

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Curriculum and Standards Committee held on Tuesday 11 June 2019 at 5.30pm in room 2.35b

Present:

Mr D Hankey [Principal]
Mrs L Nelson
Mr S Salvin

Also in attendance:

Mr S Hope [Assistant Principal]
C Menzies [minute clerk]

1 Apologies for absence

Apologies received from L Watson and Alan Theakston. S Salvin Chaired the meeting.

It was agreed at the last Search meeting held on 14th March 2019 that Neil Godfrey could be considered to have a conflict of interest and therefore with his agreement he stood down from the C&S committee with immediate effect.

2 Declarations of interest relevant to business of the meeting

There were no declarations of interest.

3 Minutes of the previous meeting held on 12 February 2019

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

4 Matters arising and action points

L Nelson was appointed as link governor for CEIAG which was approved by the Board. SH circulated the plan to members containing the 8 benchmarks as well as the booklet produced for parents. SH discussed how the Student Support department would implement the plan. SS queried why benchmark 1 was not cross-referenced, SH confirmed this was the creation of the policy that had been adopted at the previous C&S committee.

5 Academic performance to date and likely 2019/20 outturn

SH informed that retention is strong at 94% compared to 92% last year. 16-18 is 93% and 19+ 95% which is positive as this determines the funding rate next year. Overall attendance is at 88%, the same as last year, and in line with sector averages. However, attendance for maths and English functional skills is low at 78% which is reflected in the predicted achievement rate including FS being 89% compared to without at 92%. SH provided an on screen update reporting an expected increase for all ages and levels above the national average for this year. Last year the college were below national average in the area of basic skills, this had an impact on the college's L1 rate and the overall rate. However, learner level tracking is taking place to monitor individual learners and a 70.5% outturn is predicted. SH explained the challenges in some Schools with attendance. LN challenged the confidence in the predictions. SH highlighted that Heads of School were cautious with their predictions, last year, with achievement coming in higher than predicted. Basic Skills was the only area, last year that was predicted higher than it achieved, this was by 6%p SH discussed that if this difference was applied this year the college would still see an overall improvement in rates.

Apprenticeships have high targets set however the outturn will not be as good as last year, but still expected to perform significantly above national rates. The sector as a whole is facing challenges with timely achievement due to 20% off the job requirements and documentation from employers.

The best possible outturn will be 75% and we should still be categorised as outstanding but the new administrative processes are delaying claim achievement.

6 Governor lines of enquiry update

As per the narrative reported.

1. English and maths rates require further improvement. SS/LN challenged SH/DH on how these figures were to be improved. SH gave a detailed overview of the work taking place to improve these figures explaining that despite all efforts taken attendance to classes is a real challenge. Figures are getting better but at a slower rate than preferred.
2. The Performance Improvement Plan [PIP] suggests learners are aware of expectations. Staff communications praise an improvement in behaviour.
3. PIP feedback suggests learners feel safe and promotion of Prevent and Safeguarding is doing enough. Results from the national student survey completed May is expected in August/September and will capture these feelings from a wider audience. SS questioned whether this information will be used to benchmark this area of work against other colleges. SH confirmed this will be done and improvements pursued wherever possible.
4. Positive progression had declined in 2017/18 and LN/SS queried the work carried out by senior managers to address the decline. SH referred back to the CEIAG plans and the work going on to raise aspirations. In addition the Industry Placement programme is seeing some positive impact and the recent 'progression week' is showing a positive progression within college levels.

7 Quality improvement plan update

A brief overview of some of the main SAR points was given by SH:

- SAR 2 – amber as the initial assessment system is being reviewed
- SAR 5 – amber as this is linked to SAR 2
- SAR 7 – due to being predictions
- SAR 9 – despite improved retention and predicted achievement this is still amber due to attendance issues
- SAR 10 – It is difficult to increase this grade until final outcomes are achieved
- SAR 11 – T levels have an industry placement requirement of 45 days and although we have exceeded the quota of placing 63 learners only a small number have, so far, reached the minimum duration as employers are reluctant to place for such a lengthy duration and the criteria states placements must be with the same employer. SH informed that other colleges have experienced difficulties and withdrawn from the pilot scheme. We have been given an allocation next year and guidelines have been changed to allow a greater flexibility. This will increase the possibility of achieving the targets.

SS questioned how the funding was being spent to support this function. SH reported that an Industry Placement Officer has been appointed and is supporting learners to be work ready. Examples such as CSCS cards, travel costs and work-related equipment were discussed.

LN/SS questioned whether this funding could be clawed back SH advised that we have been given an indicative allocation and the final approval will be granted once the most recent CDF Industry Placement survey has been analysed by DfE.

8 Early enrolment data for 2019/20

DH reported these figures are part of the recovery plan and indicative figures for 2019/20 compared to this time 21/5/18 and 20/5/19 anticipate an increase in numbers however this cannot be confirmed until enrolment.

9 Self-assessment procedures [verbal report]

SH gave an on-line overview of the new paperwork explain that the SAR process begins at programme level. The new process is designed to reduce staff time to complete, include amended

Ofsted criteria and help drive the college from good to outstanding. The grade given to an area must be justified by the member of staff and a rationale given to the Heads of School who can challenge the grade if they do not agree. L Nelson asked how the process works for grades where the judgement is challenged. S Hope explained that the paperwork would be amended during the review meeting.

- 10 Any Risk issues to report to Audit Committee [verbal report]**
The risk register is being refreshed however there were no exceptional issues to report.
- 11 Any other business**
No further items to report.
- 12 To note the date and time of the next meeting as Tuesday 19th November 2019 at 5.30pm in room 2.35b**

Chairman:

ACTION POINTS

Minute	Issue	Responsible	By date
	None		