

SANDWELL COLLEGE

Minutes of a Meeting of the Learners, Quality and Curriculum Committee  
held on Wednesday 22nd June 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. G. Pennington	(Principal)	
	Mr. J. Tew	(Independent)	
	Mr. J. Uddin	(Independent)	

Also in Attendance:-

Miss J. Berry	Corporation Secretary	
Mr. D. Holden	Vice-Principal	
Ms. A. Llewellyn	Director for Adult, Community and Foundation Learning	
Mrs. R. Pal	Director for Funding, Information Services and Exams	
Ms. A. Sheridan	Director for Quality, Student Services and Innovation	
Mr. L. McGrath	Assistant Director – Business, Computing, Public Services, Sport and Travel	(part of meeting)
Mr. B. Herbert	Team Leader – Computing	(part of meeting)
Mr. D. Hopkins	Student – Extended Diploma – Computing	(part of meeting)
Mr. R. Jackson	Student – Extended Diploma – Computing	(part of meeting)

L16.16 Declarations of Interest L16.16

There were no declarations of interest.

L16.17 Apologies L16.17

Apologies were received from Mr. Imasogie.

L16.18 Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 15th March 2016 L16.18

The minutes of the meeting of the Learners, Quality and Curriculum Committee held on Wednesday 15th March 2016 were approved for signature by the Chairman.

RESOLVED: that the minutes be approved.

L16.19 Matters Arising L16.19

There were no matters arising.

L16.20 Programme Standards Review - Computing L16.20

The Assistant Director for Business, Computing, Public Services, Sport and Travel, the Team Leader for Computing and two of their students were invited to join the meeting. The Assistant Director introduced the students to members.

The Assistant Director and Team Leader made a presentation giving an overview of the Computing Department's structure and staffing, student numbers, gender and BME profile; retention, achievement and success rates over a three-year period; teaching and learning observation grade profile; the Department's key strengths, issues that had been identified and actions taken to address those issues, together with future plans.

Members were informed of the level 3 pathways being web design, games design and multimedia programming, together with potential progression routes and employment opportunities. Feedback received from students was also outlined.

In response to a number of queries, the students outlined their progression into university and the courses they would be studying, together with the career opportunities that would be available to them on completion of their studies. The students outlined the work experience they had undertaken whilst at the College and the benefits this had given them, particularly in relation to communication skills, increasing their confidence and team working.

In response to a further query, the Assistant Director and Team Leader outlined the work undertaken to secure work experience opportunities for students.

A discussion took place regarding progression into apprenticeships and the Assistant Director informed members that the College would be exploring possible progression into higher education apprenticeships.

Both students commented that they had found their time at the College very enjoyable. Their only observation was a slight restriction in the availability of computers due to the specialist software that was required for their courses.

RESOLVED: that the Programme Standards Review be received.

The Chairman thanked the Assistant Director, Team Leader and their students for their valuable contribution to the meeting. The Assistant Director, Team Leader and students left the meeting.

L16.21 Quality Improvement Plan - Impact Statement

L16.21

The Director for Quality, Student Services and Innovation presented the Quality Improvement Plan Impact Statement for 2015/16 and outlined matters relating to success rates for level 2 courses, GCSE and functional skills; value added, developments with partners to support students in relation to employability skills, and the teaching and learning observation grade profile.

Members were pleased to note the increased number of students that had undertaken subject related work experience/placements compared to the previous year.

Developments with regard to work experience were outlined, together with the changes that were being introduced to the observation of teaching and learning process. Members noted that a revised Teaching and Learning Policy would be presented to the next meeting of the Committee.

In response to a query, members were reminded of the various initiatives that the College used to obtain feedback from students.

RESOLVED:

- a) that members note that a revised Teaching and Learning Policy would be presented to the next meeting of the Committee.
- b) that the report be received.

L16.22 External Verifier Visits 2015/16

L16.22

The Director for Quality, Student Studies and Innovation presented a report summarising the external standard verification visits that had taken place during 2015/16 by Edexcel and City and Guilds. The verification processes were explained, together with the outcomes of the visits.

