



United Colleges Group



## CONFIRMED MINUTES

### UNITED COLLEGES GROUP TEACHING LEARNING & SKILLS COMMITTEE Minutes of the meeting held on MONDAY 5<sup>TH</sup> MARCH 2018 at the Paddington Green CAMPUS

**Present** Judith Williams (Chair)  
Glenys Arthur (External Governor)  
Afsana Begum-Merza (Staff Governor)  
Keith Cowell (Chief Executive Officer)  
Mary Elliott (External Governor)

The meeting was quorate

**In Attendance:**

Michael Toland (Clerking Advisor)  
Jackie Grubb (Principal CWC)  
David White (Interim Principal CNWL)

## ACTION

1. **APOLOGIES FOR ABSENCE**

None.

**DECLARATIONS OF INTEREST**

None.

3. **HEALTH & SAFETY ANNOUNCEMENTS**

Standard arrangements.

4. **CHAIR'S ANNOUNCEMENTS**

- The minutes of the meeting held on Wednesday 22 November 2017 were to be C/F to the next pending.
- The Chair proposed that formal records of Governor Learning Walks should continue to be maintained by the Clerk to the Corporation. GA updated the Committee on her recently completed Learning Walk at the College's Maida Vale site.

## **SPECIAL REPORTS**

### **a) English and Maths.**

- The report was presented by the Principal at CWC. The report was briefly summarised. The Committee's attention was drawn to the action identified which had been taken in response to the areas of improvement identified through the self-assessment process for academic year 2016-17.
- The Chair noted that the overall achievement in Maths remained static, achievement rates in Maths Functional Skills also remained challenging at 52.1%.
- The Committee probed the figures provided and discussed the lack of high grades in Maths and the quality of observed teaching sessions. Governors noted that attendance in English and Maths sessions was inadequate.
- Governors were informed that a partnership had been formed with West Suffolk College to share best practice and an English and Maths strategy was being developed with learning zones.
- The Interim Principal at CNWL reported that GCSE high grade achievement was still developmental. Governors noted that rates for Computing and Health/Care vocational areas were below the National Average.
- Attendance for English and Maths was still challenging and inadequate. Discussion followed on how the provision was delivered. Governors were informed that additional staff training and support was still required to further improve the quality of teaching in vocational areas.
- Governors noted that in vocational lessons, significant achievement gaps still existed in the achievements. The Committee discussed the performance of male learners in Construction and Learning, noting that there were also low pass rates in Functional Skills English at levels 1 and 2. The Committee discussed the impact of attendance and noted that attendance was also an area of challenge for exams.
- The Interim Principal at CNWL informed the Committee that there was clear evidence of good Maths teaching but outcomes for English examinations were not expected to meet targets. Governors noted that attendance of students was improving and it was anticipated that levels of funding would be achieved.
- Governors debated the differences and between achievements in Maths and English and were informed that this could in part be due to delivery of the provision.

### **b) 16-18 Study Programmes**

- The Principal at CWC presented an update on the 16-18 Study Programmes. The Committee were reminded that the provision at CWC had been self-assessed as a Grade 3 (requires improvement) and that at CNWL it had been self-assessed as a Grade 4 (inadequate).
- Governors were informed that the predicted achievement rates demonstrated improvement in both Colleges supported by better retention at this point in the year.
- It was noted that English and Maths improvement strategies were covered later in the agenda. The Committee were informed that work experience was on track to meet targets by the end of the year.
- Governors requested clarification of what proportion of staff were hourly paid lecturers and the potential impact on student retention arising from this situation.
- The Committee were informed that significant work had taken place in both Colleges to focus on poorly performing provision with actions planned to achieve improvements in year.

