

Newbury College Corporation Curriculum & Quality Committee

Minutes of a meeting held on Monday 9th March 2020, 4.00 PM

Present	Name	Role
Membership	Sue Wood (SW)	External Member – Chair
	John Knight (JK)	External Member
	Sandy Fernandez (SF)	Student Governor
	Matt Grimston (MG)	Student Governor
	Geoff Knappett (GK)	External Member
In Attendance	Lee Hunt (LH)	Vice Principal
	Cathy Wright (CW)	Director of HR
	Jo Houghton (JoH)	Director of Business & Partnerships
	Jackie Heggs (JHe)	Teaching and Quality Manager
	Gill Parkinson (GP)	Clerk to the Corporation
	Iain Wolloff (IW)	Principal
Quorum:	Three members required	Meeting quorate, 5 members present

Item No.		Action
1.	APOLOGIES FOR ABSENCE There were no apologies. Simon Thompson was not present.	
2.	DECLARATIONS OF INTERESTS Members confirmed that they had no declarations of interest to make.	
3.	MINUTES OF THE PREVIOUS MEETING The Committee approved the Minutes of the meeting held on 10th December 2019.	
4.	MATTERS ARISING FROM THE MINUTES Item 6 SAR <ul style="list-style-type: none"> The need to action more effective use of the Student Voice was highlighted – LH had been addressing this in tandem with the Student Council and Student Services Manager. Development of activities and a “youth club” were ongoing as student experience external to the classroom was currently lacking. The two Student Governors were very important in driving this. The delivery of Maths and English was clearly identified as an area for improvement. As previously discussed this as a nationwide problem but best practice was being shared between Colleges. 	

	<ul style="list-style-type: none"> • The attendance data appeared to demonstrate a slight decline in attendance in comparison to the previous year attendance – this was expanded on in the report at Item 6.3. • The evaluation of student progress (value-added, distance travelled) was an ongoing action which needed to be captured in a more meaningful way and the mid-year review point would be used to focus on this. The curriculum team were working on a unique College system which would capture this. • The National Employers' survey - JoH noted this had now been abolished so the College were working on a new survey. • Discussion on changes in the observation process – this was moving to Teaching & Learning being described rather than graded with Ofsted placing a greater emphasis on this. <p>There were no further comments.</p>	
5.	CURRICULUM	
5.1	<p>Student Applications</p> <p>A report had been circulated analysing the current position in respect of both internal and external applicants, for each of the College's key market segments. There were several questions from the Committee:</p> <ul style="list-style-type: none"> • How did the Pre-16 students affect staffing levels? LH explained that the College still offered bespoke courses to these learners and safeguarding and other mechanisms and qualifications were still in place. A hub had been accounted for in planning. Students could be progressed into 16+ within the College. • Maths & English flexi distance learning – were resources available? JK Yes, this is ad-hoc and had to be agreed with the Principal. • SW queried the loss of 16-19 students in year and this was discussed. • LH would provide data on the percentage students who have high needs. • Would there be 16-19 Princes Trust expansion? JoH noted this had performed well. Retention was low for the latest cohort as this was large, but achievement so far was good. <p>LH noted that other bodies had expressed an interest in working with NC.</p> <p>There were no further questions.</p>	LH
5.2	<p>Curriculum Developments</p> <p>The Committee considered the report on planned developments in the curriculum offer. Discussion points were:</p> <ul style="list-style-type: none"> • The restructuring of courses hours which was performing well. • Difficulties around the linking of curriculum areas with the workplace. • The unpredictability of new initiatives – e.g. the Transport & Logistics had not evolved as hoped, and there was still uncertainty around the success of the investment in the Electrical Installations Workshop. <p>There were no further questions.</p>	
6.	QUALITY	

