

**CURRICULUM, QUALITY AND LEARNING COMMITTEE**

**MINUTES** of the meeting held on **Tuesday 10<sup>th</sup> September 2019** at 5:00 pm.

Present: Wendy Sharples (Chair), Sue Anderson, David Lee, Thelma Probert and Tony Day (Principal).	
In Attendance: Anne Barker - Clerk; Damian Brant -Vice Principal – Planning, Performance & Development; Ella Hyland, Head of Department of Sociology and Criminology for part of the meeting; George Stylianou, Director of Studies.	
The meeting was quorate.	
1. <b><u>Apologies</u></b> for absence.  There were no apologies for absence.	
2. <b><u>Declaration/s of interest/s.</u></b>  No declaration of interest/s was made.	
3. <b><u>Declaration of potential conflict/s of interest with item/s on the agenda.</u></b>  No declaration of potential conflict of interest/s with items on the agenda was made.	
4. <b><u>Membership and Terms of Reference</u></b> – 2019-2020  RESOLVED:  That the Terms of Reference be accepted and recommended to the Corporation;  PAPER CQL/19/09/04.	<b>ACTION:</b>  Clerk
5. Notification of <b><u>Any Other Urgent Business.</u></b>  There were no items of AOB.	
6. <b><u>Minutes</u></b> of the previous Meeting:  CONSIDERED:  The Minutes of the previous meeting held on <b>14<sup>th</sup> May 2019;</b> <b>PAPER CQL/19/09/06.</b>  RESOLVED:  That the Minutes be approved and signed as an accurate record.	Clerk
7. <b><u>Matters Arising</u></b>  There were no matters arising.	
8. <b><u>Curriculum Presentation</u></b>  Ella Hyland, Head of Department of Sociology and Criminology, gave a PowerPoint presentation on the work of the department.  Members asked her questions about the information she gave them.  RESOLVED:	

<ul style="list-style-type: none"> <li>i. That the Presentation was extremely informative and well received. The members thanked Ella and wished the department every success for the year.</li> <li>ii. That the Principal <b>will facilitate</b> learning walks for the members after the October learning walks.</li> <li>iii. That the Vice Principal <b>will draft protocols</b> for ii as they are needed before learning walks can begin for the full corporation, excepting most members of CQL, who have a teaching background.</li> <li>iv. That a good opportunity to have learning walks will be when external speakers come in to teach.</li> <li>v. That the Head of Department is a good ambassador for the College.</li> </ul>	<p>Principal</p> <p>Vice Principal</p>
<p>9. <b><u>Overall Student Outcomes 2018/19</u></b></p> <p>RECEIVED:</p> <ul style="list-style-type: none"> <li>i. A Report on <b>overall Student Outcomes</b> 2018-19.</li> </ul> <p>Damian Brant, Vice Principal gave a PowerPoint presentation and reported on the excellent exam results.</p> <p>RESOLVED:</p> <p>That the Chair of the Corporation and the Chair of this Committee will write to all staff to congratulate them on behalf of the Corporation.</p> <p>RECEIVED:</p> <ul style="list-style-type: none"> <li>ii. A Report on <b>Subject level outcomes</b>, including value added analysis.</li> </ul> <p>George Stylianou, Director of Studies, presented <b>PAPER</b> CQL/19/09/09 ii. There was discussion around some of the points made in the Paper.</p> <p>RESOLVED:</p> <p>That thanks be recorded to the Director of Studies for his thorough and interesting Paper and subsequent discussion.</p>	<p>Clerk</p>
<p>10. <b><u>Enrolment 2019-20</u></b></p> <p>RECEIVED:</p> <p>A Report on initial Enrolment figures for 2019-20; <b>PAPER</b> CQL/19/09/10 (tabled).</p> <p>The Principal reported on the enrolment figures which were an increase on previous years at enrolment.</p> <p>RESOLVED:</p> <p>That the numbers were very good and the refurbishment to improve facilities and space were necessary to accommodate increased numbers.</p>	
<p>It was agreed to take the following agenda item early.</p>	
<p>13. <b><u>The new Curriculum Management structure</u></b></p>	

RECEIVED:

A Report on the new Curriculum Management structure: **PAPER** CQL/19/09/13 (tabled).

Return to agenda order

11. The **Observation of Teaching, Learning, and Assessment 2018-19**  
(Standing item)

RECEIVED:

A Final Report on 2018-19 Observations and Learning Walks; **PAPER** CQL/19/09/11.

The Vice Principal reported there was no significant change since the previous report to the Committee. .

12. **Continuing Professional Development** (CPD) (Standing item).

RECEIVED:

A Report on CPD for 2018-19; **PAPER** CQL/19/09/12.

The Vice Principal reported there was no significant change since the previous report to the Committee, other than the staff well-being day which was discussed. He reported on revision made to the Aspiring Leaders programme and on a new leadership development programme (p6).

RESOLVED:

That thanks be recorded to him for the Report.

14. **The new Education Inspection Framework** – Ofsted EIF

TO RECEIVE:

A Report on the new Education Inspection Framework – Ofsted EIF.

RESOLVED:

To defer the agenda item to the next meeting.

Clerk

15. **Higher Education**

RECEIVED:

A Report on Higher Education: **PAPER** CQL/19/09/15.

RESOLVED:

After full consideration and discussion that a **recommendation** be put to the **Corporation** that the College withdraw from directly funded HE courses, effective 2020-21.

Clerk

16. **Any other urgent business.**

There were no matters of AOB.

17. **Dates of meetings in 2019-20:**

REPORTED:

The dates of meetings for the remainder of 2019-20:

10<sup>th</sup> March 2020\*

12<sup>th</sup> May 2020

All meetings start at 5pm.  RESOLVED:  That the Clerk will * <b>rearrange the date</b> of the meeting of 10 <sup>th</sup> March 2020 due to the unavailability of 2 members of the committee.	Clerk
The meeting closed at 6.50 pm.	

Anne Barker, Clerk to the Corporation,  
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