

**CURRICULUM & QUALITY COMMITTEE OF CORPORATION  
MINUTES OF MEETING 35 HELD ON 16 JUNE 2009**

**Present:** Mike Noddings (Chair), Jackie Goodman, Richard Smith (Principal), John Wilson  
**In attendance:** Members of senior management team: Ian Taylor (Vice-Principal, Performance Improvement), Mark Rothery (Assistant Principal)  
**Clerk:** Fiona Bagchi

**35.1 Apologies**

There were apologies from Pam Blackman, a Committee member.

**35.2 Declaration of interests**

*There were no declarations of interest.*

**35.3 Minutes of Meetings 34 held on 10 February 2009.**

*The minutes of Curriculum and Quality (C&Q) Committee meeting 34 held on 10 February 2008 were approved.*

**35.4 Matters Arising and Actions**

(Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

- 1 The student attendance and withdrawals report was on the agenda and incorporated recommendations relating to the format noted in 2008 (34.4).
- 2 The Charter monitoring report was on the agenda, as agreed (34.4).
- 3 The annual review of the College's terms of reference and standing agenda item list was on the agenda and included revisions previously agreed (34.4).
- 4 The action plan arising from Corporation's 2008 self-assessment was on the agenda and noted changes to the wording of questions, as previously agreed (34.4).
- 5 The Committee received a report on the number of disabled students at the College, noting that the actual number at the College could be higher than the number which appeared in the LSC Performance Report considered annually at the February meeting of Corporation as the latter only included students who had self-certified that they had a disability at application and would not include those who, for example,

had a learning disability discovered by the College following in-house assessment after application. The College was considering how such information could also be captured in the College's ILR report to the LSC (34.5).

- 6 The LSC performance review had been presented to the February 2009 meeting of Corporation, as agreed (34.5).
- 7 Development Plan targets were on the agenda, as agreed (34.5).
- 8 A report on the February 2009 Ofsted desk-based monitoring visit was on the agenda, as agreed (34.5).
- 9 Corporation members had been given the opportunity, immediately before the February 2009 Corporation meeting, to attend the College Open Evening and meet prospective students and their parents, as agreed (34.6).
- 10 An update on the Learning and Skills Council's (LSC's) Framework for Excellence (FfE) was on the agenda, as agreed (34.6).

### **35.5 Annual review of confidential minutes**

The Clerk reported that:

- Corporation decided at Corporation Meeting 61 on 28 September 2004 that Committees should review annually any confidential minutes arising from Committee meetings with a view to releasing them from confidentiality where possible;
- no action was, however, required as the Committee had no minutes classed as confidential which had been produced during the previous year.

*The Committee noted that it had produced no minutes classed as confidential during the previous year.*

### **35.6 Curriculum and Quality issues**

#### **(i) Every Child Matters (ECM) Report**

Mike Rogerson, Vice-Principal (Student and Staff Support), spoke to the Every Child (Citizen) Matters (ECM) Report.

Members noted in discussion that:

- in addition to the ECM Report under discussion, all departments had ECM as a standard heading in their Departmental Self-Assessment Report (SAR) overview;
- two areas in the ECM Report (*Making a Positive Contribution* and *Achieve Economic Well-being*) had been upgraded to Grade 1 in the current report and that all other sections had been judged as grade 2;
- with reference to the section headed *Achieve Economic Well-being*, that the College's advice and guidance service was due to be assessed shortly for the award of the Connexions service "Gold Standard";
- recent developments which could be included under the *Be Healthy* heading included a talk by Boots on sun sense, noting that the College was also intending to participate in a number of health promotions run by the Primary Care Trust (PCT);

- with reference to the section headed *Stay Safe* that the outcome of a recent internal audit review of the College's Criminal Records Bureau (CRB) arrangements had resulted in a judgement of "significant assurance";
- a recent "Learner Voice" review undertaken at Wyke by members of the NorVlc federation of sixth form colleges in Yorkshire, the Humber and the North East had concluded that students were very positive about the College and considered that it was responsive to students and a fun place to be.

