

**HARROW COLLEGE FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING OF THE
CURRICULUM, QUALITY & STANDARDS COMMITTEE
WEDNESDAY 11 DECEMBER 2013**

1. COMMITTEE DEVELOPMENT SESSION

A presentation was received updating members on Programmes of Study.

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

2. PRELIMINARY PROCEDURAL MATTERS

2.1 Attendance, Apologies for Absence, Welcome & Introductions

Membership:	Karen Tyerman	(Chair)	
	Mumtaz Van Der-Vord		
	Elizabeth Warriner		
In Attendance:	Jayne Chaplin	(Clerk)	
	Chris Faux		
	Lee Janaway		(Item 1 only)
	Sue Wilson		(Item 1 only)
Apologies:	Ketan Sheth		
	Antonio Weiss		

In the absence of the Committee Chair, it was **RESOLVED** for Karen Tyerman to act as Chair for the meeting.

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

2.2 Declarations of Interest

None declared.

2.3 Minutes of Previous Meeting

The minutes of the meeting held on 12 June 2013, were confirmed as a correct record, and were signed by the Chair.

2.4 Matters Arising

None.

3. SELF ASSESSMENT & PERFORMANCE

3.1 Curriculum, Quality & Standards (CQS) Committee Annual Report 2012/13

The annual report for the Committee was received.

The business reviewed during 2012/13 and the impact of the Committee's contribution to the work of the Corporation that period was considered and noted.

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

3.1.1 APPROVE the Committee's Annual Report for 2012/13.

3.2 Draft College Self-Assessment Report 2013/13:

The draft College self-assessment report was received.

3.2a Corporation Self-Assessment Report

A report was received advising members on the process and outcome of governance self-assessment for 2012/13, 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 2013/14. It was noted that a Grade 2, Good, was proposed as a contributory grade towards the College's overall grade for leadership and management, concurring with the assessment by Ofsted at the recent Inspection and reflecting the impact of the work of the Corporation evidenced by the upward trajectory in improved in success rates and financial performance.

There was a discussion of the areas identified for improvement, which had been carried forward into the 2013/14 improvement plan, noted in particular the focus of development on further enhancing members' knowledge to ensure the appropriate rigour and challenge of management in order to move the College to Outstanding status.

Subject to the amendment of the report text under CIF3/4 to expand the breadth of the diversity narrative to encompass gender, age and disability, it was **RESOLVED** to **RECOMMEND** to the Corporation:

- The **APPROVAL** of the Corporation SAR 2012/13 and the Contributory Grade towards leadership and management, Grade 2.

3.2b College Self-Assessment (SAR) Report

The SAR for 2012/13 was received.

The report commentary and the overall and subject sector grades were summarised advising members that having reviewed internally the full academic performance for year, the College concurred with the Ofsted judgements as to why the College was "Good" but not yet "Outstanding".

The grades in each area of the College SAR and the areas that still required attention were reviewed and 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 2012/13, including functional and key skills of 80%, 2 percentage points better than the previous year.

Reflecting further on the report commentary generally, in the context of action necessary to move the College to “Outstanding” status, it was observed that the report focus was on what was already good and what was already being done, suggesting instead, for a general, overall re-focus on those areas to be addressed in order to become outstanding.

Considering the Subject Sector Area (SSA) reviews, it was suggested for more judgmental narrative to be provided, which more clearly indicated both how overall conclusions were reached and the further action required. Reflecting further on the overall SSA grades, there was particular discussion of the SSA:

- Maths, identified as Grade 1 overall, Outstanding, in particular the evidence cited in support of the overall judgement observing in the context of nationally low GCSE A - C rates that such a judgement necessitated further, more solid evidence and less descriptive narrative to support the overall conclusion.
- Travel, Tourism and Hospitality, identified as Grade 4, Inadequate, observing the high turnover of agency staff on the quality of delivery and the impact on learner achievement and experience, suggesting for the narrative to be further expanded to better explain its impact and management confidence in the action taken to generate an improved assessment in 2014.

Proposals for an overall review and refresh of the self-assessment process for 2014/15 were noted. After consideration and endorsing the grade profiles and subject to the further review of the proposed grade for the SSA Maths, it was **RESOLVED** to **RECOMMEND** to the Corporation:

- The **APPROVAL** of the College SAR for 2012/13.

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

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.

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

- 4.1.1 **APPROVE** the amended Quality Improvement Strategy

5. ANY OTHER BUSINESS & MEETING EVALUATION

5.1 Any Other Business

There was none.

5.2 Date of Next Meeting

Wednesday 5 February 2014

5.3 Meeting Evaluation

Members completed the meeting evaluation forms and the meeting closed.