

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Curriculum and Standards Committee held on Tuesday 9 June 2020 at 5.30pm via TEAMS

### Present:

Mr D Hankey [Principal]  
Mrs L Nelson  
Mrs L Watson  
Mr S Salvin  
Mr N Godfrey

### Also in attendance:

Mr S Hope [Assistant Principal]  
Mr A Theakston [Clerk]  
C Menzies [minute clerk]

#### 1 Apologies for absence

No apologies for absence. SS jointed the meeting at 5.40pm. NG was welcomed back as a member to the committee.

#### 2 Declarations of interest relevant to business of the meeting

There were no declarations of interest.

#### 3 Minutes of the previous meeting held on 11 February 2020

[4, paragraph 2] LW stated D Caygill attends these meetings but was omitted from the notes and asked the minutes be updated to the following:

Regular safeguarding meetings take place with D Caygill LW and AT. The safeguarding audit of the central register will take place at the meeting in March. DH confirmed an action plan for safeguarding is to go to the Board.

With this change the minutes were accepted as a true record.

#### 4 Matters arising and action points

Action points are deferred to the next meeting due to the pandemic.

SH confirmed dialogue has been ongoing on how to deal with the SAR and said he would come up with a revised process for this year before the next meeting.

#### 5 COVID-19 safeguarding update [verbal update]

DH reported work is ongoing to with vulnerable learners and those in receipt of free school meals. An update was provided of seven key areas which involve the relevant external agencies.

#### 6 Update of 2019/20 achievement for the following calculations

- Calculate
- Adapt
- Delay

SH explained it has been a particularly challenging process due to guidance which is changing continuously. It was noted attendance was frozen as of 20<sup>th</sup> March and will not be used as a measure for 2019/20 and there will be no performance tables published for this academic year.

SH said a positive outcome will be that all students have been given an increased chance of gaining a qualification. The report shows how SH is rating performance, the following points were added:

- A slightly better result for grade 4 and above for GCSE results
- Functional Skills closed this afternoon at 75%, similar to results last year
- Adapt qualifications 16-18 – some learners will be in College next week to gain the required evidence needed for the qualification. Guidance has been changing for adept qualifications. It is predicted performance will be 90-95%
- 19+ based on 1359 learners and this figure would usually be more like 3500 due to short courses which occur later in the academic year. There is a good base figure of 93-96% and although some adult learners have stopped engaging the end date has been moved from 31<sup>st</sup> July to 30<sup>th</sup> September so this may change

### **Apprenticeships**

In terms of job status nationally employers were surveyed and it was found around 23% of apprentices were being made redundant. For the College 4% have been made redundant and 42% furloughed meaning timely achievement will be hit as it will take longer for them to complete but hopefully not overall.

NG asked if any of the timescales for apprenticeships have been extended. SH said this only applies if a break in learning occurs.

LN acknowledged the great challenges for apprenticeships asked how end point assessments are being dealt with. SH informed a trial to complete remotely was done but did not work so has taken the decision to prioritise end point assessments when limited learners return to College w/c 22<sup>nd</sup> June.

### **7 2019/20 HE update**

SH reported 92% retention and 81% progression. A number of learners have stopped engaging so haven't completed the required work to progress however work is ongoing to try and get them to re-engage so this figure may increase slightly.

SH advised of some issues within Art & Design which may mean that programme does not run next year.

SH informed of the good work within Engineering and asked NG to give feedback of this work as he is a tutor within this area. NG said there has been a very good response to online lessons and all grading and sampling was complete. NG said the process working remotely has been relatively simple and straightforward and both SH and NG agree the model for delivery may be adapted next year due to the positive lessons learnt from the experience.

### **8 RSM Safeguarding/Prevent Report**

This report has been to Audit Committee and S Irvine requested it be brought to this committee in relation to the actions [1 high, 1 medium, 6 low and 2 suggestions]. DH gave a brief overview of the actions and confirmed he and D Caygill are addressing them.

### **9 Any Risk issues to report to Audit Committee re:**

- **Failure to secure student potential and progress**
- **Non achievement of min. levels of performance**
- **Non-alignment of curriculum with stake holder requirements**
- **Safeguarding and vulnerability**
- **HE Provision**

SH informed the pandemic situation could affect student numbers next academic year. It was noted that staff are contacting potential new learners to minimise losses as much as possible.

AT advised of a new Coronavirus Governance Committee which meets on a fortnightly basis.

**10 Any other business**

SH asked to add an annual careers update to the agenda saying he would provide GATSBY Framework information. This was agreed.

LW noted governor lines of enquiry was not an agenda item for this meeting and usually a standing item. SH said this was due to the current situation and performance being monitored in a different way. It was agreed it would be an agenda item at the next meeting.

SH asked a date be arranged, before the next meeting, to discuss the SAR process moving forward. This was agreed.

**11 To note the date and time of the next meeting as Tuesday 24<sup>th</sup> November 2020 at 5.30pm**

**Chairman:**

**ACTION POINTS – 11<sup>th</sup> February 2020**

<b>Minute</b>	<b>Issue</b>	<b>Responsible</b>	<b>By date</b>
8	Review of appraisal process to be considered	D Hankey	End of academic year
9	Governors to consider visits to College in preparation for Ofsted	Governors	End of the academic year
12	Critical friend to be implemented	L Watson / L Nelson	Before 9 <sup>th</sup> June 2020
	Update 9/6/20 – SH to devise a process of how the SAR will be dealt with this year	S Hope	Before 24 <sup>th</sup> November 2020

**ACTION POINTS – 9<sup>th</sup> June 2020**

<b>Minute</b>	<b>Issue</b>	<b>Responsible</b>	<b>By date</b>
10	Annual careers update be carried out at C&S – SH to provide GATSBY information to members	S Hope	To be determined
10	A date to be set to discuss the SAR process moving forward	S Hope / A Theakston	To be determined