

The Director was asked to submit a copy of the revised procedures to the next meeting of the Learners, Quality and Curriculum Committee for information.

RESOLVED:

- a) that a copy of the revised Student Disciplinary Procedures be forwarded to the Corporation Secretary for review by the Chairman of the Board of Governors.
- b) that the Director of Quality, Learner Studies and Innovation submit the revised Student Disciplinary Procedures to the next meeting of the Learners, Quality and Curriculum Committee for information.
- iv) Policies and Procedures – Equality and Diversity Policy
(Vide Minute B15.34 (i) (a))

The Chairman raised a query regarding the Multi-Faith Chaplaincy and it was confirmed that a report outlining ways in which the Chaplaincy could be strengthened would be presented to the next meeting of the Committee.

In response a further query regarding the College's Prevent Strategy, members were informed that a Prevent Policy would be presented to the meeting of the Board of Governors planned to take place on Monday 19th October 2015. It was agreed that the Chairman of the Learners, Quality and Curriculum Committee should undertake a review of the Policy in advance of the Board meeting.

The Director of Quality outlined the Prevent training that staff and students had received and the written guidance that would be issued to members of the Board of Governors, staff, students and parents.

RESOLVED: that the Chairman of the Learners, Quality and Curriculum Committee undertake a review of the College's Prevent Policy in advance of its submission to the Board of Governors.

- v) Learners, Quality and Curriculum Committee – Review of Effectiveness
(Vide Minute L15.35)

The Chairman reminded members that, following a review of its effectiveness, the Committee had graded itself 'outstanding'. The Committee agreed that an aspect of this grading was the regular attendance and effective contribution of students at its meetings. It was agreed that steps should be taken to ensure student attendance at all future meetings of the Committee.

RESOLVED: that the College take steps to ensure student attendance at all future meetings of the Learners, Quality and Curriculum Committee.

L15.44 Success Rates 2014/15

L15.44

The Vice-Principal presented a report detailing provisional success rates for 2014/15 for 16-18 and 19+ learners. The report detailed success rates including and excluding English and maths. Members were informed of improvements in success rates since the report had been prepared and it was noted that an up-dated report would be presented to the meeting of the Board of Governors taking place on Monday 19th October 2015.

Members were pleased to note the improved success rates that had been achieved. The actions and initiatives that had been put in place to improve success rates further were noted.

A discussion took place regarding indicators that had been established for key risk areas and how these would be reported to future meetings of the Committee through the presentation of impact summaries.

The Director of Quality reminded members of the emphasis within the OfSTED Common Inspection Framework of value added and distance travelled.

Members asked that the Committee's thanks and appreciation be conveyed to the Director of Sixth Form and his team for the success rates that had been achieved for 'A' level provision. The Chairman of the Board of Governors informed members that he had recently attended the Graduation Ceremony, which had recognised the excellent achievements of the 'A' level students.

The Vice-Principal outlined changes that had been implemented for 2015/16 to further improve performance in English and maths across the College.

RESOLVED:

- a) that the Learners, Quality and Curriculum Committee's thanks and appreciation be conveyed to the Director of Sixth Form and his team for the success rates that had been achieved for 'A' level provision.
- b) that the report be received.

L15.45 Programme Standards Review – Art and Design

L15.45

The Chairman informed members that the Head of Department of Art and Design was unable to attend this meeting of the Committee. The Programme Standards Review would therefore be deferred to a future meeting. It was suggested and agreed that, at the conclusion of this meeting, members would take a tour of the newly established Student Hub.

RESOLVED:

- a) that the Programme Standards Review of Art and Design be deferred to a future meeting.
- b) that, at the conclusion of this meeting, members of the Committee take a tour of the Student Hub.

L15.46 Annual External Verification Report

L15.46

The Director of Quality presented a report outlining the external verification visits that had taken place during 2014/15, explaining the actions that had been taken as a result of any recommendations that had been made. It was noted that the majority of visits had resulted in no actions being required.

RESOLVED: that the report be received.

L15.47 Quality Strategy Annual Report and Review

L15.47

The Director of Quality presented a report outlining the basis for the College's Quality Strategy, which was based on the OfSTED Common Inspection Framework, the College's Strategic Plan and FE Choices.

