

Agenda Item No: CQPC18.12

**MINUTES OF THE CURRICULUM, QUALITY AND PERFORMANCE COMMITTEE/
TASK AND FINISH GROUP HELD ON
27 FEBRUARY 2018 AT 6.00 PM**

1 INTRODUCTION

- 1.1 The members present were: Heather Clay (Chair), Michael Heanue and Garry Phillips.
 - 1.2 The attendees were Ijeoma Akigwe (Director Marketing), Michael Burgoyne (Assistant Director Quality), Janet Gardner (Executive Director, Principal) and Karen Humphreys (FE Associates).
 - 1.3 Keith Scribbins clerked the meeting.
 - 1.4 Apologies were received from Cllr Binda Rai and Adrian Asuquo gave apologies.
- 2 Heather Clay made introductions. Karen Humphreys' role, in relation to Evolve, was outlined in detail.

3 TERMS OF REFERENCE (CQPC 18.02 AND 18.03)

Members received a report from the Clerk on the terms of reference of the former quality committee and the more recent task group. He agreed to synthesise the two sets of terms and members suggested a membership of four, plus the Principal and one staff and one student member. The quorum should be three (40%). This was **NOTED**.

4 REPORT OF THE MEETING HELD ON 1 NOVEMBER 2017 (CQPC 18.04)

This report was **APPROVED** with no matters arising.

5 SUBCONTRACTED PROVISION (CQPC 18.05)

Michael Burgoyne's paper covered:

- The background to subcontracting
- The need to increase internal delivery

- The detail of sub-contractor and partner performance 2016/17
- Quality Assurance
- Strategy/Actions

Members discussed these themes concentrating on the policy of more in-house delivery (supported) and the need for three monthly reports as part of the strategy/action plan.

Two further points were raised:

- The Chair of Audit should be asked to scrutinise the policy and papers from a compliance point of view
- The Audit Committee should consider advanced learner loans at an appropriate time.

Finally, it was **RESOLVED**

that: The detail of sub-contracted provision should be **NOTED**

that: The quality and management of subcontracted provision should be monitored through termly quality reports

6 COLLEGE SAR AND QIP (CQPC 18.06)

Michael Burgoyne introduced this report covering the updating carried out since the extensive debate in the last Task and Finish Group meeting. A table setting out Ofsted grades and the self-assessments showed uniformity between the two. Governors welcomed the updating of the SAR and undertook to monitor improvements through the Quality Committee. It was suggested that future reports should indicate the improvements (movements to 'green') in the previous quarter.

Hence, the **RESOLUTIONS** were as follows:

that: The amendments to the SAR and QIP, (in line with governors' feedback) be **NOTED** and **APPROVED**

that: The SAR approval be in line with the Common Inspection Framework

that: The Committee **APPROVES** the QIP and will monitor performance against it.

7 CRITICAL SUCCESS FACTOR 1 (CQPC 18.07)

Janet Gardner's report was commended by the governors. A full account of 'the Outstanding Learner Experience' was set out in the report.

Matters such as attendance and retention are monitored in the report. Trends and changes in reporting approaches were outlined in detail. It was reported that observations are on track and the retention trend was improving.

Members complimented the staff and students on these developments. They **NOTED** a large number of points set out in the paper (eg in-year retention, attendance, observations, progress against targets).

8 LEARNING, TEACHING, ASSESSMENTS (CQPC 18.08)

Members received a report covering the learner experience, workforce development and innovation. It had been prepared by Michael Burgoyne. The paper commented on the policy aim – to deliver the highest quality of teaching, learning and assessment to all students. In discussion members asked about the completion of the observation process, the support they could give to managers and staff and the review of the TLA strategy. Detail was given about intensive pre-observation coaching and post-observation support. This was welcomed. It was also indicated that 'focus group' approaches were being introduced.

Finally, it was **RESOLVED**

that: The progress of the observation process against schedule be **NOTED** as on track

that: The Committee would continue to support College managers and staff in relation to the TLA process

that: The OTL profile be **NOTED** as 81% good or better

that: A review of the TLS strategy be **NOTED** as 'underway'.

9 LEARNER VOICE (CQPC 18.09)

The report (prepared by Ijeoma Akigwe) set out an update on the activities within the College to support the learner voice and set out a brief summary of results from the induction survey. Since Ofsted's positive account of learner voice measures a new 'single' document showing mechanisms and responsibilities has been set out.

The report set out recommendations and illustrated the background to them (eg 330 elected course representatives). The composition of the site based teams was set out in detail and, finally, there was an extensive summary of the survey data and its analysis. The student union 'initiative' in relation to students who died in the Grenfell tragedy was **NOTED**

with praise. Members **AGREED** that future reports should incorporate areas of improvement and monitor progress against them.

At the conclusion of this item members praised the work being done and **NOTED** a wide range of points, including:

- The re-introduction of face to face training for PREVENT and Safeguarding
- Various subscriptions eg Stonewall
- Mentoring arrangements for student union members.

10 ANY OTHER BUSINESS AND DATE OF NEXT MEETING

10.1 Thanks were extended to Michael Heanue for his invaluable work for the Committee/Task Group.

10.02 Janet Gardner introduced papers connected with apprenticeships (CQPC 18.10). These had been considered in part by the Corporation at its last meeting but also included a Morgan Hunt document on a Managing Director post at Evolve and an RSM document reviewing apprenticeships. These documents were **NOTED**.

10.03 The date of the next meeting is 27 June 2018.

Chair's Signature

Date