

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Curriculum and Standards Committee held on Tuesday 11 February 2020 at 5.30pm in room 2.35b

Present:

Mr D Hankey [Principal]
Mrs L Nelson
Mrs L Watson

Also in attendance:

Mr S Hope [Assistant Principal]
Ms M Dollin [Head of School]
Mr A Theakston [Clerk]
C Menzies [minute clerk]

1 Apologies for absence

Apologies for absence received from S Salvin. M Dollin, Head of School HCE and maths and English also in attendance.

DH has invited managers to attend governor meetings should they wish as part of their development. Where interest is expressed, he will seek approval from the appropriate Chair.

2 Declarations of interest relevant to business of the meeting

There were no declarations of interest.

3 Minutes of the previous meeting held on 19 November 2019

The minutes of the previous meeting were accepted as a true record and signed by the Chair.

4 Matters arising and action points

AT confirmed two student governors have been asked to attend this committee and Rebecca Malone is keen to attend just couldn't make this meeting, the other student governor has not responded. An e-mail was issued for staff governor election for which Neil Godfrey has been reappointed. AT/SH will continue to invite staff to be members.

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.

Other items relating to attendance, Ofsted and governor lines of enquiry are agenda items.

5 2019/20 academic performance to date [SH]

- Education & Training
- Apprenticeships
- Higher Education

SH said it is significant to note notice was received 30th July 2019 that no funding would be available for QCF qualifications and a move should be made to RQF qualifications. On 4th August a new notice stated funding could be kept for one year advising to enrol learners onto two year programmes stating punishments would not be made if learners did not succeed. This resulted in 200 learners who do not appear in 2019/20 data but are being tracked and included separately on the report included with the papers.

SH informed Engineering have merged with Fabrication, Welding and Automotive but the figures are being shown separately seems the change happened in year.

A brief overview per School was provided:

- CBE – recent issues with retention a 4% drop in 16-18 year olds, timely apprenticeships a challenge at 72% starting point
- E&M – performing well, some issues with attendance, retention holding up well
- ENG – figures skewed by 125 learners on 2 year programme. Particular concerns with small number of adults and their attendance, close monitoring of apprenticeships needed to maintain high achievement rates
- ES – made up of short programmes, slightly behind in terms of learners compared to same time last year but performing well for retention and achievement, the latter currently at 91%
- FWA – performing better than last year. Recent drop in retention but issues with attendance being addressed. On course for very good apprenticeship outturn
- HCE – School fairly equal in split of adult and 16-18 learners, adult retention below target but up on previous year, issues with attendance tracked daily and not impacting progress
- LS – small School runs ‘nurture’ programmes for SEMH learners which affects attendance due to their needs but retention is 100% with a high predicted achievement rate
- PCS – best performing area for 16-18 year olds including maths and English but has a recent drop in retention taking below College target. Outstanding apprenticeship performance 42% achievement already recorded
- SI – Outperforming last year but recent drop in retention brings close to College target and below last year’s trend. Apprenticeships in SI outstanding 55% achievement already recorded

Overall slightly behind performance last year for retention, attendance and predicted apprenticeship achievement but the gaps by School are closing.

SH explained English and maths are included in PAR rates which currently predicts 88.65% but Employer Services has the potential to increase this figure as shown on screen in SH model based on learner figures last year.

Heads of School have individual fortnightly meetings with SH and a review of all learners is done. LW asked if staff are aware of issues, MD confirmed they are and often have notes or details on Pro-Monitor to evidence progress.

SH informed HE predicted figures will be received the end of this term as HE follows a different cycle. SH is trying to match HE figures to the C&S plan moving forward.

SH reported timely achievement for apprenticeships is a concern but it is hoped the outturn is similar to last year.

February half term will be used for curriculum planning. LW asked if the College was consulted on the new qualification, SH confirmed we were but there was no notice for the roll out.

