

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Curriculum and Standards Committee held on Tuesday 19 November 2019 at 5.30pm in room 2.35b

Present:

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

Also in attendance:

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

1 Apologies for absence

No apologies for absence.

2 Declarations of interest relevant to business of the meeting

There were no declarations of interest.

3 Minutes of the previous meeting held on 11 June 2019

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

4 Matters arising and action points

No actions from the previous meeting.

LW referred to the removal of N Godfrey from this committee due to a conflict of interest and asked members if they were happy with that decision considering the criticism from the FE Commissioner regarding this decision. AT stated NG felt himself that he had a conflict and DH confirmed NG has a role in the teaching and Learning HUB so it was the right decision. SH suggested a new staff member and student members be invited to join the committee moving forward. AT reported he has interviewed one student and will interview another tomorrow and both are keen to play a key role in governance. AT to action the recruitment of a staff member.

5 Any issues arising out of FEC or Governor Review Visit [verbal update]

LW asked if any members had any comments relating to these areas.

FE Commissioner visit

Commercially sensitive.

Governor Review

Commercially sensitive

6 Validation feedback and subsequent actions

SH asked governors for their feedback of this information and of the process with it being the first time it has been done. LW commented it was a good exercise which increased her knowledge and understanding. LN said it was really useful and she enjoyed hearing of the good work and speaking to staff.

Members of the committee welcome other opportunities following the same format.

SH provided feedback received from him and Heads of School:

- It had made them aware of the depth of governance
- It raised standards – managers were willing to step up to tasks
- This will be a base year and used to compare information year on year and HoS can standardise against the outcomes

The actions and outcomes were accepted as a true record.

7 Self-Assessment Report [plus supporting reports]

SH reported this document starts as a programme self-assessment, leading to a School self-assessment then several stages within the School before being reviewed by a critical friend. Once these stages are complete the document is ready for Board approval.

SH provided a detailed summary of the document, some of the key points are summarised:

- The context information has been reduced to 1 page
- The Education Inspection Framework outlines 3 areas intent, implementation and impact
 - SH feels that at strategic level there is good intent with good labour market intelligence, clear expectations of teachers
 - Implementation – teaching performance good to outstanding, 92% perform and those that don't are supported by the Teaching and Learning HUB working on the TLA standard focusing on what makes an impact
- Learner walks became more frequent during 2018/19 focusing on English and maths but will become practice for all curriculum areas in 2019/20
- Throughout the year the College was appointed Strategic College Improvement Fund partner for a number of colleges
- Behaviour and attitudes at the College are outstanding – feedback from Schools was they thought it needed to improve but that was due to attendance 85% average, closed at 86%
- Support from Welfare, Retention, Attendance Mentors [WARMs] is outstanding and various colleges have visited the team regarding the service they provide
- The work of the Welfare Officer is outstanding and outsourced at other colleges
- Learners are clear of expectations HARTS is taught and followed up in classes
- For the second year running learners receiving free school meals have out performed those who didn't by 1% [approx. 200 learners per day]
- Personal development is good rather than outstanding as too few go into work or further education, the sample size provided by the government is too small so SH is trying to obtain a larger sample size
- Leadership and management at all levels is good, there are examples of outstanding leadership but there are a number of inconsistencies which need to be improved
 - LW asked if each School has a specific timescale to meet the required level. SH stated 12-month plans are put in place and reviewed at four key points in that year
- All governor lines of enquiry improved last year
- Education programmes for young people are outstanding improving 6.7% in year and 4.3% above the national average [validate by the FE Commissioner]. Retention is 92% but attendance has not improved for basic skills. GCSE maths and English have made huge improvements and are considerably higher than the national averages

LW enquired about attendance and changes discussed at the working party. SH has made changes in how learners are being tracked, authorised absences are no longer included and improvements have still not been made. This is an area the whole sector finds challenging.

- GCSE achievement rate has increased dramatically, pass grades declining slightly in English but a 47% increase in maths of grade 4 or above [nationally this is 17%]
 - LW asked if there were any differences between maths and English – SH stated they use different testing methods so this is being reviewed

- Adult learning programmes are rated good, not yet deemed outstanding as heavily reliant on short programmes delivered by employer services
- Apprenticeships have taken a drop in timely overall achievement but is still above the NAR and will remain outstanding. There is a national decline due to bureaucracy.
- High needs learners had an overall achievement rate of 81.6%, 6.6% improvement in year, learners with a declared need demonstrated outstanding performance, outperforming their peers with no declared learning difficulty/disability

SH reported overall the SAR has been graded as outstanding which DH reported was the opinion of the FE Commissioners and East Durham College. LW and LN said this was an impressive outcome acknowledging the fact that College finances are being scrutinised yet performance has improved.

SH asked that the committee agree the suggested lines of governor enquiry for 2019/20 so that this can be an agenda item at future meetings, this was approved.

8 Collaborative Provision Continuous Monitoring and Enhancement Report

This report is the SAR for HE programmes. SH drew attention to section 3 which highlights areas of growth, section 6 performance of students and section 7 the results of the NSS questionnaire which shows comparisons to the region and sector and has some pleasing outcomes.

Appendix 1 shows in year student performance, the following points were noted:

- some part time courses flagged red with low achievement rates but this was due to small class sizes and therefore insignificant
- FWA is under scrutiny for performance management and will be part of the QIP at School level and is part of an action plan

SH stated there are no concerns from a HE perspective and the action plan is part of the Quality Improvement Plan and are a small number of specific issues.

9 Enrolment Update for 2019/20 [verbal report]

Commercially sensitive.

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**

SH confirmed no issues around MLP. SH informed of an issue around end point assessments for apprentices in joinery, where there is no end point assessment to take as City & Guilds were the approved centre but have since withdrew. This is obviously a big issue for the small number of joiner learners who have completed all other aspects of the apprenticeship. SH reported that automotive learners need to travel to Scunthorpe as that is the closest centre. This was noted as a national issue and not of large enough concern to the organisation to need to report to Audit Committee.

SH asked the question whether Ofsted should be invited in now. LN asked the cycle of visits which was reported as being unknown some being 5 years others 10 years since a visit. DH said the data was good but he would prefer to do more work with staff to embed the intent element. SH is to attend an Ofsted training day in December and can compare the data once he has attended that session.

11 Any other business

DH congratulated SH on his first year in the senior management team. SH was formally thanked by governors for the work he has done and for the improvements made.

AT confirmed the committee had adhered to the terms of reference throughout the year and reported a review of all terms of reference for all committees is to take place.

12 To note the date and time of the next meeting as Tuesday 11th February 2020 at 5.30pm in room 2.35b

[SH informed the date may need to change depending on the publishing dates for data which is expected around this time]

Chairman:

ACTION POINTS

Minute	Issue	Responsible	By date
4	Staff and student members to be recruited for Curriculum and Standards Committee	A Theakston	As soon as possible
7	Suggested lines of governor enquiry to be an agenda item at future meetings	A Theakston	11 th February 2020 and ongoing