

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

STANDARDS COMMITTEE

Minutes of the Meeting held on Tuesday 10 February 2015

Membership:

- * Sotirios Adamopoulos
- * Chris Christofides (Chair)
- * Nishall Garala
- * Myrtle Prodger
- * Karen Spencer
- * Mike Thorne

**denotes present*

In attendance

D Sheridan, Clerk to the Corporation
R Lucas, Deputy Clerk to the Corporation
P Marsh, Deputy Principal
M Laverick, Director of Quality Standards and Assessments
K Edwards, Director of Professional Development and Improvement
W Allanson, Executive Director, Business Development

508 Apologies for Absence

Apologies for absence were received from Mike Stokes, Deputy Principal and Louise Turner, Vice-Principal.

C Christofides welcomed M Prodger to her first meeting of the Standards Committee.

509 Declarations of Interest

There were no declarations of interests.

510 Minutes of the Previous Meeting

The minutes of the meeting held on 28 November 2014 were agreed as a correct and accurate record.

511 Matters Arising from the Minutes

511.1 Essex County Council (minutes 499.1 and 488.2 refer)

A meeting is to be scheduled with Karen Spencer and Chris Kiernan from Essex County Council.

Cllr Kevin Bentley, Deputy Leader, Essex County Council, is visiting Harlow College on 11 February 2015.

511.2 Quality Improvement Action Plan (minute 501 refers)

Governors noted that there have been no incidents of radicalisation and any such incidents would be reported to governors. Plans are in place for all

staff to be trained on identifying and handling such incidents.

511.3 Higher Education Annual Monitoring Report (minute 502 refers)

P Marsh agreed to follow up on whether contact had been made with the marketing team at ARU.

511.4 Ofsted Consultation and Report on Study Programmes

P Marsh updated the Committee on the results of the Ofsted consultation which had recently been published. Governors noted that there will be a common inspection framework across all phases, however each phase will have its own inspection handbook. Colleges graded good or outstanding will be subject to short inspections every three years, however any dip in performance could trigger a full inspection. Subject sector areas will no longer receive a grade.

The Standards Committee agreed that the College needs to monitor what is being proposed by Ofsted to ensure that it is well placed and well prepared for an inspection under the new framework.

512 Apprenticeship Improvement Plan

The Standards Committee received and considered the Apprenticeship Improvement Plan, presented by W Allanson, Executive Director, Business Development.

Governors received an update on progress to date with the improvement plan.

A discussion was held around the improvement plan, particularly the areas in red, and the following points were noted:

- Heads of Academies are taking a lead on the actions in the plan and this is being monitored by W Allanson.
- A 79% timely success rate is being predicted.
- 72.9% is the national benchmark for overall success (this does not include timely success).
- Changes have been made to the personnel overseeing the painting and decorating apprentices.
- The College no longer sub-contracts with a large number of partners. This year the College has only three sub-contractors.
- Monitoring processes were discussed, along with the use of OneFile for e-portfolios which will contain live, real-time data.
- English and maths is a focus for all learners, not just learner responsive learners.
- Learner voice information has been collected, however the College needs to ensure that this is being acted upon.
- Engineering, hair and motor vehicle are predicting success rates below the College's target of 76% (timely success). New starts have been restricted in motor vehicle.
- Health and Safety Procurement Standards (HASPS) reports are being chased up and each team has an action plan in place to clear the backlog of HASPS. The quality of the HASPS needs to be checked. Governors urged that clearing the backlog of HASPS should be the top priority. Risk assessments are being undertaken when each learner is signed up. Governors requested an update on the HASPS at the next Corporation meeting and to ensure it is reported on at the Health and Safety Committee meetings.

The Standards Committee noted the report on the Apprenticeship Improvement Plan.

513 Quality Improvement Action Plan

The Standards Committee received and considered the Quality Improvement Action Plan, presented by P Marsh, Deputy Principal.

The Quality Improvement Action Plan was discussed in detail. Governors noted the following areas for improvement and actions which are being undertaken to address the identified areas:

1. Underperforming teams – construction; electrical; plumbing and motor vehicle. Audits in these teams are being carried out on a regular basis. Targets have been set for the areas and progress against these targets is tracked.
2. Outcomes for apprentices.
This was covered in more detail in agenda item 512.
3. Outcomes for English and maths.
A lot of work and support is needed for English and maths and is a high priority for the College.
4. Consistent use of study programmes to embed work experience and WRL and e-learning.
Work-related experience is now an integral part of study programmes and should make up 10% of the programme. Individual qualifications are no longer the focus and now it is all centred on the whole study programme.

A destination survey has been completed, the results of which will be presented at the next Standards Committee meeting.

5. Development of College infrastructure.
Investment is being made in the College's IT and property infrastructure.
6. Staff performance management.
Staff development and appraisals were highlighted along with new software, such as ProObserve which is being introduced.
7. Quality of assessment processes.
Assessment process and tools, such as ProMonitor, were discussed and in particular how it relates to teams that are underperforming,

The Committee were updated on a recent BTEC external verification visit, at which no issues were raised.

