

CORPORATION BOARD of RICHMOND UPON THAMES COLLEGE
DRAFT Minutes of Curriculum Standards and Quality Committee Meeting
10 February 2016 at 5.30pm

Members Present: Barbara Gilgallon (Chair), Cathy Bird, Sally Newton, Tajay Bryan, Robin Ghurbhurun, Rob Pope (arrived 6.10pm)

In attendance: Clare Thornes, John O’Shea, Theresa Bray, Jeff Lindsay
 (For ITEM C1) – Nilar Zaw, Grant Martindale and Janna Perryman

Absent without apology: Darren Keenan

C	TEACHING AND LEARNING
1	<p>Presentation by Curriculum Directors</p> <p>Power Point presentations were made by the three Curriculum Directors.</p> <p><u>Nilar Zaw Creative Cultural and Social Sciences (Directorate C)</u></p> <p>Following Nilar’s presentation (copy attached), the following points were discussed:-</p> <ul style="list-style-type: none"> • Worst attended courses are in English and Communications, at 78.52% (there are 500-600 students doing Level 2 English, which has dragged down the overall attendance percentage of Directorate C) • The worst attending AS/A2 is Media and Performing Arts, at 86.93%. Historically, this course has been a fourth A Level, so has lower commitment from students. • Most AS Level subjects are within Directorate C. However, AS results are 8% higher year-on-year. • The move of Social Sciences into Directorate C has added 415 students. <p><u>Janna Perryman – STEM and Supported Learning (Directorate B)</u></p> <p>Following Janna’s presentation (copy attached), the following points were discussed:-</p> <ul style="list-style-type: none"> • Attendance is strong in English and Supported Learning • Poor attendance is seen in GCSE Maths/ functional skills maths, and in AS/A2 Design & Technology (frequently a fourth A level subject). JOS noted that from next year, students will only be able to take 3 A Levels. • There is a lot of work to do in the sciences; long term sickness has resulted in a series of temporary teachers, and teaching team ethos needs attention. The positive solutions applied to date have been a reduced A Level programme, in conjunction with the introduction of level 2 BTEC and Access courses. <p><i>Q: Why is attendance poor in the sciences?</i></p>

	<p>Individual reasons. Some students are poorly motivated – 20 individuals are ‘on contract’ for poor attendance (which means less than 80% attendance). Janna is working with 3 or 4 sets of parents a week to encourage student attendance. She is also meeting groups of students to better establish why attendance is poor.</p> <p><i>Q: How can higher attendance be delivered for English and Maths?</i></p> <p>The timing of lessons has been reviewed; in some colleges E/M are sandwiched in between vocational courses, which encourages higher attendance. This is difficult for RuTC to timetable with a large volume of students. JOS noted that in fact attendance in E/M at RuTC has increased from 70% to 74%, against a national benchmark of 71%.</p> <p>Grant Martindale –Business Lifestyle and Construction Industries (Directorate A)</p> <p>(Copy of presentation attached). Grant noted that tutors have an impact on attendance, but that new staff (particularly in business) are having an even bigger impact.</p> <p>Action: Clerk to circulate soft copies of the presentation to the committee</p> <p>JP, GM and NZ left the meeting at 6.50pm</p>
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A	Procedural
2	Declarations of Interest in Agenda Items - None
3	<p>Minutes of the CQS Committee Meeting held on 17 November 2015</p> <p>The Minutes were agreed to be an accurate record of the meeting.</p> <p>Matters arising</p> <p>A - 14-16 Links: JOS reported that ten courses will be offered to schools. This programme is being developed between RuTC and Kingston College. There will be up to 10 on each course, and a maximum of 100 students in total. Funding will follow the students.</p> <p>E - Update on bursary payments: <i>[Bursary payments had been moved from weekly to termly]</i>. JOS said that it is impractical and inefficient to process bursary payments weekly, and would require too much administrative resource. Payments are now half-termly.</p>