6.1.	HE Self Evaluation Reports	
6.1.1	<p>The Higher Education Self Evaluation report (SER) is produced annually and considers all programmes at level 4 and above. The report noted that the College had self-assessed, using the criteria established by the Quality Assurance Agency (QAA), and considered that it continues to 'Meet UK Expectations' in all areas. The Committee had several questions and comments:</p> <ul style="list-style-type: none"> • Was the report reviewed and signed by a Governor? No. • After discussion it was agreed that the College SAR and HE SER should be considered at the same time of year to improve efficiency - to be considered at the Strategic Day. • Why did 100% of the HNC Electrical/ Electronic Engineering L4 cohort defer? This related to one person. • Was AAT 44% achievement rate consistent with the national figures? This was broadly in line as this was a difficult qualification but slightly worse. Work had been done on exam technique. • JHe to work on making the format of the report more positive focusing on success not failure. • Discussion ensued on plagiarism issues. There was a system in place to check for this, but this would become more salient as the UCN and HE was expanded. <p>The Committee recommended the report to the Corporation for approval subject to the changes requested.</p>	<p><i>GP</i></p> <p><i>JHe</i></p>
6.1.2	<p>To note the HE Annual Programme Monitoring Review, submitted to Pearson</p> <p>Pearson BTEC require the College to complete an Annual Programme Monitoring Report each academic year as part of their enhanced quality assurance process - the statements and judgements made in this report could be reflected upon by External Examiners in their reports.</p> <p>This was a record that actions were being worked on and there was no action required from the Governors.</p> <p>The Committee had the following comments and requests for changes:</p> <ul style="list-style-type: none"> • External examiners lack of detail. IW noted differences in external examiners for degrees and Pearson HND/C which is more tick box. JHe noted some are externally verified rather than examined. • Colour scheme to be changed and clarified in the notes. • QAA action plan – dates were all 16/17 and none from 18. JHe to amend to show this was reviewed in the previous year. Purpose of this section to be defined by IW and JHe. • Two section Es – to feedback to Pearson. • Reference to Governor review to be taken out. <p>The Committee received the report subject to the changes being made.</p>	<p><i>JHe</i></p> <p><i>JHe</i> <i>JHe/IW</i> <i>JHe</i> <i>JHe</i></p>

6.2	<p>College Quality Improvement Plan</p> <p>Within the Self-Assessment Report (SAR) the College had identified key areas for future improvement that are the focus for the forthcoming academic year. The Committee highlighted the following issues:</p> <ul style="list-style-type: none"> • College performance in the national employer survey results had been poor for two years and continuing actions are required to return to employer satisfaction with apprenticeship provision. • Further action to support the recruitment, retention and development of enough support staff for high needs students was needed. CW noted the year started well but there were nine staff vacancies at present which was a national issue. • PASCs (Progression and Academic support Coaches) had been recruited to improve achievement. • Ensuring that all adults have access to high quality information, advice and guidance (IAG) to support their progression within, or into, their chosen careers was being addressed by working with Adviza and employing a careers adviser. <p>There were no questions or further comments.</p>	
6.3	<p>In-Year Quality Indicators</p> <p>LH reiterated that key volatile indicators that link to overall quality are the retention and attendance of learners.</p> <p>The report was received and there were no further comments or questions.</p>	
6.4	<p>Teaching, Learning & Assessment</p> <p>Teaching, learning and assessment is monitored through a range of activities - this report considered lesson observations; Planning for the use of ILT and LRC resources; External Verification reports and quality observed in Assessment Boards. The Committee had the following questions and comments:</p> <ul style="list-style-type: none"> • Clarification was sought on the ratings – JHe to include a key. • Columns back to front – JHe to change. • JHe explained how assessment Boards work covering assignments, assessments and external verification. • How would the change be managed from graded to ungraded observations? In depth analysis would be done at the year end utilising intent, implementation and impact. To report on progress at the next Committee meeting. <p>The report was received and there were no further comments.</p>	<p><i>JHe</i> <i>JHe</i></p> <p><i>JHe</i></p>
7.	WELLBEING	
7.1	<p>Equality & Diversity Annual Report</p> <p>The Equality & Diversity Annual Report provides a summary of how the College complies with its statutory responsibilities. The Committee asked whether changes to the SMT affected the gender pay gap negatively? CW replied that these changes had adversely affected the median average but not the mean.</p> <p>There were no other comments and the report was noted.</p>	

7.2	<p>Complaints Report</p> <p>Throughout the year the college received a number of complaints with 25 complaints being received during the period 21 Aug 19 – 28 Feb 20. A summary of these complaints had been received by the Committee.</p> <p>IW explained that detail had improved the reporting and informal complaints were now included. The Committee noted that numbers were small compared to enrolments.</p> <p>Complaints became formal once an independent investigator was appointed which was triggered by the receipt of a complaint letter.</p> <p>There was no clear theme linked to the complaints received. Overall, 78.5% of complaints received were dealt with informally and had a successful outcome and complaints received did not raise any general concerns over the quality of provision.</p> <p>The Committee had no further comments.</p>	
8.	<p>AOB</p> <p>There was no other business.</p>	

Confirmed as a correct record:

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Signature of Committee Chair

Date