

**HARROW COLLEGE FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING OF THE
CURRICULUM, QUALITY & STANDARDS COMMITTEE
WEDNESDAY 12 JUNE 2013**

1. PRELIMINARY PROCEDURAL MATTERS

1.1 Attendance & Apologies for Absence

Membership: Ketan Sheth (Chair)
Karen Tyerman
Mumtaz Van Der-Vord

In Attendance: Jayne Chaplin (Clerk)
Chris Faux
Mary Ling
Chris Spellen

Apologies: Antonio Weiss

1.2 Declarations of Interest

None declared.

1.3 Minutes of Previous Meeting

The minutes of the meeting held on 6 February 2012, 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 providing an update on the priorities for teaching and learning from the Curriculum Leaders for:

2.1 LDD noting both the activities introduced and planned for providing work experience and the integrating of LDD learners into the world of work to ensure learners were equipped with the appropriate work and social skills.

2.2 Science, reporting on the sharing of best practice and the use of CPD through attendance at sessions at the Science Learning Centre and the use of contributions from the ENTHUSE Award to send staff on courses at the National Science Learning Centre.

2.3 Media, Performing Arts & Humanities explaining the different strategies for prioritising teaching and facilitating learning, including addressing students' differing skills and expectations, the early identification of "at risk" students and intervention strategies and flexibility in the approaches taken.

- 2.4 Art & Design in promoting equality and diversity. Members were advised of the activities undertaken noting the celebration of cultural diversity by drawing on different artists, designers and crafts people and the integration of themes into the curriculum and projects.
- 2.5 Hair & Beauty, advising members of the range of activities including attendance at and participation in competitions, paper days and work experience, most notably the positive impact of the upgrade of the commercial hair & beauty salon, with a 50% increase in clients providing a corresponding increase in work experience opportunities for learners.

Following questioning, the Chair extended members' appreciation to the Curriculum Managers for interesting and informative presentations.

3. QUALITY IMPROVEMENT & DEVELOPMENT

3.1 College Ofsted Report

A report was received on the outcome of the College's recent Ofsted inspection.

Confirmation was welcomed that:

- 3.1.1 Overall the College had been assessed as Grade 2, Good
- 3.1.2 All Aspects were graded 'Good' overall except the 16-18 outcome, which had been graded overall 'In Need of Improvement' because of success rates in 2011/12
- 3.1.3 All the areas observed had been graded as 'Good' with the exception of Health and Social Care (HSC), Graded 3, In Need of Improvement and Business Management, Graded 4, 'Inadequate'.
- 3.1.4 Teaching and learning had been assessed overall as 'Good'.
- 3.1.5 The College's participation in a best practice study had been requested by Ofsted

Acknowledging that the outcome represented a fair representation of the current position and after extending its congratulations and commending management and staff for such an achievement, the Committee discussed the report findings in more detail, in particular:

- 3.1.6 The action required in the areas of HSC and Business Management for ensuring the continuation of improvement strategies noting that rigorous plans would be in place for 2013/14. Confidence was expressed for the potential for HSC to move from a Grade 3 to a Grade2, and whilst the journey ahead for Business Management was acknowledged, it was noted that the foundations necessary to facilitate improvement were in place.
- 3.1.7 The further measures for the closer monitoring and early interventions for specific groups of learners to ensure the closing of the achievement gap, particularly those identified by the Inspectors during the inspection, which members were advised would form part of the Quality Improvement & Development Plan to be presented to Corporation at its meeting in October 2013.
- 3.1.8 The position going forward and the anticipated impact, particularly in enhancing the image of the College and on recruitment, emphasising the need to ensure the most effective use of the report.

3.1.9 The timescales for future inspections noting that unless any particular problems arose, no further visits were expected in the immediate future although Ofsted would continue to monitor progress in the meantime.

3.2 Quality Improvement: Update Report

The Quality Improvement Update Report was presented summarising progress with the College's quality improvement initiatives.

The report was noted.

