

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

STANDARDS COMMITTEE

Minutes of the Meeting held on Friday 28 November 2014

Membership: * Sotirios Adampoulos
* Chris Christofides (Chair)
* Nishall Garala
* Karen Spencer
* Mike Thorne

**denotes present*

In attendance

J Hawkins, Acting Clerk to the Corporation
P Marsh, Deputy Principal
M Stokes, Deputy Principal
L Turner, Vice-Principal
R Jones, Assistant Principal

496 Apologies for Absence

No apologies were received.

497 Declarations of Interest

Professor Thorne declared an interest in the HE Monitoring report.

498 Minutes of the Previous Meeting

The minutes of the meeting held on 10 June 2014 were agreed as a correct and accurate record.

499 Matters Arising from the Minutes

499.1 Essex County Council (minute 488.2 refers)

The acting replacement for Tim Coulson is Chris Kiernan. Karen Spencer advised that his focus appears to be on Special Educational Needs resources in Essex at present. Karen Spencer plans to invite Chris Kiernan into College in the New Year.

Karen Spencer advised that Paula Hornett from Essex County Council has confirmed that her team are undergoing a change programme.

499.2 Apprenticeship Improvement Plan (minute 490 refers)

Karen Spencer advised that in October 2014 we sent to Derrick Baughan HMI our Apprenticeship indicative success data showed 67% overall and 60.8% timely success. In his reply he stated that he is confident that our planned improvement and actions are now working and showing a positive impact and that he is not planning to re-visit us at this time. The figures have improved since this date and will be included in the SAR,

Governors noted that Will Allanson (Executive Director Business

Development) is continuing to work with teams on narrowing the gap between timely success and overall success.

The Plumbing team have been instructed not to commence any new apprenticeship starts and their FE Curriculum has been slimmed to one course.

500 Self-Assessment Report (SAR) for Harlow College 2013/14

The Standards Committee received and considered the Self-Assessment Report for Harlow College 2013/14, presented by L Turner, Vice-Principal.

Governors noted the following points from the feedback and the discussion which was held:

- Whilst many teams have improved in 2013-14, a small number have declined;
- The number of responses to both the internal and external Employer Survey was low and therefore the information is not as valuable as hoped;
- Because of the inconsistency of outcomes for learners, the Principal recommended amending the grade from a 1 to a 2 – it was agreed that this would be subject to review at the Corporation meeting in December against 12/13 benchmarking;
- The Committee approved moving the grade for Electrical from a 3 / 4 to a 4
- The success rate for Functional Skills (page 23) is now a predicted 64% (up from 60% predicted at the time of writing the draft SAR);
- A narrative setting out the reasons for the drop in success rates is to be included (i.e. the removal of 'small' qualifications, limited functional skills offer in 12/13 etc.);
- Whilst we have a lower success rate for 2013-14 (we are still above most other colleges) for functional skills, Ofsted have stated that the National Benchmark is low and the Committee confirmed its wish to improve the rate;
- Benchmarking data to be added to the SAR, although comparing 12/13 to 13/14 will be very difficult because the formula has changed;
- Concern regarding student success in the Plumbing Team has led to the decision that if there is not significant improvement in 2014-15 then the College may cease to offer the subject;
- A number of teams have been placed in 'intensive care' – see Quality Improvement Action Plan.

Chris Christofides recommended that we prepare a single sheet with a summary of Teaching, Learning and Assessment and the same for Learner Outcomes, as a briefing for Governors.

The Standards Committee noted the report on the Self-Assessment of Harlow College for 2013/14.

501 Quality Improvement Action Plan

The Standards Committee received and considered the report on the Quality Improvement Action Plan, presented by L Turner, Vice-Principal.

Governors noted that improvements are being seen including regular reviews of attendance and punctuality, driven at a strategic level by the Executive and then through the team Quality Improvement Plan (QIP).

It was agreed to add to number 8 - Prevent Radicalisation. Following a concern the College had in 2013-14, we invited Prevent to train all managers. Special Branch (Essex) assisted with the concern and decided it required no further action. However, contacts have been retained with the Special Branch team and they have run sessions with our students.

The Standards Committee approved the Quality Improvement Plan.

502 Higher Education Annual Monitoring Report

The Standards Committee received and considered the report of Becky Jones, Assistant Principal, on the Anglia Ruskin University Annual Monitoring Report on the delivery of HE in 2013-14 and a two page summary was circulated.

Governors noted the report and the following:

- Due to the low learner numbers in Public Services a small number of drop outs have had a major impact on success;
- Now that the FE and HE Public Services teams are based in the same Academy, R Jones is working towards improving FE into HE progression of our students;
- R Jones is working with the Marketing team on a 50th anniversary celebration for our HE Journalism Team.
- M Thorne to discuss whether we could deliver BioMed BSc – potentially with 2 years at UCH and the final year at Core. However, this is likely to not be possible because of previous conversations with the professional body for Biomed.
- R Jones and M Thorne to meet with the ARU marketing team to discuss promotion of UCH in ARU literature.

K Spencer advised Governors that the HE Journalism team won a national award on 27 November 2014 from the NCTJ.

The Standards Committee noted the Higher Education Monitoring Report.

503 Quality Targets 2014-15

The Standards Committee received and considered the report of K Spencer, Principal, and L Turner, Vice-Principal on the Quality Targets.

Governors noted that L Turner is drafting a new scorecard for each team, focussing on 15 key areas. Standards were discussed and governors approved the key targets. They recommended the inclusion of Apprenticeships and staff targets. These will be shared and monitored through the Corporation and Standards Committee, as part of the College's Strategic Plan (Go For It).

The Standards Committee approved the draft quality targets for 2014/15.

504 OFSTED Consultation and Report on Study Programmes

The Standards Committee received and considered the report of P Marsh, Deputy Principal on the current OFSTED consultation and the report on Study Programmes.

Governors noted that a new Common Inspection Framework is currently being consulted on.

The Committee agreed that Governors need to be aware of the Study Programmes agenda (main programme, English & maths, work placement and enrichment)

The Standards Committee noted the report on the current OFSTED consultation and the report on Study Programmes.

505 Harlow College Curriculum Development Projects

The Standards Committee received and considered the report of K, Spencer, Principal on current curriculum development projects.

K Spencer advised that the College is seeking additional funding to support initiatives that help deliver the College's objectives.

Governors noted that the College has entered into a national contract awarded to the Gazelle group by Government. It is an e-learning programme and will support the College in delivering a minimum standard of 10% e-learning. Governors noted that the project includes producing material on Study Programmes and that all Governors will be briefed on this.

The Standards Committee noted the report on current curriculum development projects.

506 Any Other Business

There were no items of any other business.

507 Dates of Future Meetings

Spring Term	Tuesday 10 February 2015	08.30am
Summer Term	Tuesday 18 June 2015 (combined with Resources Committee)	08.30am