Governors thanked K Edwards and M Laverick for their hard work.

8. Learner engagement.
The processes for engaging learners were highlighted and what is being undertaken to improve this.

Governors noted that the QIP is more concise and linked to the College's key performance indicators. The next steps are to RAG rate the actions within the QIP and

provide regular progress reports to governors,

The Standards Committee noted the Quality Improvement Action Plan.

514 Harlow College Key Performance Indicators

The Standards Committee received and considered the report of K Spencer, Principal, on Harlow College Key Performance Indicators.

Governors noted that:

- The key performance indicators were agreed at the last Corporation meeting;
- Some data is not yet available;
- The data in red relates to areas which are falling below target, however the targets are year-end targets;
- The forecast end-of-year position will be added into the document;
- Learner dissatisfaction has increased mainly due to the requirement to study English and maths;
- There is a big focus on English and maths across the College;
- Currently there are approximately 1,900 learners who do not have GCSE Grade C or above in English or maths, with 600 currently retaking English and 500 retaking maths;
- The College's strategy for delivering English and maths will be presented in more detail at the next Standards Committee meeting;
- The Higher Education income is currently £1.72m;
- All teams will be ready to implement and use e-technology by the start of the next academic year;
- The Government is removing success rates, however the College will continue to record them;
- The Education and Training Foundation are undertaking a survey – a copy of which will be circulated to all governors;
- The College is able to deliver the I-GCSE.

The Standards Committee noted the report on Harlow College Key Performance Indicators.

515 School and College Performance Tables

The Standards Committee received and considered the report on the DfE School and College Performance Tables, presented by M Laverick, Director of Quality Standards and Assessment.

Governors also received the DfE performance tables, the ALIS value added analysis, A2/AS value added and extended diploma value added.

The Committee had a detailed discussion around the presented data and noted the following:

- Value added on Level 3 programmes is either good or outstanding.
- The ALIS report contains comparative data for a group of self-selecting organisations, therefore it does not an accurate picture of how the College is performing overall.
- There has been a decline in value added over the last few years, however the College is still above the average.
- The College is moving away from the ALIS system but will continue to use the

ALPS system.

- Value added for A-Level sociology, psychology and photography is outstanding and is above average for the other subjects.
- Art and design and maths need further improvement.
- The College is ranked second nationally for FE and tertiary colleges for A-Level value added and sixth nationally for vocational value added.
- There are currently a lot of changes with how the Government measures performance.
- Ofsted will not focus on the ALIS or ALPS data but will look at the national data.
- A-Level performance has dipped a little but this could be as a result to the changes in A-Levels. The College has not increased its entry criteria to A-Level courses, where a number of other institutions have. The College continues to focus on what is best for each individual student rather than for the performance tables.
- The average grade on a vocational course is distinction and this has improved from the previous year where the average grade was a distinction -.
- The red areas of maths, English and physics were noted.

Governors raised their concerns around the decline in results but acknowledged the reasons for this and what the College needs to do to address this.

It was agreed that the College will use ALPS data going forward and this data will be re-circulated to governors.

Governors thanked staff for their hard work and agreed to invite Tracy Greenall, Head of Sixth Form, to the next Standards Committee meeting.

The Standards Committee noted the report on school and college performance tables.

516 Professional Development Strategy

The Standards Committee received and considered the Professional Development Strategy, presented by K Edwards, Director of Professional Development and Improvement.

Governors noted that the Strategy had been developed to ensure that all staff and managers are continually encouraged to undertake continued professional development.

A discussion was held around the priority areas contained within the Strategy.

Priority Area 1: Initial Teacher Training

This was reintroduced by the College in March 2014 and the numbers undertaking the training are increasing, as the College has a small percentage of staff that are not qualified. A successful EV visit has been undertaken. Governors requested that the wording be changed to “must undertake” and thanked K Edwards for her work in reintroducing the training in the College.

Priority Area 2: Learning, Teaching Assessment

Innovation in learning, teaching and assessment is being encouraged and staff development days are now more focused. The College is regularly approached by other colleges to share its practices and experience.

Priority Area 3: Leadership and Management

The College is running an “aspiring Assistant Academy Manager” training programme and the Heads of Academies have training and professional development opportunities.

Priority Area 4: E-Learning and New Technology

Some teams in the College have examples of good practice and are encouraged to share this. Project funding has been secured to help address e-learning and e-learning ambassadors have been identified. The College is exploring ways of embracing e-learning and all students that are eligible for a bursary receive a piece of equipment, such as a tablet. The current IT infrastructure was discussed along with a pilot project which is currently being undertaken.

Priority Area 5: Quality Assurance in respect of learning, teaching and assessment

Governors noted the College’s current position and the objectives for 2014-2016.

Priority Area 6: Quality Assurance in respect of service areas

Governors noted the College’s current position and the objectives for 2014-2016.

The Standards Committee approved the Professional Development Strategy.

517 Any Other Business

There were no items of any other business.

518 Dates of Future Meetings

Summer Term	Tuesday 18 June 2015 (combined with Resources Committee)	08.30am
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