***The Committee completed its annual review of the College's Every Child (Citizen) Matters (ECM) Report.***

(ii) Review of Development Plan targets

***The Committee received, for information, the targets in the College Development Plan 2009-12 approved by Corporation at its May 2009 meeting.***

(iii) Student Course Questionnaire

Ian Taylor, Vice-Principal (Performance Improvement) spoke to the Student Course Questionnaire overview.

Members noted in discussion that:

- students completed questionnaires for all their courses;
- the questionnaire was divided into two sections, with section A allowing students to give a view of themselves and their work habits before completing section B which gave them the chance to think about their subjects;
- students also had the opportunity to make individual comments;
- the aim of the above process was to gain feedback which departments could consider and then make appropriate responses;
- the questionnaire results were discussed by the College Performance Group and at subject and Division level and were used by subjects prior to subject focus group meetings and the writing of the SAR;
- the overview being considered by the Committee aggregated the data to give college averages which showed trends but the main purpose of the questionnaire was for use as noted above;
- the 2009 analysis showed that some of the averages for student judgements about themselves as students seem to have fallen, whilst their view of the quality of the teaching that they received seems largely to have risen;
- the NorVlc Peer Development Group (PDG) were considering how to develop a questionnaire that could be used for benchmarking across NorVlc colleges;
- while the purpose of the annual questionnaire was to provide numerical data which could be used in the College SAR, the College was also considering how student feedback could be gathered during the year e.g. some colleges in the NorVlc PDG used suggestion boxes.

***The Committee considered the Student Course Questionnaire overview for 2009, noting that students' view of the quality of teaching had risen.***

(iv) Student Experience Survey

Ian Taylor spoke to the Student Experience Survey.

Member noted in discussion that:

- students taking part in the survey were randomly chosen from 5-6 tutor groups;
- the College considered that students were open in their answers to the survey and survey answers had indicated that they considered the College treated them fairly and was a good place to be;
- students had indicated that they valued reviews in general and would particularly like more one-to-one reviews with teaching staff but were less clear about what they might replace;
- students had indicated that the catering area was not large enough, which the College knew and was addressing in the Oak Building;
- students had asked for a “dinner lady” award to be instituted;
- students who smoked had asked for a rain cover for the smokers’ area;
- students had asked for an on-line version of the “green slip” system for reporting absences;
- students asked for IT areas to be “patrolled” to ensure that students who had work to complete had priority, particularly at times in the year when they were most in use;
- a more clearly defined printer credit system had resulted in less waste during 2008/09 but student responses indicated that there had been some teething problems e.g. for art students who had a lot of material to print out;
- a new tutorial system was being introduced for 2009/10 to address issues raised by students in recent surveys.

### ***The Committee considered the 2009 Student Experience Survey***

#### (v) Student attendance and withdrawals report

Ian Taylor spoke to the Student attendance and withdrawals report 2006/07 - 2008/09 and tabled updated data for 2008/09.

Members discussed the report, noting that:

- the number of leavers year to date was 11.12% compared to 13.1% in 2007/08 and 13.8% in 2006/07;
- the College had constantly reviewed over recent years how it could improve attendance and retention and was achieving steady progress in bringing about an improvement.

### ***The Committee considered the student attendance and withdrawals report for 2008/09, noting that it appeared likely that final data for 2008/09 would show an improvement on previous years.***

#### (vi) Ofsted desk-based monitoring visit report

Members considered the Ofsted Desk-based Monitoring Report, noting in discussion that:

- the monitoring had been undertaken in February 2009 and the evidence base had included the College’s Self-Assessment Reports (SARs) for 2006/07 and 2007/08, the 2008 Ofsted inspection report, and value-added data;
- the report noted that the College’s current category was grade 2 (Good), which would be used to determine the date of the College’s next full inspection;
- the report noted that value-added for students aged 16-18 on level 3 was good overall but that there were variations between courses e.g. in music, accounting and psychology students obtained higher grades than could be expected from their GCSE results but students got lower grades than could

- be expected on some health and social care courses, in AS Biology, at AS and A2 in geography and photography;
- the report noted that the College's self-assessment processes were systematic but lacked sufficient "bite", stating that not all identified weaknesses were addressed quickly enough and citing in particular a weakness noted in the biology self-assessment which had occurred in both the 2006/07 and 2007/08 SARs;
- with reference to the above, that the report also noted that challenging numerical targets were not used enough and there was a lack of rigour in measuring the effectiveness of remedial action;
- the College did use numerical targets for retention and achievement and would consider the appropriateness of using them in other areas.

