

SANDWELL COLLEGE

Minutes of a Meeting of the Learners, Quality and Curriculum Committee
held on Wednesday 19th October 2016,
in room 6F/39, at Central Campus,
commencing at 4.30 p.m.

Present:- Mrs. T. Hurst (Independent) (in the Chair) (part of meeting)
Mr. K. Ellis (Independent)
Mr. G. Pennington (Principal)
Mr. J. Tew (Independent) (Vice-Chairman)

Also in Attendance:-

Miss J. Berry Corporation Secretary
Mr. D. Holden Vice-Principal
Dr. M. Lamb Assistant Principal and Director of Sixth Form (part of meeting)
Ms. A. Llewellyn Director for Adult, Community and Foundation Learning
Ms. A. Sheridan Assistant Principal – Curriculum and Student Services
Ms. K. Whiting Assistant Principal – People and Corporate Services (part of meeting)

L16.32 Welcome L16.32

In the absence of the Chairman, the Vice-Chairman took the chair and welcomed members to the meeting.

L16.33 Declarations of Interest L16.33

There were no declarations of interest.

L16.34 Apologies L16.34

Apologies were received from Mrs. Hurst for late arrival.

L16.35 Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 22nd June 2016 L16.35

The minutes of the meeting of the Learners, Quality and Curriculum Committee held on Wednesday 22nd June 2016 were approved for signature by the Chairman.

RESOLVED: that the minutes be approved.

L16.36 Matters Arising L16.36

i) Any Other Business – College Visit (Vide Minute L16.29 (4))

Members were reminded that, at a future meeting, arrangements would be made for them to undertake a tour of the College.

L16.37 Learners, Quality and Curriculum Committee – Membership L16.37

Members were informed of the changes to the composition and membership of the Learners, Quality and Curriculum Committee as approved by the Board of Governors. Members were also informed that the Students' Union nomination and election process for the appointment of two Student Members was currently taking place.

RESOLVED: that the changes to the composition and membership of the Learners, Quality and Curriculum Committee be noted.

L16.38 NOT FOR PUBLICATION
(NFP)

L16.38
(NFP)

Mrs. Hurst joined the meeting.

The Assistant Principal (P&CS) and the Assistant Principal/Director of Sixth Form left the meeting.

Mrs. Hurst took the Chair.

L16.39 External Validation – Report of FE Associates

L16.39

The Assistant Principal (C&SS) presented a report detailing the outcome of an external review of apprenticeships, business studies, GCSE and functional skills English and maths, and cross college work experience. Members were reminded that the Committee had chosen the areas that had been reviewed.

A detailed discussion took place regarding areas for improvement that had been identified and the actions being taken by management to address those issues.

In response to a query, a discussion took place regarding English and maths provision, both GCSE and functional skills, the steps taken to ensure appropriate staff were effective in the delivery of English and maths, and how English and maths were embedded in vocational classroom delivery.

A discussion took place regarding Business Studies and it was agreed that the Quality Improvement Action Plan would be submitted to the next meeting of the Committee.

The Principal outlined changes he was introducing within the College including the introduction of curriculum area reviews. The Vice-Principal explained changes that were being made to further strengthen the College's quality assurance systems.

A member suggested and it was agreed that the Committee would receive an in-year report to monitor the management actions detailed in the report.

A discussion then took place regarding the importance of developing learners' social skills to allow them to progress into employment. The Vice-Principal explained the work being undertaken by the Employer Advisory Boards that had been established in each curriculum area. It was suggested that further information on the role of the Advisory Boards be presented to a future meeting.

RESOLVED:

- a) that the Business Studies Quality Improvement Action Plan be submitted to the next meeting of the Committee.
- b) that the Committee receive an in-year report monitoring the management actions being taken to address areas for development detailed in the report.
- c) that the report be received.

i) Teaching and Learning

The Assistant Principal (C&SS) presented a report outlining teaching, learning and assessment for 2015/16. The report included the scope for lesson observations, key findings, areas identified for development, a breakdown of observation findings and actions relating to performance management, mentoring support and training.

