

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Curriculum and Standards Committee held on Tuesday 12 February 2019 at 5.30pm in room 2.35b

### Present:

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

### Also in attendance:

Mr S Hope [Assistant Principal]  
Mr A Theakston [Clerk]

#### 1 Apologies for absence

Apologies 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 20 November 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 matters arising from the previous meeting and action points had been dealt with.

#### 5 2018-19 Academic Performance to date

S Hope introduced this item and drew the committee's attention to the Governors School Report for February 2019. A copy is attached.

##### Education and Training

It was noted that the 16-18 yo overall retention was at a commendable 97% compared with 94% at the same time last year. Attendance overall was 89% which was 1% higher than at the same time last year. A lot of hard work had been undertaken to address poor attendance and whilst it remained a problem attendance at GCSE English was 80% which was 3% higher than at the same time last year.

SH drew attention to the details against each school on the schedule and added :-

- CBE: Small numbers meant one learner leaving distorted the figures. Some retention a concern
- ENG: Good overall but attendance problems in English and Maths
- EM: Attendance issues as above
- ES: Increased enrolments
- FWA: Small drop in retention but above target
- HCE Improvement in attendance. Challenge is that nature of some courses e.g counselling, through age of students and balancing home/college life results in retention issues
- PCS: Positive start
- SI: This school which includes Beauty, Travel, Sport and Public Services has had a very positive start to the year vocationally but very poor attendance at English and Maths

The overall picture looked healthy and performance was good compared with last year and continuing improvement in attendance was being specifically targeted with specific actions being given to schools with habitual poor attending students.

#### Apprenticeships

A very close eye was being kept on Apprenticeships which continued to be a concern with retention overall being 83% which was 5% lower than at the same time last year. The best case timely rate was noted, including Employer Services at 50% although there were insignificant numbers, and it was advised that a final overall retention rate of 80%+ would be satisfactory.

#### Higher Education

Retention at 97% was very high, although the small number of HE Students distorted percentages, and there was no real overall cause for concern with HE

In summary SH advised that HCFE was one of the best performing FE colleges in the North and in the top echelon nationally and that taking everything into consideration he was extremely satisfied with the current performance of the college

### **6 Observation Performance to date**

SH referred to the Mid-Year Review of the Teaching, Learning and Development Hub which consisted of 7 advanced practitioners with a proven track record of successful teaching practice. All teaching staff are observed and given a full report on their performance under PPO conditions. The committee considered the tables which showed the performance of those who had been observed this academic year.

It was noted overall that of the 55 observed, 45 were currently meeting the standard and 6 were surpassing it. None were currently not meeting the standard (4 had had observations for staff development purposes). There was a dedicated report for each school and SH gave additional explanation.

Overall he advised that he was "really pleased" with the way it was going. Observations were shared with HoS and they were able to ask for feedback and support. In addition all HoS saw all reports so could compare their results and identify the weak areas to be concentrated on. The intention of the observations, feedback and advice was to nurture and improve not discipline. SH concluded that whilst most staff "bought into" the observations it would be helpful and productive to emphasise positive aspects more.

### **7 CEIAG Policy**

SH referred to the Careers Education, Information Advice and Guidance policy, a copy of which is attached, and gave further details. It was noted that in general it was a policy to support students getting the best, impartial advice from the college on a future career aligned with the guidelines within the Gatsby Benchmarks. The college currently has awards for career offer and was well placed to adopt the policy. The intention was that every student is afforded one to one guidance with a member of staff and therefore many staff would need to be specifically trained. Live online portals and live chat lines were being created to assist in this service for around 4500 students.

The policy required greater involvement with the governing body including the appointment of a Link Governor. The committee discussed this and Linda Nelson agreed to undertake the role which was approved by the committee and which would go to the board for formal appointment.

The Annual careers plan would come to this committee in June for recommendation to the Board in July. After discussion it was agreed that the policy be recommended to the board for approval.

### **8 Career Offer**

This item was discussed along with the CEIAG policy above

**9 Industrial Placements Update**

SH referred to the new T levels which were two year courses which would offer a mixture of college learning and on the job experience during an industry placement. The second part would require finding 9 weeks of industry placement which is extremely difficult and not offered by many organisations. For example the NHS would not take any one under 18 and there were general barriers such as H&S compliance, safeguarding and even transport to and from the place of work. Some employers would not participate simply because they didn't have the staff to supervise. In short there were many difficulties being experienced by all colleges and it was essential for HCFE that it was able to offer them. Funding would be available but the student would need to participate in the full 45 days for the college to get the full amount.

The courses will be introduced in September next year and this committee would receive updates at meetings.

**10 Quality Improvement Plan (QIP)**

The committee considered the update to the attached QIP in respect of the SAR approved in November. Consideration was being given to how the issues in the SAR could be addressed sooner as they were being picked up too late after the SAR was completed.

SH have an overview of the 12 actions planned and advised that the E&M strategy played a part in several as it was not yet embedded in all teaching areas.

**11 Any Risk issues to report to Audit Committee**

There were no exceptional issues to report.

**12 Any other business**

It was noted that a decision was awaited from the TVCA regarding the Adult Education Budget and Andy Steel was commended for his good work in putting it all together.

**13 To note the date and time of the next meeting as Tuesday 11<sup>th</sup> June 2019 at 5.30pm**

**Chairman:**

**ACTION POINTS**

<b>Minute</b>	<b>Issue</b>	<b>Responsible</b>	<b>By date</b>
7	Search Committee to consider Linda Nelson as Link Governor	APT	14 <sup>th</sup> March
7	Board to consider Linda Nelson's appointment as above	APT	14 <sup>th</sup> March
7	Plan to come to next committee re CEIAG	SH	1st June