

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

STANDARDS AND CURRICULUM COMMITTEE

Minutes of the meeting held on Tuesday 26 June 2018

Membership	*L Laycock (Chair) *S Adamopoulos *C Alexander *J Bouffler
*denotes present	*K Spencer (by telephone)
In attendance	L Turner, Deputy Principal B Jones, Assistant Principal A King, Assistant Principal (agenda items 617 and 620 only) P Whitehead, Executive Director – Information, Data and Support D Sheridan, Clerk to the Corporation R Lucas, Deputy Clerk to the Corporation

612 Apologies for Absence

There were no absences.

613 Declarations of Interest

There were no declarations of interest.

614 Minutes of the Previous Meeting

The minutes the Standards and Curriculum Committee meeting held on 13 March 2018 were agreed as an accurate record of the meeting.

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

There were no matters arising.

616 English and Maths

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

Governors noted the achievement predictions for 2017/18 which are based on a flagging system used by staff for all students. Current predictions are 36.55% for maths and 35.16% for English. The functional skills predictions are optimistic however a room has been set up for exams to be taken on demand and ad-hoc revision sessions are being delivered.

L Laycock asked if the predicted figures would take the College out of the bottom quartile. L Turner reported that it is not possible to know at this stage as the College does not know other colleges' predictions. L Turner explained the progress measures and how the points work in the league tables. L Laycock asked if the College is placing the students on the most appropriate level for them. L Turner reported on how the College diagnostically assess students and Governors noted that the functional skills level 2 qualification is the hardest qualification, therefore many students will be put onto

GCSE courses instead.

Governors noted the exam attendance figures and asked if these were comparable to previous years. P Whitehead explained that currently there is not that level of detail and that this is the first year where students had to sit three papers. L Turner reported that hopefully some of the students who only attended two exams will still achieve a grade. L Laycock highlighted that 21% of students not attending any English exams was high. L Turner reported that this equates to 66 students, 36 of whom already achieved a grade in the November resits.

L Turner informed Governors that a Head of Academy has been appointed as the lead for functional skills and GCSE English and maths with a cross-college brief which will include Stansted Airport College. The College is also submitting a bid to support a maths centre of excellence and is lobbying for more funding for English and maths.

L Laycock raised a question about the new approach to English and maths with apprentices and L Turner confirmed that the College will be looking at alternative methods of delivery next academic year.

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

617 Quality Improvement

The Standards and Curriculum Committee received and considered the report on quality improvement, presented by L Turner, Deputy Principal. L Turner informed Governors that this was the final update to the Quality Improvement Plan for this academic year and that trend data had been included. Governors confirmed that the trend data was useful.

Outcomes for Learners on Study Programmes:

L Turner reported that the College is hopeful that it has halted the small decline in its overall achievement rate, partly due to improved retention rates and partly due to improved success rates. Students are better prepared for exams and science has seen a 100% pass rate in external assessment. The College is undertaking more analysis of the Hair and Beauty and Health and Social Care data to better understand the issues faced by these teams. Different models of delivery, such as breaking the units down into smaller elements, are being explored.

Governors were informed that there are no national benchmarks for learners in the free school meals classification. Their performance is slightly below the College average and whilst the College believes it is at an acceptable level, the College is not being complacent and is continuing to support these students.

Improvement in English and Maths:

The monitoring and recording of students' English and maths progress on ProMonitor and their ILP was discussed. Governors asked why the functional skills targets were so low and what the College is doing to address this. L Turner reported that functional skills is taught across the vocational teams by staff who are not English and maths specialists, therefore some CPD and training is needed and a Head of Academy has been given cross-college responsibility for English and maths.

Teaching, Learning and Assessment:

L Turner reported that the Power of 3 Trial has been completed and is now being rolled out across the College, in addition to the walk-throughs which take place. Good progress has been made in the trial areas. Staff training to understand the process is being undertaken. All teaching staff will take part in the Power of 3 and resulting from this, two targets will be set. A full cycle has not yet been completed therefore there are a number of targets and actions which are still pending as the targets have not yet been signed off. L Laycock asked for this to be recorded differently. Governors asked if improvements had been seen and it was reported that they had and further analysis is being collected.

Employability and Progression:

L Turner reported that 560 students have taken part in the National Citizen Service Programme to date which focuses on developing young people's employability skills. 1,030 students have completed external work experience this academic year and all students have completed internal work experience or undertaken a live brief. The College is in a strong position with regards to employability and progression and two work placement officers have been recruited who are deployed in the delivery teams and have already had a good impact.

Governors asked for student feedback to be sought. P Whitehead explained that this is being built into next academic year. A 'points based' system is being introduced to capture what the student has undertaken in terms of employability and progression. Trials have taken place and the system will be launched cross-college in September. It was agreed that the approach and practice should be included in the student survey and that feedback from each learner should be captured after each placement.

Stansted Airport College:

L Turner reported that Stansted Airport College is on track for recruitment: planning and timetables are being worked on. Staff recruitment is going well, with a mixture of experienced teaching staff and industry specialists.