The Chairman expressed her view that the College should be very proud of its achievements in meeting external standards and this was commended by members.

RESOLVED:

- a) that the Learners, Quality and Curriculum Committee place on record its recognition of the very positive work that had been undertaken by the College to ensure that external quality standards were achieved.
- b) that the report be received.

L16.23 Key Performance Indicators and Forward Forecasting 'At a Glance'

L16.23

The Director for Funding, Information Services and Exams presented a key performance indicators report and outlined 16-18 learner numbers against target, Skills Funding Agency (SFA) funding allocations, applications and acceptances for 2016/17 compared to 2015/16, attendance rates (including and excluding GCSE and Functional Skills), estimated success rates for apprenticeships and classroom based provision, and destination data for 2014/15.

It was noted that achievement income was not yet included in the SFA funding for the year.

Members were informed of the actions being taken to obtain destinations data for 2015/16 and the importance of this data moving forward.

Members were extremely pleased to note that the College was in the top 15% of colleges with regard to success rates.

RESOLVED: that the report be received.

L16.24 Quality Strategy Annual Report and Review

L16.24

The Vice-Principal presented a report outlining the College's Quality Strategy, which was based on the OfSTED Common Inspection Framework.

Members were informed that the College continued to secure external validation of its quality systems and processes. An external review was currently being undertaken by FE Associates of Business Studies, Apprenticeships, English and Maths, Work Experience and Functional Skills. The outcome of the review would be presented to the next meeting of the Committee.

RESOLVED:

- a) that the Learners, Quality and Curriculum Committee endorse the basis of the College's Quality Strategy.
- b) that the Committee note that the key performance indicators included within the Strategy were those defined within the Strategic Plan.
- c) that the impact of the College's Quality Improvement Plan continue to be monitored by the Learners, Quality and Curriculum Committee and reported to the Board of Governors.
- d) that members note that the outcome of the external review by FE Associates would be presented to the next meeting of the Committee.
- e) that the report be received.

L16.25 (NFP)	NOT FOR PUBLICATION	L16.25 (NFP)
L16.26	<p><u>Risk Management Report</u></p> <p>The Vice-Principal presented a risk management monitoring report relating to curriculum, quality, equality and diversity.</p> <p>Members noted that a number of mitigating actions had been added to the risk register in relation to Prevent.</p> <p>RESOLVED: that the report be received.</p>	L16.26
L16.27	<p><u>Policies and Procedures</u></p> <p>i) <u>Equality and Diversity Policy</u></p> <p>The Director for Adult, Community and Foundation Learning presented a revised Equality and Diversity Policy. Members were informed of the changes to legislation that had been incorporated into the Policy.</p> <p>RESOLVED: that the Equality and Diversity Policy be approved.</p> <p>ii) <u>Additional Learning Support Policy and ALS Data Booklet 2015/16</u></p> <p>The Vice-Principal presented the Additional Learning Support (ALS) Policy 2016-2018.</p> <p>Members were reminded of the ways in which ALS funds were used to support high needs students and those with more general learning support requirements. The Principal commended the Vice-Principal for his work with regard to ALS.</p> <p>The Vice-Principal also presented an ALS Data Booklet which compared how learners who had received ALS funding had achieved compared to those who had not. Overall, success rates were consistent between the two groups.</p> <p>A discussion then took place regarding the way in which funding was received, links with local authorities and the ways in which students were referred to the College. It was noted that high needs learners was expected to be a growth area.</p> <p>RESOLVED: that the Additional Learning Support Policy be approved.</p> <p>iii) <u>College Charter 2016/17</u></p> <p>The Director for Quality, Student Studies and Innovation presented the College Charter for 2016/17 and explained its format and content.</p> <p>RESOLVED: that the College Charter 2016/17 be approved.</p> <p>iv) <u>Disability Statement 2016/17 and Disability Group Report</u></p> <p>The Director for Adult, Community and Foundation Learning presented the Disability Statement 2016/17 and the Disability Sub-Group Annual Report 2015/16. Members noted that only minor amendments had been made to the Disability Statement compared to 2015/16.</p> <p>In response to a query, members were informed that the Disability Sub-Group comprised staff although students had been encouraged to join the Group.</p>	L16.27

Members were informed that the College had been awarded the Dyslexia Friendly Quality Mark Award by the British Dyslexia Association, for its work on Dyslexia and the excellent support given to students. Members asked that its congratulations be conveyed to the Dyslexia Coordinator and that a report on the College's Dyslexia work be presented to a future meeting.

