

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

STANDARDS AND CURRICULUM COMMITTEE

Minutes of the meeting held on Friday 24 June 2016

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

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

547 Apologies for absence

Apologies for absence were received from Liz Laycock.

548 Declarations of Interest

There were no declarations of interests (beyond those already contained in the Register of Interests).

549 Minutes of the Previous Meeting

The meeting received and approved the minutes of the Standards and Curriculum Committee meeting held on 09 February 2016.

550 Matters Arising from the Minutes

550.1 Ofsted Debrief (minute 543 refers)

The Standards and Curriculum Committee reflected on the inspection of the College in January 2016. The Deputy Principal confirmed that work was progressing on the Quality Improvement Plan to address issues identified by Ofsted and this would become apparent in some of the reports being considered at this meeting.

551 English and Mathematics

The Standards and Curriculum Committee received an update on an internal review of English and maths provision (at GCSE and below), presented by Louise Turner, Deputy Principal.

The Deputy Principal reminded Governors of the requirement on the college to continue to teach English and/or maths to students who have not achieved a Grade C or above. Governors noted current levels of attendance and achievement for both subjects and predictions for exams currently being taken. The Deputy Principal explained measures taken to improve attendance of lessons and exams. To drive upwards the consistency of quality to raise levels of success, the Executive had decided to seek the views of

staff on the best way forward. This was achieved through a number of focus groups who considered a range of strategic questions.

The Focus Groups considered whether the College should continue to have most English and maths lessons delivered by the students' own delivery teams or by a central team. The outcome was a preference expressed for a central delivery model and the Committee was informed why this would be adopted for GCSE. Governors were assured that the central team for GCSE would include those who taught A-level as well as GCSE. Governors challenged the Deputy Principal as to whether there were sufficient numbers of staff to form the central team and were informed that there were adequate numbers for English whilst maths would probably require those who had become maths specialists from the vocational areas. The results of those making up the central team would be scrutinised to ensure the quality of the team.

The Committee noted the issues confronting the College in meeting the Government's English and maths policy, which included working round blocks of work experience and placements, the negativity of some students to the need to continue with the subjects and the fact that some learners would be better served by vocationally based English and maths linked to their particular programme, eg maths for carpentry.

The Committee noted the other outcomes arising from the focus groups:

- The new maths GCSE will be introduced in 2017/18. It is significantly larger and has double points in school performance tables.
- The new English double award will be introduced when the delivery model is determined.
- Resits in November 2016 in English and maths will be offered
- Functional Skills to Level 1 will remain taught in the teams.

Governors discussed the impact of the new GCSEs, particularly if the schools do not meet the new standards which would bring about a major impact on the College. The Deputy Principal expanded upon how the College was maintaining continuous training to keep ahead of changes to the curriculum.

The Committee thanked the Deputy Principal for her report.

552 Staff Presentations

The Standards and Curriculum Committee received presentations on a range of subjects.

E-learning

Kelly Edwards, Director of Professional Development and Improvement informed Governors of how e-learning was being increasingly used in teaching, learning and assessment, particularly since the issuing of iPads to students and staff. With key staff she is identifying existing good practice and looking at how learning technologies can improve learning, teaching and assessment, the quality of student work, their portfolios and ultimately their outcomes and destinations. Her team will identify too a range of apps and digital approaches that could be shared across the College. Training is available to staff to move from basic use to expert including a special Digifair to be held on 27 June 2016. The College had developed 19 digital leaders and 3 digital ambassadors, the latter to be increased to 12 – one for each team.

Teaching, Learning and Assessment

Kelly Edwards, Director of Professional Development and Improvement informed Governors of how the College was continuing to develop staff, particularly addressing issues raised by the Ofsted inspection. This included 'Back to Industry' days and sharing good practice with other colleges. Staff development activities have provided a better balance of teaching and service area staff that resulted in a better 'buy in' from staff.

Since the Ofsted inspection, there has been a strong focus on issues for development including a pilot group, led by teacher trainers, to review changes to lesson plans and schemes of work. The use of management information systems has been used to improve target setting. A Rough Guide To Teaching has been developed to support new entrants with tools with bespoke sessions for academies and teams.

Kelly Edwards reported that 89% of teaching is graded 'good' or better and she gave data as to how coaching sessions were improving and developing staff. Supportive observations would commence in September in English and maths to support sessions run recently on spelling, punctuation and grammar including marking work. 'Walkthroughs' were held fortnightly to provide a snapshot of quality issues and these were found to be effective, allowing for early intervention. Staff were also encouraged to take an active role in Continuing Self-Professional Development to improve and the College was supporting them in this, including reflecting on personal improvement.

Governors asked questions that included capturing data to measure the impact of the technology on learner outcomes in terms of achieving qualifications and improving digital competence. Governors agreed:

- to ensure a Key Performance Indicator for the College is included in future quality achievement plans to measure the use of technology with a skills survey on digital competency at entry to the College.
- that student surveys should include questions on e-learning.
- that improving other 'softer skills' are not forgotten, eg talking and listening skills.

The Standards and Curriculum Committee thanked Kelly Edwards for her informative presentation.

Shadow Performance Data,

Martin Laverick, Director of Quality Standards and Assessment, gave a presentation on the Department for Education 2014/15 16-18 Performance Measures Shadow Data. This demonstrated to Governors the new performance measures against which the College will be measured for outcomes for 2015/16. To illustrate the new measures the DfE had used outcomes for 2014/15, hence 'shadow data'.

In discussion, Governors agreed that the new performance measures still demonstrate that the College is performing very well in the A Level, Academic and Applied General cohorts. The Standards and Curriculum Committee discussed the Tech Level cohort outcomes and also those for English and maths. Governors noted the national averages and the College's performance.

The Principal drew Governors' attention to the final section on Additional Attainment

Measures. Whilst the College performed well for average points per entry in best 3 A Levels, progress must be made in the percentage of students achieving at least AAB at A Level in at least 2 facilitating subjects and in achieving the Tech Bacc. Governors discussed the implications of this and how the College can meet these targets.

The Standards and Curriculum Committee thanked Martin Laverick for leading discussion.

The Standards and Curriculum Committee agreed that the presentations were most illuminating and that this good practice of staff informing the Committee of developments in their area of responsibility be continued in 2016/17.

553 Higher Education Institutional Review

The Standards and Curriculum Committee received and considered the report on the Higher Education Institutional Review which was presented by Louise Turner, Deputy Principal. Governors were informed of the nature of the Review, the process of the visit to the College, who carried it out and how the panel arrives at conclusions.

The Deputy Principal presented the outcome of the Review to the Standards and Curriculum Committee and Governors noted and discussed the conditions for continuing approval and the recommendations. The Deputy Principal confirmed that the College would work in partnership with Anglia Ruskin to resolve the conditions/recommendations concerning the Academic Agreement and staff induction and CPD. The Committee noted the College proposals regarding marketing HE provision and student communication.

Governors noted the commendation by the panel for the Access to Higher Education programme which contributes to the widening participation to learners who would otherwise not be able to access higher education. Governors noted issues raised would be addressed and reported on further in 2016/17.

The Standards and Curriculum Committee thanked the Deputy Principal for her report and asked her to pass on thanks to those who worked hard in the Review to represent the College and its provision.

554 Any Other Business

There was no other business.

555 Dates of Future Meetings

The Committee received the Calendar of Meetings for 2016/17.

19 October 2016	Board meeting	8.30 am (all day)
22 November 2016	Standards & Curriculum	8.30 am
7 February 2017	Standards & Curriculum	8.30 am
27 June 2017	Standards & Curriculum	8.30 am