

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

STANDARDS AND CURRICULUM COMMITTEE

Minutes of the meeting held on Tuesday 04 July 2017

Membership: Sotirios Adamopoulos
Jon Bouffler
* Chris Christofides (Chair)
* Luke Jones
* Liz Laycock
* Myrtle Prodger
* Karen Spencer

**denotes present*

In attendance L Turner, Deputy Principal
W Allanson, Vice-Principal
B Jones, Assistant Principal
K Edwards, Director of Professional Development
and Improvement
L West, Marketing Assistant
D Sheridan, Clerk to the Corporation
R Lucas, Deputy Clerk to the Corporation

577 Apologies for absence

Apologies for absence were received from J Bouffler.

578 Declarations of Interest

There were no declarations of interest.

579 Minutes of the Previous Meeting

The minutes of the Standards and Curriculum Committee meeting held on 13 March 2017 were agreed and approved as an accurate record of the meeting, subject to the word "rate" being changed to "RAG rating" on page 3.

580 Matters Arising from the Minutes

There were no matters arising.

581 English and Maths

The Standards and Curriculum Committee received and considered the report on English and maths, presented by L Turner, Deputy Principal.

L Turner informed Governors that over 800 students had taken exams in either English and / or maths. All students who were required to sit the exams as part of the condition of funding were entered for the exams. 45 students did not attend the maths exams and 85 did not attend the English exams. Trends are being looked into and these will be reported back to the teams individually.

The central timetable for English and maths will continue next academic year and the lessons will be timetabled so that no students will be required to attend college just for English or maths on any given day. Two lessons for each subject will be timetabled each week. Construction learners are moving into apprenticeships, therefore they will undertake an intensive course for the November resits and, if unsuccessful, they will be moved to functional skills. A simple decision tree has been established for enrolling onto English and maths and decisions are now being made for next academic year.

Maths staffing is good and due to some changes in the English team, a new Head of English is being recruited. A retain and retrain project for staff is being delivered.

The College is RAG rating the learners and Governors noted that the national average in colleges for English is 17% and maths is 20%.

L Laycock asked what the impact on funding is if learners do not achieve. Governors were informed that the funding is not based on attainment and that learners need to be enrolled on a course for six weeks.

The Standards and Curriculum Committee noted the update on English and maths.

582 Staff Presentations

The i-Book:

The Standards and Curriculum Committee received a presentation on the i-Book, presented by Kelly Edwards, Director of Professional Development and Improvement.

K Edwards informed Governors that the College is now in its second year of full roll-out of i-pads for all FE students. The College has had regular contact with Apple and Academia and have visited the College and seen the i-pads in use in a number of different areas. The College has been approached by Apple to apply to become an Apple Distinguished School. There are 400 schools across the world with this status, but only 21 in the UK. If the College is successful, it will be the first FE college in the UK to hold the award.

Governors were shown the i-Book which had been submitted as part of the Apple Distinguished School application. K Edwards informed Governors that there were strict criteria and that Apple had fed back that they were surprised at the amount of work put into the application and the high quality materials that were produced. The result of the application will be announced on 1 September 2017.

Governors asked what the benefit would be to the College and its learners if the application is successful. The College would be able to use the Apple Distinguished School logo on all its paperwork and it will raise the profile of the College. It will also enable the College to procure more resources at a cheaper rate. The i-Book will be published in i-Books and will be available to view around the world. It is also likely that the College would feature as a case study on the Apple website. The College will also be invited to attend an annual global Apple conference.

K Spencer thanked K Edwards and L West and their teams for their fantastic work with the i-Book and embedding the use of i-Pads within teams.

Governors acknowledged that the College needs to keep up-to-date and ahead with technological developments and asked if the College has the capacity to do so. Governors were informed that the College is working with Apple on future planning and starting to work on developing virtual reality technology.

Governors were informed that the College has been successful in its first round application focusing on technology in HAMEC to the University for Industry's Seed Funding and a second round application is being worked on.

