

SANDWELL COLLEGE

Minutes of a Meeting of the Learners, Quality and Curriculum Committee
held on Wednesday 22nd March 2017,
in room 6F/39, at Central Campus,
commencing at 4.30 p.m.

Present:- Mrs. T. Hurst (Independent) (in the Chair)
Ms. D. Gill (Student)
Mr. K. Ellis (Independent)
Mr. G. Pennington (Principal)
Mr. J. Tew (Independent)

Also in Attendance:-

Mr. D. Holden Vice-Principal
Ms. A. Sheridan Assistant Principal – Curriculum and Student Studies
Ms. H. Moore Dyslexia Co-ordinator (part of meeting)
Mr. D. Sykes FEA (part of meeting)

L17.19 Appointment of Clerk for the Meeting L17.19

In the absence of the Corporation Secretary, members unanimously agreed that Mr. Ellis should be appointed Clerk for this meeting of the Committee.

RESOLVED: that Mr. Ellis be appointed Clerk for this meeting of the Committee.

L17.20 Declarations of Interest L17.20

There were no declarations of interest.

L17.21 Apologies L17.21

Apologies were received from the Ms. Berry, Corporation Secretary and Ms. Llewellyn, Director for Adult, Community and Foundation Learning.

L17.22 Minutes of the Meeting of the Learners, Quality and Curriculum Committee held on Wednesday 25th January 2017 L17.22

The minutes of the meeting of the Learners, Quality and Curriculum Committee held on Wednesday 25th January 2017 were approved for signature by the Chairman.

RESOLVED: that the minutes be approved.

L17.23 Matters Arising L17.23

i) College Self-Assessment Report 2015/16 and Quality Improvement Impact Statement (Vide Minute L17.06)

Members were informed that the Board of Governors had considered and approved the College Self-Assessment Report for 2015/16 as recommended by the Committee.

ii) Higher Education Update and Strategy (Vide Minute L17.12 (a))

Members were informed that the Higher Education Update report had been appended to the minutes of the previous meeting and submitted to the Board of Governors.

L17.24 OfSTED Inspection – The Role of the Board

L17.24

Mr. David Sykes, Chief Executive of FEA, had been invited to attend the meeting in order to outline the changes to the OfSTED Common Inspection Framework. Members noted that Mr. Sykes was a practicing Inspector and former HMI.

Members were reminded of the types of Inspection that could be undertaken in colleges and it was suggested that a two-day inspection might take place within the next 12 months. Such an inspection would involve a small team of inspectors who would focus on 6 to 8 themes that they would choose. The types of discussions that might take place between Inspectors and governors were outlined.

In response to a query, a discussion took place regarding the impact that the funding condition in relation to GCSE maths and English could have on Inspection outcomes.

Following further discussions the Chairman thanked Mr. Sykes for his informative presentation.

RESOLVED: that the presentation be received.

Mr. Sykes left the meeting.

L17.25 Programme Standards Review – Art and Design

L17.25

The Programme Standards Review on Art and Design was deferred to the next meeting of the Committee.

RESOLVED: that the Programme Standards Review on Art and Design be deferred to the next meeting of the Committee.

L17.26 British Dyslexia Association
Quality Mark Verification Report and Review against Standards

L17.26

Ms. Hilary Moore, the College's Dyslexia Co-ordinator was invited to join the meeting.

Ms. Moore presented this report and focussed on references to the Hub and the E-Tracker system within the report. Ms. Moore explained how Dyslexia support permeated throughout the whole College and was supported by a comprehensive Continuous Professional Development programme for staff and a set of classroom posters.

Members were informed that the College had established a link with the company Fat Face, which had designed a handbag and scarves for a College competition. Generous donations had been received and would be given to the British Dyslexia Association.

Members queried information received from students' former schools and it was noted that some reports were received, as a result, all students were screened as soon as possible by the College and a referral system was in place for staff to use.

RESOLVED:

- a) that the Committee place on record its thanks to Ms. Moore for her fantastic work as Dyslexia Co-ordinator and in leading the team of staff which had led to the College being awarded the Dyslexia Quality Mark.
- b) that the report be received.

The Dyslexia Co-ordinator left the meeting.

L17.27 Quality Improvement Impact Statement L17.27

The Vice-Principal presented the Quality Improvement Impact Statement and highlighted the improvements in attendance for GCSE maths and English lessons.

The Principal asked how the College assessed competences and skills for those learners on a vocational Pathway. The Vice-Principal commented that some areas had developed employer links so that progress could be measured against industry standards. Work experience booklets were used as part of progress monitoring. Marked GCSE re-sit papers had been assessed and used to inform teaching and learning. Learner progress was recorded on ETracker.

A further discussion took place regarding the importance of governors receiving in-year data.

RESOLVED: that the report be received.

L17.28 In-year Monitoring Report - Apprenticeship Completions L17.28

The Vice-Principal presented a report detailing apprenticeship completions in-year. Members were reminded that apprenticeships could commence throughout the year and could be of varying course lengths. The College was confident that its overall achievement rate for apprenticeships would increase compared to the previous year.

A discussion took place regarding the figures contained within the report. The Principal agreed to investigate the figures and report back to the next meeting of the Committee.

RESOLVED:

a) that the Principal investigate the figures contained in the Apprenticeship Completions Report and report back to the next meeting of the Learners, Quality and Curriculum Committee.

b) that the report be received.

L17.29 Summary Report of FE Associates 2015-16 L17.29
In-Year Monitoring Report of Management Actions

The Assistant Principal reminded members that the FE Associates report had been undertaken at the request of the Committee due to concerns regarding the performance of apprenticeships, Business Studies, GCSE/Functional Skills English and maths and work experience.

As a result of previous discussions the Assistant Principal concentrated on management actions relating to Business Studies. A discussion took place during which it was noted that the Assistant Principal had taken over responsibility for the Business Studies Department. Appropriate performance management of staff was being undertaken and an action plan was in place to improve teaching and learning. Data indicated that results were improving.

Members noted that a significant number of students were benefitting from work experience, including 'A' level students.

RESOLVED: that the report be received.

L17.30 NOT FOR PUBLICATION L17.30
(NFP) (NFP)

- L17.31 Risk Management Report L17.31
- The Vice-Principal presented a risk management monitoring report relating to curriculum, quality, equality and diversity. At the next meeting the Vice-Principal would report any changes to the risk profile.
- RESOLVED: that the report be received.
- L17.32 Any Other Business L17.32
1. Role of the Committee
- The Chairman of the Board of Governors explained to the Student Member that although the Committee had a focus on data, it also focussed on people and liked to meet with students and staff at its meetings.
- L17.33 Determination of Confidential Items L17.33
- The Committee agreed that discussions relating to agenda item 12 should be minuted confidentially.
- RESOLVED: that discussions relating to agenda item 12 be minuted confidentially.
- L17.34 Date of Next Meeting L17.34
- It was agreed that the next meeting of the Learners, Quality and Curriculum Committee would take place on Wednesday 21st June 2017, commencing at 4.30 p.m., at Central Campus.
- The meeting terminated at 7.05 p.m.