

SANDWELL COLLEGE

Minutes of a Meeting of the Learners, Quality and Curriculum Committee
held on Wednesday 16th March 2016,
in room 6F/39, at Central Campus,
commencing at 4.30 p.m.

Present:-	Mrs. T. Hurst	(Independent)	(in the Chair)
	Mr. K. Ellis	(Independent)	
	Mr. J. Imasogie	(Student)	(part of meeting)
	Mr. G. Pennington	(Principal)	
	Mr. J. Tew	(Independent)	
	Mr. J. Uddin	(Independent)	
	Mrs. S. Wood	(Student)	

Also in Attendance:-

Miss J. Berry	Corporation Secretary	
Mr. D. Holden	Vice-Principal	
Ms. K. Lord	Assistant Principal	
Ms. A. Llewellyn	Director for Adult, Community and Foundation Learning	
Mr. J. Mckeon	Team Leader for Construction	(part of meeting)
Mr. G. Blackburn	Student – Site Carpentry – Level 3	(part of meeting)
Mr. M. Lewis	Student – Site Carpentry – Level 3	(part of meeting)

L16.01 Welcome L16.01

The Chairman welcomed members to the meeting.

L16.02 Declarations of Interest L16.02

There were no declarations of interest.

L16.03 Apologies L16.03

Apologies were received from the Director for Quality, Learners Services and Innovation.

L16.04 Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 2nd December 2015 L16.04

The minutes of the meeting of the Learners, Quality and Curriculum Committee held on Wednesday 2nd December 2015 were approved and signed by the Chairman.

RESOLVED: that the minutes be approved.

L16.05 Matters Arising L16.05

i) College Self-Assessment Report 2014/15 and Quality Improvement Impact Statement (Vide Minute L15.65)

The Corporation Secretary informed members that the Board of Governors had approved the College's Self-Assessment Report 2014/15, as recommended by the Committee.

L16.06 Programme Standards Review - Construction

L16.06

The Assistant Principal and Team Leader (Construction) made a presentation giving an overview of the Department's structure and staffing, student numbers, backgrounds, gender and ethnic diversity; retention, achievement and success rates over a three-year period; the teaching and learning observation grade profile, issues that had been identified and actions being taken to address those issues. Members were also informed of the key strengths, plans for future developments and feedback received from learners.

A discussion took place regarding the curriculum activities and the ways in which English and maths were embedded into practical activities. A detailed discussion also took place regarding work experience opportunities that were available to learners, together with the apprenticeships that were offered.

The links that had been developed with Sandwell MBC and employers were outlined, together with learners' involvement in competitions and the Skills Show.

In response to a query, the students outlined their experiences at the College and the positive support they had received in gaining work experience opportunities and potential apprenticeships. Both students enjoyed the practical nature of the courses they were undertaking but understood the importance of the academic aspects. Both students commended the system by which their written work could be uploaded to the VLE, marked by their tutors and feedback provided to them.

In response to a further query, the additional apprenticeship opportunities available to students through Future Skills were outlined.

RESOLVED: that the Programme Standards Review be received.

Messrs. Mckean, Blackburn and Lewis left the meeting.

L16.07 Quality Improvement Plan - Impact Statement

L16.07

The Vice-Principal presented the Quality Improvement Plan Impact Statement 2015/16 and outlined matters relating to value added, distance travelled, apprenticeship success rates and actions being taken to increase work experience opportunities.

A discussion took place regarding the actions being taken by the College to improve grade scores for both vocational and academic learners were outlined. Further improvements in average grade scores were expected in the current year. The Principal commented that with regard to 'A' level scores the College should benchmark itself against sixth form colleges. A discussion then took place regarding 'A' level provision in the borough, together with the importance of stretch and challenge.

Members acknowledged that the growth in learner numbers had led to a much more diverse range of learners.

With regard to apprenticeships a discussion took place regarding the amalgamation of Future Skills into the College and matters relating to initial advice and guidance. The Principal informed members of the outcome of a recent strategic review team meeting.

Following further discussions it was agreed that a Programme Standards Review on apprenticeship provision should take place at the next meeting of the Committee.

In response to a query members were updated on the success and future developments relating to the Careers Hub. It was noted that a number of large employers were utilising the Hub to advertise vacancies and other opportunities for learners. It was noted that a survey of the usage of the Careers Hub was being undertaken.

RESOLVED:

- a) that a Programme Standards Review of apprenticeship provision take place at the next meeting of the Learners, Quality and Curriculum Committee.
- b) that the report be received.

L16.08 Report on Level 2 Provision

L16.08

The Vice-Principal presented a report on Level 2 Provision as had been requested by the Committee. Level 2 success rates were explained including and excluding English and maths provision. The Vice-Principal outlined actions that were being taken to improve attendance rates for GCSE provision.

A discussion took place regarding the importance of initial advice and guidance and the embedding of English and maths into the curriculum. A Student Member outlined her experiences with regard to functional skills lessons, which she delivered as part of her Teacher Education course. The Assistant Principal outlined the College's processes in relation to advice, guidance and enrolment aimed at ensuring that learners were fully aware of the College's expectations of them.

The Principal outlined a number of initiatives the College would consider introducing for the new academic year.

RESOLVED: that the report be received.

Mr. Imasogie left the meeting.

L16.09 Interim Teaching and Learning Report

L16.09

The Vice-Principal presented the Interim Teaching and Learning Report 2015/16.

In response to a number of queries members were reminded of the risk based teaching and learning observation process, the support that was provided to lecturers who were graded good, requiring improvement or inadequate; the processes for observing new lecturers during their probationary period and the triangulation of observation processes.

The introduction of the Teaching Squares initiative was explained and the Student Member informed the Committee of the very positive impact this appeared to have.

RESOLVED: that the report be received.

L16.10 Key Performance Indicators and Forward Forecasting 'At a Glance'

L16.10

The Key Performance Indicators report was tabled. The Vice-Principal suggested and members agreed that they should consider the report and forward any queries directly to the Vice-Principal.

RESOLVED: that the report be received.

L16.11 Safeguarding Update

L16.11

The Vice-Principal presented a report informing members of safeguarding matters that had arisen during the year-to-date.

Members were informed of the positive outcomes of a recent internal audit review and a review by OfSTED of the College's safeguarding and Prevent arrangements. Members noted the additional links that had been developed with the local authority and the police with regard to safeguarding and Prevent.

RESOLVED: that the report be received.

L16.12 Risk Management Report L16.12

Members considered a risk management monitoring report relating to curriculum, quality, equality and diversity. The Vice-Principal informed members that there had been no significant changes compared to the report presented to the previous meeting.

In response to a query, members were informed of the proactive work that the College had undertaken in developing links with feeder schools particularly in relation to English and maths.

RESOLVED: that the report be received.

L16.13 Any Other Business L16.13

There were no items of other business.

L16.14 Determination of Confidential Items L16.14

The Committee agreed that none of its discussions should be minuted confidentially.

RESOLVED: that none of the Committee's discussions be minuted confidentially.

L16.15 Date of Next Meeting L16.15

The next meeting of the Learners, Quality and Curriculum Committee was planned to take place on Wednesday 22nd June 2016, at 4.30 p.m., at Central Campus.

The meeting terminated at 6.45 p.m.