

**HARROW COLLEGE FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING OF THE
CURRICULUM, QUALITY & STANDARDS COMMITTEE
WEDNESDAY 5 FEBRUARY 2014**

1. PRELIMINARY PROCEDURAL MATTERS

1.1 Attendance, Apologies for Absence, Welcome & Introductions

Membership: Karen Tyerman
Mumtaz Van Der-Vord
Elizabeth Warriner
Antonio Weiss (Chair)

In Attendance: Pat Carvalho
Jayne Chaplin (Clerk)
Chris Faux
Steven Porter

Apologies: Ketan Sheth

1.2 Declarations of Interest

None declared.

1.3 Minutes of Previous Meeting

The minutes of the meeting held on 5 December 2013, were confirmed as a correct record, and were signed by the Chair.

1.4 Matters Arising

None.

2. COMMITTEE DEVELOPMENT SESSION

A presentation was received updating members on English and Maths.

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

3. QUALITY IMPROVEMENT & DEVELOPMENT

3.1 Development Plan Update

A report was presented updating members on progress in the implementation of the curriculum and quality objectives for the year in the College Development Plan.

Reporting that there had been progress in most areas there was particular discussion:

3.1.1 In the context of success rates targets, of the monitoring of apprenticeship completion noting confirmation in response to questioning that this related to the achievement of all elements. Reviewing progress with the early mock examinations, it was reported

that students found them helpful in preparation for the year-end examinations, but that the examinations had only recently concluded. It was agreed for an update to be circulated once results were known.

- 3.1.2 Of attendance rates, noting that attendance rates remained similar to those reported for 2012/13; although it was reported that there had been improvement at Level 3. The paucity of sector benchmark data in this regard was reported noting it to be a sector-wide issue of particular significance in London and observing the correlation with overall learner achievement. There was discussion of the range of the strategies and monitoring arrangements in place. Reviewing those currently noted to have reaped the most positive results and noting plans for further investigation into factors inhibiting attendance, members were advised of proposals for the adoption of strategies considered most likely to facilitate improvement in particular areas of provision rather than the adoption of one overall strategy. Following further consideration it was concluded that to facilitate monitoring going forward it would be helpful for future reports to also include a breakdown of rates by ethnicity and by subject area.

The report was noted.

3.2 Quality Improvement Report

The Quality Improvement Report was presented updating members on progress with the College's quality improvement initiatives.

The report was summarised and there was particular consideration of:

- 3.2.1 The main outcomes from the Learning Walks undertaken in the autumn term highlighting poor punctuality and low attendance in some areas and the continuing room for improvement in clarifying learning outcomes to students.
- 3.2.3 Lesson Observations undertaken to date, identifying that there remained significant work to do on differentiation and assessment for learning. There was discussion of some aspects of the individual criterion used during the assessment process, particularly T3, Using assessment to know learners' starting points, monitor progress; planning to meet all learners' needs (differentiation); giving formative feedback so that learners understand how to improve, noting the consideration being given to the separation of those elements.
- 3.2.4 Complaints summary for 2012/13 the information from which was noted to be used to help inform the refining of processes and procedures to reduce the likelihood of recurrences.

The report was noted.

3.3 Annual Staff Development Report

The Annual Staff Development Report was received presenting the staff development activities undertaken.

Activity was summarised following which there was particular discussion of the overall investment in and benefit from development activities and in particular those for teaching and learning improvement. Acknowledging that to date the College's limited analysis of the effectiveness of the various forms of staff development provided, members were advised of the work recently completed by the Centre for the Use of Research & Evidence in Education (CUREE) to facilitate plans for the further enhancement of future CPD activities to equip staff in responding to the changing demands of the curriculum. In response to questioning it was confirmed that the final report would be shared with members at the Committee's next meeting.

The report was noted.

3.4 Partnership Monitoring Report

The project monitoring report was presented.

In the context of the current funding constraints, it was confirmed that the College strategy for subcontracting remained as reported previously with focus on assisting with capacity issues, exploring new curriculum areas and satisfying a commercial or geographical need or hard to reach areas of the community; predominantly delivered on an in-house basis.

The report was noted.

4 CURRICULUM MATTERS

4.1 Curriculum Strategy: Update Report

A report was presented updating members on progress with the College's Curriculum Planning and Development Strategy.

Following the discussions that had taken place at the Corporation's recent Conference, and supported by individual curriculum area plans, the report confirmed the College strategy for growth and the development of its USPs with the ultimate objective of moving towards a 'career college'. The direction of travel to date along with the opportunities and constraints were noted acknowledging the challenges of the environment within which plans were taking place, in particular the need to navigate and respond to significant funding reductions.

After discussion the report was noted.

5. ANY OTHER BUSINESS & MEETING EVALUATION

5.1 Any Other Business

There was none.

5.2 Date of Next Meeting

Wednesday 11 June 2014

5.3 Meeting Evaluation

Members completed the meeting evaluation forms and the meeting closed.