B	STRATEGIC/RISK ISSUES
1	College Risk Register

	<p>The two risks which this committee should be monitoring are :-</p> <p>Risk 1: Declining Success Rates Risk 2: No improvement in Ofsted grade</p> <p><i>Q: Should English and Maths Success Rates appear on the Risk Register?</i> A: This already appears on both the SAR and the QIP. In addition, it is covered at Risk 3 (Failure to fully meet the requirements of study programmes).</p> <p><i>[An updated version of the QIP (dated 8 January 2016) was tabled.]</i></p>
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C	TEACHING AND LEARNING
2	<p>College KPIs <i>[College KPIs had been circulated in advance]</i></p> <p>Governors' attention was drawn to the following:-</p> <ul style="list-style-type: none"> • Lines E/F – A Level forecast SR (91%) is on a par with 2014/15 (91.3%), and AS Level forecast is showing a significant improvement (78% against 66.8% last year). Mock results will be available in April (CQS meeting on 11 May) • Line B – Attendance is significantly better than last year (86.6% against 82.6%) • Line I – Diploma - Forecast SR is 88%, against 84.5% last year. JOS is confident of the accuracy of the prediction. • Line O – 82% of Staff Appraisals are completed and this figure will be 100% by the end of February. <p>The student survey results will be available at the next CQS Meeting.</p>
3	<p>AS attendance Year-to-date <i>[AS level forecasts and attendance were circulated in advance]</i></p> <p>JOS noted that staff had been strict on removal of underperforming students from courses prior to the Census Date. As a result, attendance on AS Level courses is 8% higher this year, whereas increase in attendance on A2 courses is just 2%. This demonstrates the big change in culture and student expectations this year.</p> <p><i>Q: Governors are concerned about the amount of time that tutors/CDs/CMs have to spend on attendance</i> A: That concern is acknowledged and shared. However the nature of the cohort is such that only a large investment of time will produce results.</p> <p>Additional Learning Support has tripled.</p> <p><i>Q: Can management identify areas in college where poor attendance can be linked to staff</i></p>

	<p><i>attitudes, and where the culture of delivery is inadequate? And how are these areas being targeted?</i></p> <p>A: Yes. In science and media, and in sociology and psychology. <i>[A confidential discussion ensued, but was not recorded].</i></p>
4	<p>Student In-year Performance</p> <p><i>[Forecasts by curriculum area and qualification type were circulated in advance]</i></p> <p>This item was covered in C1 – Presentation by curriculum directors.</p>
5	<p>Value Added</p> <p><i>[Extract of DfE league tables was circulated in advance]</i></p> <p>(i) The DfE League Tables were reviewed. It was noted that even if International Baccalaureate results were removed, RuTC would still be in second/third place academically.</p> <p>(ii) Update on purchase of VA system: ALPs has been purchased. It is hoped that VA figures will be produced on the mocks that took place in February. (For 2016/17, the mocks will be brought forward to December.)</p>
6	<p>Learning Walks</p> <p><i>[Schedule of Learning Walks was circulated in advance]</i></p> <p>Governors felt it would be helpful to know in advance what level classes would be observed. Governors' Reports of Learning Walks will be included in future Agendas/papers as 'grey box' items, to be read by all committee members, but not necessarily discussed.</p>

D	Other
1	<p>Any other business</p> <p>(i) Governor Links RG suggested that governors could be linked to areas of management, rather than to subjects. In fact, they could be linked to management at a level below the CMT (for example, to the Teaching and Learning Manager, or to the ALS Manager – who is embedding E/M in the curriculum)</p> <p>Action: RG to provide list of staff for potential staff/governor links.</p> <p>(ii) Strike Unison and UCU members will join a national strike on Wednesday 24th February, over pay. Notification was only received today. Unfortunately, this clashes with a scheduled parents' evening, which will probably need to be deferred.</p>

2	<p>Future CQS Committee Meetings:</p> <p>Monday 14 March 2016</p> <p>Wednesday 11 May 2016</p> <p>Vocational results are collected on 27th June – should the summer term meeting be deferred? <i>Post Meeting Note: There is no calendar space to hold a CQS meeting after 27th June, so there is no advantage in changing the meeting date from 11 May.</i></p> <p>The meeting closed at 7.30pm.</p>
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SIGNED: **Date:**

Barbara Gilgallon, Chair of Curriculum, Quality and Standards Committee

Actions

Ref	Agenda Item	Task	Responsible
A	C1	Circulate soft copies of the Curriculum Directors' presentations to the Committee	CT
B	D1(i)	RG to provide a list of second tier management staff for potential staff/governor links	RG