Minutes of the Meeting of the Curriculum and Quality Committee
1st July 2010

Present: Ms J Hare (in the chair)
Mr D Hardacre
Mr B Hunt
Mr D Finch
Mr P H Martin
Ms J Forbes – (in attendance for item 5 only)
Mr R Hughes - (in attendance for item 6 only)

Apologies: Mr B Davies

Minutes of the Academic Board Meeting held on 14th June 2010

The minutes of the Academic Board meeting held on 14th June 2010 were noted.

Matters Arising

Work with Coleg Meirion Dwyfor

The Committee noted that Heads of Department have provided the Deputy Principal (Academic) with the names of a selection of students interested in a student exchange with Coleg Meirion Dwfor.

Progress against recommendation from the Internal Inspection of Information and Communication Technology

The Committee were informed that very strong progress had been made in addressing the recommendations arising from the internal inspection. Members were informed that a homework policy is to be introduced from September 2010/2011 and in this respect all Departments have been requested to ensure that they have in place an approach to learning which includes setting homework/"independent" work for students.

Minutes of the Validations Sub Committee Meeting held on 23rd April 2010

The minutes of the Validations Sub Committee meeting held on 23rd April 2010 were noted.

Matters Arising

ACE Schools Links Course (SE210D)

The Committee noted that a review has taken place with regard to the funding agreements for the course and as a consequence of the review the link course will not continue.

Center Training NVQs

The Committee noted the conditions and recommendations identified in the minutes of the meeting.

Minutes of the Validations Sub Committee Meeting held on 14th May 2010

The minutes of the Validations Sub Committee Meeting held on 14th May 2010 were noted.

Matters Arising

Office Essentials

Members noted the conditions and recommendations identified in the minutes of the meeting.

EAL NVQ Level 2 (PEO) Aerospace; City and Guilds 2597 Level 2 Technical Certificate in Aeronautical Engineering

The Committee noted the conditions and recommendations identified in the minutes of the meeting.

Minutes of the Validations Sub Committee Meeting held on 11th June 2010

The minutes of the Validations Sub Committee meeting held on 11th June 2010 were noted.

Matters Arising

National Diploma in Sport

Members noted the conditions and recommendations identified in the minutes of the meeting.

Minutes of the Validations Sub Committee Meeting held on 18th June 2010

The minutes of the Validations Sub Committee Meeting held on 18th June 2010 were noted.

Matters Arising

(i) Hairdressing Level 2 (Full-time and Part-time) Rhymney
(ii) Early Years Apprenticeship Programme

Members noted the conditions and recommendations identified in the minutes of the meeting.

Minutes of the Validations Sub Committee meeting held on 21st June 2010.

The minutes of the Validations Sub Committee meeting held on 21ˢᵗ June 2010 were noted.

Matters Arising

New Course Applications

The Committee noted the courses which the Validations Sub Committee has approved together with those where the approval was subject to certain conditions.

Minutes of the Staff Development Sub Committee meeting held on 24ᵗʰ February 2010

The minutes of the Staff Development Sub Committee meeting held on 24ᵗʰ February 2010 were noted.

Matters Arising

Retirement

The Committee thanked David Bateman for his services to the College and in particular in the area of staff development.

Minibus Assessments

The Committee noted the progress made in ensuring that the identified staff complete the assessment process within an agreed timescale.

Estyn Report on Work Based Learning (February 2010)

David Finch, Deputy Principal (Academic) presented the Estyn Report on Work Based Learning (February 2010). The Committee noted that the inspection team had awarded the following grade profile for each key question.

Key Question	Inspection grade
1 How well to learners achieve?	2
2 How effective are teaching, training and assessment?	2
3 How well do the learning experiences meet the needs and interests of learners and the wider community?	2
4 How well are learners cared for, guided and supported?	1
5 How effective are leadership and strategic management?	2
6 How well do leaders and managers evaluate and improve quality and standards?	2
7 How efficient are leaders and managers in using resourses?	2

In addition the following standards were achieved in each of the learning areas inspected:-

Learning area	Inspection grade
Health, Public Services and Care	1
Engineering and Manufacturing Technologies	2
Construction, Planning and the Built Environment	2
Preparation for Life and Work: Skillbuild	2

Members noted the recommendations for improvement arising from the inspection together with the College response to the report findings. It was noted that the College was very pleased that the report recognised the effectiveness of the measures which have been introduced by the College to raise standards and improve quality and the hard work which has been invested by staff in improving learners' experiences and outcomes. The Committee thanked Jayne Smith, Head of School and the staff for their hard work in the preparation for the inspection.

Internal Inspection Report on Health, Public Services and Care

Judith Forbes, Head of Department (AACTS) presented details of the Internal Inspection on Learning Area 1 – Health, Public Services and Care. The Committee noted that the learning area was very well prepared for the inspection. Members considered the positive features and short comings identified within the Inspection Report and noted that the department is addressing the recommendations for improvement arising from the inspection.

Members noted that a grade 2 had been awarded overall for learner achievement with the School of Care achieving a grade 1 for both the full-time and part-time provision. The Committee were informed that there was insufficient teaching observation evidence to form a judgement on the Public Services provision but teaching observations for Childcare and Health and Social Care identified that 94% of the classes were at or above a grade 2 with 97% of classes at or above the quality threshold. The progress report recommendations for improvement arising from the inspection was considered as part of the Departmental Action Plan.

It was suggested that Public Services be reviewed with a progress update provided to the Committee throughout the next academic year.

Progress against recommendations identified as part of the Internal Inspection for Engineering (March 2009)

Reg Hughes, Head of Department (Technology) provided a progress report against recommendations identified as part of the Internal Inspection of Engineering (March 2009). The Committee noted that the Department had now fully addressed the outstanding recommendations identified in the inspection report.

Internal Inspection Schedule 2010/2011

The Committee noted the Internal Inspection Schedule for 2010/2011.

<u>Verbal Report of the Deputy Principal (Academic) on Curriculum Developments</u>

David Finch, Deputy Principal (Academic) provided an overview of the curriculum developments which include an expansion of courses in Technology relating to environmental 'green' issues and social justice courses within the AACTS course provision. Members noted the difficulties being experienced in respect of the changes which have arisen as a consequence of the Credit Qualification Framework in Wales (CQFW).

The Committee noted that a number of foundation degrees including Creative Arts and Sport have been approved with further foundation degrees awaiting approval. In September key skills and basic skills become Essential Skills Wales but this will have little effect on the current provision delivery arrangements. A written report on the curriculum developments is to be submitted to the next meeting of the Curriculum and Quality Committee.