

Newbury College Corporation Curriculum & Quality Committee

Minutes of a meeting held on Tuesday 10th December 2019, 4.00 PM

	Name	Present	Role
Membership	Sue Wood	*	External Member – Chair
	John Knight	*	External Member
	Sandy Fernandez	*	Student Governor
	Matt Grimston	*	Student Governor
	lain Wolloff	*	Principal
In Attendance	Lee Hunt	*	Vice Principal
	Jackie Heggs	*	Teaching and Quality Manager
	Jayne Steele	*	Director of Finance & Resources
Apologies	Simon Thompson		External Member
	Geoff Knappett		External Member
	Gill Parkinson		Clerk to the Corporation
Quorum:	Three members required		Meeting quorate, 5 members present

AGENDA ITEMS

ltem No.		Action
1.	ELECTION OF CHAIR AND VICE CHAIR Sue Wood and John Knight were confirmed as Chair and Vice Chair, respectively.	
2.	APOLOGIES FOR ABSENCE There were apologies from Geoff Knappett, Simon Thompson and Gill Parkinson.	
3.	DECLARATIONS OF INTERESTS Members confirmed that they had no declarations of interest to make.	
4.	ADOPTION OF TERMS OF REFERENCE It was agreed that, in order to ensure that both Chair and Vice Chair did not leave the Committee at the same time, the Chair would be appointed for two years and the Vice Chair for three years.	
	The Committee approved the Terms of Reference.	

5.	COMMITTEE ANNUAL CYCLE OF BUSINESS	
5.	The Chair gave an update on the Cycle of business. Each meeting will have a	
	specific focus:	
	Meeting 1 – Impact	
	Meeting 2 – Implementation	
	Meeting 3 – Intent	
	The Committee approved the Annual Cycle of Business.	
6.	SELF ASSESSMENT REPORT	
	IW outlined the structure and key messages arising from the College Self Assessment Report (SAR) 2018/19.	
	The committee errord to begin their evolution of the CAD with a review of the	
	The committee agreed to begin their evaluation of the SAR with a review of the key data contained in the appendices.	
	The delivery of maths and English is clearly identified as an area for improvement	
	The delivery of maths and English is clearly identified as an area for improvement. This was discussed by the committee. SF gave an overview of her experiences and	
	outlined how the strategy needed to be considered based on the learners needs	
	rather than a group focus.	
	rather than a group locus.	
	The 16-19 study programme overall is also identified as needing improvement and	
	the committee reflected on why. Areas for action include:	
	the committee reflected on why. Aleas for action include.	
	More effective use of Student Voice	
	 Understanding the challenges faced by students who were retaking M&E 	
	repeatedly	
	 Collaboration with other providers and identifying best practice in the 	
	delivery of study programmes	JHe
	delivery of study programmes	JUE
	The evaluation of the achievement rates for different groups was discussed. IW	
	outlined that, although the college has greater percentage of students from Black,	
	Asian and minority ethnic communities, than the local area, this was largely due to	
	the diverse population of ESOL learners.	
	the diverse population of ESOL learners.	
	There was further discussion about the female to male ratio of learners within	
		LH
	Engineering. It was agreed to review this and look at this as a potential focus for future growth	LN
	future growth.	
	Apprenticeship delivery and growth was discussed, and it was felt that not all	
	learners understand where apprenticeships fit into their chosen sector – art and	
	design being an example. There was further discussion about how the mind set	
	could be changed. It was agreed that this would be explored further.	LH/JoH
	The attendance data appears to domonstrate a slight decline in attendance in	
	The attendance data appears to demonstrate a slight decline in attendance in	
	comparison to the previous year. However there appeared to be some	112-
	inconsistencies in the data presented which, therefore, needed to be amended.	JHe
	The student destination data is an and for development (s. 40/20, the student state)	
	The student destination data is an area for development for 19/20 – the collection	
	and understanding of more detailed data will allow for the impact aspect of the	
	EIF to be measured in a more meaningful way.	LH

	The evaluation of student progress (value-added, distance travelled) is an ongoing action and needs to be captured in a more meaningful way. This is a project that has already begun and is part of the quality strategy and links to the impact element as outlined above. The question posed by the Committee was 'how does this help us evaluate and reflect'? The development of progress measures is important, and this work needs to be completed as part of the implementation plan.	LH/JHe
	There was further discussion around the change in the observation process. This led to questions being raised around what happens outside of the observation process and how does student voice link into the SAR narrative. This is to be reviewed and actioned for 19/20 report.	IW
	The committee asked if there is a need for the creation of a local employer survey to support feedback/evidence? The national employer survey is quoted as evidence, but this is not made clear in the text. This needs to be amended.	JoH
	The committee reviewed and agreed the grades recommended, supporting a grade of Good for overall effectiveness.	
	Amendment to be made to page 12 paragraph 3 (Adult Learning Programmes)	JHe
	SW asked why the provision for High Needs had changed from a 1 (17/18) to a 2 (18/19). LH explained that the employer engagement was the area of weakness and the delivery of the new 'Work Start' programme had not been successful. This had impacted on the overall effectiveness of the area.	
	It was agreed that the SAR and QIP, subject to the amendments outlined, would be recommended for approval by the Corporation Board.	
7.	SAFEGUARDING LH gave an overview of the current safeguarding position. He updated the committed on the actions of the Safeguarding Panels and highlighted development actions in the Safeguarding quality improvement plan (QIP).	
8.	STUDENT ENROLMENT IW gave an overview of the current enrolment position. He highlighted that the recruitment target for 16-19s was not achieved, however, the overall numbers were similar to the previous year, despite the removal of some curriculum areas from the offer. With the changes in curriculum and the future growth plans it was felt that the college was holding its position.	
9.	AOB The Chair and Vice Chair outlined that they felt the new committee was a good process and allowed for a more focussed discussion.	
	It was agreed that the evaluation form will be completed at the Corporation Meeting.	

Confirmed as a correct record:

Signature of Committee Chair

Date