E-Strategy Efficiency and Effectiveness:

The College is being selective in which initiatives are being taken forward. The main focus for this academic year has been ProMonitor and how the reports it produces can be consolidated.

Meeting the Needs of all Learners:

The College continues to analyse the data and identify trends and barriers that have not been addressed. The monitoring of high needs funded learners has been strengthened and the College has a good system for recording how the funding for each learner is being used.

There are ongoing discussions with Essex and Hertfordshire County Councils around the allocation of funding. J Bouffler asked if the College is obliged to take all high needs funded learners who apply. L Turner reported that the College cannot take the learner if there is no funding available, however if the student has a low level of need, the College can accommodate a small number.

L Laycock highlighted that there had been a slight decline in student satisfaction and enquired if the right questions are being asked. B Jones reported that the average score for the spring term survey is 8.3. K Spencer reported that there are some issues with the survey and the questions are based on the old framework of excellence. Furthermore the College is not best utilising the information strategically and in teams. It was agreed that the survey be reviewed in its entirety along with a review of College processes. Governors asked if students would be involved in this review and K Spencer confirmed that they will be. J Bouffler asked if there were any national surveys and K Spencer reported that national surveys are no longer mandatory for colleges.

Apprenticeships:

Governors were updated on the current predictions for overall and timely success. Meetings are taking place with teams to analysis the data and to focus on the development and action plans for minimum standards, which includes working with employers to ensure the quality is improved for both apprentices and employers. Governors agreed that the College's approach to make apprenticeships a core element within teams was good and noted that all teams will report on all aspects of delivery, including apprenticeships, in their self-assessment reports.

A discussion was held around the 20% 'off the job' requirement and how it is recorded. A King reported that a plan is developed for this element and confirmation that 20% 'off the job' delivery took place is documented at the end of the apprenticeship. This element is monitored regularly through the College's internal review processes.

Three Year Trend Data:

Governors noted the three year trend data provided in the report. The overall achievement rates and Tech Level cohort and results were highlighted. Governors were informed that the Tech Level cohort consisted of 101 students, with an average grade of Distinction and an average points score of 33.22. This measure looks at the number of students who complete and the number who attain, rather than focusing on value added.

Governors noted that the English and maths measure relates to 615 students this academic year, compared to 295 last year. The reporting methods and associated difficulties were highlighted to Governors.

Governors asked who uses the data and whether it is beneficial to the College. Ofsted review the data and in the first instance will focus on the Qualification Achievement Rate. Data is used by the College to look at trends, however the set of measures are found to be inconsistent. The College has used its own tracking systems however there has been a move away from focusing on internal systems. There is an expectation that the College and Governors are aware of the data and measures. It is key that there is an understanding of the headline data and the information that lies beneath it.

The Standards and Curriculum Committee noted the report on Quality Improvement,

618 Higher Education Update

818.1 To receive an update on the QAA Review and Office for Students Application

The Standards and Curriculum Committee received and considered the update on the QAA Review and Office for Students Application, presented by L Turner, Deputy Principal and B Jones, Assistant Principal.

Governors were informed of the following judgments of the College's higher education provision:

- *There can be confidence that academic standards are reliable, meet UK requirements, and are reasonably comparable with standards set and achieved in other providers in the UK.*
- *There can be confidence that the quality of the student academic experience meets baseline regulatory requirements.*

Governors noted the three identified areas for development and were informed that two of the areas are addressed by the policies in agenda item 818.2 below. Extra resources are being allocated to books for higher education students and reading lists are currently being submitted by the delivery teams.

The Standards and Curriculum Committee congratulated B Jones on the positive outcome of the Review and thanked her and all staff involved for their hard work throughout the process. The Committee also thanked L Laycock and C Alexander for representing the Governing Body and the Student Body in the process.

Governors were informed that the College has submitted its application to the Office for Students (OfS) and minor requests from the OfS for additional information have been addressed.

The Standards and Curriculum Committee noted the update on the QAA Review and the Office for Students Application.

818.2 To approve HE Policies

The Standards and Curriculum Committee received and considered the following HE Policies:

- a) Academic and Assessment Regulations 2018-19
- b) Academic Misconduct Policy 2018-19
- c) HE Scholarly Activity Plan September 2018
- d) HE Student Recruitment, Selection and Admissions Policy 2018/19
- e) HE Student Engagement Policy 2018-19
- f) HE Teaching, Learning and Assessment Policy 2018-19
- g) OFS Access and Participation Statement
- h) Student Appeals Policy 2018-19

K Spencer reported that the College's HE provision accounts for approximately 2% of its overall provision and asked the Standards and Curriculum to consider delegating the policies to the College's Executive for review and approval and for the policies to be reviewed every three years unless an earlier review was required. The Standards and Curriculum Committee endorsed this approach with the College identifying which policies need to be approved by Governors.