In response to a query, a discussion took place regarding ways in which the key performance indicators within the Strategic Plan would be monitored by the Board of Governors and/or its committees.

The Principal withdrew from the meeting.

A discussion took place regarding the OfSTED Common Inspection Framework and members were informed that the College's Self-Assessment Report was being written in line with the Framework. A discussion took place regarding Study Programmes.

The Chairman of the Board of Governors informed members of this intention to attend an Education Summit organised by the Chamber of Commerce and agreed to provide feedback to the College.

RESOLVED:

- a) that the Learners, Quality and Curriculum Committee endorse the basis for the Quality Strategy.
- b) that the 2015/16 key performance indicators include performance indicators defined within the Strategic Plan
- c) that the impact of the College's Quality Improvement Plan be monitored by the Learners, Quality and Curriculum Committee and reported back to the Board of Governors.

L15.48 Annual Teaching and Learning Report 2014/15

L15.48

The Director of Quality presented a report outlining teaching, learning and assessment for 2014/15. The report included the scope for lesson observations, key findings, outcomes, actions in relation to performance management, mentoring support and training, and changes that had been made to the observation/mentoring process.

The Committee was pleased to note that the observation grade profile was 91% good or better.

The Director of Quality tabled a report outlining the Learning Squares initiative that was being introduced for 2015/16.

In response to a query, actions being taken in relation to work experience for students were explained.

RESOLVED: that the report be received.

L15.49 Key Performance Indicators and Forward Forecasting 'At a Glance'

L15.49

The Vice-Principal presented a key performance indicators report outlining 16-18 learner numbers against target, Skills Funding Agency (SFA) funding allocations, retention and success rates for 2014/15.

RESOLVED: that the report be received.

L15.50 Student Survey – Enrolment Outcome 2015/16

L15.50

Members were informed that the Student Survey would take place in November and the outcome would be reported to a future meeting of the Committee. It was noted that the survey had been revised taking into account students' comments from 2014/15.

It was noted that initial feedback from students regarding the enrolment and induction processes had been very positive and complimentary.

RESOLVED: that the report be received.

- L15.51 Annual Reports 2014/15 L15.51
- i) Complaints
- The Director of Quality presented a report outlining complaints received during 2014/15. The format of the report had been amended in line with members' comments from 2013/14.
- RESOLVED: that the report be received.
- ii) Student Disciplinary Actions
- The Director of Quality presented a report outlining disciplinary incidents that had occurred during 2014/15. A discussion took place regarding police involvement in incidents and mentoring initiatives that had been introduced to support students.
- RESOLVED: that the report be received.
- L15.52 Update on Safeguarding Cases To Date L15.52
- The Vice-Principal presented a report informing members of safeguarding matters that had arisen during the year-to-date. Members noted that a similar report would be presented to future meetings of the Committee.
- RESOLVED: that the report be received.
- L15.53 Risk Management Report L15.53
- Members considered a risk management monitoring report relating to curriculum, quality, equality and diversity.
- The Chairman suggested that risk 8 should be reviewed in light of the positive discussions that had taken place at this meeting.
- RESOLVED: that the report be received.
- L15.54 Quality Assurance/Improvement External Validation 2015/16 L15.54
- The Vice-Principal presented a report asking the Committee to agree the curriculum areas that should be subject to external review during 2015/16. Following a discussion it was agreed that this should be Apprenticeships, Health and Social Care and English and maths.
- RESOLVED:
- a) that Apprenticeships, Health and Social Care, and English and Maths be subject to external review during 2015/16.
- b) that the report be received.
- L15.55 Any Other Business L15.55
- There were no items of other business.
- L15.56 Determination of Confidential Items L15.56
- The Committee agreed that none of its discussions should be minuted confidentially.
- RESOLVED: that none of the Committee's discussions be minuted confidentially.

L15.57 Date of Next Meeting

L15.57

The next meeting of the Learners, Quality and Curriculum Committee was planned to take place on Wednesday 2nd December 2015, at 4.30 p.m., at Central Campus.

The meeting terminated at 6.10 p.m.

Members were then taken on a tour of the Student Hub.