

**CORPORATION BOARD of RICHMOND UPON THAMES COLLEGE**  
**Minutes of Curriculum Standards and Quality Committee Meeting**  
**10 May 2017 at 5.30pm**

**Members Present:** Barbara Gilgallon(Chair), Mark Payton, Sally Newton, Neal Hook, Rob Pope, Aishat Animashaun, Robin Ghurbhurun,

**In attendance:** Zoë Lawrence, John O’Shea, Theresa Bray

**Apologies:** None

<b>A</b>	<b>Procedural</b>
1	<p><b>Welcome and Apologies for Absence</b>  The Chair welcomed members to the meeting, and in particular Aishat Animashaun the new student governor who had been recently elected. There were no apologies</p>
2	<p><b>Declarations of Interest in Agenda Items</b>  None.</p>
3	<p><b>Approve minutes of CQS Committee 15 March 2017</b>  The minutes were approved as an accurate record.</p> <p><b>Approve Further Revision of the ToR</b>  The ToR had been amended to incorporate actions from the Risk Management and Governance Audit and were approved by the Committee. These would be reflected in the SO to be approved by the Corporation.</p> <p><b>Actions and matters arising</b>  All actions had been completed other than 6(1) which would be pursued with the new incoming Students’ Union. Cait Orton and Sharon Cousins would be responsible for taking this forward.</p>

<b>B</b>	<b>STRATEGIC/RISK ISSUES</b>
4	<p><b>Ofsted Preparedness</b>  <i>(Paper was tabled)</i></p> <p>The Ofsted inspection was due in the Autumn term. As much preparation as possible was being completed during the Summer term, in the event that the inspection was during the first few weeks back. TB tabled a paper setting out the key responsibilities and tasks to be implemented. There would be a detailed plan underpinning this with each department’s responsibilities. Achievement evidence from 2016/17 academic year would be used in the inspection along with demonstrating progress in lessons during the inspection. Richard Pemble had conducted his final Support and Challenge visit on 5 May and had suggested further evidence which could be used which would be factored in to plans. There had been a meeting with governors as part of the visit which had gone well and Richard Pemble had been impressed with the governors’ responses and knowledge. Further all staff briefings would take place in July to which the governors were welcome to attend.</p>
5	<p><b>College Risk Register</b>  <i>(An extract of the College Risk Register was tabled at the meeting)</i></p>

	<p>JOS reported that the retention for AS/A2 level was 6% higher than the previous year and that he was confident in the vocational predictions. However, this risk would remain amber until the actual results had been received. The Ofsted RAG rating would also remain amber until after the inspection though all actions were being completed and feedback from the HMI visit had been positive. ILPs were now due to be signed off as part of course performance reviews. RG suggested that an additional RAG rating column be included in the risk register to rate the completion of tasks to mitigate the risk as well as a measure of the risk. Members thought that this may be helpful. RG said he would take this forward through the CLT.</p>
6	<p><b>College KPIs</b> <i>(The College KPIs were circulated in advance)</i></p> <p>Attendance was expected to be slightly higher than that recorded on the KPIs at approximately 85%. Attendance figures were being analysed including attendance without E&amp;M students, and without the persistent absentees. RP commented that he felt that 85% was still low, and more needed to be done to create a higher attendance culture where non-attendance was exceptional. 15% absence if employed would likely result in disciplinary action and the College was preparing students for work. RG said that, he accepted that 85% was not good, but it was comparable with other similar colleges in London. Some of the absence was due to the demographics of the students who may be carers, have housing issues, or needed income from part-time jobs which impacted on their time. MP asked what collective actions could be taken to improve attendance? RG said that improvements could be made to timetabling and planning of tutorials so that students did not have huge gaps in their timetables. AA confirmed that just having a tutorial on a particular day and no other lessons when she lived some distance from the college did not promote attendance. Improvements to timetabling could make significant improvements to attendance. JOS commented that increased retention had impacted on attendance as poor attendees had not left the college.</p> <p>Outcomes from the Working Party on punctuality were also discussed and how teachers needed to ensure that students received a good experience in the classroom from the first minute they arrived. Some leeway was given to students arriving for 9 am lessons to take into account travel disruption. Punctuality following the lunch break had also been assessed. This was often poor with students returning from buying lunch in Twickenham. AA commented that the food in the canteen was expensive for some students who found local shops cheaper. It was noted that there was inconsistency in how punctuality was treated across the college. Work to ensure compliance for all staff would be implemented from September.</p> <p>Other KPIs for quality were all looking to be in line with or an increase on the previous year. It would be possible to be more confident about this at the June meeting when AP4 data would be available.</p>

