

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

### Minutes of a meeting of the Curriculum and Standards Committee held on Tuesday 24 November 2020 at 5.30pm via TEAMS

#### Present:

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

#### Also in attendance:

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

#### 1 Apologies for absence

Apologies of absence received from N Godfrey.

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

There were no declarations of interest.

#### 3 Minutes of the previous meeting held on 9 June 2020

Accepted as a true record and to be signed by the Chair in due course.

#### 4 Matters arising and action points

The critical friend was actioned and the report to be discussed at this meeting. The other actions were deferred to a later date and are shown as actions from this meeting.

#### 5 Self-Assessment Report including feedback from critical friend, clear overview of strengths and areas for improvement and QIP

A very detailed and thorough conversation took place regarding the SAR judgements and the questions raised in the report by Julie Skinner as critical friend. Members all agreed that Julie's report had raised some very good questions and provides constructive feedback.

LN said having attended the School SAR meeting the College has done a very good job of the SAR and believes its judgements are correct. LW said she believes the College is outstanding however the questions posed by our critical friend indicate that the SAR doesn't necessarily evidence or show this enough.

Members agreed that the overall gradings will remain the same and the SAR commentary should be updated to evidence the justifications. SH to provide C&S members with the updated narrative before the December Board meeting.

#### 6 HE QA Report

SH said it had been a good year for HE, there has been some outstanding work and success rates have improved at 94%, retention is 90%. The National Student Survey (NSS) for 2020 of HE students at HCFE shows an overall student satisfaction score of 100%, 17.35% above sector average.

#### 7 Staff performance management for 2019/20 [verbal]

DH said no appraisals have been completed for academic year 2019/20 due to workload due to Covid and different ways of working. DH said all teams have worked extremely well during this year and all staff due increments have had these approved.

Moving forward DH would like staff to self assess themselves against the four principles set out in the Teaching, Learning and Assessment Handbook as part of an evolving process. DH said there are no staff, academic or support, with performance issues and if an individual preferred to have an appraisal this could be requested. The intention is to remove bureaucracy.

LW asked how a staff member would discuss career development if there were no formal appraisal process. DH said staff can ask for a conversation with their line manager however further consideration is needed on how this will be documented. LW said some form of framework and evidence is needed - DH to bring a proposal to the next meeting. LN was asked how the University manage this process and she informed University staff have to have an appraisal, which personally she finds a very useful process, however understands how the process can be bureaucratic for managers.

**8 2020/21 enrolment update [verbal DH]**

*Confidential.*

**9 RSM safeguarding report update**

All actions are now complete. LW informed the audit of the central record was done this week and although areas checked were good governors made some recommendations. LW said the process had been very useful. DH informed member of the work R Bage has done on a self-assessment of Prevent – DH will bring this information to the next C&S meeting.

**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**

In the report from Julie Skinner [critical friend for SAR] there is reference to Safeguarding and E&D training and evidence that the governors assess themselves against the ten principles. AT reported all governors have confirmed that they watched the Safeguarding video. E&D training was given a couple of years ago but is on the training schedule for the remainder of this year. The Code of Good Governance which the board adopted comprises around 120 good practices which are accepted evidence that the ten principles are adhered to by the board. The Clerk has certified that the board does comply with the code each year but this year the Audit committee asked for the auditors to independently assess what we do. They have given the highest rating - Strong- with two very minor recommendations, both of which have been addressed.

**11 Compare Terms of Reference with performance 2019/20**

AT reported the committee has complied with the Terms of Reference.

In relation to E&D this is confirmed as being referenced within the Safeguarding Policy and SAR.

**12 Any other business**

SH suggested adding another column to the QIP to reference links to information saying governors may find this useful – members of C&S agreed, SH to action.

**13 To note the date and time of the next meeting as Tuesday 9<sup>th</sup> February 2021 at 5.30pm**

**Chair:**

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

Minute	Issue	Responsible	By date
8	Review of appraisal process to be considered <b>Update 24/11/20 ideas to be discussed agenda item 7 this meeting, deadline extended and to be an agenda item at the next C&amp;S meeting</b>	D Hankey	End of academic year <b>9<sup>th</sup> February 2021</b>
9	Governors to consider visits to College in preparation for Ofsted  <b>Update 24/11/20 – was arranged before Covid to be re-arranged once allowed</b>	Governors	End of the academic year  <b>Sometime 2021</b>

### ACTION POINTS – 24<sup>th</sup> November 2020

Minute	Issue	Responsible	By date
5	SAR narrative to be updated and circulated to C&S members	S Hope	<b>Before 3<sup>rd</sup> December ready to present to the Board</b>
7	Framework and proposal of how to document personal development conversations	D Hankey	<b>9<sup>th</sup> February 2021</b>
9	Prevent self-assessment report to be an agenda item at the next meeting	D Hankey / A Theakston	<b>9<sup>th</sup> February 2021</b>
12	An additional column to be added to the QIP showing links to documents as reference for governors	S Hope	<b>9<sup>th</sup> February 2021</b>