

CURRICULUM AND QUALITY COMMITTEE (Additional Meeting)
Minutes of the meeting held at 2.00pm on 31 January 2014

Present:	M Symonds (Chair) J Finn	A Gordon-Stables C Styles	K Golding
In Attendance:	R Carter, Chairman C Manning A Maltpress M Wagner, VP B&C	R Millea, Vice Chairman S Gerber N Savvas, Principal J Bridges, Clerk	D Wildridge S Clarke L Johnson, VP C&Q

Members confirmed that they had no conflicts of interest to declare in relation to the items of this agenda.

Action

Purpose of the meeting

Further to the Committee and Corporation meetings held in December the Chairman of the Committee called an additional meeting to concentrate on two items; the Self-Assessment Report for 2012/13 and the Quality Improvement Plan for 2013/14. All members of the Corporation were invited to attend and contribute to the discussion.

The objectives of this meeting were to enable all members of the Corporation to challenge the content of both documents, understand the underlying concepts and sources and to freely comment and challenge the usefulness of the format.

1 Apologies for absence

Apologies for absence were received from W Burrlock. J Bloomfield was unable to attend the meeting and non-attendance will be recorded for C Newton.

2 College Self-Assessment Report for 2012/13

Members reviewed the report page by page. The full record of which is appended to these minutes ([link](#)). The Clerk also noted a number of amendments to the Self-Assessment summary paper and these will be incorporated and the changes tracked in the document ([link](#)). The Self-Assessment Report, once amended, will be circulated to members electronically for comment before finally being considered at the Curriculum and Quality meeting to be held on 7 March 2014. It is the intention of the Committee to consider the comments received, and subject to any further amendment, recommend that the Corporation approve the self-assessment report at the meeting to be held on 21 March 2014.

JBridges

JBridges

3 Quality Improvement Plan 2013/14

Members received the latest version of the 2013/14 Quality Improvement Plan and it was noted that since the version released the prior week the top line of the plan entitled 'College Strategy' (line 1OE) has been updated to include that the Principal is regularly meeting with staff and students and also refers to a number of SMT strategy meetings and the Governors' Strategic Conference held in January 2014.

A 'Z' card has been produced and this was circulated to members. The card includes the mission and values statements of the College plus key performance indicators of overall attendance, success rates, retention, destinations, high grades and the profile of observations of teaching and learning. College aspirational targets are highlighted in the red boxes with white text, the actual College results are printed in red text.

The Quality Improvement Plan 2013/14 was considered line by line. The full record of which is appended to these minutes ([link](#)). In addition members asked that the words 'operationalize, contextualise, contextualisation etc are replaced with more appropriate words in both the summary paper provided and in the Quality Improvement Plan. The Clerk noted a number of other amendments suggested by members to the summary paper and these will be incorporated and the changes tracked in the document ([link](#)). The Quality Improvement Plan, once amended, will be circulated to members electronically for comment before finally being considered by the Committee at the meeting to be held on 7 March 2014. It is the intention of the Committee to consider the comments received, and subject to any further amendment, recommend that the Corporation approve quality improvement plan at the meeting to be held on 21 March 2014.

LJohnson

JBridges

It was noted that the Quality Improvement Plan referenced Safeguarding but made no connection with Health and Safety. The Principal confirmed that while improvement with regards to Safeguarding has been identified the actions to take forward require no areas for improvement in relation to health and safety which is why it does not feature as part of the quality improvement plan in the year.

4 **Any other business**

Members asked that version numbers are added to the Self-Assessment Report and the Quality Improvement Plan plus requested that any changes to either document are tracked.

LJohnson

As previously reported to the Committee and the Corporation the self-assessment process in future will be undertaken much earlier in the College cycle. This will enable the Committee to fully consider and scrutinise the self-assessment report at the October Committee meeting in preparation of final review again in December before recommending the report to be approved by the Corporation.

Each agenda of this Committee and the Corporation will include an item to monitor the progress made against the Quality Improvement Plan and key performance indicators.

JBridges

Date of next meeting

Friday 7 March 2014 at 2.00pm. Room TG1.16

The meeting closed at 5.15pm