The Standards and Curriculum Committee noted the presentation on the i-Book.

Teaching, Learning and Assessment:

The Standards and Curriculum Committee received a presentation on teaching, learning and assessment, presented by B Jones, Assistant Principal.

B Jones tabled a document providing a summary of the main areas the College has been focusing on and Governors noted the following:

- All delivery staff have an improvement plan in place which is recorded on ProObserve. The College is supporting managers in using the software. Development plans for non-delivery staff are being developed.
- There are some actions will still need to be implemented and actions for next year are being agreed.
- L Laycock highlighted a concern that there are 204 actions not yet completed. L Turner reported that some may have been completed but not closed off on the system as it is the first year that staff have been asked to record the information on ProObserve. Governors expect to see them all completed at the next meeting and L Turner agreed to include this information on the teams' dashboards.
- The number of planned observations completed and moderated in a timely fashion is currently 81%. If the outstanding 33 observations are finalised, then the full allocation will be completed.
- 93% of staff are currently have lesson observations graded good or better.
- L Laycock asked if an in-year summary of strengths and weaknesses arising from the observation process is produced. It was acknowledged that is included in the SAR and the QIP and the CPD sessions are planned based on the outcomes of the observations, however it was agreed that the College would produce some visuals on this.
- Quality reviews have been conducted for each team which consisted of an initial review and a follow-up meeting. These reviews focus on data, success and achievement. Staff report that they feel supported in this review process and the system will continue, starting as soon as possible in the academic year.
- There is a 90% success rate on the coaching programme, with staff achieving a good or better observation grade.
- Ten potential staff will be in coaching in September 2017.
- CPD continues for staff and the biggest focus is on digital innovation. The sessions have been well-attended and the College is looking how to extend the programme to non-delivery staff.
- Predicted success is 89.6% compared to 84% last year.
- Predicted Attainment is 96% compared to 90% last year.
- Success rates will now be referred to as attainment.
- M Prodger highlighted that the average academic grade has declined. K Spencer informed Governors that the way in how it is measured has changed and

currently it is changing regularly. Curriculum and assessment has changed significantly and due to the range of factors involved, the college was not surprised by this decrease.

- Learner satisfaction responses are starting to increase again. The questionnaires are no longer compulsory however there is a lot of hard work being undertaken with the teams to ensure learners complete the questionnaires. It was noted that satisfaction with e-learning has significantly improved.
- The system for undertaking walk-throughs has changed. A class is now visited for ten minutes and what is seen in the classroom is captured and all data is held on pro-Observe.
- M Prodder asked if the walk-throughs were unannounced. B Jones informed Governors that staff are given two weeks' notice of walk-through week however they are not informed as to when the walk-throughs will take place.
- The effective use of ProMonitor amongst teams is tracked.
- Growth mindset has been trialled with Hair and Beauty, Childcare, Construction, Supported Studies and the Maths teams and positive feedback on the initiative has been received. It was reported that students have felt calmer and more relaxed throughout the year and the College intends to roll-out the initiative further.
- UCH higher education courses achieved good results at the Departmental Assessment Panel.
- The College is supporting students with resits and their final major project, as this has a big impact on their overall final grade.
- In-house award boards have been delayed by a few weeks, however they are all scheduled in for the upcoming few weeks. The College will schedule the award boards in now for next academic year.
- There have been no identified issues with any course validations.
- There has been a high response rate to the National Student Survey. The benchmark is 68% and the College has achieved 81% on its ARU courses and 100% on its HND courses.
- Semester one module evaluation achieved an 80% response rate with an average score of 8.1 against a target of 8. The response rate for semester two is 70% with an average score of 7.7
- Internal module evaluation processes have been established for the College's HNC and HND provision.
- New course approvals are in the pipeline for engineering, early years and computer game design.
- The College is currently recruiting to its HNC and HND provision in sport, business and performing arts, however recruitment to public services has stopped.

The Standards and Curriculum Committee noted the presentation on teaching, learning and assessment.

