

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

STANDARDS AND CURRICULUM COMMITTEE

Minutes of the meeting held on Tuesday 27 November 2018

Membership	*L Laycock (Chair) *S Adamopoulos J Bouffler *G Onyesoh
*denotes present	*K Spencer
In attendance	W Allanson, Deputy Principal L Turner, Deputy Principal B Jones, Vice-Principal P Whitehead, Vice-Principal D Sheridan, Clerk to the Corporation R Lucas, Deputy Clerk to the Corporation

624 Apologies for Absence

Apologies for absence were received and accepted from J Bouffler.

625 Declarations of Interest

There were no declarations of interest.

626 Minutes of the Previous Meeting

The minutes the Standards and Curriculum Committee meeting held on 26 June 2018 were agreed as an accurate record of the meeting.

627 Matters Arising from the Minutes (not mentioned elsewhere on the agenda)

627.1 English and Maths (minute 616 refers)

L Laycock asked if the predicted rates aligned to the actual rates. K Spencer reported that GCSE predictions were in line however functional skills were not. L Laycock reported that the GCSE predictions are encouraging.

627.2 Quality Improvement (minute 617 refers)

Governors enquired about progress made towards a new student survey. L Turner reported that she attended a meeting on student surveys and the majority of colleges are now just using their own short surveys rather than using FE Choices. K Spencer and B Jones reported that a decision had been taken not to change the surveys at present, however the survey process will be reviewed and the student governors will feed into this process. L Laycock suggested that a review of Learner Voice processes should be included in the Quality Improvement Plan under student experience.

627.3 T-Levels (minute 619 refers)

The Principal reported that only colleges graded outstanding by Ofsted and those in opportunity areas have been chosen for the T-Levels pilot. She also reported that the College is inducting and hosting an immersive visit for the new Deputy Director for Technical Education at the DfE.

627.4 Apprenticeships – End Point Assessment (minute 620 refers)

K Spencer and L Turner reported that a significant number of Harlow College staff have been approved as end point assessors and that the Centre is about to undertake its first end point assessment.

628 Self-Assessment Report for Harlow College 2017/2018

The Standards and Curriculum Committee received and considered the Self-Assessment Report for Harlow College 2017/2018, presented by K Spencer, Principal.

Following from the Self-Assessment validation sessions that the Corporation had undertaken earlier, the Standards and Curriculum Committee considered the Self-Assessment Report in light on information gathered in the sessions.

Governors noted that whilst the College is a data rich environment, there is a shared ethos and vision and collaborative approach which focuses on more than just a qualification and encompasses the whole student experience and enrichment.

The Standards and Curriculum Committee validated the judgments in the Self-Assessment Report and confirmed that the College's safeguarding procedures are effective. Governors noted that the Principal will rationalise and re-order the key strengths. Governors agreed that digital learning be added in to the key strengths and that the effectiveness of partnerships, high needs provision and employability courses are specific strengths of the College and should be detailed more.

A discussion was held around areas of development and the biggest issues faced by the College. It was highlighted that 16 – 18 functional skills outcomes are the College's biggest challenge and that there is a need to focus on 16 – 18 apprenticeship outcomes. Governors noted that GCSE maths and English outcomes are stable and above the national rate, however attendance is a significant issue alongside Level 1 and 2 functional skills outcomes.

L Laycock asked if the number of times students resit GCSE maths and English affects the College's data. P Whitehead confirmed that the number of times a student takes a resit affects the College's achievement figures however the progress figure is calculated when the learner leaves College or turns 18 and the highest achieved grade is recorded in the progress figure.

Governors agreed that the Self-Assessment Report should retain its focus on pedagogy and the impact of wider employability experiences, combined with how data is used to evaluate this.

L Laycock highlighted the need to unpick the data for safeguarded learners. The Principal reported that the College will analyse the achievement data for these students

and look for trends and ways to improve. She reported that staff still need to focus on pedagogy and understand why technology is being used and the impact it has had. L Laycock asked about addressing those with additional needs with digital technology and the Principal confirmed that the Self-Assessment Report needs to be clearer about pedagogy.

L Laycock suggested that the use of fit-for-purpose data should be included and K Spencer highlighted that this was covered in the outcomes section of the Self-Assessment Report.

G Onyesoh reported that student enrichment for A-Levels students is a weakness of the College and that the College community should be a cross-college culture, rather than just a team culture. A discussion was held around this and it was agreed that there is potentially over-focus on the A-Level courses and not on enrichment. It was agreed that an early student enrichment programme should be offered to A-Level students in their first year.

The Standards and Curriculum Committee agreed the key strengths and weaknesses set out in the Self-Assessment Report for Harlow College 2017/2018.

629 Quality Improvement Action Plan and Associated Targets 2018/19

The Standards and Curriculum Committee received a verbal update on the Quality Improvement Action Plan and associated targets for 2018/19. Governors were reminded that the Self-Assessment Report is used to inform the Quality Improvement Plan.

