

**THE WKCIC GROUP****CURRICULUM AND PERFORMANCE COMMITTEE****Minutes of a meeting held on 10<sup>th</sup> May 2017**

<b>MEMBERS PRESENT</b>	David Gilbertson (Chair), Shane Chowen, Amelia Sussman, Anthony Tomei, Heather James, Andy Wilson
<b>IN ATTENDANCE</b>	Graham Drummond (Clerk), Anna Douglas, Kim Caplin, Caireen Mitchell, Raj Kakaiya, Julie Ellis
<b>APOLOGIES</b>	Alex Booth, Vinny Edirimanasinghe

**Part I: Agenda items for discussion and approval**

- 1 MINUTES OF THE MEETING HELD ON 6<sup>TH</sup> FEBRUARY 2017** **Action**  
The minutes were **agreed** and signed by the Chair as a correct record.
- 2 MATTERS ARISING**  
With regards to point 4 on page 3 on Safeguarding priorities, it was noted that a safeguarding update would be delivered to the July board meeting and would include the issue of mental health
- 3 REVIEW OF TEACHING AND LEARNING**  
The first interim teaching and learning report for the Capital City College Group was presented by the Director of Performance and Planning. The Committee noted:
- The report is designated as interim because insufficient lesson observation data was available from the Training Arm at the time of its writing;
  - Across the Group 88% of observed lessons were good or better; for CIC 88%, WKC 90% and CCCT 80%. 27% of lessons are outstanding, compared with the Group target of 30%;
  - The attendance rate for both CIC and WKC is 85%, 5% and 2% below target respectively. Both colleges have action plans in place to improve attendance;
  - Strengths across the group include:
    - lesson planning and execution;
    - embedding of English and literacy skills;
    - the range of formative assessment methods to check learning;
    - Equality and Diversity in lessons;
  - Areas for improvement include:
    - use of differentiation strategies to stretch students,
    - individual learner targets,
    - promotion of PREVENT and British values in classes.
  - The Quality Data Processing (“QPD”) student survey of autumn 2016 shows student satisfaction with teaching and learning at 82%. This survey enables the Group to compare with 101 colleges. CIC students are generally less satisfied than WKC students, as are those in the 16-18 age group.
- The committee was of the view that the Group should prioritise the sharing of good practice from those teachers who have a track record of delivering outstanding lessons.
- 4 HIGHER EDUCATION REVIEW**  
A higher education review report was presented by the Director of Planning and Performance. The Committee noted:
- As a whole, Higher Education courses have failed to recruit sufficient numbers of

students to meet the Group's targets;

- At level 4 and above, there is substantial competition, especially in London, and universities are likely to continue to dominate the market. It was further noted that there is little evidence to suggest that lowering fees attracts greater demand and there is little progression from FE to HE within the same institution;
- Within the sector, around 220 of the 390 colleges offer some HE provision;
- The Group works with the Universities of Central Lancashire (not Lancaster University as appears in page 2 of the report), London Metropolitan, City and South Bank to provide accredited courses;
- The Chief Executive has spoken with a number of universities to discuss and identify a new partner arrangement by July 2017, though any new partnership will not be exclusive. Niche arrangements with several universities may be the best use of the Group's strengths. Professor Tim Blackman of Middlesex University will address the Governors' Workshop next month;
- The Group would be well-placed to offer degree-level apprenticeships in teaching or nursing (levels 4 and 5); it has existing arrangements with Anglia Ruskin and Middlesex Universities;
- Accreditation by South Bank University of WKC courses will cease at the end of the 17/18 academic year. This is unlikely to be renewed as South Bank will merge with Lambeth College;
- Details of what form Institutes of Technology will take have yet to be confirmed. However, the Group continues to prepare itself for the opportunities that may arise once the prospectus for their establishment is published.

## **5 ALEXANDRA CENTRE**

There is a confidential note for this item.

## **6. ACHIEVEMENT BY DIVERSITY**

A report was received from the Director of Performance and Quality. The Committee noted:

- The performance data are analysed to determine whether there are any categories of learners who need particular support and intervention to maximise their achievement. A Diversity Achievement Action Plan was attached as an appendix to show the targeted action where there are any concerns;
- The data show variations to both Group and national rates in performance according to age, gender, ethnicity and disability. There are two sets of further information, internally generated, in respect of looked after children and those from postcodes assessed to indicate deprivation;
- Generally, there are no major concerns; the Colleges are mindful of their duties to maximise opportunities for learning for all. More detailed data are available on request.

