

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 |
| | Iain 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

| Item 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. | |

| | | |
|-----------|--|---|
| | <p>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.</p> <p>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.</p> <p>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.</p> <p>The committee reviewed and agreed the grades recommended, supporting a grade of Good for overall effectiveness.</p> <p>Amendment to be made to page 12 paragraph 3 (Adult Learning Programmes)</p> <p>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.</p> <p>It was agreed that the SAR and QIP, subject to the amendments outlined, would be recommended for approval by the Corporation Board.</p> | <p>LH/JHe</p> <p>IW</p> <p>JoH</p> <p>JHe</p> |
| 7. | <p>SAFEGUARDING</p> <p>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).</p> | |
| 8. | <p>STUDENT ENROLMENT</p> <p>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.</p> | |
| 9. | <p>AOB</p> <p>The Chair and Vice Chair outlined that they felt the new committee was a good process and allowed for a more focussed discussion.</p> <p>It was agreed that the evaluation form will be completed at the Corporation Meeting.</p> | |

Confirmed as a correct record:

.....

Signature of Committee Chair

Date