Governors discussed the following key themes for the Quality Improvement Plan:

- Curriculum and the wider College curriculum – ensuring a consistent experience for all students.
- Outcomes on study programmes – focusing on external assessment and Level 1 and 2 functional skills.
- Maths and English attendance levels.
- Impact of systems and processes and the evidencing of this impact.
- Gaps in achievement for specific groups.

L Laycock asked about systematic analysis linked to safeguarding. It was reported that the annual Safeguarding Report covers this and the wider analysis covers student support rather than safeguarding. It was agreed this would not be included in the Quality Action Plan, however it will be detailed in the Annual Safeguarding Report.

P Whitehead reported that extra work is required around certain issues and that student services need to use the data analytically in their own Self-Assessment Report. L Laycock highlighted the need for quantity and proportionality and offered to be a critical friend for the College.

S Adamopoulos asked whether safeguarding and Prevent should be separate and a discussion was held around this. It was agreed that the Government's Keeping Children Safe in Education should be the umbrella under which safeguarding and Prevent sit separately. It was agreed that the annual Safeguarding Report should be changed to an annual Keeping Children Safe in Education report and that there should

be clearer reference to Prevent in the Self-Assessment Report.

The Standards and Curriculum Committee agreed that quantitative targets and actions would be drafted by the Principalship for approval by the Corporation based on the discussion above and from the feedback of key points from each group as part of the self-assessment validation sessions which had taken place earlier in the day.

630 Maths and English Improvement Plans

The Standards and Curriculum Committee noted that this is a standing item on the Committee's agenda and that this agenda item had been largely covered in agenda item 628 – Self-Assessment Report for Harlow College 2018/19, as detailed above.

Governors were informed that the College has been selected as a Maths Centre for Excellence, working in partnership with Northampton College and Unified Seevic Palmers College. Only 21 centres were approved nationally. Up to £380k of funding is available annually and an action plan is being developed. The Principal highlighted the areas that the Centre will focus on. The DfE are in the process of appointing a managing agent for the centres and at present it is unclear if a strategic board is required. If one is required, a Governor will be appointed to sit on the Board.

The Standards and Curriculum Committee noted the update.

631 Higher Education Assurances

The Standards and Curriculum received and considered the report on Higher Education Assurances, presented by B Jones, Vice-Principal. Governors noted that data from Anglia Ruskin University has not yet been released and needs to be added into the development plan.

B Jones highlighted that a review of the actions from last academic year has been undertaken, with most of the actions having been completed. Governors noted that there has been a slight decline in satisfaction scores however not all learners have completed the survey. This action will however be carried forward into 2018/19.

L Laycock questioned whether there is an issue with the business Higher Nationals as the overall results look low. B Jones explained that it was a small cohort, with half studying HNCs and half studying HNDs. L Laycock requested that student numbers and a commentary to explain any anomalies with the figures be added in to future reports.

Governors noted the Prevent Action Plan and were informed that this is new report, as Governors are required to sign a Prevent statement as part of the higher education assurances required by the Office for Students. The Action Plan will be further reviewed and refined by the Principalship.

A discussion was held around a British Values qualification and it was agreed that the specification will be looked at with a view to use it for new staff induction. It was also suggested that safeguarding be scoped into staff's personal development plans.

After careful consideration of all the information presented to Governors, the Standards and Curriculum Committee agreed that suitable processes are in place for the

College's higher education provision and that full assurance can be given by the Governing Body. The Standards and Curriculum Committee approved the Annual Assurance Statement and the Prevent Statement, both required by the Office for Students, and agreed for L Laycock, as Vice-Chair of the Corporation, to sign the return on behalf of the Governing Body.

632 Complaints and Compliments 2017/18

The Standards and Curriculum Committee received and considered the complaints and compliments report for 2017/18, presented by L Turner, Deputy Principal.

Governors were informed that this report is considered annually by the Standards and Curriculum Committee and that a report is required to be presented to Governors as part of the Code of Good Governance.

The trends of the complaints were noted by the Committee. L Laycock highlighted that there are a small number of formal complaints and asked if some were handled by the teams. It was reported that the majority are handled by the teams and it was agreed that a statement reflecting this should be included in the report. Governors were informed that the College facilitates complaints to be made easily and that who deals with the complaint is dependent on the nature of the complaint. Governors noted that due to the low number of complaints, no patterns can be identified.

Governors noted the compliments received and commented on high number of compliments for student services. The Committee requested that more narrative be included in next year's report.

The Standards and Curriculum Committee noted the report on complaints and compliments 2017/18.

633 Any Other Business

There were no items of any other business.

634 Dates of Future Meetings

Spring Term	Thursday 07 March 2019	08.30am
Summer Term	Tuesday 18 June 2019	08.30am