

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Curriculum and Standards Committee held on Wednesday 10th October 2023 at 5.15pm in room 2.35b

Present:

Mrs L Thornton [Chair]
Ms S Robinson
Mr H Hasnain
Mr D Hankey

Also in attendance:

Mr S Hope [Assistant Principal]
Mrs K Dales [Head of Governance]

1 Apologies for absence

Apologies were received from A Horne.

2 Declarations of interest relevant to business of the meeting

There were no declarations of interest.

3 Minutes of the previous meeting held on 14th June 2022

The minutes were approved, subject to one minor amendment.

4 Matters arising and action points

Ofsted Feedback will be taken to the Board meeting on Thursday.
Apprenticeship progress reviews – Mick Casey will be attending future meetings and will bring a comprehensive report which will include progress reviews.

All other actions have been completed.

5 QAP 3.16 Careers, Information, Advice & Guidance policy

SH told the committee that there were only two minor changes from the last iteration, one of which was requested by the committee.

The Committee accepted the amended report.

6 Careers Programme of Activity 2023/24

SH presented the report and talked through the detail of the report.

LT asked how the 'Don't walk, talk' initiative is followed up and whether the Executive were confident that the College is capturing all students. SH responded that he was confident that all students are followed up but that some students do not engage with Student Services and do just walk.

HH asked whether anything could be done if students do not engage. SH responded that there is very little that the College can do unless the student is at risk of becoming NEET, in which case Hartlepool Borough Council is notified.

HH asked whether data is being collected on how many students are picked up by this initiative and what the outcome is. SH responded that data was being collected and would be brought to future committee meetings.

7 Student Numbers

Confidential.

8 Suggested lines of Governor enquiries

SH told the committee that the lines of enquiry document has been developed to give governors an early update on what will eventually be included in the Self-Assessment Report (SAR) which is not yet available.

SH took governors through the report and stated that there was still work ongoing to refine it over the next few weeks.

LT asked whether the Apprenticeship Accountability Framework should be included given previous concerns. SH agreed that it should and agreed to add it in.

LT asked whether the document was going to this week's Board meeting. SH said not because it was simply giving the committee a heads up in preparation for the next committee meeting in November.

SR stated that she would like to see more data and evidence in the SAR rather than a lot of narrative.

9 Curriculum and Skills Strategy

SH took the committee through the document.

HH asked whether industry advisory boards had to include only local employers. DH said that this was not necessarily the case and HH said that he therefore had some ideas and would speak to DH outside the meeting.

SH said that Art and Design had seen a growth in numbers as the Northern School of Art were not offering lower level courses locally.

HH asked when the role of the College as a business hub will be coming to the committee as the document stated. SH said that there is still some uncertainty around this issue and the college is waiting to see what the LSIP says on this issue. It may be that it will not be taken forward but that whatever happen, it will come to the committee for discussion.

10 Any risk issues to report to Audit Committee

The committee agreed that there were no further risks to report, although the impact of the additional 16-18 enrolments over and above the funding received needs to be closely monitored.

11 Any other Business

LT asked about an action from the last meeting regarding the new SAR format being reported to the committee. SH said that due to there not being meetings over the summer, the new format had been circulated to committee members.

LT asked what is happening regarding the three cross college SAR areas that have not yet presented to the committee. SH said that he would review it and propose something to the Chair later in the week.

12 To agree the date and time of the next meeting

Tuesday 14th November 2023 at 5.30pm.

ACTION POINTS – 10th October 2023

Minute	Action	Responsible	Deadline
11	Agreement of how cross college SAR areas can be presented to the Committee	S Hope	October 2023