

Minutes of the Meeting of the Curriculum and Quality Committee
19th January 2010

Present: Ms J Hare (in the chair)
Mr D Hardacre
Mr W Hunt
Mr B Davies
Mr P H Martin
Mr D Finch
Mr R Hughes - (in attendance for progress report only)

Report on progress against recommendations - Internal Inspection (Engineering)
March 2009

Mr R Hughes, Head of Departmental (Technology) attended the meeting during consideration of this item only and presented a progress report against recommendations raised in the Internal Inspection of Engineering (March 2009). The Committee considered at length the progress update report which outlined details of the recommendations arising from the Internal Inspection, actions, measurable outcomes (targets), timescales, responsible officers and reference to supporting evidence. Members noted that whilst progress had been made against the completion of specified actions the majority were ongoing actions with a need for continuous monitoring. The Committee requested that a further review of the progress against recommendations be presented to the next meeting with particular reference to progress on the following issues:

- a review of lesson plans and schemes of work across the learning area.
- continue to share the good practice in the use of the interactive white board.
- review the system of annotating and marking learners' class work and formative assessments to ensure that it assists learners in improving their performance.
- review the content and structure of tracking sheets.
- improve the smartness of ILP targets.

Minutes of the Academic Board meeting held on 15th January 2010

The minutes of the Academic Board meeting held on 15th January 2010 were noted.

Matters Arising

The Committee noted that the Welsh Language Report has now been submitted to the Welsh Language Board and that the College is awaiting a response to the document before commencing work on the new Welsh Language Scheme for the College. Members were informed that a 'Proud to be Welsh' programme is being organised for week commencing 1st March 2010 involving staff and students. In addition training has taken place for front line staff on basic Welsh reception skills.

College Self Assessment QDP Report (WBL) and Grade Profiles

David Finch, Deputy Principal (Academic) presented details of the College Self Assessment QDP (WBL) together with the grade profiles. Members considered in detail the information contained in Key Questions 1-7 with particular reference to the summary of self assessment outcomes which identified the grade profile for each key question. The Committee were pleased to note that the grade profile for each key question was at or above grade 2 - Good features and no important shortcomings.

Internal Inspection Report on Part Time Provision

David Finch, Deputy Principal (Academic) presented details of the Internal Inspection Report on part-time provision. The Committee noted that Key Questions 1 and 2 only were considered as part of this inspection. Members considered the positive features and shortcomings identified within the inspection report and noted that the recommendations identified for improvement arising from the inspection are being addressed.

The Committee noted that a Grade 2 had been awarded for Teaching, Learning and Assessment and in addition for Learner Achievement. 85% of classes were graded at or above Grade 2, with 92% of classes at or above the quality threshold.

Members were informed that David Finch, Deputy Principal (Academic) is to hold a meeting with Heads of Department to discuss the shortcomings identified in the report and that an update on the progress against recommendations is to be submitted to the next meeting of the Academic Board on 16th April 2010.

Report on Thematic Internal Inspection of Induction

Paul Martin, Deputy Principal (Finance/Planning) presented the report which, in essence, was a review and audit of the Induction process at the College.

The Committee considered in detail the positive features, shortcomings and recommendations arising from the review and noted that Joan Siddle, Vice Principal, is to meet with Heads of Department/Schools to address the recommendations identified in the report and formulate an action plan.

Verbal Report of the Deputy Principal on CQFW

David Finch, Deputy Principal (Academic) provided members with a verbal update on the CQFW issue as a follow up to the paper submitted to the Committee at the 26th November 2009 meeting. It was noted that a training day delivered by Colegau Cymru for the Heads of Department/Schools had been held on 17th December 2009. Members were informed that the training had proved beneficial and was to be rolled out to academic staff in due course. The Committee noted that an action plan had been developed which identified a number key issues including:

- i. the need to map current qualifications against the existing curriculum.
- ii. the need to agree a timetable for the implementation of CQFW.
- iii. the need to consider the recognition of prior learning which will require staff to possess an RPL Qualification.

iv. the impact the new qualification may have on existing job descriptions.

Members were informed that a governor's toolkit is being developed by Colegau Cymru.