Members were informed of a new ungraded teaching and learning observation process that had been implemented. In response to a number of concerns regarding the introduction of an ungraded process, the range of elements that would be observed and how these would be analysed and reported to the Committee were explained. The interactions between the observer and the observed were also explained.

In response to a query, members were informed of the ways in which student views were obtained and how these were included in the observation process.

The Principal suggested and it was agreed that a flowchart of the observation process should be produced and presented to a future meeting.

A member emphasised the importance of recognising good performance.

RESOLVED:

- a) that a flowchart of the observation of teaching and learning process be produced and presented to a future meeting.
- b) that the Annual Teaching and Learning Report 2015/16 be received.

ii) Complaints

The Assistant Principal (C&SS) presented a report outlining complaints received during 2015/16. Members were reminded of the processes that were used to resolve both formal and informal complaints. The Principal asked that future reports include details of whether complaints had been resolved to the satisfaction of the complainant.

RESOLVED:

- a) that future reports include details of whether complaints had been resolved to the satisfaction of the complainant.
- b) that the Annual Complaints Report 2015/16 be received.

iii) Student Disciplinary Actions

The Assistant Principal (C&SS) presented a report outlining disciplinary incidents that had occurred during 2015/16. A discussion took place regarding the various types of incident and the actions taken by the College. Members were reminded that the College was a very inclusive environment.

The improved links that had been established with the police in both Sandwell and West Birmingham, changes to the College's security arrangements and the introduction of learning mentors were explained and discussed.

RESOLVED: that the Annual Report on Student Disciplinary Actions 2015/16 be received.

- L16.41 Risk Management Report L16.41
- The Vice-Principal presented a risk management monitoring report relating to curriculum, quality, equality and diversity.
- RESOLVED: that the report be received.
- L16.42 Policies and Procedures L16.42
- i) Revised Teaching, Learning and Observation Policy
- The Vice-Principal presented a revised Observation of Teaching and Learning Policy and Procedure. A discussion had taken place earlier in the meeting, under agenda item 9 (i), regarding the changes to the observation process.
- A discussion took place during which a number of amendments to the Policy and Procedure were suggested and agreed. As had been agreed earlier in the meeting, a presentation on the observation process would be made to a future meeting in order for members to gain a fuller understanding of how the various elements aligned with each other.
- RESOLVED: that, subject to a number of amendments, the revised Observation of Teaching and Learning Policy and Procedure be received; with the finalised version being presented to a future meeting.
- L16.43 Higher Education Update L16.43
- The Vice-Principal informed members that an inspection of the College's higher education provision would take place during 2016/17.
- The College had met with HEFCE (Higher Education Funding Council for England) on Friday 14th October 2016 to discuss the new HE inspection regime. Members were informed that the inspection would take place in two stages; stage one being a desk-based review and stage two being an inspection visit.
- A discussion took place regarding governor assurance requirements that had been introduced and the Vice-Principal explained the three possible levels of assurance. It was noted that the College would be required to submit a letter of assurance to HEFCE by 1st December 2016.
- Members were reminded that higher education provision was subject to the College's quality assurance systems and a Higher Education Policy was in place.
- RESOLVED: that the verbal report be received.
- L16.44 Any Other Business L16.44
- There were no items of other business.
- L16.45 Determination of Confidential Items L16.45
- The Committee agreed that its discussions relating to agenda item 7 should be minuted confidentially.
- RESOLVED: that discussions relating to agenda item 7 be minuted confidentially.

L16.46 Date of Next Meeting

L16.46

It was agreed that the next meeting of the Learners, Quality and Curriculum Committee would take place on Wednesday 25th January 2017, commencing at 4.30 p.m., at Central Campus.

The meeting terminated at 6.47 p.m.