

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

STANDARDS COMMITTEE

Minutes of the Meeting held on Tuesday 14 October 2013

Membership: * Riccardo Abela (from 9.25am)
* Chris Christofides (Chair)
* Karen Spencer
Mike Thorne

**denotes present*

In attendance

D Sheridan, Clerk to the Corporation
R Lucas, Deputy Clerk to the Corporation
P Marsh, Vice-Principal
M Stokes, Vice-Principal

450 Apologies for absence

Apologies for absence were received from Mike Thorne.

451 Declarations of Interest

There were no interests declared in any agenda item

452 Minutes of the previous meeting

The minutes of the meeting held on 11 June 2013 were agreed as a correct and accurate record.

453 Matters arising from the minutes

453.1 Essex County Council (minutes 443.1, 431 and 419.1 refers)

M Thorne has met with the new leader of Essex County Council and it is hoped that this link will continue.

454 Draft Success Rates 2012/13

The Standards Committee received and considered the report of M Stokes, Vice Principal on draft success rates for 2012/13.

It is anticipated that the College will achieve a 94% success rate for 2012/13 for a second year running, however this is short of the 95% target which had been set. The predicted long course success rate for 2012/13 is 91%.

It is acknowledged within the College that there are some areas in need of improvement and work is being undertaken with these teams to address this.

A2 results for 2012/13 are slightly lower than the previous year, however the AS results are better. There has also been an increase for the third year running in A-level high grades. The Committee noted that some A-levels are not delivered by College staff and requested that a report is brought to the

Committee which details these and the associated success rates.

There has been a drop in the apprenticeship success rate and the College acknowledges it has been a difficult year. The College has taken on apprenticeships from partner organisations and it has been difficult to get the learners to successfully complete the frameworks. The College has put a team in place to specifically focus on apprenticeships. A discussion was held around the national picture of apprenticeships and it is acknowledged that the challenges the College faces are national challenges.

The Committee requested that future reports should show the split between College and partner success rates.

After a detailed discussion on the success rates, M Stokes highlighted that the overall picture for 2012/13 for the College is positive.

The Standards Committee noted the paper.

455 Draft Value Added 2012/13

The Standards Committee received and considered the report of M Stokes, Vice Principal on draft value added for 2012/13.

It is anticipated that the draft overall value added for 2012/13 will be 0.4, compared to 0.6 for 2011/12. There has been a slight increase in value added for AS, however there has been a reduction in value added for extended national diplomas and A2.

The Committee noted that the value added grading systems for national diplomas has been re-based. BTEC have looked at all grading and it is now harder for students to achieve the higher grades.

The College is resubmitting the ALPS and ALIS figures to include all available data and it is possible there could be an increase to the overall value added for 2012/13. ALPS have acknowledged that the current draft value added reports for the College are exceptional.

Value added will be included in the dashboard and there will be a renewed cross-college focus on it. Regular meetings have been set up with the Principal and Assistant Academy Managers to discuss teams' dashboards in detail.

A discussion was held around student average point scores on entry. The College did well with students who come to College with below average GCSE scores, however those with higher scores are not doing as well in terms of value added. Stretch and challenge of these students is key and will be focused on by the College.

The Standards Committee noted the paper.

456 Learning Observation Grades 2012/13

The Standards Committee received and considered the report of P Marsh,

Vice Principal on learning observation grades for 2012/13.

P Marsh explained the observation process and training systems were are in place.

The College achieved 80% of grade 1 and 2 learning observations for 2012/13. This is the same as the previous year, however it is 2% short of the 82% target for 2012/13. The number of grade 4 observations has however fallen back. 29% is currently grade 1 and a rough indication is that grade 1 and 2 should be at 90% with 30% at grade 1 for Ofsted to judge teaching and learning as outstanding.

There are some teams that are consistently below the College average and any underlying issues are being looked into.

The Committee agreed that this needs to be a key focus and high priority for the College and that teaching and learning needs to be regularly on the Corporation agenda.

The Standards Committee noted the paper.

457 Student Satisfaction Results

The Standards Committee received and considered the report of P Marsh, Vice Principal on student satisfaction results.

The student satisfaction survey was conducted in the summer term and out of 4,960 students, 1,347 responses were received which is a response rate of 27%. This is a significant increase on the response rate from the previous year. There was a low response from apprentices and adult learners and they are therefore not well represented.

The overall student satisfaction rating remains at 8.1 out of 10 which equates to the national median.

The question the College does worst on is “how good or bad is the College at acting on the views of learners?” To address this the College will raise the profile of “you said, we did” around the College and a new student ambassador programme has been launched.