Performance Data

The Standards and Curriculum Committee received and considered the report on performance data, presented by L Turner, Deputy Principal.

L Turner informed Governors that there are five key performance measures and that the 2015/16 data has been reproduced in shadow performance measures.

There are now two routes for learners to follow – academic, which covers A-Levels and core maths and vocational, which covers applied and technical qualifications.

M Prodger asked about the College's strong value added and value added and how it is measured was explained to Governors.

Governors noted that there is a lack of clarity surrounding how data is derived. There are tables of qualifications published and it is not clear whether or not they will be included in the performance data. K Spencer is following this up with the Association of Colleges and the Department for Education. Governors asked if there is anything they could do to support the College with this. It was agreed that the College should wait until September, the Committee should receive further reports and then make a decision about whether or not to prepare a Corporation response.

The Standards and Curriculum Committee noted the report on performance data.

583 Higher Education Update

The Standards and Curriculum Committee received and considered the higher education update, presented by L Turner, Deputy Principal.

Governors noted that majority of the update had been covered under agenda item 582 – staff presentations – teaching, learning and assessment. L Turner informed Governors that the table presented in this report will be updated with the information contained with the teaching, learning and assessment report.

Governors were informed that the College's QAA visit will not take place until January 2018 at the earliest and the College is prepared for the visit.

The Standards and Curriculum Committee noted the higher education update.

584 Higher Education Academic and Assessment Regulations

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

Governors were reminded that the Higher Education Academic and Assessment Regulations is a document owned by the College that documents the College's procedures, although it is based on ARU and Pearson regulations. The Regulations have been updated to reflect different roles and responsibilities.

The Standards and Curriculum Committee approved the Higher Education Academic and Assessment Regulations.

585 Apprenticeships

The Standards and Curriculum Committee received a presentation on apprenticeships, presented by W Allanson, Vice-Principal.

Governors were informed that the funding and the curriculum for apprenticeships have changed. There is a move away from frameworks, designed by the awarding organisations, to standards, designed by a group of employers. Standards are a list of

skills, knowledge and behaviours deemed to be compulsory for the job role and there is no requirement to include a qualification. There is also a requirement with standards for an external end point assessment with an independent organisation.

The College has undertaken a significant amount of work with teams to get ready for the new standards. By September 2017, the College will be ready to deliver 22 standards, ranging from Level 2 to Level 5.

The Federation of Essex Colleges and City and Guilds are looking to establish an end point assessment organisation which Essex colleges can commission. Currently there are 654 end point assessment organisations, however not all standards have an end point assessment organisation.

The College faces a number of challenges with apprenticeships moving forward, particularly with the changes to the curriculum and with uncertainties over the levels of funding and contracting. There is also a lack of understanding within levy and non-levy employers and M Prodder highlighted the need for employer training on this. It is also still unclear how colleges will be judged on apprenticeship standards as it will be the responsibility of the employer to decide when the apprentice is ready for the end point assessment.

The Standards and Curriculum Committee noted the presentation on apprenticeships and requested further updates at future Standards and Curriculum Committee meetings.

586 Any Other Business

The Standards and Curriculum Committee noted the progress is being made with appointing two new student governors.

The Committee also wished L Jones all the best for his future studies and thanked him for his support.

587 Terms of Reference and Dates of Future Meetings

The Standards and Curriculum Committee received and considered the Committee's Terms of Reference and proposed dates of future meeting.

Governors were informed that the Search and Governance Committee is reverting back to being the Search Committee. As leadership and governance is a key element of assessment, the governance elements sits well with the Standards and Curriculum Committee and this Committee's Terms of Reference have been updated to reflect this.

Governors requested that monitoring and setting of higher education regulations be added to the Committee's delegated powers and agreed that K Spencer, L Turner and D Sheridan would provide some wording to reflect this.

It was agreed to change the membership to the Principal and up to six other Governors.

Subject to the amendments above, the Standards and Curriculum Committee approved the Terms of Reference and noted the dates of future meetings.