***The Committee considered Ofsted's Desk-based Monitoring Report for February 2009.***

(Mike Rogerson left the meeting).

(vii) Report on curriculum plans

Mark Rothery, Assistant Principal, and Ian Taylor spoke to the report on curriculum plans.

Members noted that:

- with reference to the New Diplomas, that the College would review on a case by case basis whether Wyke should offer a course for progression to learners in West Hull, with a review of the ICT Diploma taking place in September 2009 and of the Creative and Media Diploma in September 2010;
- the College would closely monitor developments of other New Diplomas by having named contacts for all diplomas with Hull Diploma groups;
- the College would investigate offering a media diploma (BTEC or New Diploma) at level 2 or 3 with the aim of recruiting new students to the college particularly from Hull partner schools where the BTEC first diploma in Media was delivered;
- the College was investigating offering a Physical Education (PE) BTEC National Diploma at level 3;
- CLAIT provision would be streamlined to an IT skills support course for Year 12 students with no prior level 2 IT qualification;
- the College would continue to monitor functional skills qualifications;
- the College would transfer students failing their fourth AS to the project qualification at level two (PQ2) and would investigate using this qualification as a skills development course for first year students;
- the College was seeking to increase recruitment to English for Speakers of Other Languages (ESOL) and to focus more hours of course delivery on language teaching;
- the College would screen applicants with less than 5 years residency with a view to enrolling them on a language course supporting their main studies.

Members discussed the fact that nationally take up of New Diplomas was lower than anticipated.

***The Committee considered an update on curriculum plans.***

(viii) Monitoring of reporting against the College Charter

The Committee completed its annual review of monitoring reports related to Charter commitments, noting that:

- the report showed that all commitments had been monitored by the relevant Corporation Committee during 2008/09, as shown in the report;
- with reference to the commitment relating to asking students for their views on their experience of learning, the effectiveness of their teaching and the quality of other aspects of College life, it was noted that, in addition to the monitoring reports received by Corporation committees, that quality assurance reports had also been sent to the Student Executive in the past;
- the College was intending to include more quality assurance reports on the College website in future.

***The Committee completed its annual review of the report detailing how Charter commitments were monitored by Corporation committees.***

***The Committee agreed that relevant quality assurance reports should in future be included as standing agenda items for the Student Committee and that in 2009/10:***

- ***a report on assessment of achievement should be presented to the autumn term 2009 meeting of the Student Committee;***
- ***a report on value-added should be presented to the spring 2010 meeting of the Student Committee.***

**Action: RTS/IDT/Clerk**

(ix) Deferred to autumn 2009: Annual review of *Policy for the Improvement of Performance in Learning*

***The Committee noted that the annual review of the above item had been deferred until autumn term 2009.***

**Action: Clerk**

### **35.7 Governance issues**

(i) Review Standing Agenda Items and Terms of Reference

The Clerk reported that an annual review of the Committee's standing agenda item list and terms of reference was a standing agenda item for the summer term meeting of the C&Q Committee.

***The Committee's agreed to recommend to Corporation that its standing agenda item list and terms of reference should be revised to include a general reference to the College's quality strategy in the Committee's terms of reference and a more detailed reference in the Committee's standing agenda item list, as previously agreed.***

(ii) Monitoring of Corporation performance action plans derived from Corporation's annual self-assessment and the LSC's SARQ/FMCE

Corporation reviewed the action plan arising from Corporation's annual self-assessment for 2008 and agreed:

- changes to the wording of questions in the individual self-assessment questionnaire for 2009 recommended by the Clerk in the report;

- with reference to Question 5 (Corporation Administration: Do you feel that you play an active and effective part in the running of the Corporation?), that this question should be cross-referenced to the option of meeting with the Chair or Clerk later in the questionnaire;
- that a section on Committee members' expertise should be included in the Committee's annual report, as recommended by the Clerk;
- that the Chair would remind Corporation members that attending Student Committee meetings and/or College events provided good opportunities to meet with students and to find out their views;
- that the Chair would remind Corporation members that attending a College Open Evening/Morning provided a good opportunity to meet with staff and to find out their views.

