

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

STANDARDS AND CURRICULUM COMMITTEE

Minutes of the meeting held on Tuesday 09 February 2016

Membership: * Sotirios Adamopoulos
* Chris Christofides (Chair)
* Luke Jones
* Myrtle Prodger
*denotes present * Karen Spencer

In attendance L Turner, Deputy Principal
D Sheridan, Clerk to the Corporation

538 Apologies for absence

There were no absences. The Committee noted that Mike Thorne's term of office had ended in December 2015 and the Corporation is awaiting a nomination from Anglia Ruskin University to join the Board.

539 Declarations of Interest

There were no interests declared.

540 Minutes of the Previous Meeting

The minutes of the Standards and Curriculum Committee meeting held on 09 December 2015 were agreed as a correct record.

541 Matters Arising from the Minutes

The Standards and Curriculum Committee discussed items from the minutes as follows.

542 Self-Assessment Report for Harlow College 2014/15

The Standards and Curriculum Committee received and considered the refocused Self-Assessment Report for 2014/15.

Louise Turner, Deputy Principal presented the Self-Assessment Report for 2014/15 which was refocused as part of the recent Ofsted inspection to include three-year trend data, local context and information on college processes to support the inspectors.

Governors noted that the self-assessed grades remained as those agreed by the Corporation on 10 December 2015 and approved the refocused Self-Assessment Report 2014/5.

543 Ofsted Debrief

The Standards and Curriculum Committee received and considered the Ofsted debrief, following Ofsted's recent inspection of Harlow College, which was presented by Louise Turner, Deputy Principal. The debrief consisted of the comments made by inspectors

when giving their detailed verbal feedback following the inspection. The feedback was treated as confidential pending the publication of the Ofsted Inspection Report later in February 2016. The Deputy Principal reported on the process undertaken by the inspectors in reaching these conclusions and her role in receiving feedback. The Standards and Curriculum Committee noted that the concluding grades awarded by the Ofsted matched exactly those given by the Corporation in the Harlow College Self-Assessment Report in December 2015. Inspectors agreed with the learning observations grades given by the College Quality Team.

The Principal informed the meeting of her impressions of the Ofsted inspection, in particular the new inspection framework and how English and maths have, in effect, become a limiting grade on the quality of teaching and learning. The Principal described the impact of this national policy, required as a condition of funding, on the following issues.

- The sheer volume of learners, leading to the need for additional teaching staff, the development of appropriate materials and finding rooms for classes and examinations
- Lack of suitably qualified and experienced maths and English tutors and how Harlow College has trained additional staff from across the College to deliver the subjects at different levels
- Loss of Study Programme hours, particularly affecting those on programmes of 450 hours
- Attendance and punctuality of students linked to motivating the learners
- How the College was learning lessons that had already led to changes in delivering English and maths including altering timetables, increased development for staff in spelling, punctuation and grammar and initial assessment
- Progress between Functional skills and GCSE
- Success rates and their impact on overall College success rates

The Committee noted the feedback on English and maths, which, along with Apprenticeships, will become a key focus of attention for the Committee.

The Committee asked the Principal and Deputy Principal; how tutors graded Good will become Outstanding. The Principal reported that the focus of the Quality Team has been to assist the small number of lecturers graded 3 and 4 to become Good. Future staff professional development programmes will increasingly switch to moving more Good lecturers to become Outstanding.

The Committee discussed a range of issues of teaching and learning highlighted by the inspection, including the setting of learning goals as opposed to task-based goals; how formative assessments can be improved to help students identify their strengths and weaknesses and target areas that need work and the quality of written feedback; employability, work experience and destinations. The Principal confirmed that all these issues are addressed in the Self-Assessment Report and the Quality Improvement Plan, which will be considered regularly by the Standards and Curriculum Committee.

The Standards and Curriculum Committee thanked the Principal and Deputy Principal for presenting the outcome of the inspection. Governors stated that Ofsted had confirmed the grades that the Governing Body had assessed the College at, that Harlow College is Good and has three years to work towards Outstanding. The Committee asked that its focus remain on the Quality Improvement Plan and on Ofsted.

544 Harlow College Academic and Assessment Regulations for Higher Education

The Standards and Curriculum Committee received and considered the Harlow College Academic and Assessment Regulations for Higher Education, presented by Louise Turner, Deputy Principal.

The Deputy Principal reminded Governors that the College was delivering an increasing number of Higher National Diploma and Certificate qualifications so will be expected to meet the expected requirements for academic and assessment regulations. Governors noted the responsibilities of the College and of the students.

The Standards and Curriculum Committee approved the Harlow College Academic and Assessment Regulations for Higher Education. Governors noted that the Regulations would apply for 5 years unless their practical application required earlier revision.

The Deputy Principal informed Governors that the Anglia Ruskin University institutional review would take place in May, with data and supporting paperwork provided 10 weeks in advance. This is not a formal Quality Assurance Agency for Higher Education review but part of Anglia Ruskin's internal quality procedures. Governors agreed to be available for the review if required.

545 Any Other Business

There was no other business.

546 Dates of Future Meetings

Summer Term	Tuesday 28 June 2016	08.30am
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The Principal asked that this date be amended as it clashed with the Association of Colleges in the Eastern Region annual conference.