

CORPORATION BOARD CURRICULUM, QUALITY & STUDENTS COMMITTEE



Minutes of a meeting held online on Monday, 27th November at 6pm

Present

Astrid Schloerscheidt (Chair)
Jacqui Canton, Principal & CEO
Lucy Butler, External Governor
Sam Wolfe, External Governor
Kathryn Schutterlin, Staff Governor
Jessie Weavers- Medina, Student Governor

In attendance

Joanne Milsom, Deputy Principal
Jack Price, Vice Principal
Scott Gray, Vice Principal
Howard Stamp, Clerk and Governance Advisor

Governor questions are represented with bullet points, and management responses are italicized.

1. Opening comments

1.1 Apologies and Matters to be raised under AOB

Apologies had been received by Lucy Butler, Sam Wolfe and Jessie Weavers-Medina, however the meeting remained quorate. There were no items raised for AOB.

1.2 Declarations of interest

There were no declarations of interest raised.

2. Minutes of the meeting held on 26th June 2023

2.1 Public Minutes

The minutes were approved as an accurate record of the previous meeting.

2.2 SAR Workshop Minutes

The minutes were noted as an accurate record of the SAR workshop and discussion.

3. Matters Arising, Written Resolutions & Action Points

The matters arising were noted as all complete or in progress, one of which was the technology presentation being presented at this meeting.

4. Policies for approval

None at this meeting.

5. Curriculum

5.1 Curriculum area presentation: Technology

The Vice Principal Curriculum and Quality presented an update on the Technology faculty. The presentation focused on a number of key areas for the faculty as part of an ongoing improvement plan.

It was highlighted to the committee that the faculty includes Engineering, Computing and Motor Vehicle provision with 16-19 Study Programmes as the main delivery and small amounts of AEB and apprenticeships across all three areas.

Enrolment was highlighted as positive across all three areas. The staffing structure was presented, and the changes explained as this has been a challenging area of staff turnover and subsequent recruitment of industry skilled individuals, including a new Head of Faculty who is now leading the faculty.

- Who carried out CEIAG for the department? *The staff involved in the teaching and on programme delivery. Students are also supported by industry placement coordinators and the central IAG team for support.*

There have been strengths identified in each curriculum areas presented to the committee and the development of the curriculum areas is important in order to remain relevant to the industry sector. There is also good employer engagement activated ongoing in each area.

There were areas for development highlighted for the committee including the induction and development of new staff to the department to ensure they are supported to deliver the Abingdon and Witney College expected standard, noting the number of new staff joining. Another area highlighted was the development of new curriculum delivery. Such as T levels and higher qualifications to ensure the curriculum areas move forward with industry and employer needs including the support of strong employer boards.

It was also highlighted and discussed about the going improvement plan across the department and ongoing upskilling of staff and facilities to ensure the college can continue delivery high quality provision that meets industry and employer expectations while supporting the student experience.

- What is included within 'Digital'? *This now goes beyond software and hardware but includes coding, cyber security and data analysis to support careers in digital.*
- Do all T level student in this area have placements? *Yes, they do, which is really positive as this can be challenging.*
- Has there been any change in achievement since starting the T levels over BTEC? *It can be difficult to compare. Computing has seen positive retention and achievement; however, we are awaiting the second year for engineering and the challenge may be the two-year duration for retention.*

The committee noted the report, and the development and focus that the curriculum is being given following previous reports of the curriculum area.

The committee requested for the next meeting to have a presentation on Bicester Construction Skills Centre.

Action	By Whom	Deadline
Presentation Bicester Construction Skills to be added to the next meeting agenda and Mark French to be invited to the meeting	Clerk	March 2024

5.2 Curriculum Report

The Vice Principal Curriculum & Innovation presented the report. The report included a brief summary of all the changes ongoing across the curriculum including changes to level 2 and level 3 qualifications.

The report highlighted the changes for the Adult Education Budget (AEB) and community learning. It was outlined how the college is seeking to identify how these changes may impact the college.

