

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Curriculum and Standards Committee held on Tuesday 28th February 2023 at 5.30pm in room 2.35b

Present:

Mrs L Thornton [Chair]
Mr D Hankey

Also in attendance:

Mr S Hope [Assistant Principal]
Mrs K Dales [Head of Governance]

1 Apologies for absence

Apologies were received from S Robinson and A Horne. Other members not present were L Thomas and H Hasnain.

2 Declarations of interest relevant to business of the meeting

There were no declarations of interest.

3 Minutes of the previous meeting held on 15th November 2022

The minutes were approved and signed by the Chair.

4 Matters arising and action points

Action 4 re SAR format would be carried forward to include deadliners & previous year comparison. Responsibility changed from Head of Governance to S Hope.

Action 5 re College walks – C Menzies to remind Governors of the opportunity and ascertain Governors availability

Action 11 re November meeting – a revised date of 7th November to be taken to the Board

All other actions have been completed.

5 Academic Performance 2022/23 (S Hope)

Education & Training

SH gave an overview of Education and Training which included:-

- College is performing very similar to this time last year
- This update shows predicted achievement for the first time this academic year. Overall, we are predicting an outturn of 88% but this is set to rise with the increase of short course/high achievement work. LT queried what the increase is and SH replied approximately 90%
- Although apprenticeship retention is down on last year (71 v 78%) this is due to cleansing data and the removal of legacy issues from Covid. However, predicted achievement is higher and returning to expectations
- There are a large number of English and Maths students and a weekly intervention group has been established to manage the risk in this area.
- The second line down, by governor's request, shows the performance in key metrics once removing employer services

Governors were reminded to be mindful of the links between this performance and the actions from the QIP.

LT challenged SH on the drop in some predicted achievement in comparison to previous year's performance. SH responded that some schools were being cautious and that work will continue to improve the position where possible.

LT asked if the staffing issues in recruiting for lecturers in CBE and ENG could impact on the predicted achievement. SH said potentially it could. A discussion then took place and concluded by LT agreeing that staff recruitment in some academic areas was a risk to operational delivery and should be reported to Audit Committee.

LT requested that the predicted achievement be colour coded to make it as easy to read as the rest of the report. It was agreed that the colour rating would be against previous years outturn rather than target.

Apprenticeships

The team have completed data cleansing which meant removing apprentices not engaging with the College. The current position is much better than 2021/22 and on a positive trajectory.

Higher Education

The College has appointed a new Higher Education lead and she has re-established a group looking specifically at this area. The minutes of this group were presented to the committee. LT queried whether it would be possible to include Higher Education in the Performance at a Glance summary. SH responded that it is more difficult given how this area is structured but would look at it. DH commented that it is better to keep separate as they are different funding streams.

6 Suggested QIP Actions 22/23

SH introduced the QIP Plan actions and reminded the Committee that this should be considered alongside the performance at a glance summary. It was noted in particular that English and Maths remains the number one priority due to attendance issues and the large number of students enrolled in this area. A new intervention group is tracking progress in attendance rather than overall attendance.

All other areas are making positive progress and LT acknowledged the good work taking place.

LT questioned what the impact of actions that had been completed in the QIP regarding attendance and why there shows little evidence in current performance. SH responded that the challenges were mainly in Maths and English and that an intervention group were focussed on improvements in attendance which in turn will ensure attendance on Examination day. LT asked if it is possible to link some of the student safeguarding incidents to attendance. SH replied yes and also to specific schools.

7 Career Offer update

SH introduced the paper that shows an overview of progress and pointed out that the next report will have significantly more activity due to National Careers week which will take place this month.

8 Safeguarding, Prevent and Welfare plan and updates

DH took the Committee through the paper and highlighted the following areas:

- All of the bullying incidents are student on student with many taking place on personal devices away from the college site

- Students are asked whether they feel safe in all of the learning walks that take place and the majority are saying that they do feel safe in the College

The report references term 2 and LT queried whether it was cumulative to term 2. DH confirmed that this is the case.

LT asked for the report to specify the date range and SH said that there was ongoing development regarding the report format.

9 Strategy updates

Curriculum & Skills

SH took the committee through the report which shows progress made to date against the curriculum and standards strategy. He said that this strategy needs to be read in conjunction with the Stakeholder Strategy as they are inextricably linked. He also updated that good progress has been made on Industry Advisory Boards and that they will be up and running by Easter.

Stakeholder

SH presented the Stakeholder progress report and asked the Committee for any comments on the format as this was the first time that this has been presented. The Skills Showcase week was extremely successful with every academic school engaging as well as a large number of employers. Relationships with some key stakeholders are progressing extremely well and with Hartlepool United Football Club, Job centre Plus and Hartlepool Borough Council in particular. The College was the first employer to engage with the Tall Ships and will be the learning provider of choice for the event.

Workforce

DH presented the paper and took the Committee through the key actions and the metrics. LT queried what the impact was of the difficulties being experienced in recruitment of staff in key areas. DH acknowledged that this was impacting on teaching and learning and that the College needed to look at different ways of addressing the issue.

10 Meet the Governor feedback

KD presented the paper and told the committee that this was a work in progress and that a paper showing management responses to some of the issues raised will be taken to the next Board meeting

11 Any Risk issues to report to Audit Committee

It was agreed that the issue of staff recruitment in some academic areas was a risk to operational delivery and should be reported to the Audit Committee.

12 Any other Business

There were no items of any other business.

13 To agree the date and time of the next meeting

Tuesday 6th June 2023 at 5.30pm.

ACTION POINTS – 15th November 2022

Minute	Action	Responsible	Deadline
4	June 23 agenda to include upgrading SAR format and process	S Hope	20.05.23
5	Dates for walks – Cheryl to request Governors availability to attend walks during 2022/23	C Menzies	ASAP
11	Consider November 2023 meeting date – agreed that a new date of 7 th November to be reported to the next Board meeting	K Dales	16.3.23

ACTION POINTS – 28th November 2023

Minute	Action	Responsible	Deadline
5	The next Performance at a glance to include colour coding of predicted achievement	S Hope	6.6.23
5	Consideration be given to including Higher Education performance in the Performance at a glance summary	S Hope	6.6.23