

Minutes of the Meeting of the Curriculum and Quality Committee
13th April 2011

Present: Ms J Hare (in the chair)
Mr D Hardacre
Mr B Hunt
Mr D Finch
Ms J Forbes - (in attendance for item 4 only)

Apologies: Mr B Davies, Mr PH Martin, Ms L Hill

Minutes of the Academic Board Meeting held on 22nd March 2011

The minutes of the Academic Board meeting held on 22nd March 2011 were noted.

Matters Arising

Internal Inspection Report on Sport, Leisure and Tourism

The Committee noted that good progress had been made against the recommendations and action plan arising from the Internal Inspection of Sport Leisure and Tourism.

Quinquennial Review of Welsh Bacalaureate

David Finch, Deputy Principal (Academic) reported that significant progress has been made in both the management and delivery of the WBQ in AACTS, PACS and Rhymney. The Committee were informed that the successful completion rates for the WBQ for Construction and Engineering were 23% and 22% respectively. Members noted that a separate set of recommendations were introduced for Technology and that huge progress has been made by the management team in Technology to address the issues which were identified.

Minutes of the Literacy Skills Working Party Meetings on 10th February 2011 and 3rd March 2011

The Committee noted that the literacy skills working party had identified the following four areas for development.

- i) a College Policy on Literacy Skills (for both learners and staff) which clearly sets out expectations.
- ii) supported self assessment.
- iii) staff development.
- iv) staff recruitment (including internal promotion).

Minutes of the Quality Assurance Sub Committee Meetings held on 22nd March 2011 and 5th April 2011.

The minutes of the Quality Assurance Sub Committee meetings held on 22nd March 2011 and 5th April 2011 were noted.

Matters Arising

QASC Discussion Items

Members noted the variety of items discussed at the 22nd March 2011 and 5th April 2011 meetings which included external verification, retention, registers, MYCSA, learner surveys, internal verification, course team minutes of meetings, tutorials, ILPs/E-ILPs, attainment progress, CPD/staff development, essential skills Wales/key skills and Welsh Baccalaureate.

Minutes of the Validations Sub Committee Meeting held on 21st January 2011

The minutes of the Validations Sub Committee meeting held on 21st January 2011 were noted.

Matters Arising

Quinquennial Review @ Centres

Members noted that the Validations Sub Committee had agreed that the @ Centres provision had met the requirements of the Quinquennial Review subject to the conditions identified in the minutes of the meeting.

New Course Application – City and Guilds Motor Vehicle Level 3 VRQ 4105-51 Certificate/Diploma in Vehicle Maintenance and Repair

The Committee were informed that the City and Guilds Motor Vehicle course has now been approved up to level 3.

Minutes of the Validations Sub Committee Meeting held on 4th March 2011

The minutes of the Validations Sub Committee meeting held on 4th March 2011 were noted.

Matters Arising

Quinquennial Review – Active Pathways/VTCT Certificate Course Hair and Beauty

Members noted that the Validations Sub Committee had agreed that the Active Pathways/VTCT Certificate Course in Hair and Beauty had met the requirements of the Quinquennial Review subject to the conditions identified in the minutes of the meeting.

New Course Application – Access to Youth, Community and Social Work

The Committee noted that the Validations Sub Committee at its meeting on 4th March 2011 had approved, subject to the conditions identified in the minutes of the meeting, the new Access to Youth, Community and Social Work course.

Internal Inspection Report on General Education (Learning Area 2: Science and Maths; Learning Area 9c: Art and Design; Learning Area 10: History, Philosophy, Theology; Learning Area 11: Social Sciences; Learning Area 12b: Languages, Literature and Culture)

Judith Forbes, Head of Department (AACTS) outlined the context for the inspection with reference to the fact that the school has been placed under special measures as part of an initiative to improve successful completion rates and the standard of teaching.

Members noted the outcomes of the statistical information which identified enrolment, attainment, successful completion data and performance against ALIS data for the Learning Areas inspected. The Committee were informed that a grade profile on outcomes indicated that 46% of provision was judged to be unsatisfactory with 83% of learner grades below ALIS predicated grades.

Members noted that the standard of teaching and learning had been awarded a grade profile of good with 96% of teaching and learning observations above the quality threshold (grade 3 or above) and 76% of observations graded 2 or above.

Judith Forbes highlighted the positive features and short comings identified within the Inspection-Report and pointed out that the Department is addressing the recommendations for improvement in outcomes with monitoring on a termly basis carried out by the Performance and Standards Group.

The Committee acknowledged that the work undertaken by the Department to date, to address the issues raised, was extensive and that the full effect of the measures introduced will see an improvement in outcomes in due course. It was suggested that the Chair of the Curriculum and Quality Committee meet with staff before the end of the Summer Term to highlight the concerns expressed by the Committee following consideration of the internal inspection report, to emphasise the need for continuous monitoring of the measures taken to address the recommendations and to offer appropriate support, where necessary. In addition, and if appropriate, the Chair may consider a further meeting with learners as part of a focus group approach. Members agreed that Margaret Lippard, Link Governor for the Department of AACTS be invited to attend the departmental meeting with staff. The Committee requested that this matter be included as a regular agenda item for discussion at future meetings of the Curriculum and Quality Committee.

Internal Inspection Schedule 2011/2012

The Committee noted the Internal Inspection Schedule for 2011/2012.

Oral Report of the Deputy Principal (Academic) on the Establishment of the ACL Strategic Group

David Finch, Deputy Principal (Academic) informed the Committee that, arising from the College Self Assessment Report, a strategic group had been established which checks and monitors the accuracy of ACL data.

Oral Report of the Deputy Principal (Academic) on the Visit of the New Estyn Link Inspector

David Finch, Deputy Principal (Academic) reported that Mark Evans, the new Estyn Link Inspector, had visited the College on 25th March 2011. It was noted that the link inspector would continue to visit the College on a semi regular basis and that WBL will now be inspected separately to normal FE provision.