<b>C</b>	<b>TEACHING AND LEARNING</b>
7	<p><b>Annual Provider Review – Letter from the HEFCE</b> <i>(A letter dated 28 April from Professor Madeleine Atkins, CE of the HEFCE was circulated in advance)</i></p> <p>Members welcomed this letter which had been provided for information.</p> <p><b>Quality Improvement Plan – Update</b></p>

The majority of the updates to the QIP were also covered in the T&L update later in the agenda. Actions had been taken as far as possible in terms of improvements strategies and outcomes were awaited’.

Q: RP queried how the number of teachers working below expectation had increased this year?

A: TB explained that this was a result of a more robust performance management system.

Teachers of subjects whose outcomes were below expectation were considered to be performing below expectations. 12 teachers were reported to be below expectations. 3 of these had left or were planning to leave the college. The remaining teachers had improved to being consistently good. This has been the result of CPD and coaching throughout the year. Further action through capability proceedings would have taken place where there was no improvement. New managers in science and IT had made a positive impact.

### **Curriculum Offer**

JOS talked members through the changes to the curriculum offer. Some A level courses would cease to run whilst there was an increase and diversification in vocational courses with foundation degrees being developed for delivery in 2018/19. This diversification was in response to the changing markets to be able to draw funding, and the needs of young people, employers and adults. The College was moving towards becoming a more general FE college rather than the academic centre it had once been. BG asked if staff were being transferred with the course changes? JOS confirmed that this was the case.

### **Predicted grades – AP3**

JOS explained the current AP3 figures to members. Approximately 20% of the entries were at risk or borderline and these students were being supported to ensure the best outcome. The AP3 figures had been taken on a pessimistic assessment so it was expected that final outcomes would be better. It was noted that there was an increase in attainment of higher grades for both A levels and diplomas. This would have a positive impact on value added.

### **E-Learning Update**

TB reported that the new platform provided better reporting tools than the previous one, but the disadvantage was that it did not allow data to be easily compared. BLC resources which were now available and could be adapted for particular courses. An enrolment microsite had been established which included work for students to complete over the Summer. This would be marked and provide a measure from which to make progress which would be available right at the beginning of term. This would be useful for the Ofsted inspection. Members welcomed this progress, and in particular the work over the Summer.

### **Teaching and Learning Update**

The paper TB presented set out the action plans for each curriculum area which included weekly CPD which was reviewed for impact. Tutors have also been observed and provided with any necessary support despite the arrangements for tutorials changing next year. Focus has been given to reviewing and evaluating action plans to ensure improvements have been achieved and signed off by CMs.

TB also provided a readiness review report which was conducted mid-year in March. The findings show that it was least disruptive for late learners to come quietly into the classroom and join the lesson, though responses to lateness were inconsistent across the college. Work on addressing lateness through various means including cultural change on the importance of punctuality, enforcing the message that every minute of learning matters, setting up a late

	book, recording the number of minutes later and sharing this record with students. The policy which was being developed would be available for the next meeting in June.
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<b>D</b>	<b>OTHER</b>
<b>7</b>	<p><b>Any other business</b></p> <p><b>SMART Targets and ILP Audit</b> This audit report demonstrated the significant improvement in this area within the last 12 months. Though there were further issues for improvement the focus had been on ensuring that good quality targets had been set.</p> <p><b>Learning Walks</b> Members were asked if they were interested in doing a learning walk they should contact the Clerk letting her know which area they may be interested in visiting. Members were encouraged to do this before the May half term as it would be more difficult with the exam period starting after that time.</p>
<b>8</b>	<p><b>Future CQS Committee Meetings:</b> Tuesday 6th June 2017</p> <p>The meeting closed at 7.30pm.</p>

**SIGNED:** ..... **Date:**

Barbara Gilgallon  
Chair of Curriculum Quality and Standards Committee

**Actions**

Agenda Item	Task	Responsible
5	RG to discuss additional RAG rating on the risk register with CLT	RG
6	AP4 data to be included on the June agenda	ZL
6	Late policy to be included on the June agenda	ZL
7	Members to contact the Clerk if interested in taking part in a learning walk	Members / Clerk