The Standards and Curriculum approved the following policies:

- a) Academic and Assessment Regulations 2018-19
- b) Academic Misconduct Policy 2018-19
- c) HE Scholarly Activity Plan September 2018
- d) HE Student Recruitment, Selection and Admissions Policy 2018/19
- e) HE Student Engagement Policy 2018-19
- f) HE Teaching, Learning and Assessment Policy 2018-19
- g) OFS Access and Participation Statement –*subject to one minor typographical change*
- h) Student Appeals Policy 2018-19 – *subject to the policy cross referencing the mitigation section in the Academic and Assessment Regulations 2018-19.*

619 T-Levels

The Standards and Curriculum Committee received and considered the report on T-Levels, presented by L Turner, Deputy Principal. L Turner reported that the paper sets out the Government's T-Level Action Plan and that updates have been provided in italics.

L Laycock asked if there were any funding concerns at present for T-Levels. L Turner reported that the 900 GLH will be a challenge for staff and that the students will be studying five days a week. K Spencer reported that the biggest challenge will be in staffing and recruitment and that there will be investment in resources however no capital funding for colleges.

K Spencer informed the Committee that the College has not been selected to be part of the first pilot however it is submitting an application to be part of the construction pilot for a 2020 start.

Governors were informed that the qualification specifications are beginning to be released and that the volume of work experience varies between areas. A programme of work / industry placements is starting in September with some starting over the summer. Relationships are changing with employers and the College is working to ensure that positive working relationships are established and maintained.

The Standards and Curriculum Committee noted the update on T-Levels and thanked L Turner for the informative report.

620 Apprenticeships – End Point Assessment

The Standards and Curriculum Committee received and considered the report on Apprenticeships – End Point Assessment (EPA), presented by Ann King, Assistant Principal.

Ann King reported that the College has been working with the Federation of Essex Colleges (FEDEC) to establish a consolidated approach to EPA and working with City and Guilds to formulate a plan for this.

A number of EPA organisations need to be registered and FEDEC is working on a pilot project with City and Guilds which has been endorsed by the ESFA. An EPA hub will

be established with a number of partners which will be part of Essex Shared Services Ltd. Partners will train staff through City and Guilds to become End Point Assessors and will be placed in the hub to assess apprentices across the County. Staff are unable to act as End Point Assessors for their own apprentices. A manager will be appointed to the hub to co-ordinate the activity and is expected to be in post by August 2018.

A King highlighted the benefits of the hub and reported that the hub or the College could approach other EPA organisations to see if they require EPA assessors.

L Laycock asked if the End Point Assessors would be Harlow College staff employed by the Hub and if there would be an impact on the assessors' availability to teach at the College? K Spencer confirmed that an agreement would be put in place between the College and the Hub with the College remaining as the employer and that the balance between teaching at the College and assessing for the Hub will be addressed to ensure the right balance is achieved.

The Standards and Curriculum Committee noted the report on Apprenticeships – End Point Assessment.

621 Student Disciplinary Policy

The Standards and Curriculum Committee discussed the Student Disciplinary Policy, led by L Turner, Deputy Principal.

Governors were informed that under the current policy, students are automatically suspended if they are subject to a police investigation until the matter is resolved by the police. K Spencer reported that if the incident takes place on campus, the College undertakes its own investigation regardless as the College has a different burden of proof and responsibility to that of the police. K Spencer reported that advice is being sought before the policy is rewritten and it is proposed that the College undertakes risk assessments based on the individual circumstances which will determine whether or not to suspend the student and if so, for how long.

S Adamopoulos asked if the College's investigation could interfere with the police evidence and investigation. It was reported that the College's procedure would not be to determine guilt but would be a risk-based approach to having the student on campus, with the safeguarding of all students and staff being at the core of the process. When a decision is taken to suspend a student or not, their whole behaviour on the course will be taken into consideration. It was noted that at application stage, some young people are not enrolled on a course at the College due to the risk assessment undertaken.

J Bouffler highlighted the need to ensure that any revisions are in line with the Prevent agenda.

The Standards and Curriculum Committee agreed for K Spencer and L Turner to review the Student Disciplinary Policy, with a revised version being presented to the Corporation at a later meeting and asked for the College to ensure that the policy does not allow the College to make decisions out of its remit.

622 Any Other Business

The Standards and Curriculum Committee thanked C Alexander for his contribution to

the Committee and Governing Body and wished him good luck for the future.

623 Dates of Future Meetings, Terms of Reference, Calendar of Business

The Standards and Curriculum Committee reviewed and approved the Terms of Reference subject to point d) being revised as follows: “to review analysis of teaching, learning and assessment”.

L Laycock asked who the quoracy figures cover and D Sheridan confirmed it was Governors on the Committee.

The Standards and Curriculum Committee noted the dates of future meetings and asked for the Health and Safety and Safeguarding Committee meeting dates to be included on the Calendar.

The dates of future meetings are as follows:

Autumn Term	Tuesday 27 November 2018	1.30pm
Spring Term	Thursday 07 March 2019	08.30am
Summer Term	Tuesday 18 June 2019	08.30am