6 Quality Improvement Plan update [SH]

SH provided a brief update of the plan:

- QIP 1 – changed from amber to green due to ES numbers
- QIP 2 – attendance changes trialled 5/6 different programmes only area it has worked is PCS who have reversed the downward turn in attendance. Risk of NEET funding has been received to support learners not attending. LW asked what types of support would be offered – SH gave examples such as resilience training, welfare support, increased bursary etc. This will start the first week after half term.
- QIP 3 – data suggests minimal inconsistencies at present, imminent PAR will get a better analysis

- QIP 4 – behind in terms of coaching model – DH has picked this action up
- QIP 5 – all HoS aware and started planning process, activity scheduled to take place February half term, moved from amber to green
- QIP 6 – destination survey complete and analysis underway
- QIP 7 – possibility of showing +5% improvement as retention is high at 80%
- QIP 8 – HoS confident of the completion of these documents
- QIP 9 – number of industry placements increased but significantly behind target. It is difficult to secure the 315 hours placement
- QIP 10 – SH to review SAR in light of NAR expected in the next 3-4 weeks

7 **Governor lines of enquiry update [SH]**

Overview of gradings as detailed in the full report:

1. Have steps been taken to address the decline in apprenticeship achievement rates – amber
2. How are leaders and managers reducing the inconsistencies in performance? Do in year statistics evidence an improvement? – green
3. What progress has the attendance working group made? What actions are planned to further reduce the inconsistencies with attendance? – amber
4. Do all learners access a broad, quality curriculum? Where appropriate are learners accessing enrichment, a comprehensive tutorial, work experience/industry placement and English/maths provision? – amber
5. Is the College curriculum developing aligned with educational reforms and the needs of the local and regional economy? – green

8 **Staff performance [verbal update DH]**

DH reported no significant staff performance issues, new staff are inducted, probation is tracked, a coaching programme is up and running and there are regular walk arounds by senior managers. Good work is praised in DH's weekly update e-mail to all staff and any issues are addressed straight away with individuals. DH reported not all appraisals are completed as per the timescales currently in place but gave assurance that there are no major issues, staff due increments are prioritised and those outstanding tend to be longstanding well performing members of staff. LW asked if the College has a policy in place for appraisals, DH confirmed it does, stating the College would not be compliant for audit requirements should this be checked. LW asked if Ofsted would pick this up, SH said they would ask how performance was tracked but not specifically relating to appraisal. DH has been reading research papers on appraisal performance which indicate no correlation of the performance of the College and appraisal performance. DH is trying to develop a culture of removing onerous tasks and paperwork which do not add value to the organisation. LN suggested amending the current policy which DH would like to do but change it to reduce paperwork whilst giving staff opportunity to spend time with managers. DH to carry out more research and think of a revised process.

LW said governors could be included in walk arounds and speak to staff if this would be of benefit.

9 **Ofsted EIF [presentation SH]**

SH gave a presentation on the new Ofsted framework – Education Inspection Framework, highlighting the following:

- 3-5 year cycle – expected HCFE 2022
- A call would be received outlining the focus – biggest, best, worst. LW asked what notice period could be given SH said this can be 1 day but there have been cases of longer notice periods.
- We can negotiate the focus at the point of call should in year figures suggest improvements on the previous data
- Less time will be spent with leaders and more with curriculum leads doing deep dives and triangulation of information
- Intent, Implementation and Impact will be reviewed

- SH said the new model was similar to the HCFE way of doing things so are very pleased with the change
- SH circulated a list of questions Ofsted may ask governors asking for feedback in preparation for a training session with governors
- SH has started collating folders of evidence in preparation for a visit so it is easily accessible for staff and governors, training will be arranged
- SH asked governors to consider visits to the College in preparation for Ofsted

10 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**

No issues to report.

11 Any other business

AT has been reviewing the Terms of Reference for each committee and recommended the following be added to the existing list for this committee:

- Rigorously assess and engage with the preparation of the Annual Self Assessment Report prior to approving it for submission to the board

This was approved.

12 To note the date and time of the next meeting as Tuesday 9th June 2020 at 5.30pm in room 2.35b

SH asked governors to implement a critical friend prior to the next meeting.

Chairman:

ACTION POINTS

Minute	Issue	Responsible	By date
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 th June 2020