

CORPORATION BOARD of RICHMOND UPON THAMES COLLEGE
Minutes of Curriculum Standards and Quality Committee Meeting
15 March 2017 at 5.30pm

Members Present: Barbara Gilgallon(Chair), Mark Payton, Sally Newton, Ezra Smith

In attendance: Zoë Lawrence, John O’Shea, Neal Hook (Staff member designate),

Apologies: Shannon White-Reeves, Rob Pope, Robin Ghurbhurun Theresa Bray

A	Procedural
1	<p>Welcome and Apologies for Absence The Chair welcomed members to the meeting. Apologies as above.</p>
2	<p>Declarations of Interest in Agenda Items None.</p>
3	<p>Approve minutes of CQS Committee 9 November 2016 The minutes were approved as an accurate record.</p> <p>Actions and matters arising A3 – The changes to the ToR were in progress and would be approved at the 29 March Corporation meeting. B2 – JOS reported that this footnote on the KPIs was not yet included, but he would undertake to do this. C2 – These items were covered elsewhere on the agenda.</p>

B	STRATEGIC/RISK ISSUES
4	<p>College Risk Register <i>(An extract of the College Risk Register was tabled at the meeting)</i></p> <p>The risk register had not changed since the previous meeting other than declining achievement rates for A and AS level had been changed from red to amber in light of the mock exam results.</p>
5	<p>College KPIs <i>(The College KPIs were circulated in advance)</i></p> <p>JOS highlighted various points including:</p> <ul style="list-style-type: none"> • attendance was currently recorded at 84.2%, this was likely to increase to 86% once data had been checked. • The recent student survey figure for the % of students who would recommend the college/ course had increased to 80%. • It would be possible to report AP3 in a few weeks’ time. • Concern was expressed about the level of confidence in the 81% AS level measure. JOS said that this had been challenged at curriculum level and would be challenged again at AP3. <p>JOS presented externally generated data to the committee on comparative retention rates benchmarked against national figures and RuTC last year. This showed an improvement in retention of 3% across all subjects, but particularly for A level courses retention had been maintained at 100-99 %. As retention has a direct correlation with achievement it was</p>

	<p>anticipated that this data supported the AS level forecast. Members welcomed this data and felt that it was encouraging for the College.</p> <p>Overall, on the KPIs reviewed by the CQS, it appeared that the decisions and policies implemented on entry requirements were producing the desired outcomes. The Clerk would share the retention data spreadsheet with committee members.</p> <p>By the time of the next meeting of the CQS in June, there would be a clear indication of vocational results for review.</p> <p>At the recent Audit Committee meeting members had raised questions on the definitions of the KPIs in respect of retention rates and the meaning of high grades pass rates. JOS clarified this by explaining that the November 2016 retention figure denominator was at enrolment, whilst the February figure denominator was from the census point. This was why the November & was lower than the February one, making it appear that students had returned. High grades pass rate was grades A*-C. A-F was the normal pass grades for IGCSE. Clerk to feedback information to the Audit Committee.</p>
--	---

C	TEACHING AND LEARNING
6	<p>On Programme Survey on Teaching and Learning <i>(A report of the survey was circulated in advance)</i></p> <p>JOS presented the results of the survey to the committee. He highlighted the 61% response rate which was an increase of 5% on the previous year. Overall satisfaction with all elements of the college had improved, and the College was particularly pleased to see the increase in the number of students who would recommend the college. Areas for improvement included tutoring which had not improved since last year. The change programme currently underway would make changes to the tutoring model. Students views of the college as a safe environment were at 90% which was still low. Work was being done to try to better understand this, though it was recognised that the college’s reputation in the local community had improved in recent years and in the main students were well behaved. A group of students who dominated the top level of the canteen was mentioned and how this was an ongoing issue that needed constant input and surveillance. The behaviour was not tolerated though engendering change for this particular group of student who were possibly disengaged with the college was proving difficult. ES reported that this issue was repeatedly reported by student representatives.</p> <p>The most significant area of improvement from the survey were the improvements in maths skills being developed in lessons, and target setting. However, by ethnicity the black/black British/ Caribbean cohort were the least satisfied and this was a large group of students within the college. A working party had been set up to look at this issue which would be able to report progress at the next meeting.</p> <p>Q – What are the levels of achievement for this group? Was it possible that they were poorer achievers so had less allegiance with the college?</p>

