

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Curriculum and Standards Committee held on Wednesday 14th June 2023 at 5.30pm 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]
Mr M Casey [Head of Operations – Employer Services]

1 Apologies for absence

Apologies were received from A Horne. Other members not present were L Thomas.

2 Declarations of interest relevant to business of the meeting

There were no declarations of interest.

3 Minutes of the previous meeting held on 28th February 2022

The minutes were approved, subject to some minor amendments.

4 Matters arising and action points

Action 4 re SAR. SH informed the group that the Senior Team were doing a complete review and change to the SAR for 2022/23 and that a draft would come to the next Committee meeting for approval of the changes. Given this, it was agreed to remove this action.

All other actions have been completed

5 Ofsted Feedback

Confidential.

6 Strategy update - curriculum

Confidential.

7 Strategy update – Workforce Development

DH presented the paper to the committee and stated that the biggest concern for the College was recruitment and retention in some key areas. He also asked why the wellbeing survey response was so low. DH said that unlike the York College survey, the mental health and wellbeing one was not anonymous so something to consider going forward.

LT asked relating to the increase in further mental health absences, were we able to identify a particular area of the college or age range? DH responded that it was across the college divisions with the youngest in their twenties.

HH commented that the performance data was really good and very interesting. LT commented that 49% of staff were over 51 and agreed understandably that this was a challenge to plan.

- 8 Strategy update - Stakeholders**
Confidential.
- 9 Academic Performance – 2022/23**
Confidential.
- 10 Progress against QIP**
SH took the committee through progress against the 6 key areas of the QIP. For English and Maths attendance, all actions were complete but had not had the desired affect, as evidenced during the Ofsted visit.
- Actions relating to female students performance and apprenticeships are both positive. ESOL learners now have a predicted outturn of 86% which is also positive. Work experience is happening but achieving the required 315 hours is still a challenge.
- 11 Career Offer update**
SH presented the report and confirmed that work with apprentices had now taken place, despite some employers concerns.
- 12 Careers, Information, Advice & Guidance (CEIAG) Policy**
KD apologised and confirmed that this item needed to be approved and SH confirmed that it had come to the committee as it was best practice to get Governors approval.
- LT felt that a change should be made to make the Principal accountable and not just responsible. The Committee approved the policy with this amendment.
- 13 Safeguarding, SEND and Prevent updates**
Confidential.
- 14 Draft Accountability Statement**
SH gave a very brief overview of the document and commented that most of the content had been taken from other existing documents such as the Strategic Plan, Curriculum and Skills Strategy, Self Assessment Report and the LSIP. There are a few gaps and work is ongoing on the document which will be finalised so that it can be approved at the Board meeting in July prior to submission by 31st July.
- HH asked who sees the document. DH responded that as a college we will be held to account for the actions within it and the impact they have. It will be a public document accessible on the College's website.
- LT asked Committee members to send any comments to SH and DH and designated responsibility to the executive to complete this document in readiness for approval at Board.
- 15 Risk Register – impact of capital development**
SH told the committee that delays to the capital development at Exeter Street has presented a risk to the College in terms of T-Level delivery in 2023/24 as it will not now be completed until early December. The risk register presented to the committee gives full details of actions being taken to mitigate the risk.
- 16 Any risk issues to report to Audit Committee**
The committee agreed that there were no further risks to report.

17 Any other Business

LT asked if appointment of student governors will take place earlier next year. SH confirmed yes and will be looking to finalise before the summer break. KM will continue into next year as she continues to study at the College.

18 To agree the date and time of the next meeting

Tuesday 10th October 2023 at 5.30pm. The School SAR process will also take place on this day so SH/KD to look at timings for both meetings.

LT thanked the C&S Committee for their support, commitment and expert contributions during Ofsted. Thanks were also extended to commend DH, SH and GR for the overall achievement. Thanks were also given to MC and cross college teams for maintaining the outstanding legacy for Apprenticeships.

ACTION POINTS – 14th June 2023

Minute	Action	Responsible	Deadline
5	Confidential	S Hope	October 2023
9	Confidential	S Hope	October 2023
18	Consider the timing of the October meetings to avoid a gap between School SAR session and the main committee	S Hope/K Dales	ASAP