

**HARROW COLLEGE FURTHER EDUCATION CORPORATION**  
**MEETING OF THE CURRICULUM, QUALITY & STANDARDS COMMITTEE**

**WEDNESDAY 11 JUNE 2014**

**CONVENING NOTICE**

There will be a meeting of the Curriculum, Quality & Standards Committee on Wednesday 11 June 2014 in the Conference Room, at the Harrow Weald Campus, commencing at **5.30pm**.

The meeting will be preceded by a presentation on Developing Student Attributes by Pat Carvalho.

If you are unable to attend please advise the Clerk as soon as possible either by email to [gclerk@harrow.ac.uk](mailto:gclerk@harrow.ac.uk) or by telephone on 07904 105136.

**Jayne Chaplin**  
**Clerk to the Corporation**

**DATE ISSUED: 4 June 2014**

**DISTRIBUTION**

**Membership:**

Ketan Sheth	
Liz Warriner	
Antonio Weiss	(Chair)
Mumtaz Van-Der-Vord	
Vacancy	

**In Attendance:**

Jayne Chaplin	Clerk to the Corporation
Pat Carvalho	Vice Principal
Chris Faux	Head of Quality Improvement & Standards
Kevin Grindley	Head of Learner Services & Marketing

**Committee Quorum:**

3 members of the Corporation

# HARROW COLLEGE FURTHER EDUCATION CORPORATION

## CURRICULUM, QUALITY & STANDARDS COMMITTEE

WEDNESDAY 11 JUNE 2014

### AGENDA

Item	Report	Annex No	Action Required	Presented
<b>1</b>	<b>PRELIMINARY PROCEDURAL MATTERS (5.30pm)</b>			
1.1	Attendance & Apologies for Absence	Verbal	For noting	Clerk
1.2	Declarations of Financial or Non-Financial Interests & Confidential Items	Verbal	For noting	Clerk
1.3	Minutes of the Last Meeting & Matters Arising	Paper 1.3	For approval	Chair
<b>2</b>	<b>COMMITTEE DEVELOPMENT SESSION (5.35pm)</b>			
	Presentation:			
	Developing Student Attributes	Verbal	For noting	VP
<b>3</b>	<b>QUALITY IMPROVEMENT (6.05pm)</b>			
3.1	Summer Term Monitoring Reports:			
	3.1a College Development Plan Update	Paper 3.1 a	For noting	VP
	3.1b Quality Improvement Update	Paper 3.1 b	For noting	HoQLS
	3.1c Targets - Progress & Year-End Predictions	Paper 3.1c	For noting	VP
3.2	Learner Services: Update Report	Paper 3.2	For noting	HoLS&M
*3.3	Staff Development Follow-up: (CUREE) Report	Paper 3.3	For noting	HoQLS
<b>4</b>	<b>CURRICULUM STRATEGY &amp; PLANNING (6.55pm)</b>			
4.1	Curriculum Strategy: Update Report	Paper 4.1	For noting	VP
<b>5</b>	<b>SAFEGUARDING</b>			
5.1	Safeguarding Learners: Update Report	Paper 5.1	For noting	HoLS&M
<b>6</b>	<b>Other Business &amp; Meeting Evaluation (7.15pm)</b>			
6.1	Any Other Business	Verbal	For noting	Chair
6.2	Date of Next Meeting	Verbal	For noting	Chair
	<b>Wednesday 10 December 2014, 5.30pm (tbc)</b>			
6.3	Meeting Evaluation	Paper 6.3	For completing	Members

#### Notes

\* From Feb 2014 meeting:

- **Re: development plan update** – requested;
  - (1) For future reports on attendance rates to also include a breakdown of rates by ethnicity and by subject area &
  - (2) Early mock examinations – update re: how helpful learners found them in preparation for the year-end examinations (exams had only just concluded at the time reported at the meeting. It was agreed for an update to be provided) – could pick up under matters arising.
- **Re: item – staff development** - requested presentation of CUREE report