**Action: Clerk/Chair**

***Corporation completed its review of the action plan arising from Corporation's annual self-assessment for 2008 and agreed actions to address issues raised.***

### **35.8 Documents from BIS, DCSF, LSC and other outside bodies**

- (i) Letter of 2.2.09 from LSC on changes to the Framework for Excellence (FfE)
- (ii) Notification of 28.5.09 from LSC of changes to grading and publication of FfE grades
- (iii) LSC FfE: An introductory guide for Governors, May 2009

The Committee received the above documents, together with the tabled LSC report providing the College's FfE grades, and noted in discussion that:

- the LSC's guide for Governors noted that the FfE was intended to be of use to learners, employers, colleges and the LSC, although the SFCF had expressed some concern as to its usefulness to learners;
- the Framework was developed to assess the following performance areas: responsiveness, effectiveness and finance;
- the LSC letter of February 2009 noted that, following representations from the sector, the structure of the FfE had been revised and an overall performance rating would not be calculated based on the 2007/08 assessment;
- the LSC had, however calculated grades for individual providers for performance indicators (PIs) for Learner Views, Learner Destinations, Employer Views, Qualification Success Rate (QSR), Financial Health, Financial Management and Control, Delivery against LSC funding/allocation, and Resource Efficiency;
- while a core of PIs would apply to all providers, PIs would not be calculated where they were not applicable to individual providers;
- there were four possible grades for individual PIs i.e. outstanding, good, satisfactory, inadequate;
- all providers had now received a report from the LSC stating their FfE grades;
- those for Wyke which fell within the Committee's responsibility were either good or outstanding and those for finance and resources would be reviewed by Corporation's Finance and General Purposes Committee in due course:  
**Action: Clerk**
- as required by the LSC, the College would refer explicitly to the FfE PIs in the SAR to be submitted to the LSC in December 2009.  
**Action: IDT**

***The Committee considered revisions to the LSC's Framework for Excellence (FfE) for 2008/09 and received a report from the LSC on the College's performance against relevant FfE performance indicators (PIs).***

**35.9 Any other business**

***It was noted that there was no other business.***

**35.10 Dates of next year's meetings**

***The Committee agreed that it would meet during 2009/10 on the following dates:***

- *Tues.13 October 2009 at 4.30pm (revised date)*
- *Tues. 24 November 2009 (immediately following the College's SAR moderation meeting – time to be agreed)*
- *Tues. 9 February 2010 at 4.30pm*
- *Tues. 15 June 2010 at 4.30pm at 4.30pm*

Fiona Bagchi  
Clerk to the Corporation  
25.9.09

### ACTIONS FROM C&Q COMMITTEE MEETING 35, 15.6.09

NO.	ACTION FOR:	ACTION:	STATUS OF ACTIONS
1*	RTS/IDT/Clerk	<p>Relevant quality assurance reports to be included as standing agenda items for the Student Committee and that in 2009/10:</p> <ul style="list-style-type: none"> <li>• a report on assessment of achievement should be presented to the autumn term 2009 meeting of the Student Committee;</li> <li>• a report on value-added should be presented to the spring 2010 meeting of the Student Committee</li> </ul> <p>- <u>autumn 2009 &amp; spring 2010.</u></p>	
2*	Clerk/Chair	<p>Clerk: Amend Corp. SA questionnaire, as agreed.</p> <p>Chair: remind <u>Corp.</u> members that attending Student Committee, College events &amp; Open Evenings/Morning provide good opportunities to meet students &amp; staff – <u>autumn 2009 &amp; ongoing.</u></p>	Done. Revised questionnaire to be handed out at Sept. 2009 Corp.
3	Clerk	<p>Annual review of Policy for the Improvement of Performance in Learning deferred to autumn 2009 – <u>Oct. 2009.</u></p>	
4*	Clerk	<p>Present FfE grades for finance and resources to <u>F&amp;GP Committee – autumn 2009.</u></p>	
5	IDT	<p>Take FfE grades into account in SAR for 2008/09 – <u>Nov.2009.</u></p>	

*\* Items marked with an asterisk show actions which will be completed by/at Corporation or a Corporation Committee other than the C&Q Committee.*