

**Minutes of the Meeting of the Curriculum and Quality Committee**  
**7<sup>th</sup> July 2009**

**Present:** Ms J Hare (in the chair)  
Mr B Davies  
Mr D Hardacre  
Mr D Finch  
Mr P H Martin  
Mr B Hunt  
Mrs G Phillips (in attendance)  
Mrs J Smith (in attendance for items 5 and 6 only)

**Minutes of the Academic Board meeting held on 22<sup>nd</sup> June 2009**

The minutes of the Academic Board meeting held on 22<sup>nd</sup> June 2009 were noted.

**Matters Arising**

**New Welsh Language Scheme**

The Committee were informed by the Principal that reference to the requirements of the Welsh Language Board, and in particular the need for the College to develop a new Welsh Language Scheme, had been raised at the Principals end of term speech and the College newsletter.

**Minutes of the Validations Sub Committee meeting held on 27<sup>th</sup> February 2009**

The minutes of the Validations Sub Committee meeting held on 27<sup>th</sup> February 2009 were noted.

**Minutes of the Validations Sub Committee meeting held on 27<sup>th</sup> March 2009**

The minutes of the Validations Sub Committee meeting held on 27<sup>th</sup> March 2009 were noted.

**Minutes of the Validations Sub Committee meeting held on 1<sup>st</sup> May 2009**

The minutes of the Validations Sub Committee meeting held on 1<sup>st</sup> May 2009 were noted.

**Minutes of the Validations Sub Committee meeting held on 22<sup>nd</sup> May 2009**

The minutes of the Validations Sub Committee meeting held on 22<sup>nd</sup> May 2009 were noted.

**Minutes of the second tier monitoring – by the Quality Assurance Sub Committee meetings held on 24<sup>th</sup>/31<sup>st</sup> March, 19<sup>th</sup> May and 2<sup>nd</sup> June 2009**

The minutes of the second tier monitoring – by the Quality Assurance Sub Committee meetings held on 24<sup>th</sup>/31<sup>st</sup> March, 19<sup>th</sup> May and 2<sup>nd</sup> June 2009, were noted.

**Matters Arising**

**Monitoring Progress**

The Committee noted that the second tier monitoring by the Quality Assurance Sub Committee of the first tier monitoring being undertaken by HODs was an effective and useful management tool to ensure College systems were embedded and being used to generate improvements. It

was further noted that the first tier monitoring was developing quality ownership by identifying, at source, features for future development.

### **Minutes of the Staff Development Sub Committee meeting held on 17<sup>th</sup> June 2009**

The minutes of the Staff Development Sub Committee meeting held on 17<sup>th</sup> June 2009 were noted.

#### **Matters Arising**

#### **Evaluation Process**

Members noted that Stage One of the College training and development evaluation process was embedded across the College and covered an initial reaction to the training received. The Stage Two process which covered post evaluation (8-12 weeks after training) is currently on going.

#### **Internal Inspection of Work Based Learning**

Jayne Smith, Deputy Head of Technology presented the Internal Inspection report on Work Based learning. The Committee noted the positive features contained within the report together with the shortcomings and recommendations. In addition members considered details of the 2007/2008 national comparators together with a list identifying the outcomes of the 2004 Estyn Inspection compared to the WBL Internal Inspection (2009). The Committee were informed that the Department continue to make progress in addressing the actions identified in the report.

#### **Internal Inspection Report on Learning Area (LA4) – Engineering**

Jayne Smith, Deputy Head of Technology presented details of the Internal Inspection report on Learning Area 4 – Engineering.

The Committee noted that the Learning Area was generally well prepared for the inspection. Members considered the positive features and short comings identified within the inspection report and noted that the department is currently addressing the recommendations for improvement arising from the inspection.

Members noted that a grade 3 had been awarded for teaching, learning and assessment and a grade 2 awarded for learner achievement. 73% of classes were graded at or above Grade 2. 90% of classes were at or above the quality threshold. A progress report against recommendations for improvement arising from the inspection to be considered at a future meeting of the Committee.

#### **Curriculum Review Report 2008/2009**

David Finch, Deputy Principal (Academic) presented the Curriculum Review Report 2008/2009 which included details of the outcomes of curriculum review meetings with each department. Members noted that the review covered a range of topics which included:

- Courses which the Department is considering removing from their Curriculum programme.
- Courses which the Department is considering making changes to eg new option units; new delivery arrangements.
- Courses where the Department is considering changing the Awarding Body.
- New courses for introduction in 2009-10 and 2010-11.

- The Learning Core and the integration of Learning Core activity on full-time courses (Key Skills, Enterprise, Wales, Europe and the World, Personal and Social Education, Work Experience, Community Involvement, Employability, Equality and Diversity, Cultural/Sporting/Aesthetic/Creative, Careers Education and Guidance, Sustainability).
- WBQ Developments.
- Departmental Differentiation Policy.
- New staffing requirements.
- Curriculum-Related Staff Development priorities.
- Curriculum-Related Learning Resource requirements.