	<p>Q – Had actions previously undertaken under the auspices of Equality and Diversity resulted in unintended consequences which have impacted on this group. Can this now be compensated for?</p> <p>Q – Would it be possible to compare the achievement levels of this group of students now to the same cohort a few years ago and compare survey results?</p> <p>Q – Do we know the gender split for the group?</p> <p>JOS welcomed these questions and said he would take them back to the working party to consider.</p> <p>Though all curriculum areas had improved, Media/PA and Visual Arts were the poorest performing curriculum areas in the survey. This was consistent with the previous year. Work had been done to make improvements in this area, so the results were particularly disappointing. These were general high performing areas though student satisfaction was the lowest. It was considered that the issue may be the attitudes of the staff and the student/staff relationships. Further investigation was taking place. MP expressed an interest in conducting a learning walk in Media Studies which may help to understand issues. The Clerk would pursue arrangements with MP.</p> <p>External Quality Review Reports <i>(These reports were circulated in advance)</i></p> <p>JOS reported that the College was very pleased with the report Embedding of English and Maths, and were now sharing their best practice with other colleges. The Business Studies and Economics Report had brought attention to poorer practice, and the college was looking into this to ensure consistency in areas such as punctuality and good starts to lessons. This was in respect to teachers as well as students.</p> <p>The external reviewers of these reports had expertise in the areas that they review. The College said that the reviewers were excellent and direct on issues that needed improving. It was helpful that the reviews were external and independent.</p> <p>CPD programme</p> <p>The CPD programme was circulated to members to show what training opportunities were being offered to staff to improve on areas identified in lesson observations during the Autumn term. Members welcomed this and the opportunity for them to attend any remaining events. The CPD generally concluded in the Spring term to allow time for exam support for the Summer term. Feedback from staff was that the sessions were good and well attended.</p>
--	---

D	OTHER
7	<p>Any other business</p> <p>Safeguarding Update – (verbal report)</p> <p>SN reported that she had met with the safeguarding team in January. The team had been re-organised since the previous year and would incur some further reorganisation in the light of a</p>

	<p>member of staff leaving. As a result of the change programme job descriptions were being amended and the appointment of the replacement would not start until after Easter. SN was pleased to report how Ged Boyer was taking a lead on the Prevent Agenda and liaison with the local community, supporting disaffected students in respect to drug and alcohol abuse. The appointment of a mental health tutor was also positive in that more student were now able to come forward for support. 342 students were on the safeguarding register at the time of the meeting with 31 of these needing critical support for more serious safeguarding issues. The proportion of students reporting mental health issues were increasing. This may be as a result of more openness enabling students to come forward. It was considered to be an increasing issue across the sector not just at RuTC. The local CAMHS team were working closely with the college, however on occasion information about known contact with social services was not disclosed to the college by the LA. ES questioned whether this was for the student to disclose. SN felt that it was a valid point, but it would depend on the severity of the issue. BG asked if students felt that their confidential issues were dealt with appropriately by the College. This was felt to be the case – that students were confident that safeguarding procedures were followed. A new IT system had been set up to trigger alerts on key words used in respect of radicalisation. A few students’ activity had been investigated but none taken forward.</p> <p>SN recommended that safeguarding training be included in the next workshop particularly for new members in the Autumn term despite all members having completed online safeguarding training on appointment.</p> <p>Equality and Diversity Action Plan <i>(The College’s E&D Action Plan was circulated in advance)</i></p> <p>It was felt that there were no major concerns in respect to this action plan other than how it needed keep it going and move forward on completed aspects. SN was the E&D Governor and she said that the student involvement in the E&D work of the college was excellent. The Working Group of which she was a member had met in June and February. She felt it was important to ensure that there was a meeting each term, and for Governors to receive further training in this area. Transgender students had reported a positive environment at the college.</p>
<p>8</p>	<p>Future CQS Committee Meetings: Wednesday 7th June 2017</p> <p>The meeting closed at 7.00pm.</p>

SIGNED: **Date:**

Barbara Gilgallon
Chair of Curriculum Quality and Standards Committee

Actions

Agenda Item	Task	Responsible
3(1)	To include a footnote on the KPIs to account for changes in absence recording	JOS
5(1)	Clerk to send the retention spreadsheet to CQS members	Clerk
5(2)	AP3 and vocational results to be an agenda item at the June meeting	Clerk
5(3)	To feedback definition of certain KPIs to the Audit Committee	Clerk
6(1)	To receive an update from the Working Party looking at the low satisfaction rates from black/black British and Caribbean students from the On Programme Student Survey	JOS/TB
6(2)	JOS to feedback Governor questions on the survey results to the Working Party for consideration.	JOS/TB
6(3)	MP to arrange learning walks in Media/PA.	MP/Clerk
7(1)	Safeguarding and E&D training to be included in training workshop during Autumn term.	Clerk