A review of the provision at Common Leys has been undertaken and the college currently feel assured the campus is meeting the strategic direction expected without the need to make significant changes outside the usual review cycles.

It was also highlighted to the committee that a new qualification called the Advanced British Standard has been announced. The college will review this as more information is made available.

The college is also aware, as we move into an election year, there could be changes in education policy should there be a change in governing party.

- Are you considering articulation to university as part of the new HE courses? *We haven't particularly considered this as the moment as it is early discussion and forms part of the wider HE direction but this can and should form part of future discussions.*

The committee noted the report.

5.3 Curriculum Development Update

The Vice Principal Curriculum & Innovation presented the report and highlighted key points including the four stages of the curriculum development process.

The curriculum plan was presented with relevant points highlighted such as the timelines for the roll out of T Levels. A similar process was highlighted for HTQ and professional level courses being planned for 2024/25. These would run alongside a suite of access courses that could help develop the 19+ provision.

The committee noted the report.

6. Quality

6.1 Quality Report

The Vice Principal Curriculum & Quality presented the report that reviewed progress towards the Quality improvement plan which was produced in response to the Self Assessment Report for the year. This included the reintroduction of new achievement monitoring process and mapping this across the academic year. There has been a specific look at disadvantaged learners as this was a key point highlighted within the SAR to support their engagement and achievement.

There has also been a focus on supporting the Study Programme leads as this is a new role this year and the college is keen to ensure the vision for the role is achieved.

There have been quality health checks undertaken this year. Outcomes of these, have provided good examples of effective learning environments and culture. There is also an ongoing focus on the level 1 courses to ensure learners are supported early in the academic year.

The committee noted the report.

6.2 Higher Education Self-assessment report

The Vice Principal Curriculum & Innovation presented the report. Key points within the report included; the overall high student satisfaction and positive achievement. The recommendations include ensuring students hear about the mental health support offer. The NSS results were very strong, and the college has done well in widening participation. Progression outcomes are also significantly above the baseline.

The three main areas of the QIP were highlighted, including awareness of mental health, attendance and retention. It was commented that there should be some caution when comparing the NSS survey results with previous years as there has been a lot of change in these questions across the two years.

The committee noted the report.

6.3 Annual report on quality-related student and employer complaints (FE & HE)

The Deputy Principal presented the report, outlining a small number of complaints totalling seven received over the last year which in line with previous years. The Deputy Principal

advised that no trends have been identified and therefore the complaints do not highlight any specific, underlying issues.

- What sort of complaints are captured in this report? *These are all about quality of delivery or a specific incident that happens within a lesson.*

The committee recommended the report to the board.

7. Students

7.1 Students Report

The Deputy Principal presented the report. The outcomes of the NSS survey and the positive comparisons to local competitors were highlighted to the committee. There has been a conscious effort to collect feedback through different methods to ensure students are not subject to too many surveys and therefore may not engage. Therefore, some Heads of Faculty had attended classrooms and asked 5 simple questions to gather feedback in a different way. This has provided some positive data and has been an effective way to gather information rather than the previously used induction survey.

There was discussion around why students choose to enrol at Abingdon and Witney College. This included items such as locality but also the college's reputation and good experience received at open events. There was also discussion about how the college is working to get student engagement with the local community, particularly with increased numbers in and around the campuses the SMT are mindful of the impact the college has in the immediate local residential areas.

The committee noted the report.

8. Committee Self-assessment

The Clerk presented the paper that combined comments received from all committee members as part of the self-assessment review. There was positive discussion from the committee, and they agreed with the points raised and recognised the comments made by other committee members.

The committee noted the report.

9. Any Other Business

There were no items raised for any other business.

10. Future Business

There were no items raised outside of the usual business cycle for discussion items at the next meeting.

The next CQS meeting was scheduled for on Tuesday 12th March 2024 at 6pm taking place online via Teams.

Approved for signature:12th March 2024.....

A Schloerscheidt
26/03/2024 20:47:06

Signature*A. Schloerscheidt*.....

Date 26/03/2024



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