

**HARROW COLLEGE FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING OF THE
CURRICULUM, QUALITY & STANDARDS COMMITTEE
WEDNESDAY 5 DECEMBER 2012**

1. COMMITTEE DEVELOPMENT SESSION

A presentation was received updating members on progress in the development of the College STEM Strategy.

Following questioning, the Chair extended members' appreciation for an interesting and informative presentation.

2. PRELIMINARY PROCEDURAL MATTERS

2.1 Attendance & Apologies for Absence

Membership: Ketan Sheth (Chair)
 Karen Tyerman
 Antonio Weiss (Up to Item 4)
 Mumtaz Van Der-Vort

In Attendance: Pat Brown (Item 1 only)
 Jayne Chaplin (Clerk)
 Chris Davies (Item 1 only)
 Chris Faux
 Tony Medhurst

Apologies: Abs Malik

On behalf of the Committee the Chair welcomed the new members to the meeting.

3. SELF ASSESSMENT & PERFORMANCE

3.1 Draft College Self-Assessment Report 2011/12:

3.1a Corporation Self-Assessment Report

A report was received advising members on the process and outcome of governance self assessment for 2011/12, the conclusions of which it was noted contributed to the leadership and management element of the College's Self Assessment Report.

The key strengths and areas identified for improvement were summarised; along with an action plan for 2012/13. It was noted that a Grade 2, Good, was proposed as a contributory grade towards the College's overall grade for leadership and management, reflecting the impact of the work of the Corporation evidenced by the upward trajectory in improved success rates and financial performance.

There was a discussion of the areas identified for improvement, some of which had been carried forward into the 2012/13 improvement plan and others were intended to further consolidate actions undertaken in the previous year,. It was noted in particular that it was

proposed to further develop members' knowledge to ensure that they remained sufficiently well- prepared to fulfil their statutory responsibilities and demonstrate a good understanding academic performance and key curriculum issues.

After consideration and endorsing the conclusions of the performance review, it was **RESOLVED** to **RECOMMEND** to the Corporation:

- The **APPROVAL** of the Corporation SAR 2011/12 and the Contributory Grade towards leadership and management, Grade 2.

3.1b College Self-Assessment (SAR) Report

The SAR for 2011/12 was received.

The report and the overall and subject sector grades were summarised.

Reviewing the grades in each area of the College SAR, the areas that still required attention were acknowledged, noting the overall improved position since the previous Ofsted inspection. There was discussion of the narrative for outcomes for learners, noting that it was presented in the context of the College's overall success rate for all ages and all durations of 82.6%, which whilst a decrease of 2.4 percentage points on 2009/10 was still 7 percentage points above the overall rates for 2009/10. Reflecting further on:

- Student attendance, identified as an area for further improvement, it was suggested that a brief explanation of the factors identified as impacting on attendance would help to provide an appropriate context for the strategies for generating improvement.
- The data analysing progress in closing any achievement gaps between different ethnic groups, there was particular discussion of those areas identified with a red rating and the factors impacting on progress in closing such gaps. In response to questioning it was noted that additional analysis was necessary to identify any general or specific factors that required attention.

Noting the Subject Sector Area (SSA) grades, there was particular discussion of the areas identified as Grade 4, inadequate, and the particular factors attributed to that conclusion, noting that there had been particular issues concerning the management of that area, which now had been addressed. In response to questioning, members confirmed that it would be helpful to receive updates on progress, suggesting for the relevant managers to be invited to the development session of future meetings.

After consideration and endorsing the grade profiles, it was **RESOLVED** to **RECOMMEND** to the Corporation:

- The **APPROVAL** of the College SAR for 2011/12.

Acknowledging the considerable work invested in its production, the Chair extended the Committee's thanks to College management for an interesting and informative report.

Antonio Weiss left the meeting at this point.

4 QUALITY IMPROVEMENT & DEVELOPMENT

4.1 Proposed amendments to Quality Improvement Strategy

A report was received outlining proposed amendments to the College's Quality Improvement Strategy.

Members were advised that amendments were proposed in order for the Strategy to reflect more comprehensive Quality Assurance of the learner journey and revised KPIs. The amendments were reviewed. Noting the changes it was observed that the Strategy had provided a useful insight into the learner insight and the College quality assurance processes.

After consideration, it was **RESOLVED** to **RECOMMEND** for the Corporation to:

4.1.1 **APPROVE** the amended Quality Improvement Strategy

5 COMMITTEE BUSINESS

5.1 Committee Annual Report 2011/12

The annual report for the Committee was received outlining its work during the period 1 August 2011 to 31 July 2012.

Summarising the report, members were advised that the main item of note concerned Committee meeting attendance. It was noted that whilst 2011/12 saw a 3% improvement on that reported in 2010/11 and that a review of attendance over the past 3 years showed a 13% improvement overall, it still remained below both the sector benchmark and the Corporation's own 75% target. It was reported that in addition, for the second year in succession, one of the three meetings had been inquorate.

Acknowledging the potential impact on the Committee's achievement of its purpose, there was discussion of the particular factors impacting on attendance. Noting that within the Corporation's Instrument & Articles of Government, provision had been made to accommodate attendance by video or teleconferencing, confirmation was welcomed that this option was being explored further in order to provide members with greater flexibility, which it was agreed would be immensely helpful.

After consideration, it was **RESOLVED** to **RECOMMEND** for the Corporation to:

5.1.1 **APPROVE** the Committee's Annual Report for 2011/12.

5.2 Committee Terms of Reference

A report was received about the Committee's Term of Reference.

Members were reminded that the Terms of Reference were reviewed annually and that after review two minor amendments were proposed:

- 5.2.1 To incorporate the Committee's review of the College's arrangements for obtaining the views of students on matters relating to the College's educational character and mission, and the oversight of its activities, reflecting the recent changes to the Instrument & Articles of Government
- 5.2.2 For a change from annual to biennial review of the Committee's Terms of Reference, in-line with the provisions of the English Colleges Code of Governance.

It was **RESOLVED** to:

- 5.2.3 **NOTE** the report and to **RECOMMEND** to the Corporation the **APPROVAL** of the amended Terms of Reference as presented.

6. ANY OTHER BUSINESS & MEETING EVALUATION

6.1 Any Other Business

There was none.

6.2 Date of Next Meeting

Wednesday 6 February 2013

6.3 Meeting Evaluation

Members completed the meeting evaluation forms and the meeting closed.