- The Chair of the Committee noted that this was in line with the Quality Improvement Plan presented to the Committee at the Autumn Term meeting.
- Attendance was still an issue, but weekly monitoring and a range of options were in place.
- The Committee were informed that the quality of teaching and learning was being addressed through a number of initiatives – beacon teaching, peer mentoring, sharing good practice and CPD master classes.
- Governors discussed the possibility of a correlation between staff appraisals and performance management and noted that work had been undertaken to raise the percentage of completed appraisals during the year.
- Governors were informed that student satisfaction in terms of feeling safe had been addressed at CWC through a process of random Wandering.
- The Committee requested feedback on the introduction of this scheme and were informed that students appeared to have no issue with the process.
- The Interim Principal for CNWL presented the Teaching and Learning Improvement Project for CNWL. Governors noted that achievement rates on the 16-18 study programmes in 2016-17 were 71%. The Interim Principal confirmed that these were 8% points below the national average and the provision had been self-assessed as inadequate.
- The Committee were informed that the Senior Leadership Team had commissioned a rapid and focused improvement project with interventions from external expert subject coaches and internal initiatives.
- The Committee's attention was drawn to the progress outlined in the report in the following areas:
  - improvements in 16-18 study programmes
  - support to course teams associated with under achieving provision
  - support to teams to fully integrate English and Mathematics provision into study programmes
- The Committee were informed that the strategies to improve teaching had been well received by staff who were working to action plans. It was noted that 10 Beacon teachers had been appointed to support underperforming areas and to provide CPD master classes.
- Governors asked how they could monitor the impact of these strategies where they were considered to be working well? Discussion followed on the indicators of successful and good teaching and the link to improved achievement rates.
- The Governors sought assurance on the impact of these changes and were informed that there had been significant impact on reducing non-attendance levels at classes and increasing attendance at GCSE English and Maths examinations.
- In response to a Governor query the Interim Principal of CNWL reported that the joint Curriculum plan was examining the quality of provision to assess its impact on the plan and both Colleges were collaborating to ensure the Curriculum plan met College expectations.
- The Committee were informed that the curriculum plan together with the overall budgets would be submitted to the full Corporation.

### **c) Teaching and Learning Report**

- The Principal of CWC presented the Teaching & Learning Report which included the key activities being undertaken to promote improvements in Teaching, Learning & Assessment at CWC. Governors also discussed the in year progress, and the key activities being undertaken to promote improvements in Teaching, Learning & Assessment at CNWL, and the indicative progress.

- Governors noted that the data used for this report was different to that used in previous reports.
- Governors were informed that Performance Management systems were still being fully developed and would be changed to reflect the need for new systems for the integrated colleges.
- The Committee were informed that an external consultant an Ofsted Inspector would be working with the Head of School on empowerment, performance management and other development issues with teaching staff.
- Governors discussed the reporting cycle and sought an indication of when they would have an opportunity to review the forward curriculum plan which would support the new structure.
- The Principal informed the Committee that forward curriculum planning was underway but the challenges of the first year of merger had pushed timescales back.
- It was noted that an update would come to the next meeting of the Committee where possible.
- Governors raised questions in relation to the grading of observations and asked for clarification of the various 'jargon' phrases used in the reports.
- It was agreed that less jargon and abbreviations would be used in future. Noted.

The Committee **RECEIVED** the report.

## 6. **TEACHING AND LEARNING HE**

- The report was presented by the Principal of CWC. The report detailed the systems in place for 2017-18 for monitoring teaching and learning for the HE provision at CWC.
- The Committee also noted the monitoring of teaching and learning provision for the HE provision at CNWL in 2017-18. The Committee discussed the outlined actions arising for improvement for UCG.
- The Committee noted the results of Learning Walks carried out at both CWC and CNWL.
- Governors noted and discussed the key elements of the report were as follows:
  - For CNWL 7 HE Learning Walks were conducted in November, 5 being workshop sessions, 2 being lectures
  - For CWC 11 HE Learning Walks were conducted, all of them classroom-based activities
  - The results highlighted areas of good practice as well as some areas for development
  - The results for both centres indicated that staff delivering HE would benefit from CPD on the indicators of Section B of the Quality Code
  - The differential indicators reported highlighted the need for a rationalising of processes for UCG
- Governors noted the results of the HE Learning Walks, endorsed the actions proposed to achieve and maintain improving levels of confidence and approved the recommendations for the way UCG would monitor teaching and learning in its provision in 2018-19.

The Committee **RECEIVED** the report.