## **7 LEARNING AND BEHAVIOUR POLICY**

The Principals of WKC and CIC presented a report on the learning behaviour framework with the document itself annexed. The Committee noted

- The colleges had similar approaches to regulating student behaviour, but separate guidance and procedures;
- The new document harmonises the approaches of the colleges, includes the Training Arm and simplifies the language to make it more user-friendly for students;
- Staff and students have been consulted about the policy;
- The following specific observations were made:
  - On page 3, point 2, the reference to the expectation of "exceptional" behaviour should read that all learners should behave to a high standard;
  - On page 3, point 3, the reference to the zero-tolerance of verbal, physical, discrimination, bullying, victimisation or harassment should apply to any learner; any reference to status is superfluous;
  - On page 5, point 10, the Group should refer all matters to the police if it is

reasonably suspected that an offence has been committed.

The committee were of the view that the framework was as a well-constructed and comprehensive document. It was agreed to recommend its adoption by the Board.

## **8 CURRICULUM DEVELOPMENT**

The Committee received reports from the Principals of WKC and CIC on curriculum development and offer for the 17/18 academic year. The Committee noted:

- A number of the developments are being supported through applications to the recently established Innovation Fund;
- CIC is exploring a foundation year in Optometry with the University of Hertfordshire to replace the Foundation degree in Ophthalmic Dispensing with City University. If plans are realised, it will have its first intake in September 2018;
- For both colleges, there will be blended learning in AAT Accounting and 100% online courses offering qualifications for the care sector;
- CHSCC will pilot intensive courses for the beauty industry and CLL's Professional Services will be broadened by new management, payroll and legal secretarial courses;
- A contract has been secured to provide the Francis Crick Institute with apprentice laboratory technicians at Levels 3 and 5;
- CIC and WKC are working with "Behavioural Insights" to support students studying GCSE Maths and English, by selecting study supporters, usually family members;
- WKC will begin its A level plus offer where BTEC certificates will be introduced for learners who drop to two A levels; those on ESOL courses will be offered vocational study courses such the Culinary Arts offer already available;
- Although there appeared to be little popular demand for digital courses, these skills should be available at no extra charge cross-course in the same way as English, maths and functional skills are offered.

The view was expressed that the summaries provided by the colleges were concise and helpful. On occasions, more information was provided than was required for the committees to make their recommendations.

## **9. OPERATIONAL PLAN**

The Group Director of Performance and Planning presented a report to the Committee with the Risk Register attached. It was noted:

- The Register is closely aligned to the Group's Operational Plan. It is reviewed on a termly basis at the GLT meeting with members of the team taking responsibility for different parts of the register;
- The greatest risks are financial with revenue from apprenticeships, ESF, HE and Commercial under continued review; the outdated IT infrastructure also rates highly, though significant investment has been agreed (£2m) to address the shortcomings in this area;
- Take-up of apprenticeships was lower than anticipated; some contracting-out will be required to provide the courses offered;
- Curriculum aspects of the Operational Plan include:
  - a research and development unit;
  - reviewing higher education provision with a view to finding a new strategic and validation partner;
  - developing a Group approach to value added;
  - working in closer partnership with local authorities to develop courses for the needs of local residents.

## **10. COMMITTEE SELF ASSESSMENT**

Members were asked to self-assess the activities of the committee against the terms of reference. The Committee were of the view that reports and agendas could sometimes be more concise and targeted to the role of the committee which is to oversee the

performance of the Group. Members were invited to provide comments outside of the meeting via email and the Director of Governance would feed these into the overall governance self-assessment.

## **Part II Agenda items for Information**

### **11. OFSTED REPORT CIC LIFELONG LEARNING NURSERY**

The Committee received this report for information. It noted that, in respect of its inspection on 13 March 2017, the nursery was awarded an overall classification of outstanding and also in all four categories assessed.

### **12 WKC – STUDENT SATISFACTION SURVEY “A” LEVELS**

The Committee received this report for information.

### **13 LETTER FROM HEFCE – ANNUAL PROVIDER REVIEW**

The Committee received this report for information.

### **14 INTERIM GROUP/COLLEGE ASSESSMENT REPORT**

The Committee received this report for information.

It was announced that David Gilbertson would step down from the Committee and Board at the end of the academic year. On behalf of the Group, the Chief Executive thanked him for his outstanding contribution as a Committee Chair and Governor and wished him the best for his future endeavours.

The next meeting is due to be held on 4<sup>th</sup> October 2017.

Signed as a correct record: \_\_\_\_\_