhmacher asked Helen to provide percentage grade profiles for grades 1-4.

Anita Straffon advised the House of Commons Select Committee had visited the College today and said learners were confident in articulating their employability skills to them. The Lords were very impressed with the students' input.

Janet Morgan asked about the targets and Anita confirmed all targets were end of year targets.

8/15-16 Outcomes

Anita Straffon presented the headline data for outcomes for 2014-15, which showed a positive trend for classroom based learning.

The 40% who re-sat English and maths GCSE achieved a grade C or above. Graham asked what happened now to the 60% and noted they needed to continue working towards.

The Chair said it was pleasing to note the strong trends and headline levels were above average. The Clerk pointed out these were the best results in the history of the College.

Graham said it would be useful for someone to cast a critical eye over the data.

MB

23/02/15

AS

23/02/15

<p>Graham asked if Stacey Adams could attend the next meeting and deliver a presentation on destinations flowchart.</p>	KM	23/02/16
<p>Graham went on to ask about the Head of Apprenticeships. The CEO announced the Head of Apprenticeships had been appointed and Jill Holland would commence post in January 2016.</p>		
<p>A discussion ensued in relation to apprenticeships and Anita Traffon suggested April Hayhurst and herself meet with Graham to discuss in more detail.</p>	AS/GG	23/02/16
<p>8/15-16 Quality Improvement Plan</p>		
<p>Anita Traffon presented the final Quality Improvement Plan, Governors noted the September Corporation meeting was dedicated to this.</p>		
<p>It was agreed the Quality Team needed to update the action plan and this would be presented to Corporation in December. Helen Lillie agreed to raise with the team.</p>	HL	Dec' 15

The meeting finished at 3.00 pm

Signed: _____ Date: _____