High and low performing teams in terms of student satisfaction were highlighted and discussed by the Committee.

The Standards Committee noted the paper.

458 Complaints Analysis 2012/13

The Standards Committee received and considered the report of P Marsh, Vice Principal on the complaints analysis for 2012/13.

The Committee noted that the complaints contained within the report are those which have gone through the College's formal complaint procedures.

College managers resolve many complaints as quickly as possible before they get to the formal stage.

There were a total of 23 complaints received in 2012/13. 1/3 were upheld in full, 1/3 were partly upheld and 1/3 were not upheld.

The categories of the complaints were discussed in detail and the Committee agreed that the report highlights that the College takes complaints seriously.

19 formal compliments have been received, however it was noted the staff are less likely to record compliments.

The Standards Committee noted the paper.

459 Recruitment of Students 2013/14

The Standards Committee received the report of M Stokes, Vice Principal on student recruitment for 2013/14.

The overall student target number for 2013/14 is 2,503 and as of 11 October the College has recruited 2,699 students. There will be no additional funding for the additional learners this year, however there will be in subsequent years due to the funding methodology. The College therefore has to manage budgets carefully as no further resources will be available this year and next academic year the College will lose some of its transitional protection funding.

The College will continue to recruit adult and NEET learners throughout the year therefore the number of recruited students will increase.

The College has been successful in securing additional funding for NEET learners and will focus on moving these learners onto other courses once they have completed their NEET programme.

The apprenticeship allocation has been reduced and recruitment is on track to achieve the numbers and funding which the College has budgeted for.

There is approximately £100k of Adult Single Budget funding and there is a plan and profile in place to achieve this. A team is being built up to deliver the community learning which is worth approximately £415k.

There are currently 306 HE enrolments which is an increase for last year, but slightly down on the 370 target.

The Standards Committee noted the paper.

460 Quality Improvement Plan

The Standards Committee received and considered the Quality Improvement Plan (QIP) presented by P Marsh, Vice Principal.

The College's QIP is an annual plan covering 1 January 2013 – 31 December 2013, focusing on areas for improvement and development.

A detailed discussion was held around the QIP and in particular the Committee focused on the following areas in the QIP, together with what the College is doing to address the issues:

- Apprenticeship success rates (SAR Ref 1);
- No uniform excellence in success rates (SAR Ref 2);
- Systematic collection and analysis of progression data (SAR Ref 3);
- Maths / English / functional skills provision is underdeveloped (SAR Ref 4);
- The Teaching and Learning grade profile (SAR Ref 5);
- Inconsistent quality of written feedback on learners' work (SAR Ref 8);
- Significant development is needed of its managers and/or of the staff they manage (SAR Ref 12);
- Too few teaching sessions around outstanding (SAR Ref 13);
- Many learners do not feel their views are asked for or sufficiently acted upon (SAR Ref 14);
- Some poor quality assurance in individual teams (SAR Ref 16).

It was suggested that the QIP should be cross referenced to the College's latest Ofsted report and that a separate document be produced to capture areas that have been completed in the QIP.

A new version of the QIP will be produced once the Self-Assessment Report has been completed.

The Standards Committee noted and approved the QIP.

461 Harlow College Dashboard

The Standards Committee received and considered the report of the P Marsh, Vice Principal on the Harlow College Dashboard and a general discussion was held around the dashboard.

The Committee noted that many areas on the dashboard had already been discussed during the course of the meeting.

P Marsh confirmed that value added will be added onto the dashboard as well as the internal survey scores. The figures are based on the situation at the beginning of the academic year, however there is some residual scoring from 2012/13. The information contained within the dashboard is not benchmarked against national targets but against the College's own internal targets.

Governors noted how the dashboard was compiled and which College staff were responsible for compiling the information.

The dashboard is updated every month and reported to every Standards Committee meeting.

The Committee noted the paper.

462 Any other business

K Spencer reported that the College has been invited to join the AoC's portfolio group for quality and performance.

The College has been shortlisted for a Beacon Award for Innovation in FE, result of which will be announced at the AoC conference in November. K Spencer thanked everyone involved for their hard work.

It was agreed that the dashboard should be considered earlier on in the agenda for future meetings, that Chris Berkins, Director of Quality, should be invited along to the meetings and that the Committee should focus more on teaching and learning at future meetings.

463 Dates of future meetings

Autumn Term	Tuesday 19 November 2013	08.30am
Spring Term	Tuesday 11 February 2014	08.30am
Summer Term	Tuesday 10 June 2014	08.30am