RESOLVED:

- a) that the Committee's congratulations be conveyed to the College's Dyslexia Coordinator on the College being awarded the Dyslexia Friendly Quality Mark Award by the British Dyslexia Association.
- b) that a report on the College's Dyslexia work be presented to a future meeting of the Committee.
- c) that the Disability Statement 2016/17 be approved.

L16.28 Learners, Quality and Curriculum Committee –  
Review of Effectiveness and Terms of Reference

L16.28

The Committee considered a report reminding members that the Board of Governors had agreed that each of its committees should undertake an annual review of its own performance and terms of reference.

The Committee considered and completed a self-assessment checklist. A discussion took place regarding the work of the Committee during 2015/16. Upon completion of the checklist, the Committee agreed that on a scale of 1-4 where 1 was 'outstanding' and 4 was 'inadequate' the Committee should be graded 1 'outstanding'.

Members agreed not to recommend any changes to the Committee's terms of reference.

During the above discussion, members asked that, at the next meeting of the Committee, members receive a presentation on the work of the Safeguarding Team. Members also asked that, at future meetings, they receive a report detailing the process for target setting and further information on the student experience.

The Principal suggested that the checklist should be extended to include examples of where the Committee had requested changes or challenged managers in order to evidence its impact. This was agreed.

- a) that the Learners, Quality and Curriculum Committee, having completed a self-assessment checklist of its own performance, considered that the Committee should be graded 1 'outstanding'.
- b) that the self-assessment checklist be extended to include examples of where the Committee had requested changes or challenged managers in order to evidence its impact.
- c) that no changes to the Committee's terms of reference be recommended.
- d) that the next meeting of the Committee receive a presentation on the work of the Safeguarding Team.
- e) that, at future meetings, members receive further information on the process for target setting and on the student experience.
- f) that the report be received.

1. Student Members

The Chairman asked that members' thanks and appreciation for the contributions made by the Student Members during their terms of office be placed on record. The Student Members had made a valid and valuable contribution to the work of the Committee.

RESOLVED: that members' thanks and appreciation for the contributions made by the Student Members to the work of the Committee be placed on record.

2. Assistant Principal

The Chairman asked that members' thanks and appreciation for the contribution the Assistant Principal had made to the work of the Committee be placed on record.

RESOLVED: that members' thanks and appreciation for the contribution the Assistant Principal had made to the work of the Committee be placed on record.

3. College Visit

The Principal suggested and members agreed that, at a future meeting, members should undertake a tour of the College in order to refresh their knowledge and experience of the activities being undertaken.

RESOLVED: that, at a future meeting, members undertake a tour of the College in order to refresh their knowledge and experience of the activities and work being undertaken.

4. Black Country LEP Attendance at a Committee Meeting

The Principal suggested and members agreed that someone from the Black Country Local Enterprise Partnership (LEP) should be invited to a future meeting of the Committee in order for them to gain a greater understanding of the College and the issues it faced.

RESOLVED: that the Principal invite someone from the Black Country LEP to attend a future meeting of the Committee in order for them to gain a greater understanding of the College and the issues it faced.

The Committee agreed that its discussions relating to agenda item 10 should be minuted confidentially.

RESOLVED: that discussions relating to agenda item 10 be minuted confidentially.

L16.31 Date of Next Meeting

L16.31

The next meeting of the Learners, Quality and Curriculum Committee was planned to take place on Wednesday 5th October 2016, at 4.30 p.m., at Central Campus.

The meeting terminated at 6.38 p.m.