

Minutes of the Meeting of the Curriculum and Quality Committee
20th January 2011

Present: Ms J Hare (in the chair)
Mr D Hardacre
Mr B Hunt
Mr P H Martin
Mr D Finch
Ms J Forbes - (in attendance for item 4 only)
Mr J Morgan – (in attendance for item 4 only)
Mrs A Coxwell – (in attendance for item 3 only)

Apologies: Mr B Davies

Minutes of the Academic Board Meeting held on 10th January 2011

The minutes of the Academic Board meeting held on 10th January 2011 were noted.

Matters Arising

Progress Report on Enterprise Developments (2010/2011)

The Committee noted the developments/progress made to date with regard to the Creative Curriculum Plans. It was suggested that the Committee receive a presentation from the Enterprise Champion on Enterprise Developments.

Quinquennial Review – Motor Vehicle

Members noted the excellent curriculum development in Motor Vehicle since its introduction into Rhymney in 2005/2006. In addition the Committee were informed that there is very good practice in CPD with staff updating their professional development within industry annually.

Progress Report on School and Active Pathways Attainment from the 14-19 Co-ordinator

The Committee noted that the Academic Board had agreed details of the suggested improvements for transition arrangements for year 10 to year 11 and from year 11 into full time courses. In addition it was noted that Martin Jones, Peter Cumpstone, Jayne Smith and Heads of Department are to meet to consider concerns surrounding transition arrangements and produce an action plan to address the concerns.

Progress Update on the Development of the College's Welsh Language Scheme

David Finch, Deputy Principal (Academic) informed the Committee that the draft College Welsh Language Scheme has been submitted to the Welsh Language Board

and that a response from the Welsh Language Board was expected before 31st January 2011.

Essentials Skills Wales – Discussion Paper

Members noted that the Academic Board had endorsed the following recommendations following discussion on Essential Skills Wales:

- i) the delivery of ESW (Application of Number; Communications; ICT) needs to be improved with a greater focus placed on underpinning knowledge.
- ii) the new direction for ESW must be away from portfolio building and towards skill development and skill consolidation.
- iii) there needs to be more structured approach to differentiation within ESW sessions and for differentiation to be used actively within ESW sessions.
- iv) departments need to ensure that they have robust arrangements for providing the right level of ESW for learners.
- v) core-curriculum descriptors need to be reissued to staff to enable them to link literacy and numeracy standards to main subjects.

Paper on Modifications to the Observation of Lessons within PMAR

Members noted that the Academic Board had endorsed the following recommendations following discussions on a paper relating to modifications to the observations of lessons within the PMAR process:

- i) retain the current notice period for PMAR observations.
- ii) Department Management team to decide which sessions will be used for PMAR observations.
- iii) retain the current PMAR moderation system (internal moderation plus 2 moderation meetings with Deputy Principal, Academic) but add an end of year overall moderation meeting involving all Departments.
- iv) grading of PMARs to use the Grades 1-5 system.
- v) Departmental Administrators to play a role in all Departments in administering the PMAR programme.
- vi) retain the current PMAR lesson observation form.
- vii) invite lecturers to express an interest in joining Internal Inspection and PMAR observation teams (Staff would need to be approved by their Department and subsequently trained). However Heads of Department must observe lecturers progressing from UP1 to UP2 or UP2 to UP3.

- viii) each vocational area to identify the key drivers for teaching and learning and in this respect David Finch, Deputy Principal (Academic) to work with Heads of Department on this issue.

Curriculum Enrichment Policy Statement prepared by David Finch, Deputy Principal (Academic)

The Committee noted that the Academic Board had fully endorsed the Curriculum Enrichment Policy Statement.

Minutes of the Quality Assurance Committee Meetings held on 30th November 2010 and 14th December 2010

The minutes of the Quality Assurance Committee meetings held on 30th November 2010 and 14th December 2010 were noted.

Matters Arising

Committee Workload

Members noted the considerable range of subject areas covered at the Quality Assurance Sub Committee meetings which included target setting, induction, health and safety induction, external verifier reports, IV sampling plans, assessment of learner work, key skills, course team meetings, quinquennial reviews, work experience, lasar, tutorials, e-ilp, staff development, Welsh baccalaureate and learner reviews (WBL). The Committee were informed that a report on the outcomes of the quinquennial review of the Welsh Baccalaureate will be presented to the Curriculum and Quality Committee in due course.

Report on the College FE24 Profile 2009/2010

Ann Coxwell, Director of Information Services presented the detailed data report on the College FE24 Profile 2009/2010. The Committee noted that the full Governing Body at its meeting on 16th December 2010 had considered the College Self Assessment Report 2009/2010 including details of the grade profile for each Key Question. Members were informed that having considered the enrolment, completion, attainment and successful completion data the final grade profile identified that full time provision was good, part time provision was adequate with the overall final grade was categorised as good. The Committee agreed that following the Internal Inspection of General Education a special meeting of the Curriculum and Quality Committee be convened to consider the outcomes of the inspection.

Internal Inspection Report on Sport, Leisure and Tourism

Judith Forbes, Head of Department (AACTS) and Jonathan Morgan, Head of School presented the outcomes of the statistical information which identified enrolment, attainment and successful completion data for Learning Area 8. The Committee noted that a grade profile on outcomes indicated a grade profile of good for full time courses and adequate for part time provision, giving a grade profile of good overall.

Members noted that the standard of teaching and learning had been awarded a grade profile of good. The Committee were informed that in many classes (81%) teaching and learning are at or above good, and in three instances excellent, with 95% of classes at or above the quality threshold.

Members considered the positive features and short comings identified within the Inspection Report and noted the action plan developed by the Department to address the recommendations for improvement in outcomes, as well as teaching and learning arising from the inspection. It was noted that a progress report against recommendations for improvements is to be submitted for consideration by the Academic Board at its meeting on 21st March 2011. The Committee expressed their thanks and appreciation to all those staff involved in the inspection process.

Update on Thematic Inspections/Quality Probes from the Deputy Principal (Academic)

David Finch, Deputy Principal (Academic) reported that as part of the Thematic Inspection process the area of Equality and Diversity is to be inspected in January and the inspection is expected to conclude by the end of March. The Committee were informed that a Thematic Inspection is to take place once a year which will not be carried out during the Autumn Term. In addition members were informed that the use of quality probes to investigate issues/concerns/good practice is to be extended across all programmes following the successful completion of this process within Technology and General Education.