## 7. **STUDENT VOICE UPDATE**

- The Principal of CWC presented the Student Voice Update report. The Committee's attention was drawn to the updates to the action across UCG arising from student feedback obtained in term 1 2017-18.
- It was noted that this was as outlined in the report provided to Governors at the previous Committee meeting held on 22<sup>nd</sup> November 2017.
- The Principal reminded the Committee that the action was identified as a matter arising from the Principals Forum (CWC) conducted during the current academic year.
- The Committee were informed that the new facility at Maida Vale had been well received by the local students and staff had responded well to any student requests with positive feedback.
- Governors commented on the excellent atmosphere and environment at the Maida Vale Campus.
- The Interim Principal CNWL reported on the various issues raised by students at CNWL, which had provided positive results for both the College and the student body.
- The Committee were informed that a Student Committee had been established with the Interim Principal and Curriculum Leads attending and the focus.
- The first focus of the meeting had been on attendance levels, with incentives being provided for improved levels of attendance.

The Committee **RECEIVED** the report.

8. **CWC SAFEGUARDING REPORT**

- The Principal of CWC presented the Safeguarding Report which provided an overview of safeguarding concerns and the action taken to support vulnerable students at CWC.
- Governors discussed the report and noted the overview of the management of Safeguarding at CWC.
- The Committee discussed the safeguarding concerns for 2017-18 and the action the College was taking to support students to stay safe and respond to concerns.
- The Committee noted that the majority of safeguarding areas arose from student welfare and mental health issues.
- The Committee were assured that the Senior Management Team were reviewing the College lockdown procedure. The Principal of CWC confirmed to the Committee that overall the safeguarding procedures were considered to be robust and the Wanding procedures effective.

The Committee **RECEIVED** the report.

9. **CNWL SAFEGUARDING REPORT**

- The Interim Principal for CNWL presented the Safeguarding Report which provided an overview of the safeguarding cases from 1<sup>st</sup> September 2017 to 16<sup>th</sup> February 2018. Governors also noted the update on the management of safeguarding at CNWL.
- The Committee noted that the number of students supported (19) compared favourably with the previous year's figure (30).
- Governors discussed the areas of concern and noted the impact of an increasing number of mental health and welfare issues.
- The Chair commented that the reports from both Colleges were positive and it was encouraging to see that both Principals were actively involved in safeguarding matters.

The Committee **RECEIVED** the report.

10. **EQUALITY AND DIVERSITY REPORT**

- The Principal of CWC presented the Equality and Diversity Report summarizing an overview of achievements of students at CWC.
- Governors discussed the details which provided results based on the age, gender, ethnicity and High Needs Status of students.
- Governors noted and discussed the action plan outlining how the College aimed to address the issues identified in the report.
- The Committee were informed that a joint Equality and Diversity Report for both Colleges was being prepared and the action plan would continue to be reported to the Committee in due course.
- Governors noted the contents of the report and approved the actions that were included for both Colleges.

The Committee **RECEIVED** the report.

11. **QUALITY MONITORING & QUALITY IMPROVEMENT REPORT**

- The report was presented by the principal of CWC. Governors discussed the KPIs and targets for achievement rate improvement across UCG.
- The Committee noted that the report sought to provide an update and explanation of current performance.
- Governors discussed the actions taken to date and noted that the action plans were in place until the end of the academic year.
- Following discussion Governors requested that future reports provide benchmarking information from previous years so that Governors could follow trends.
- Governors acknowledged that this could prove challenging across the two colleges post merger.
- The Committee noted that the complaints policy had been agreed by SMT for use across both Colleges.

- Governors received and noted the KPIs and endorsed the actions proposed to achieve and maintain improvement.

The Committee **RECEIVED** the report.

12. **ANY OTHER BUSINESS**

None

13. **CONFIDENTIAL ITEMS**

It was agreed that there were no confidential items contained within the agenda.

14. **DATE OF NEXT MEETING**

The date of the next meeting was fixed for Wednesday 20<sup>th</sup> June 2018 at 6pm at Paddington Green Campus.

The meeting closed at 7.55pm

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_