

# CORPORATE GOVERNING BODY OF GODALMING COLLEGE

## Minutes of a meeting of the Curriculum and Quality Committee of Godalming College held at the College on Monday 7<sup>th</sup> June 2010 at 7.00pm

- Present:** Stephen Dennison (Chairman)  
Karen Bryan  
Angela Gallagher-Brett  
Robin Galliver  
Helena Hockridge  
Neil Parsons
- Advisors:** Dave Cartwright (Assistant Principal)  
May O'Keeffe (Assistant Principal)
- In Attendance:** Stella Halloran (Clerk to the Corporation)  
Dan Wright (Head of Social Science  
Faculty) to end of item 5

### ACTION

1. **Apologies for absence**  
There were no apologies, although Emma Lewis did not arrive.  
Karen Bryan was welcomed to her first meeting of the committee and Dan Wright was welcomed as well.
2. **Declaration of Interests**  
There were no interests declared.
3. **Minutes**  
The minutes of the meeting held on 22<sup>nd</sup> February 2010 were approved and signed.
4. **Matters arising from the minutes**  
  
*Item 6 – e-learning IQR*  
This had been sent to governors on this committee by email.
5. **Stretch and Challenge within the Social Science Faculty**  
  
Dan Wright explained how the concept of 'Stretch and Challenge' had been adopted and used within the Social Science Faculty, highlighting the following:
  - It was aimed at all students, not just the A\* students. Students were expected to arrive at each lesson having researched the 'knowledge' input for the topic in order that the lesson time could be given to discussion and evaluation of the topic and then moving on to consider it in greater depth.
  - There was an emphasis on cultivating a greater sense of personal responsibility and intellectual seriousness
  - A large uptake of the EPQ within Social Sciences (91 students)

showed that many students understood the concept of 'Stretch and Challenge'

- There had been pushes on debating (in many forms) and reading
- A Social Sciences Festival, a new innovation, would take place on 13<sup>th</sup> and 15<sup>th</sup> July from 11.15 – 1.15 each day and all governors were warmly invited to attend. There would be 8 debates on 'Big Questions in the Social Sciences' over the 2 days.

ALL  
GOVERNORS

Governors discussed with Dan:

- Whether students realised how important this approach was (emails back from those who had gone on to university indicated how much they appreciated it now they were in the university situation).
- Whether anything extra was being done for the A\* students – it was explained that they received extra anyway.
- How good it was that the College was taking this initiative and it was not something that was being driven by government funding.
- Governors with students at the College indicated that they found this way of learning very enjoyable, although hard to start with.
- What were the next steps? It was early days for this initiative and it needed to be further embedded before expanding.
- It had been rolled out across all faculties – each was developing it in different ways.
- It was a slow process to enthuse all staff- a core of staff were initially following this practice and that had rubbed off on others, there was still some way to go, although Dan reported that there had been no resistance to it in Social Sciences.
- How would it be evaluated? - through A/B grades at A2, through students feedback; not all of the evaluation could be quantitative.

The Chairman thanked Dan for his very interesting input and invited him back in a year's time to tell the committee how it was all going.

CLERK

*Dan Wright left the meeting.*

## 6. IQRs 2009 – 2010 summary

May O'Keefe and Dave Cartwright explained that a written report was not available at present as four of the reports were still in draft form.

A written summary would be presented to the Autumn term meeting of the committee.

CLERK /  
M O'KEEFFE

The **Assessment for Learning (AfL) IQR** was about to be published; this was a mixed report with some very good areas and some that needed work to be done on them, notably:

- How people mark work and feed back to students. It was felt that staff needed reminding of the College's marking policy. There needed to be more consistency both within departments and across the College.

The **Learning Support Service IQR** had thrown up that whilst a lot of very good work was being done within the department, there needed to be better communication between the department and the rest of the College.

The interview team for applicants needed training on how to draw out of applicants the needs they had.

A **Study Skills IQR** was being undertaken by Dan Wright.

The **Access Level 2 students IQR** had indicated that whilst the students were generally positive about the courses, examination of the data provided indicated that there were improvements that needed to be made. The tracking of students from Level 2 through to Level 3 was not good and to assist this, a 4 week transition course was being run this year. Whilst some Colleges don't offer Level 2 courses, Godalming wished to be an inclusive college and continue to offer all levels of courses.

***The Committee commended the changed approach being taken by the College in undertaking the IQRs and the way it was dealing with the findings from them.***

## 7. Curriculum Developments

The only development to report was the introduction of the 4 week transition course from Level 2 to Level 4.

The many skills continuing to be offered in the additional studies courses were noted.

## 8. SFBac update

The Principal and Dave Cartwright had attended the validation meeting for the SFBac proposal to be offered at Godalming, which was duly validated. The validation process and those undertaking the process were explained.

Therefore Godalming College would be running the SFBac from September 2010.

There was discussion about the type of qualification it would provide, whether externally gained skills (eg St John's Ambulance) would be included and how a consistency of approach over the 10 colleges taking part would be ensured.

It was acknowledged that there was a lot of work still to be done, but that a good start had been made.

## 9. DDA Impact Assessment

This was the first time that this had been presented to Governors and the rationale and method of coming to its conclusions was explained by May O'Keeffe.

There were issues raised that needed to be worked upon – the double tick system for staff appointments would be introduced.

The actions outlined in the report would be tracked through the Equality and Diversity SAR.

The committee commended the approach taken to look at the issues of discrimination and **Recommended the report to the Corporation.**

10. **A Fresh Look at Equality and Diversity**

With Carol Chapman retiring, it had been decided to look again at the whole area of Equality and Diversity and to give the matter greater prominence within the College.

A new Equal Opportunities Group had been formed and given the power to make decisions and to make things happen.

An Equalities Officer post had been created in the Students Union and there was an acknowledgement that more training on the issue was required.

There was also a recognition that more data was required on different groups within College such as by 'social deprivation'. A governor offered to assist with a method of collecting this type of data – Acorn.

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GALLAGHER-  
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Once data had been collected and deficiencies identified, these could be addressed.

11. **Development Plan 2009 -10 June update**

The committee considered items 1 – 33, 55 and 56, commenting on the following:

1. The withdrawal rate was higher than predicted, which made forecasting numbers for September 2010 very difficult.

7. The retention rate was down, but not more than anticipated.

9. The 'Satisfaction Rate' had not met the target and the method of collecting this data was discussed at some length. It was agreed that it would be good to give some sort of feedback on what had been done about the areas the students were not happy with.

13. ILT – there was a move towards laptops on trolleys in preference to fixed PCs.

56. the links with businesses were considered and a further report on this at the next meeting was requested.

M O'KEEFE

12. **Risk Register 2009 – 2010 June update**

Item 4.1 The recruitment of staff was posing no problem, quite the reverse – some extremely good appointments had been made for next year.

13. **Dates of Meetings in 2010 - 11**

The draft dates were considered and agreed. Therefore subject to Corporation approval the next meeting would be on Monday 8<sup>th</sup> November 2010 at 7pm.

The meeting closed at 8.55pm

Signed: .....

Date: .....