3.3 Progress on Targets: Term 3 Update Report

A report was presented summarising progress against target in respect of strategic objectives 2 and 3.

Progress was reviewed with discussion including:

3.3.1 The predictions against Targets for 2013/14, in particular the high prediction against target for AS Level, noting following review with staff that confidence remained in the achievement of the predicted target; and the issues impacting on achievement of the Functional Skills target

3.3.2 With attendance remaining around 84-85% for the last three years, the planned focus on Attendance in the 2031/14 Action Plan

3.3.3 The outcome of the latest lesson observations focussing on the those areas, Skills Centre, Hospitality and Sport& Travel, assigned a red rating and reflecting the position observed by Ofsted. The underlying factors were considered, reported to include staffing issues. Members were advised that improvements had been made in Business Management, although, as discussed previously on the agenda, further work was required

The report was noted.

3.4 Learner Services: Update Report

On oral update was received.

The various activities of the Information, Advice & Guidance, Admissions, Exams, Careers & Employability and Learner Services teams were reported, noting in particular:

3.4.1 There-accreditation by Matrix and the maintenance of active customer feedback via on-line surveys in areas where not offered previously.

3.4.2 The development of more rigorous processes for international applications

3.4.3 The early intervention of potential under-achieving learners, targeted to support access and improve high grades and the proactive promotion of initiatives to engage learners including the 6 book challenge rolled out to ESOL and childcare learners.

The report was noted.

3.4 Safeguarding Learners: Update Report

The Safeguarding learners update was received.

Summarising activity to date there was discussion of the progress on those actions identified last year noting in particular the:

3.5.1 The significant decrease, halved, in the number of cases “escalated” due to effective triage and a more measured and devolved approach.

3.5.2 Progress in the implementation of the objectives in the QIP

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.

Reviewing progress there was discussion in particular of:

4.1.1 The increase in new applications by 354 to date compared with the same time last year; and recruitment confirmed of new 59 HEFCE places for 2013/14.

4.1.2 The two new Access programmes that had been validated and would go towards improving potential 24+ funding draw down for 2013/14 as well as plans to offer CPD courses

4.1.3 The 6 projects applied for through a mixture of different funding streams by July 2013.

4.1.4 The potential risks in areas in need of improvement in the event of not recruiting at curriculum management level and/or replace permanent staff where identified.

4.1.5 The alignment of the College strategy with the local authority and agenda around the unemployed, noting the importance of the need to fully exploit the Ofsted grade 2 as a platform to deliver outstanding teaching and learning.

The report was noted.

5 COMMUNITY ENGAGEMENT

5.1 Community Engagement: Public Value Statement

A report was presented advising members of its responsibilities regarding the publication of a public value statement and proposing a draft report for consideration.

It was reported that:

5.1.1 Having adopted the English Colleges Code of Governance and to demonstrate its engagement with its various communities, it was a requirement for the Corporation to agree and maintain a Public Value Statement; and to publish on the College website at

least annually an account of such engagement and the progress made towards meeting their needs.

5.1.2 In parallel, it was a requirement of the Corporation's Statutory Instrument for the arrangements for seeking the views of its students and staff to be published.

Reminding members that the extent of the work and relationships developed in the Harrow community had been subject of discussion by the Corporation in February and July 2012, it was reported that Members the report presented previously had been updated to incorporate a Public Value Statement and the arrangements for obtaining the views of staff and students

Reviewing the report here was discussion of the College's engagement with and priorities for its various communities, suggesting for the report to be amended to also highlight the College's various activities involving faith groups within the community.

Following discussion it was **RESOLVED** to **RECOMMEND** for the Corporation

APPROVE and **REQUEST** the publication of the College Public Value Statement and report.

6. ANY OTHER BUSINESS & MEETING EVALUATION

6.1 Any Other Business

There was none.

6.2 Date of Next Meeting

Wednesday 4 December 2013, 5.30pm

6.3 Meeting Evaluation

Members completed the meeting evaluation forms and the meeting closed.